

Proposed new Community Planning Advisory Committee Terms of Reference

Committee Name

Community Planning Advisory Committee

Committee Purpose

The purpose of the Community Planning Advisory Committee is to provide City Council and the General Manager of Planning and Development with comment and advise on proposed land use changes as detailed below and within the Council Committee.

Duties of the Committee

- 1) 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.
- 2) 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.

Membership of the Committee

The Committee will be comprised of two members of Council who will act as Chair and Vice Chair, one member from the community-at-large and one representative from each of the following community areas who have been nominated by their Community Association or by ten (10) residents of their neighbourhood to be appointed by Council:

- College Park;
- Glenayre;
- Heritage Mountain;
- Inlet Centre;
- Moody Centre;
- Pleasantside.

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.

Operations of the Committee

Meeting Schedule

The Committee will meet monthly, as needed.

The meetings will be open to the public.

Rules of Procedure

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

At each meeting staff will present the committee with the proposed land use change. The information provided to the committee should be limited to form and density in reference to:

- current OCP designation and population projections,
- proposed form and density, (type of housing mix, form of development)
- context of the proposal (ie. Where is it located, what is the neighbourhood context, how close to transit, etc.),

Upon receipt of the proposal, the committee will consider these aspects and make recommendation to staff/Council based on the advisability of the proposed land use change. These recommendations would be worded as such:

“The CPAC recommends to council that the proposed land use is appropriate/not appropriate for the following reasons:

- As it pertains to the current OCP designation:
- Form and density:
- Context of the proposal: