

Considered at October 20, 2020 Special Council (FC-COTW) Meeting

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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.

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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.”.

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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.

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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

André Boel, MCIP, RPP
City Planner

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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

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City of Port Moody Report/Recommendation to Council

Date: June 22, 2020
Submitted by: General Manager of Planning and Development
Subject: Land Use Committee and Advisory Design Panel Terms of Reference

Purpose

To provide staff recommendations regarding two Terms of References for the Land Use Committee (LUC) and the Advisory Design Panel (ADP).

Recommended Resolution(s)

THAT the Terms of References for the Land Use Committee (LUC) and the Advisory Design Panel (ADP) be approved as attached to and recommended in the report dated June 22, 2020 from the General Manager of Planning and Development regarding Land Use Committee and Advisory Design Panel 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 a 2020 budget of \$300 and an annual budget of \$1,500 for ADP meetings be approved and referred to the Finance Committee for identification of a funding source.

Background

On June 9, 2020, Council passed the following resolutions regarding re-instating an Advisory Design Panel (ADP) and changing the Terms of Reference for the Community Planning Advisory Committee (CPAC):

RC20/224

THAT this item be referred to staff for a report back;

AND THAT staff consider the following:

- adding job targets to the Community Planning Advisory Committee Terms of Reference;
- adding an Economic Development Committee liaison to the Community Planning Advisory Committee;
- adding a strata member to the Advisory Design Panel; and
- adding the concept of "architectural distinction" to the Advisory Design Panel Terms of Reference.

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Discussion

Staff have reviewed the draft sets of Terms of Reference provided by Councillors Milani and Lahti (**Attachment 1**). In follow up to the discussion at the June 9, 2020 Council meeting and considering information from the Architectural Institute of BC, this report suggests minor edits to the proposed sets of Terms of Reference for Council consideration. In addition, staff are recommending renaming CPAC to Land Use Committee (LUC).

Land Use Committee

The Terms of Reference for the Land Use Committee (**Attachment 2**) are very similar to the current CPAC Terms of Reference and include the changes proposed in the report by Councillors Lahti and Milani.

Staff are recommending the following changes and additions:

1. With regards to the name of the Committee, staff are recommending a name change to Land Use Committee. Since the proposed changes result in a major shift in focus, it would be useful to use "Land Use Committee" to clearly communicate the new scope of the Committee.
2. In section 2: a reference to the Development Approval Procedures Bylaw was added because this bylaw already specifies which applications are referred to advisory committees.
3. In section 2: the option for the Committee to identify "areas of focus" on their own behalf was omitted to clarify that it is Council's role to determine what is referred to the Committee. This is meant to avoid gradual changes and expansions in scope that sometimes can occur in advisory committees.
4. In section 3: as requested by Council, a liaison from the Economic Development Committee was added to the membership outline.
5. In section 4.2: a statement was added to clarify that receiving public submissions is not within the purview of the Committee. Interested community members have other options to provide input through open houses, information meetings, public input at Council, writing to Council, and at the Public Hearing. While the community members on the Committee are expected to speak with a neighbourhood focus, having the public actively participate in Land Use Committee meetings runs the risk of creating a parallel process of public input separate from Council's proceedings. Instead, it is best practice to direct public input to Council as the sole decision making authority on land use matters.
6. In section 4.3: In response to Council direction to include job targets, the scope was expanded to include local economy and job implications. Specific job targets is something that is hard for applicants to provide as at the time of consideration of land use changes, as there are no confirmed details on future tenants or jobs. However, applicants should be able to provide a general indication of the types of businesses and range of job numbers that could result from the proposal.
7. In section 4.3: Other items that had recently been identified for CPAC discussions have been added as well, including affordable housing and mobility implications (transportation). Staff left the form and character related items to the ADP Terms of Reference.
8. In section 4.5: guidance for the preparation of minutes has been included. It is recommended to keep meeting minutes generic and focussed on the recommendations.

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Advisory Design Panel

The Terms of Reference for the Advisory Design Panel (**Attachment 3**) reflect a former set of terms, including the recommendations from the report by Councillors Milani and Lahti.

The appointment of Architects to Advisory Design Panels is required to take place through the Architectural Institute of British Columbia (AIBC) under their professional practice procedures. Staff have consulted with the AIBC, in particular regarding the proposal to possibly remunerate one of the Architects to serve as a Chair. AIBC indicated this is generally not provided for in the case of Advisory Design Panels but is a possibility. For other types of advisory bodies, for example with the Province of BC, it is becoming more common to offer a nominal honorarium. Other ways to ensure the availability of Architects for panel meetings is typically to have at least two or three Architect members on the panel.

In light of AIBC's suggestions and staff's review, the following changes and additions are proposed:

- a. In section 1: a reference to the Development Approval Procedures Bylaw was added because this bylaw will specify which applications are referred to ADP.
- b. In section 2: references arrange for the two architect members to be Chair and Vice Chair. A stipend of \$150 dollar per meeting for the member presiding over the meeting is also included.
- c. In section 2: a representative with a background in strata property management has been added in response to the Council direction to add a strata member. Staff recommend specifying that this Panel member would have experience in property management. This could be an experienced Strata Council member or a professional with experience in property management for stratas. This might assist with obtaining in depth insights on issues pertaining to stratified properties.
- d. In section 4.3: a provision was added that specifies that if both Architects are unavailable, the meeting must be re-scheduled. Both provisions are added to ensure flexibility and continuity in holding meetings.
- e. In section 4: a provision to defer landscape architectural items to a future meeting was removed. This provision runs the risk of creating inequities between volunteer members as well as delays in providing input to staff and applicant. Instead, staff suggest the relevant Landscape Architect member can provide comments directly to staff when needed.
- f. In section 4: language about the types of applications referred was replaced with a general reference to the Development Approval Procedures Bylaw in section 1. The bylaw already gives clear guidance. A provision regarding discretion for the General Manager was also left out as it could create misplaced expectations with applicants that the General Manager can make exceptions outside the bylaw requirements.
- g. In section 4.8: guidance for the preparation of minutes has been included. It is recommended to keep meeting minutes generic and focussed on the recommendations.
- h. In section 5.3: the number of topics for review was expanded to include "architectural distinction" as directed by Council. In the wording, staff have endeavoured to connect this to a focus on architecture as a form of art, supporting the City's vision of City of the Arts. Other items currently considered by CPAC have also been added with references to urban design, accessibility and inclusion, and climate resiliency.

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- i. In section 5.4: a reference that allowed the Panel to refer applications back to a future meeting was removed. This provision would run the risk of creating an iterative and time-consuming process between applicant and the ADP. Instead, staff note that Council always has the option of referring proposals back to the applicant and the ADP if the design is not satisfactory.

Architect Consultant Staff Resource

Since the former iteration of the Advisory Design Panel was disbanded, the City included an architectural review fee for new applications and relied on a Consulting Architect for technical and design review. The maximum cost had been set at \$1,000 for a cursory review to support staff in their review process.

Although the Advisory Design Panel will add new design review to the process, staff see value in continuing to involve a Consultant Architect in the process. It has added expertise to the review process that is otherwise not readily available to staff. In addition to an initial review, it would be helpful to also have architectural support for re-submission following Council, ADP, and staff comments.

Development Application Procedures Bylaw changes

The proposed changes to the Development Approvals Procedures Bylaw, 2001, No. 2918 (**Attachment 4**) are limited to adding the Advisory Design Panel to the section on Development Permits. In addition, references to CPAC are proposed to be updated with Land Use Committee (LUC).

Implementation steps

The recruitment of members for the new ADP will take some time, particularly because of the process required by the Architecture Institute of BC. In the meantime, staff suggest current CPAC continues operating to ensure continuity in the review of development applications. It is anticipated that both ADP and LUC can be initiated in October or November, once all membership applications have been reviewed and ratified by Council.

Other Option(s)

1. THAT Council adopt the Terms of Reference for the Land Use Committee with the following changes:
2. THAT Council adopt the Terms of Reference for the Advisory Design Panel with the following changes:
3. THAT the report dated June 22, 2020 from the General Manager of Planning and Development regarding Land Use Committee and Advisory Design Panel Terms of Reference be received for information.

Financial Implications

The re-introduction of the Advisory Design Panel increases demand for Committee Coordinators support and Planning staff attendance. In most cases where meetings are of a limited length, staff can adjust work schedules or reimburse overtime where needed with current staffing levels. 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.

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The estimated cost of running advertisement outside the regular fall call for Committee membership is \$420. This minor amount can be covered under the existing Planning and Development advertising budget. Alternatively, recruiting can be delayed until the fall to coincide with the annual committee recruitment process.

The cost of the Chair's stipend is approximately \$1,500 per year assuming 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, CPAC 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

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

Attachment(s)

1. Report Councillors Lahti and Milani, dated May 19, 2020 received by Council on June 2.
2. Terms of Reference Land Use Committee.
3. Terms of Reference Advisory Design Panel.
4. Draft City of Port Moody Development Approval Procedures Bylaw, 2011, No. 2918 Amendment Bylaw No. 5, 2020, No. 3266.

Report Author

André Boel, MCIP, RPP

General Manager of Planning and Development

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Report Approval Details

Document Title:	Land Use Committee and Advisory Design Panel Terms of Reference.docx
Attachments:	<ul style="list-style-type: none">- Attachment 1 - Report Councillors Lahti and Milani, dated May 19, 2020 received by Council on June 2.pdf- Attachment 2 - Terms of Reference Land Use Committee.pdf- Attachment 3 - Terms of Reference Advisory Design Panel.pdf- Attachment 4 - Draft City of Port Moody Development Approval Procedures Bylaw, 2011, No. 2918, Amendment Bylaw No. 5, No. 3266.pdf
Final Approval Date:	Jul 20, 2020

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

Dorothy Shermer, Corporate Officer - Jul 16, 2020 - 8:50 PM

Rosemary Lodge, Manager of Communications and Engagement - Jul 17, 2020 - 11:51 AM

Paul Rockwood, General Manager of Finance and Technology - Jul 17, 2020 - 12:04 PM

Tim Savoie, City Manager - Jul 20, 2020 - 4:13 PM

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Report to Council

From the Office of Councillor Meghan Lahti and Councillor
Steve Milani

Date:	May 19, 2020
Subject:	Amending the Current Community Planning Advisory Committee Terms of Reference and Reinstating Advisory Design Panel

Purpose

To provide rationale regarding suggested changes to the committee system. In particular this report will outline proposed changes to Community Planning and Advisory Committee (CPAC) and request that the Advisory Design Panel (ADP) be reinstated, with some amendments to the terms of reference for both.

Recommendation

THAT the Community Planning and Advisory Committee terms of reference be amended as recommended in the report dated May 19, 2020 from Councillors Meghan Lahti and Steve Milani regarding Amending the Current Community Planning Advisory Committee Terms of Reference and Reinstating Advisory Design Panel;

AND THAT the Advisory Design Panel be re-instated with amended terms of reference as recommended in the report dated May 19, 2020 from Councillors Meghan Lahti and Steve Milani regarding Amending the Current CPAC and reinstating ADP.

Background

Port Moody has a longstanding and proud history of providing its citizens with opportunity for input through the civic committee system. Citizens have the opportunity to have meaningful input while they meet to discuss and advise on all issues related to the decisions of council. It is essential to council that the civic committee structure allow for citizen input for development applications, however doing so has remained an ongoing challenge for a number of reasons. It is important to note that while reviewing other municipalities throughout the lower mainland, there was only one other (Surrey) that allow for citizen input at any point of the process prior to required public hearings and information meetings. Most other planning committees in municipalities are made up of council members and city staff only. Unlike other committees, such as Parks, Heritage, Environment, the Planning Committee is tied to development applications from a third party, which are managed by staff. Difficulties regarding process, timing and mandates can have a negative impact on the Planning Department of the City and ultimately on how the City is perceived by their customers.

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Discussion

The 'Planning Committees' in Port Moody have changed over the years. At one time this committee was known as the 'Land Use Committee', and had all members of council as well as civic members from various neighbourhoods being represented. The focus of that committee was land use specifically, and it provided advice on land use changes and rezoning applications. While this committee served a purpose, other important factors regarding proposed development applications were not considered, such as design elements, architecture, accessibility, environmental aspects, etc. To fill this void, the Advisory Design Panel (ADP) was formed in 2012. The role of the ADP was to advise staff and/or City Council on the aforementioned aspects of development projects under review by the City.

There have been challenges with both of these committees for various reasons over the years. With the Land Use Committee, difficulties arose when members of the committee felt that their input was being limited to land use only, as well, at times there was a sense from the members of the committee that their role was to 'approve or not approve' of a given proposal, which was not the case, as committees are not decision-making bodies, but rather are advisory bodies. In addition, there was public input at these meetings, which gave members of the public a sense that they were attending some sort of public hearing, and this was upsetting when the proposals were referred to council. In essence there was a sense that their input was not being listened to, when in fact, the committee did not have the mandate or the 'power' to stop an application or in any way provide direction to the applicant. With the ADP, the Terms of Reference (TOR) required that at least one architect be present at every meeting, which proved to be problematic, giving rise to meetings being cancelled. Ultimately this resulted in delays in the process, which was problematic for both staff and the developer.

More recently, there have been a number of changes to the civic planning committees, culminating with removal of council members and public input at Community Planning Advisory Committee (CPAC) meetings and the disbanding of the ADP. The thought was to bring all of the 'experts' onto the newly formed CPAC, along with the residents, and have a chair and vice-chair as members from council, similar to the other committees in the city. While the intent was to 'streamline' the committee and not to lose the expertise that ADP had provided, this has resulted in an extremely large and cumbersome committee that struggles to be operational. The focus on land use has been lost, with discussion often focusing on extraneous and unnecessary details. Members, particularly those who bring expertise to the table, have expressed frustration. In addition, the committee members have expressed concern regarding their purpose, as it relates to where in the process they 'fit', as well as what they view as a superfluous function.

As indicated earlier in the report, a planning committee is different than all other civic committees because of the nature of its existence. Planning and development within the city is steered by staff and there is an in-depth process outlined in the community charter as to what the legislative requirements are, including: public processes, public hearings, etc. Unlike other committees which provide comment and input on items that are on a council approved work plan, a planning committee's work is determined by the applications that the City receives and the staff direction. Our desire to have citizen input into aspects of the process is sincere, as it can be a valuable tool to aid Council in the decision-making process.

Both the broader aspect of land use, as well as the more detailed aspects of a development proposal, such as architecture, accessibility, etc., are important, and it is our contention that both of these aspects should be considered through different lenses.

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It is our recommendation that the Community Planning and Advisory Committee terms of reference be revised, and that the Advisory Design Panel be re-established.

Community Planning Advisory Committee:

We recommend that the terms of reference be amended to allow for a more focused purpose for the committee – that being land use. Council needs to receive, at an early stage, the opinion of the community-at-large, regarding proposed land use for various areas in the city. 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.)

It is our contention that proponents of an application would not be required to attend CPAC, and that staff could provide the information and context to the committee and would advise as to the level of support from staff. Upon receipt of the proposal, the committee would 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 Community Planning Advisory Committee 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
-

This information would be immensely helpful for council when considering a proposal, particularly at an early stage.

Advisory Design Panel:

We recommend that the ADP be re-established to allow for input by industry experts regarding the quality of design of development projects under review by the City. The TOR for the previous ADP should be amended to address the previous concerns regarding the necessity to have an architect review plans at an early stage of any application, by requiring that at least one of the architects appointed be retained by the city for the purposes of attending these meetings. Port Moody has hired an architect on retainer, who is brought in to review plans when necessary. As the concern regarding the ADP was that the TOR required an architect to be present in order for the meetings to proceed, the City could consider appointing the architect that is currently retained by the City to sit on the ADP. Alternatively, the City could provide to a stipend to an appointed architect to attend the meetings.

Other Option(s)

THAT the report dated May 19, 2020 from Councillor Meghan Lahti and Councillor Steve Milani titled Amending the Current CPAC Terms of Reference and reinstating ADP be received for information.

Financial Implications

There would be no financial implications, as the city has already budgeted for the requirement of architectural oversight.

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Communications and Civic Engagement Initiatives

There are no communications and civic engagement initiatives related to this report.

Council Strategic Plan Objectives

These recommendations align with the Strategic Plan in the following areas:

- Exceptional Service – providing a more focused and streamlined process our customers, both internal and external will receive better service.
- Healthy City – reviewing and advising on the type of housing
- Community Evolution – reviewing proposed development applications in the context of the OCP and population projections

Attachment(s)

1. Proposed Terms of Reference for Community Planning Advisory Committee
2. Proposed Terms of Reference - Advisory Design Panel

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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

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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:

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Advisory Design Panel Terms of Reference

Name: Advisory Design Panel

File: 0360-20-51

Approvals/Reviews/Amendments

Approval Date: November 13, 2012
January 13, 2015
(revised September 12, 2017)

1.0 Purpose

- 1.1 The role of the Advisory Design Panel is to advise the General Manager of Planning and Development and/or City Council on the quality of design of development projects under review by the City.

2.0 Composition of Panel

- 2.1 The Panel will be comprised of nine members:

- a) Two architects;
- b) One landscape architect;
- c) One engineer;
- d) One representative from the business community;
- e) One representative from the construction industry;
- f) One representative with a background in arts and culture;
- g) One representative with an environmental background;
- h) One representative from Port Moody Police Department; and
- i) One representative with mobility challenges.

- 2.2 Members of the Panel, excluding the representative of the Port Moody Police Department, shall serve without remuneration. Appointments to the Panel shall be ratified by Council on the following basis:

- a) All professionals on the Panel must be members in good standing with the British Columbia chapter of their professional organizations;
- b) The two architects would ideally have experience in designing buildings to meet Step Code standards;
- c) At least one of the appointed architects would be either on retainer or provided a stipend to attend;
- d) The appointee from the business community would ideally operate a business within the City;
- e) The appointee from the construction industry would ideally have experience of having worked within the City; and

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Advisory Design Panel Terms of Reference

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- f) The representative with a background in arts and culture should ideally be a resident of Port Moody.

3.0 Terms of Office

- 3.1 As required, at the end of each year, the Council of the City of Port Moody shall ratify the appointment of members to the Panel.
- 3.2 Each member is appointed for a period of two years.
- 3.3 All members shall hold office until their successors are appointed.
- 3.4 Every member is eligible for reappointment, but in no event shall serve more than two consecutive terms.
- 3.5 An individual's membership on the Panel may be terminated if three consecutive meetings are not attended, based upon a majority vote by the Panel to this effect. This recommendation would be provided to Council for their consideration.
- 3.6 Vacancies caused by death, resignation, or removal of members shall be filled for the unexpired terms of such members.
- 3.7 City Council may, by resolution, authorize the removal of any member from the Panel at any time.

4.0 Meeting Procedures

- 4.1 The Panel shall meet once monthly, or as required. Meetings may be cancelled if there is no material requiring review.
- 4.2 The Panel shall, at its first meeting in each calendar year, elect from its members a Chair and Vice-Chair for that year. In the event of the Chair's and Vice-Chair's absence, the Panel will select from amongst its voting members an Acting Chair.
- 4.3 A quorum shall consist of five voting members.
- 4.4 If one of the architects is unable to attend a meeting of the Panel he/she should ensure that the other architect is able to attend. In the event that no architects are able to attend the meeting shall be postponed. In the event that no landscape architects are able to attend, the Panel may defer on commenting on landscape matters until the next meeting that the landscape architect member is present.
- 4.5 The role of the General Manager of Planning and Development or their designate is to provide information and advice on the development approval processing procedure and relevant City bylaws and associated regulations.

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- 4.6 Relevant projects will be referred to the Panel as part of the initial review of the development application. Where an application for Development Permit or Heritage Alteration Permit has previously been reviewed through the Rezoning process the application will not be referred to the Design Panel for a second time.
- 4.7 The General Manager of Planning and Development will have the discretion not to refer Development Permit applications to the Panel, where alterations to an existing building are not deemed to be significant.
- 4.8 Council and/or the General Manager of Planning and Development may at their discretion refer other items and projects to the Panel, as required.
- 4.9 The applicant shall ensure that all submissions to the Panel shall be accompanied with sufficient contextual material and information generally in accordance with "Advisory Design Panel, Submission Requirements".

5. Conduct of Meetings

- 5.1 The applicant for the project shall present their project to the Panel. The presentation should focus on the considerations set out below in (5.3).
- 5.2 Panel members shall have an opportunity to ask questions and seek clarification from the applicant and City staff.
- 5.3 The Panel shall consider and make recommendations on all Rezoning, Development Permit, and Heritage Alteration Permit applications, with the exception of RS1-S (Small Lot) rezoning and development applications. Review will focus on a development proposal's observance of good planning principles and adherence to relevant Official Community Plan Design Guidelines, with aspects of review including, but not limited to, the following considerations:
 - a) **Neighbourhood context** – the impact on adjacent buildings, streets, and land uses;
 - b) **Site Planning** – topography of the site; daylight, shadowing, overlook, and privacy issues; lot coverage; setbacks; provision of parking/loading; site access and permeability; and adherence to CPTED principles;
 - c) **Streetscape** – contribution to and quality of the public realm; and building/street interface and transition;
 - d) **Building Design** – Massing, articulation, character, height, and proportionality; quality of materials; accessibility; roof forms; sustainability features, etc.;
 - e) **Landscaping** – extent of hard versus soft landscaping; suitability of proposed planting, irrigation strategy; and accommodation of outdoor amenity areas;
 - f) **Environment** – impact of development upon natural elements, including topography, steep slopes, ravines, watercourses, and tree retention; and
 - g) **Environmental Sustainability** – assessing the use of sustainable construction materials, and implementation of practices that minimize energy use, water use, etc.

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-
- 5.4 Decisions shall be made with the applicant present by a simple majority vote, and all recommendations shall be submitted to the General Manager of Planning and Development. All recommendations shall be signed by the Secretary on behalf of the Chair.
 - 5.5 In voting, the Panel will have the option to fully endorse the project with no conditions; endorse the proposal with conditions; or recommend the applicant consider aspects of their proposal before appearing before the Panel at a subsequent meeting.
 - 5.6 Following the meeting, the applicant will be provided with a written version of the recommendations of the Panel.

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City of Port Moody

Council Committee Terms of Reference

Date: June 12, 2020

File No. 01-0360-01

Type: Select

Committee Name: Land Use Committee

Approvals/Reviews/Amendments

Approval date:

1. Committee Purpose

To provide City Council and the General Manager of Planning and Development with comment and advice on proposed land use changes 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 as specified in Development Approval Procedures Bylaw, 2011, No. 2918, and will provide recommendations to Council and 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.

3. Membership

The Committee will be composed of 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;
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; and

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8. One (1) resident of Pleasantside nominated by a neighbourhood association in Pleasantside or by ten (10) residents of Pleasantside;
9. One (1) Economic Development Committee liaison

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:

2020

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

2021 and subsequent years

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

4. Operations of the Committee

4.1 Meeting Schedule

The Committee will meet once monthly as needed 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

Committee meetings will be open to the public; however, receiving public input submissions is outside the scope of this Committee.

4.3 Scope of Consideration

The Committee will receive presentations from applicants with the following information regarding each proposed land use change:

- current OCP designation and zone;
- proposed use and/or density;
- neighbourhood context;
- affordable housing options;
- contribution to local economy including estimated job types and numbers; and
- mobility implications;

The Committee will consider the proposed land use change and provide recommendations related to the proposed use and/or density within the neighbourhood context and other relevant topics. The Committee may pass recommendations as follows:

"The Community Planning Advisory Committee recommends that the proposed land use for application <> is appropriate / not appropriate for the following reasons: <>"

4.4 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.

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4.5 Meeting Minutes

Meeting Minutes will be prepared to record attendance, the application being considered, a general summary of the discussion, and the Committee's joint recommendations. The Minutes will not provide a detailed or verbatim record of the meeting.

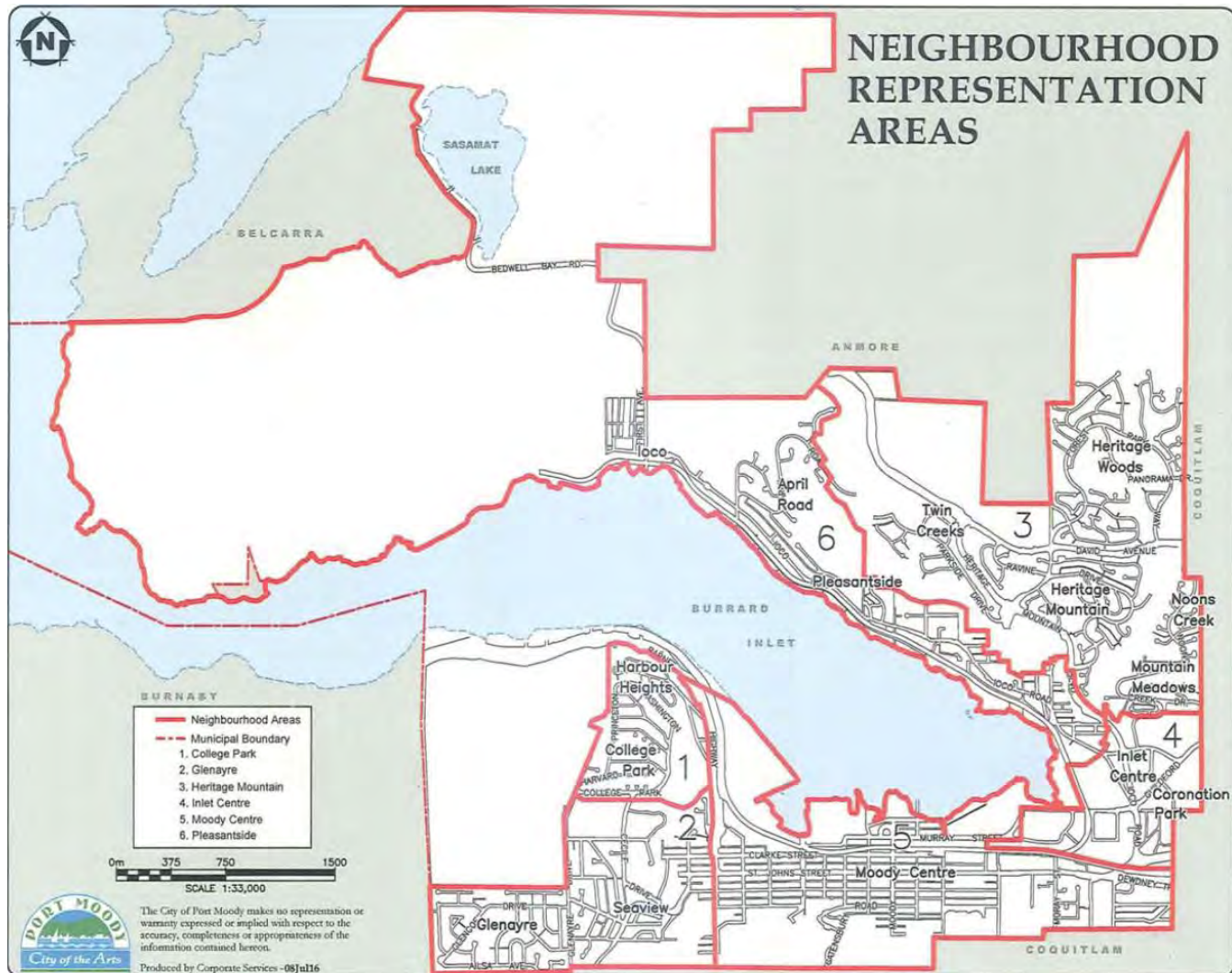
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Attachment 1





City of Port Moody

Council Committee Terms of Reference

Date: June 12, 2020

File No. 01-0360-20-51

Type: Select

Committee Name: Advisory Design Panel

Approvals/Reviews/Amendments

Approval date: [Click once and type date in this format: July 22, 2011]

1. Committee Purpose

To advise the General Manager of Planning and Development and/or City Council on certain development applications as specified in the Development Approval Procedures Bylaw 2011, No. 2918 with regards to aspects of the architectural and urban design and its fit with the location and site context.

2. Duties

2.1 The Panel is composed of the following eleven volunteer members:

- Two Architects (MAIBC);
- One Registered Landscape Architect (LA);
- One Professional Engineer (P. Eng.);
- One Registered Professional Biologist (R.P. Bio.) or Qualified Environmental Professional (QEP)
- One representative from the business community;
- One representative from the construction industry;
- One representative with a background in strata property management;
- One representative with a background in arts and culture;
- One representative with in-depth knowledge of adaptable and accessible design;
and
- One representative from the Port Moody Policy Department.

2.2 Members of the Panel, excluding the member chairing the meeting and the representative of the Port Moody Police Department, shall serve without remuneration.

Appointments to the Panel shall be ratified by Council on the following basis:

- a) All professionals on the Panel must be members in good standing with the British Columbia chapter of their professional organizations;
- b) The architects would ideally have experience in designing buildings to meet Step Code standards;

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Council Committee Terms of Reference

Advisory Design Panel

June 12, 2020

- c) The appointee from the business community would ideally operate a business within Port Moody;
- d) The appointee from the construction industry would ideally have experience of having worked within Port Moody;
- e) The representative with a background in arts and culture should ideally be a resident of Port Moody; and
- f) The two architects also serve as Chair and Vice Chair as appointed. The member who chairs a meeting will receive a stipend of \$ 150 per meeting.

3. Terms of Office

- 3.1 As required, at the end of each year, the Council of the City of Port Moody shall ratify the appointment of members to the Panel.
- 3.2 Each member is appointed for a period of two years.
- 3.3 All members shall hold office until their successors are appointed.
- 3.4 Every member is eligible for reappointment, but in no event shall serve more than two consecutive terms.
- 3.5 An individual's membership on the Panel may be terminated if they fail to attend three consecutive meetings, based upon a majority vote by the Panel to this effect. This recommendation would be provided to Council for their consideration.
- 3.6 Vacancies caused by death, resignation, or removal of members shall be filled for the unexpired terms of such members.
- 3.7 City Council may, by resolution, authorize the removal of any member from the Panel at any time.

4. Meeting Procedures

- 4.1 The Panel shall meet once monthly. Meetings may be cancelled if there is no material requiring review.
- 4.2 A quorum shall consist of six voting members.
- 4.3 The Panel will be chaired by the Chair or Vice Chair.
- 4.4 If no Architect member is available to chair a planned meeting, the meeting date is required to be re-scheduled.
- 4.5 The role of the General Manager of Planning and Development or their designate is to provide information and advice on the development approval processing procedure and relevant City Bylaws and associated regulations.
- 4.6 Council may refer other items and projects related to architectural and urban design matters to the Panel, as required.
- 4.7 The applicant shall ensure that all submissions to the Panel shall be accompanied with sufficient contextual material and information.
- 4.8 Meeting Minutes will be prepared to record attendance, the application being considered, a general summary of the discussion, and the Panel's joint recommendations. The Minutes will not provide a detailed or verbatim record of the meeting.

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Council Committee Terms of Reference

Advisory Design Panel

June 12, 2020

5. Conduct of Meetings

- 5.1 The applicant for the project shall present their project to the Panel. The presentation should focus on the considerations set out in section 5.3.
- 5.2 Panel members shall have an opportunity to ask questions and seek clarification from the applicant and City staff.
- 5.3 The Panel's review will focus on adherence to relevant Official Community Plan Design Guidelines and other relevant City Policies, with aspects of review including, but not limited to, the following considerations:
 - a) Architectural Distinction – massing, articulation, character, height, and proportionality; quality of materials; roof forms; ability to contribute to Port Moody's vision of "City of the Arts";
 - b) Urban Design – neighbourhood context, the impact on adjacent buildings, streets, and land uses; contribution to the quality of public space; and building/street interface and transition;
 - c) Site Planning – topography of the site; daylight, shadowing, overlook, and privacy issues; lot coverage; setbacks; provision of parking/loading; site access and permeability; and adherence to CPTED principles;
 - d) Landscaping – extent of hard versus soft landscaping; suitability of proposed planting, irrigation strategy; and accommodation of outdoor amenity areas;
 - e) Environment – impact of development upon natural elements, including topography, steep slopes, ravines, watercourses, and tree retention; and
 - f) Sustainability and Climate Resiliency – assessing the use of sustainable construction materials, low carbon heating and cooling systems, and implementation of practices that minimize energy use, water use, etc;
 - g) Accessibility and inclusion – does the project provide options for people of all ages and abilities.
- 5.4 Decisions shall be made with the applicant present by a simple majority vote, and all recommendations shall be submitted to the General Manager of Planning and Development and forwarded to Council.
- 5.5 In voting, the Panel will have the option to fully endorse the project with no conditions; endorse the proposal with conditions; or recommend the applicant consider aspects of their proposal.
- 5.6 Following the meeting, the applicant will be provided with the recommendations of the Panel.



City of Port Moody

Bylaw No. 3266

A Bylaw to amend the Development Approval Procedures Bylaw to include Advisory Design Panel review to the Development Approval Procedures, and to update the name of the Community Planning Advisory Committee to the Land Use Committee.

The Council of the City of Port Moody enacts as follows:

1. Citation

- 1.1 This Bylaw may be cited as “City of Port Moody Development Approval Procedures Bylaw, 2011, No. 2918, Amendment Bylaw No. 5, 2020, No. 3266”.

2. Amendments

- 2.1 City of Port Moody Development Approval Procedures Bylaw, 2011, No. 2918 is amended by replacing section 8.1.1 with the following:
 - “8.1.1. Under the direction of the General Manager of Planning and Development or designate, upon receipt of a complete Application for a development permit or for a development authorization in the City’s 215A and 286 development authorization areas, staff shall refer the Application to the Advisory Design Panel. Depending on the particulars of the Application, the Application may be referred to other City staff and applicable external agencies for review and comment by the General Manager of Planning and Development or designate.”
- 2.2 Bylaw No. 2918 is further amended by replacing section 8.1.2 with the following:
 - “8.1.2. Except where the consideration of a development permit has been delegated, under the direction of the General Manager of Planning and Development, staff shall prepare a report for Council advising on the Application, and include any input from the Advisory Design Panel.”
- 2.3 Bylaw No. 2918 is further amended by replacing section 8.2.1 with the following:
 - “8.2.1. Council may, by resolution, issue, decline, or defer the development permit or development authorization, or authorize issuance subject to conditions.”
- 2.4 Bylaw No. 2918 is further amended by replacing all instances of “Community Planning Advisory Committee” with “Land Use Committee”.

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3. Severability

- 3.1 If a portion of this Bylaw is found invalid by a court, it will be severed and the remainder of the Bylaw will remain in effect.

Read a first time this ___ day of ____, 20__.

Read a second time this ___ day of ____, 20__.

Read a third time this ___ day of ____, 20__.

Adopted this ___ day of ____, 20__.

R. Vagramov
Mayor

D. Shermer
Corporate Officer

I hereby certify that the above is a true copy of Bylaw No. 3266 of the City of Port Moody.

D. Shermer
Corporate Officer

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Report to Council

From the Office of Councillor Meghan Lahti and Councillor
Steve Milani

Date:	May 19, 2020
Subject:	Amending the Current Community Planning Advisory Committee Terms of Reference and Reinstating Advisory Design Panel

Purpose

To provide rationale regarding suggested changes to the committee system. In particular this report will outline proposed changes to Community Planning and Advisory Committee (CPAC) and request that the Advisory Design Panel (ADP) be reinstated, with some amendments to the terms of reference for both.

Recommendation

THAT the Community Planning and Advisory Committee terms of reference be amended as recommended in the report dated May 19, 2020 from Councillors Meghan Lahti and Steve Milani regarding Amending the Current Community Planning Advisory Committee Terms of Reference and Reinstating Advisory Design Panel;

AND THAT the Advisory Design Panel be re-instated with amended terms of reference as recommended in the report dated May 19, 2020 from Councillors Meghan Lahti and Steve Milani regarding Amending the Current CPAC and reinstating ADP.

Background

Port Moody has a longstanding and proud history of providing its citizens with opportunity for input through the civic committee system. Citizens have the opportunity to have meaningful input while they meet to discuss and advise on all issues related to the decisions of council. It is essential to council that the civic committee structure allow for citizen input for development applications, however doing so has remained an ongoing challenge for a number of reasons. It is important to note that while reviewing other municipalities throughout the lower mainland, there was only one other (Surrey) that allow for citizen input at any point of the process prior to required public hearings and information meetings. Most other planning committees in municipalities are made up of council members and city staff only. Unlike other committees, such as Parks, Heritage, Environment, the Planning Committee is tied to development applications from a third party, which are managed by staff. Difficulties regarding process, timing and mandates can have a negative impact on the Planning Department of the City and ultimately on how the City is perceived by their customers.

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Discussion

The 'Planning Committees' in Port Moody have changed over the years. At one time this committee was known as the 'Land Use Committee', and had all members of council as well as civic members from various neighbourhoods being represented. The focus of that committee was land use specifically, and it provided advice on land use changes and rezoning applications. While this committee served a purpose, other important factors regarding proposed development applications were not considered, such as design elements, architecture, accessibility, environmental aspects, etc. To fill this void, the Advisory Design Panel (ADP) was formed in 2012. The role of the ADP was to advise staff and/or City Council on the aforementioned aspects of development projects under review by the City.

There have been challenges with both of these committees for various reasons over the years. With the Land Use Committee, difficulties arose when members of the committee felt that their input was being limited to land use only, as well, at times there was a sense from the members of the committee that their role was to 'approve or not approve' of a given proposal, which was not the case, as committees are not decision-making bodies, but rather are advisory bodies. In addition, there was public input at these meetings, which gave members of the public a sense that they were attending some sort of public hearing, and this was upsetting when the proposals were referred to council. In essence there was a sense that their input was not being listened to, when in fact, the committee did not have the mandate or the 'power' to stop an application or in any way provide direction to the applicant. With the ADP, the Terms of Reference (TOR) required that at least one architect be present at every meeting, which proved to be problematic, giving rise to meetings being cancelled. Ultimately this resulted in delays in the process, which was problematic for both staff and the developer.

More recently, there have been a number of changes to the civic planning committees, culminating with removal of council members and public input at Community Planning Advisory Committee (CPAC) meetings and the disbanding of the ADP. The thought was to bring all of the 'experts' onto the newly formed CPAC, along with the residents, and have a chair and vice-chair as members from council, similar to the other committees in the city. While the intent was to 'streamline' the committee and not to lose the expertise that ADP had provided, this has resulted in an extremely large and cumbersome committee that struggles to be operational. The focus on land use has been lost, with discussion often focusing on extraneous and unnecessary details. Members, particularly those who bring expertise to the table, have expressed frustration. In addition, the committee members have expressed concern regarding their purpose, as it relates to where in the process they 'fit', as well as what they view as a superfluous function.

As indicated earlier in the report, a planning committee is different than all other civic committees because of the nature of its existence. Planning and development within the city is steered by staff and there is an in-depth process outlined in the community charter as to what the legislative requirements are, including: public processes, public hearings, etc. Unlike other committees which provide comment and input on items that are on a council approved work plan, a planning committee's work is determined by the applications that the City receives and the staff direction. Our desire to have citizen input into aspects of the process is sincere, as it can be a valuable tool to aid Council in the decision-making process.

Both the broader aspect of land use, as well as the more detailed aspects of a development proposal, such as architecture, accessibility, etc., are important, and it is our contention that both of these aspects should be considered through different lenses.

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It is our recommendation that the Community Planning and Advisory Committee terms of reference be revised, and that the Advisory Design Panel be re-established.

Community Planning Advisory Committee:

We recommend that the terms of reference be amended to allow for a more focused purpose for the committee – that being land use. Council needs to receive, at an early stage, the opinion of the community-at-large, regarding proposed land use for various areas in the city. 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.)

It is our contention that proponents of an application would not be required to attend CPAC, and that staff could provide the information and context to the committee and would advise as to the level of support from staff. Upon receipt of the proposal, the committee would 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 Community Planning Advisory Committee 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
-

This information would be immensely helpful for council when considering a proposal, particularly at an early stage.

