



City of Port Moody

Report/Recommendation to Council

Date: October 4, 2020
Submitted by: Community Development Department – Development Planning Division
Subject: Land Use Committee and Advisory Design Panel Updated Terms of Reference

Purpose

To present for Council consideration the draft Land Use Committee and Advisory Design Panel Terms of Reference per Council direction on September 8, 2020.

Recommended Resolution(s)

THAT the Terms of Reference for the Land Use Committee (LUC) and the Advisory Design Panel (ADP) be approved as attached to and recommended in the report dated October 4, 2020 from the Community Development Department – Development Planning Division regarding Land Use Committee and Advisory Design Panel Updated Terms of Reference;

AND THAT City of Port Moody Development Approval Procedures Bylaw, 2011, No. 2918, Amendment Bylaw No. 5, 2020, No. 3266 be read a first, second, and third time;

AND THAT an annual budget of \$1,500 for ADP meetings be approved and referred to the Finance Committee for identification of a funding source.

Background

At the September 8, 2020 Regular Council meeting, Council considered a report dated June 22, 2020 from the Planning and Development Department – Development Planning Division regarding Land Use Committee and Advisory Design Panel Terms of Reference (**Attachment 1**) and passed the following resolutions:

RC20/329

THAT the Land Use Committee Terms of Reference be referred to staff to report back at an upcoming Committee of the Whole meeting for discussion on the Terms of Reference as provided by Council.

RC20/330

THAT the following amendment be made to the draft Terms of Reference for the Land Use Committee:

- Section 3 Membership:
Replace the following sentence:
“Members shall be appointed for a term of two (2) years, and may be reappointed for further terms, without limitation.”
with the following sentence:
“Members shall be appointed for a term of two (2) years, and may be reappointed for further terms, up to a cumulative maximum of two terms.”.

RC20/331

THAT the following amendment be made to the draft Terms of Reference for the Land Use Committee:

- Section 4.3 Scope of Consideration:
Replace the following fifth bullet:
“• contribution to local economy including estimated job types and numbers; and”
with the following fifth bullet:
“• contribution to the local economy in terms of allocated space, for purchase and/or rental, that is dedicated to private business operations, identifying business sector (industrial, light industrial, office/professional, retail/commercial, non-profit service, other) and expected number of jobs related to each; and”.

RC20/332

THAT the draft Terms of Reference for the Advisory Design Panel be amended by replacing section 5.3 a) with the following:

Architectural Distinction – is this building based on a compellingly original visual concept? Would it make a striking contribution to residents' visual experience of Port Moody as an exciting City of the Arts? Factors to consider include building massing and proportionality, articulation, distinctive materials, character/personality, height, roof forms, and overall impact to streetscape and/or skyline.

RC20/334-336

THAT the draft Terms of Reference for the Advisory Design Panel be amended by:

- replacing “one representative from the business community” with “one representative from the commercial real estate sales industry” in section 2.1; and
- replacing 2.2c with the following: “The appointee from the commercial real estate sales industry would ideally conduct their business within Port Moody.”.

RC20/337

THAT the draft Terms of Reference for the Advisory Design Panel be amended by adding one member of Council as a non-voting member in section 2.1.

RC20/338

THAT the draft Terms of Reference for the Advisory Design Panel be amended by replacing “one professional engineer (P. Eng.)” with “one professional engineer (P. Eng.), ideally with a traffic background”.

RC20/339

THAT the draft Terms of Reference for the Land Use Committee be amended by replacing “applicants” with “staff” in section 4.3.

Discussion

A detailed outline of previous changes and additions to the draft Terms of Reference has been provided in the staff report considered at the September 8, 2020 meeting (**Attachment 1**). The initial report from Councillors Lahti and Milani considered at the June 2, 2020 meeting has also been provided (**Attachment 2**). Based on the direction provided at the September 8, 2020 meeting, staff have updated the Terms of Reference for the Land Use Committee (**Attachment 3**) and for the Advisory Design Panel (**Attachment 4**).

In addition to the changes requested by Council, the proposed Development Approval Procedures Bylaw amendment has also been updated to include a housekeeping amendment to reflect the new name of the Community Development Department and associated titles (**Attachment 5**).

Other Option(s)

1. THAT the Terms of Reference for the Land Use Committee be adopted with the following changes:
2. THAT the Terms of Reference for the Advisory Design Panel be adopted with the following changes:

Financial Implications

The re-introduction of the Advisory Design Panel increases demand for Committee Coordinator support and Planning staff attendance. In most cases, where meetings are of a limited length, staff can adjust work schedules or, when this is not possible, overtime cost would be incurred for evening meetings. The Terms of Reference do limit the level of details for minutes to ensure the Committee Coordinators have sufficient time to support the other Committees.

The cost of the Chair's stipend is approximately \$1,500 per year, based on ten meetings per year. This would require a new budget allocation.

Communications and Civic Engagement Initiatives

Once the Terms of Reference for both LUC and ADP are approved, staff recommend issuing calls for expressions of interest, including referring the request for two architects to the Architectural Institute of BC. It is expected that this process will take approximately three months.

In the meantime, the Community Planning Advisory Committee would continue to operate in its current form, until the member nominations to the new Land Use Committee and Advisory Design Panel have been ratified and the inaugural meetings scheduled.

Council Strategic Plan Objectives

Finalizing the new Terms of Reference for the Land Use Committee and Advisory Design Panel supports the strategic priority of Community Evolution, specifically the objective of ensuring future community growth is carefully considered and strategically managed consistent with the targets approved in our Official Community Plan.

Attachment(s)

1. Report considered at September 8, 2020 Regular Council meeting – LUC and ADP Terms of Reference.
2. Report considered at June 2, 2020 Special Council meeting – Councillor Lahti and Councillor Milani.
3. Draft Terms of Reference – Land Use Committee.
4. Draft Terms of Reference – Advisory Design Panel.
5. Draft City of Port Moody Development Approval Procedures Bylaw, 2011, No. 2918 Amendment Bylaw No. 5, 2020, No. 3266.

Report Author

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Report Approval Details

Document Title:	Land Use Committee and Advisory Design Panel Updated Terms of Reference.docx
Attachments:	<ul style="list-style-type: none">- Attachment 1 - Report considered at 2020 09 08 RC meeting - LUC and ADP Terms of Reference.pdf- Attachment 2 - Report considered at 2020 06 02 Special Council meeting – Councillor Lahti and Councillor Milani.pdf- Attachment 3 - Terms of Reference Land Use Committee.pdf- Attachment 4 - Terms of Reference Advisory Design Panel.pdf- Attachment 5 - Draft City of Port Moody Dev App Proc Bylaw, 2011, No. 2918, Amendment Bylaw No. 5, 2020, No. 3266.pdf
Final Approval Date:	Oct 14, 2020

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

André Boel for Kate Zanon, General Manager of Community Development - Oct 6, 2020 - 3:46 PM

Dorothy Shermer, Corporate Officer - Oct 6, 2020 - 4:37 PM

Rosemary Lodge, Manager of Communications and Engagement - Oct 7, 2020 - 3:07 PM

Paul Rockwood, General Manager of Finance and Technology - Oct 7, 2020 - 3:11 PM

Tim Savoie, City Manager - Oct 14, 2020 - 2:17 PM