



City of Port Moody

Report/Recommendation to Council

Date: February 6, 2020

Submitted by: Corporate Services Department – Legislative Services Division

Subject: Community Planning Advisory Committee Meeting Dates

Purpose

To request that the Community Planning Advisory Committee Terms of Reference be amended to allow meetings to be held on a day other than the first Tuesday of each month.

Recommended Resolution(s)

THAT the Community Planning Advisory Committee Terms of Reference be amended as recommended in the report dated February 6, 2020 from the Corporate Services Department – Legislative Services Division regarding Community Planning Advisory Committee Meeting Dates.

Background

The Community Planning Advisory Committee (CPAC) Terms of Reference (**Attachment 1**) was amended on January 8, 2019 to replace five members of Council with the following members:

- architect;
- landscape architect;
- engineer;
- business community representative;
- construction industry representative; and
- Port Moody Police Department representative.

With this amendment, CPAC no longer required the attendance of all of Council, so its meetings could be held on a day other than Tuesday.

On February 12, 2019, Council considered a report dated January 27, 2019 from Councillor Diana Dilworth regarding Transparency and Accountability: Holding of Committee Meetings in Council Chambers and passed resolutions to hold Finance Committee, Committee of the Whole, and Community Planning Advisory Committee meetings in Council Chambers with livestreaming and webcasting for 2019 (**Attachment 2**). Due to theatre and budget availability, CPAC meetings continued to be held on Tuesdays. The CPAC Terms of Reference were not amended to change the meeting date or location as this change applied only to 2019.

Discussion

The Council direction to hold CPAC meetings in Council Chambers for 2019 has been completed. Since the CPAC Terms of Reference were amended to replace Council members with various other representatives, Council also made changes to the Development Approval Procedures Bylaw and the Council Procedure Bylaw. Development applications are now considered at these open meetings of Council:

- one or two Committee of the Whole meetings for early input;
- one Regular Council meeting for consideration of first and second reading;
- one Public Hearing;
- one or two Council meeting(s) for consideration of third reading and adoption.

This new process provides additional opportunities for the public to engage with the development approval process in a minimum of five open, livestreamed, and webcasted meetings.

This new process also increases the number of business items to be considered at Council meetings and, as a result, increases the overall number of Council meetings required. To accommodate the increase in number of meetings, staff recommend that CPAC meetings be moved to days other than the first Tuesday of each month, and that CPAC meetings be held in committee meeting rooms rather than in Council Chambers. This will allow staff to schedule Public Hearings and Special Council meetings (including Committee of the Whole meetings) in Council Chambers on the first Tuesday of each month. A revised CPAC Terms of Reference is included as **Attachment 3**. The revised terms of reference removes the meeting date restriction, and also removes references to the requirement to draft a committee Work Plan, as CPAC's chief mandate is to consider development applications and provide recommendations.

Other Option(s)

Due to the pressing need for greater flexibility in scheduling various meetings that require the attendance of all of Council, staff do not recommend continuing to hold CPAC meetings on Tuesday evenings; however, should Council wish to continue to hold CPAC meetings in Council chambers, Council may amend the Terms of Reference to change the meeting location for CPAC in addition to the amendments proposed. Holding the ten scheduled CPAC meetings in Council Chambers on a night other than Tuesday would require an estimated annual budget of \$7,000. This estimate is based on the cost for two theatre technicians to set up, attend the 2.5-hour meeting, and reset the theatre. The cost per meeting is approximately \$700, which includes a small contingency (20%) to account for meetings running over the planned time.

Should Council wish to continue to hold CPAC meetings in Council Chambers, the following additional resolutions would be required:

AND THAT the Community Planning Advisory Committee Terms of Reference be further amended to specify that meetings are to be held in Council Chambers;

AND THAT an additional budget of \$7,000 be referred to the Finance Committee for determination of a funding source for 2020 CPAC meetings, and included in operational budgets for future years.

Financial Implications

Making Council Chambers available for other Council meetings on the first Tuesday of each month would reduce the need for unbudgeted expenditures related to additional Council meetings held on days other than Tuesdays. The financial implications of continuing to hold CPAC meetings in Council Chambers is outlined above in the Other Options section.

Communications and Civic Engagement Initiatives

Upon adoption of the recommendations, CPAC members will be notified by email of the changes and the updated Terms of Reference will be made available on the City website.

Council Strategic Plan Objectives

Amending the CPAC Terms of Reference to allow meetings to be held on days other than Tuesdays aligns with the Council Strategic Priority of Exceptional Service and the action of ensuring fiscal responsibility.

Attachment(s)

1. Community Planning Advisory Committee Terms of Reference.
2. Excerpt from the Regular Council meeting minutes of February 12, 2019.
3. CPAC Terms of Reference with Proposed Amendments.

Report Author

Dorothy Shermer
Corporate Officer

Considered at the Regular Council Meeting of February 25, 2020

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Report Approval Details

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|----------------------|--|
| Document Title: | Community Planning Advisory Committee Meeting Dates.docx |
| Attachments: | <ul style="list-style-type: none">- Attachment 1 - CPAC Terms of Reference.pdf- Attachment 2 - Excerpt from Regular Council Meeting Minutes - 2019 02 12.pdf- Attachment 3 - Proposed Revisions to CPAC Terms of Reference.pdf |
| Final Approval Date: | Feb 18, 2020 |

This report and all of its attachments were approved and signed as outlined below:

Rosemary Lodge, Manager of Communications and Engagement - Feb 10, 2020 - 12:40 PM

Paul Rockwood, General Manager of Finance and Technology - Feb 11, 2020 - 10:09 AM

Kate Zanon, General Manager of Community Services - Feb 11, 2020 - 12:15 PM

André Boel, General Manager of Planning and Development - Feb 12, 2020 - 1:49 PM

Angie Parnell, General Manager of Corporate Services - Feb 13, 2020 - 5:43 PM

Tim Savoie, City Manager - Feb 18, 2020 - 11:31 AM



City of Port Moody

Council Committee Terms of Reference

Date: July 07, 2016

File No. 01-0360-20-01

Type: Select

Committee Name: Community Planning Advisory Committee

Approvals/Reviews/Amendments

Approval date: ~~July 19, 2016~~

~~May 22, 2018~~

~~June 12, 2018~~

January 8, 2019

1. Committee Purpose

To review information and provide the General Manager of Planning and Development and/or City Council with advice on proposed land use changes or other planning related matters as detailed below and within the terms of the Council Committee Systems Policy.

2. Duties

The Committee will provide advice regarding proposed land use changes through the review of Official Community Plan, Zoning Bylaw, Land Use Contract, or Temporary Use Permit applications, and will provide recommendations to the General Manager of Planning and Development as part of review process of these applications.

The Committee will also review and advise Council on bylaws, plans, studies, or policies on land use planning matters referred by Council, and may identify other areas of focus for approval by Council. An annual work plan shall be drafted at the first meeting of each year and forwarded to Council for consideration and endorsement.

3. Membership

The Committee will comprise the following members to be appointed by Council:

1. One (1) member of Council to serve as Chair;
2. One (1) member of Council to serve as Vice-Chair;
3. One (1) resident of College Park nominated by a neighbourhood association in College Park or by ten (10) residents of College Park;
4. One (1) resident of Glenayre nominated by a neighbourhood association in Glenayre or by ten (10) residents of Glenayre;
5. One (1) resident of Heritage Mountain nominated by a neighbourhood association in Heritage Mountain or by ten (10) residents of Heritage Mountain;

Council Committee Terms of Reference

Community Planning Advisory Committee

6. One (1) resident of Inlet Centre nominated by a neighbourhood association in Inlet Centre or by ten (10) residents of Inlet Centre;
7. One (1) resident of Moody Centre nominated by a neighbourhood association in Moody Centre or by ten (10) residents of Moody Centre;
8. One (1) resident of Pleasantside nominated by a neighbourhood association in Pleasantside or by ten (10) residents of Pleasantside;
9. One (1) architect, with one (1) secondary architect whose attendance is considered for quorum determination only when present;
10. One (1) landscape architect;
11. One (1) engineer;
12. One (1) representative from the business community;
13. One (1) representative from the construction industry;
14. One (1) representative with a background in arts and culture;
15. One (1) representative with an environmental background;
16. One (1) representative from the Port Moody Police Department; and
17. One (1) representative with mobility or accessibility challenges or expertise in mobility or accessibility challenges.

Neighbourhood boundaries are set out in the map included as **Attachment 1**.

Members shall be appointed for a term of two (2) years, and may be reappointed for further terms, without limitation. Appointments for resident representatives shall be staggered such that half (1/2) of resident representatives are appointed each year:

2019

- Three (3) resident representatives appointed for one-year terms; and
- Three (3) resident representatives appointed for two-year terms.

2020 and subsequent years

- Three (3) resident representatives appointed for two-year terms.

Appointments for other representatives shall also be staggered such that half of the entire committee are appointed each year.

4. Operations of the Committee

4.1 Meeting Schedule

The Committee will meet on the first Tuesday of each month with the exception of August, during which no meetings will be held. Committee meetings will be held in the Brovold Room at City Hall or other suitable location specified by the Chair.

4.2 Meeting Open to Public

Council Committee Terms of Reference

Community Planning Advisory Committee

Committee meetings will be open to the public.

4.3 Rules of Procedure

Meetings shall be conducted in accordance with the rules of procedure set out in the Council Procedure Bylaw and Committee System Policy.

Excerpt from the Regular Council Meeting Minutes from February 12, 2020

Transparency and Accountability: Holding of Committee Meetings in Council Chambers

Report: Councillor Diana Dilworth, dated January 27, 2019

File: 01-0530-01/2019

RC19/058,061

WHEREAS the requirement to hold Finance Committee in the Council Chambers, with video recording, live streaming, and archival video, was made by motion of Council on October 24, 2017;

AND WHEREAS Finance Committee meetings, Committee of the Whole meetings, and most recently, Community Planning Advisory Committee meetings, are no longer being held in the Council Chamber, recorded, live streamed, or video archived;

BE IT RESOLVED THAT, per resolution RC17/431, the Finance Committee meetings continue to be held in Council Chambers, be video-recorded, live streamed, and archived for 2019.

(Voting against: Councillors Madsen and Milani, and Mayor Vagramov)

RC19/058,059

WHEREAS the requirement to hold Finance Committee in the Council Chambers, with video recording, live streaming, and archival video, was made by motion of Council on October 24, 2017;

AND WHEREAS Finance Committee meetings, Committee of the Whole meetings, and most recently, Community Planning Advisory Committee meetings, are no longer being held in the Council Chamber, recorded, live streamed, or video archived;

BE IT RESOLVED THAT Committee of the Whole meetings and Community Planning Advisory Committee meetings be returned to being held in Council Chambers, be video recorded, live-streamed, and archived for 2019.

(Voting against: Councillors Madsen and Milani, and Mayor Vagramov)



City of Port Moody

Council Committee Terms of Reference

| | | |
|-----------------|---------------------------------------|------------------------|
| Date: | July 07, 2016 | File No. 01-0360-20-01 |
| Type: | Select | |
| Committee Name: | Community Planning Advisory Committee | |

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