Advisory Design Panel:

We recommend that the ADP be re-established to allow for input by industry experts regarding the quality of design of development projects under review by the City. The TOR for the previous ADP should be amended to address the previous concerns regarding the necessity to have an architect review plans at an early stage of any application, by requiring that at least one of the architects appointed be retained by the city for the purposes of attending these meetings. Port Moody has hired an architect on retainer, who is brought in to review plans when necessary. As the concern regarding the ADP was that the TOR required an architect to be present in order for the meetings to proceed, the City could consider appointing the architect that is currently retained by the City to sit on the ADP. Alternatively, the City could provide to a stipend to an appointed architect to attend the meetings.

Other Option(s)

THAT the report dated May 19, 2020 from Councillor Meghan Lahti and Councillor Steve Milani titled Amending the Current CPAC Terms of Reference and reinstating ADP be received for information.

Financial Implications

There would be no financial implications, as the city has already budgeted for the requirement of architectural oversight.

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Communications and Civic Engagement Initiatives

There are no communications and civic engagement initiatives related to this report.

Council Strategic Plan Objectives

These recommendations align with the Strategic Plan in the following areas:

- Exceptional Service – providing a more focused and streamlined process our customers, both internal and external will receive better service.
- Healthy City – reviewing and advising on the type of housing
- Community Evolution – reviewing proposed development applications in the context of the OCP and population projections

Attachment(s)

1. Proposed Terms of Reference for Community Planning Advisory Committee
2. Proposed Terms of Reference - Advisory Design Panel

Considered at October 20, 2020 Special Council (FC-COTW) Meeting

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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

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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:

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Advisory Design Panel Terms of Reference

Name: Advisory Design Panel

File: 0360-20-51

Approvals/Reviews/Amendments

Approval Date: November 13, 2012
January 13, 2015
(revised September 12, 2017)

1.0 Purpose

- 1.1 The role of the Advisory Design Panel is to advise the General Manager of Planning and Development and/or City Council on the quality of design of development projects under review by the City.

2.0 Composition of Panel

- 2.1 The Panel will be comprised of nine members:

- a) Two architects;
- b) One landscape architect;
- c) One engineer;
- d) One representative from the business community;
- e) One representative from the construction industry;
- f) One representative with a background in arts and culture;
- g) One representative with an environmental background;
- h) One representative from Port Moody Police Department; and
- i) One representative with mobility challenges.

- 2.2 Members of the Panel, excluding the representative of the Port Moody Police Department, shall serve without remuneration. Appointments to the Panel shall be ratified by Council on the following basis:

- a) All professionals on the Panel must be members in good standing with the British Columbia chapter of their professional organizations;
- b) The two architects would ideally have experience in designing buildings to meet Step Code standards;
- c) At least one of the appointed architects would be either on retainer or provided a stipend to attend;
- d) The appointee from the business community would ideally operate a business within the City;
- e) The appointee from the construction industry would ideally have experience of having worked within the City; and

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- f) The representative with a background in arts and culture should ideally be a resident of Port Moody.

3.0 Terms of Office

- 3.1 As required, at the end of each year, the Council of the City of Port Moody shall ratify the appointment of members to the Panel.
- 3.2 Each member is appointed for a period of two years.
- 3.3 All members shall hold office until their successors are appointed.
- 3.4 Every member is eligible for reappointment, but in no event shall serve more than two consecutive terms.
- 3.5 An individual's membership on the Panel may be terminated if three consecutive meetings are not attended, based upon a majority vote by the Panel to this effect. This recommendation would be provided to Council for their consideration.
- 3.6 Vacancies caused by death, resignation, or removal of members shall be filled for the unexpired terms of such members.
- 3.7 City Council may, by resolution, authorize the removal of any member from the Panel at any time.

4.0 Meeting Procedures

- 4.1 The Panel shall meet once monthly, or as required. Meetings may be cancelled if there is no material requiring review.
- 4.2 The Panel shall, at its first meeting in each calendar year, elect from its members a Chair and Vice-Chair for that year. In the event of the Chair's and Vice-Chair's absence, the Panel will select from amongst its voting members an Acting Chair.
- 4.3 A quorum shall consist of five voting members.
- 4.4 If one of the architects is unable to attend a meeting of the Panel he/she should ensure that the other architect is able to attend. In the event that no architects are able to attend the meeting shall be postponed. In the event that no landscape architects are able to attend, the Panel may defer on commenting on landscape matters until the next meeting that the landscape architect member is present.
- 4.5 The role of the General Manager of Planning and Development or their designate is to provide information and advice on the development approval processing procedure and relevant City bylaws and associated regulations.

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- 4.6 Relevant projects will be referred to the Panel as part of the initial review of the development application. Where an application for Development Permit or Heritage Alteration Permit has previously been reviewed through the Rezoning process the application will not be referred to the Design Panel for a second time.
- 4.7 The General Manager of Planning and Development will have the discretion not to refer Development Permit applications to the Panel, where alterations to an existing building are not deemed to be significant.
- 4.8 Council and/or the General Manager of Planning and Development may at their discretion refer other items and projects to the Panel, as required.
- 4.9 The applicant shall ensure that all submissions to the Panel shall be accompanied with sufficient contextual material and information generally in accordance with "Advisory Design Panel, Submission Requirements".

5. Conduct of Meetings

- 5.1 The applicant for the project shall present their project to the Panel. The presentation should focus on the considerations set out below in (5.3).
- 5.2 Panel members shall have an opportunity to ask questions and seek clarification from the applicant and City staff.
- 5.3 The Panel shall consider and make recommendations on all Rezoning, Development Permit, and Heritage Alteration Permit applications, with the exception of RS1-S (Small Lot) rezoning and development applications. Review will focus on a development proposal's observance of good planning principles and adherence to relevant Official Community Plan Design Guidelines, with aspects of review including, but not limited to, the following considerations:
 - a) **Neighbourhood context** – the impact on adjacent buildings, streets, and land uses;
 - b) **Site Planning** – topography of the site; daylight, shadowing, overlook, and privacy issues; lot coverage; setbacks; provision of parking/loading; site access and permeability; and adherence to CPTED principles;
 - c) **Streetscape** – contribution to and quality of the public realm; and building/street interface and transition;
 - d) **Building Design** – Massing, articulation, character, height, and proportionality; quality of materials; accessibility; roof forms; sustainability features, etc.;
 - e) **Landscaping** – extent of hard versus soft landscaping; suitability of proposed planting, irrigation strategy; and accommodation of outdoor amenity areas;
 - f) **Environment** – impact of development upon natural elements, including topography, steep slopes, ravines, watercourses, and tree retention; and
 - g) **Environmental Sustainability** – assessing the use of sustainable construction materials, and implementation of practices that minimize energy use, water use, etc.

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- 5.4 Decisions shall be made with the applicant present by a simple majority vote, and all recommendations shall be submitted to the General Manager of Planning and Development. All recommendations shall be signed by the Secretary on behalf of the Chair.
- 5.5 In voting, the Panel will have the option to fully endorse the project with no conditions; endorse the proposal with conditions; or recommend the applicant consider aspects of their proposal before appearing before the Panel at a subsequent meeting.
- 5.6 Following the meeting, the applicant will be provided with a written version of the recommendations of the Panel.



City of Port Moody

Council Committee Terms of Reference

Date: October 4, 2020

File No. 01-0360-01

Type: Select

Committee Name: Land Use Committee

Approvals/Reviews/Amendments

Approval date:

1. Committee Purpose

To provide City Council and the General Manager of Community Development with comment and advice on proposed land use changes 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 as specified in Development Approval Procedures Bylaw, 2011, No. 2918, and will provide recommendations to Council and the General Manager of Community 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.

3. Membership

The Committee will be composed of 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;
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;

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8. One (1) resident of Pleasantside nominated by a neighbourhood association in Pleasantside or by ten (10) residents of Pleasantside; and
9. One (1) Economic Development Committee liaison.

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, up to a cumulative maximum of two (2) terms. Appointments for resident representatives shall be staggered such that half (1/2) of resident representatives are appointed each year:

2020

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

2021 and subsequent years

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

4. Operations of the Committee

4.1 Meeting Schedule

The Committee will meet once monthly as needed 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 at another suitable location specified by the Chair.

4.2 Meeting Open to Public

Committee meetings will be open to the public; however, receiving public input submissions is outside the scope of this Committee.

4.3 Scope of Consideration

The Committee will receive presentations from staff with the following information regarding each proposed land use change:

- current OCP designation and zone;
- proposed use and/or density;
- neighbourhood context;
- affordable housing options;
- 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
- mobility implications.

The Committee will consider the proposed land use change and provide recommendations related to the proposed use and/or density within the neighbourhood context and other relevant topics. The Committee may pass recommendations as follows:

"The Land Use Committee recommends that the proposed land use for application <> is appropriate / not appropriate for the following reasons: <>"

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4.4 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.

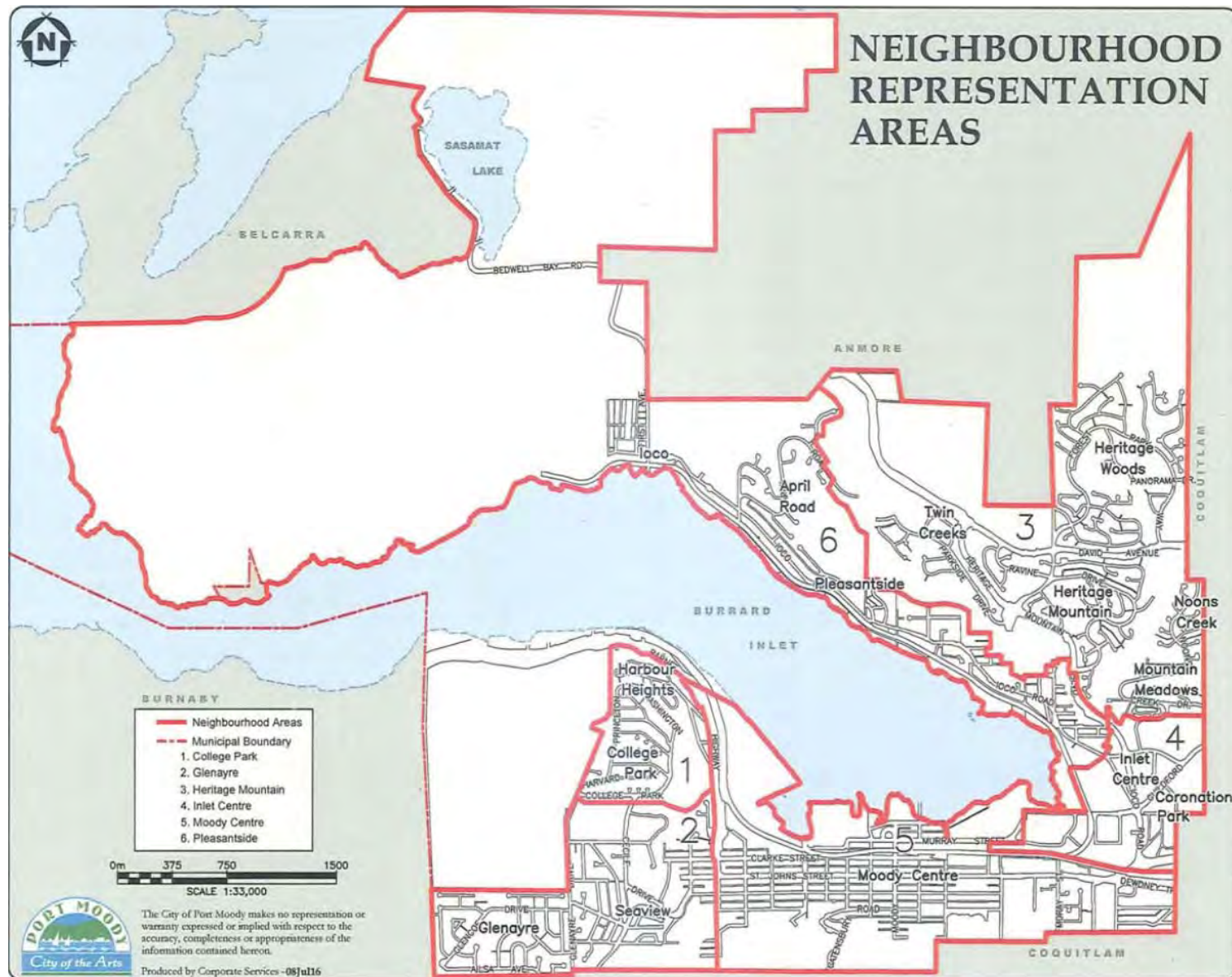
4.5 Meeting Minutes

Meeting minutes will be prepared to record attendance, the application being considered, a general summary of the discussion, and the Committee's joint recommendations. The minutes will not provide a detailed or verbatim record of the meeting.

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Attachment 1





City of Port Moody

Council Committee Terms of Reference

Date: October 4, 2020

File No. 01-0360-20-51

Type: Select

Committee Name: Advisory Design Panel

Approvals/Reviews/Amendments

Approval date:

1. Committee Purpose

To advise the General Manager of Community Development and/or City Council on certain development applications as specified in the Development Approval Procedures Bylaw 2011, No. 2918 with regards to aspects of architectural and urban design, and fit with location and site context.

2. Duties

2.1 The Panel is composed of the following eleven volunteer members:

- Two Architects (MAIBC);
- One Registered Landscape Architect (LA);
- One professional engineer (P. Eng.), ideally with a traffic background;
- One Registered Professional Biologist (R.P. Bio.) or Qualified Environmental Professional (QEP);
- One representative from the commercial real estate sales industry;
- One representative from the construction industry;
- One representative with a background in strata property management;
- One representative with a background in arts and culture;
- One representative with in-depth knowledge of adaptable and accessible design;
- One representative from the Port Moody Policy Department; and
- One non-voting Council member.

2.2 Members of the Panel, excluding the member chairing the meeting and the representative of the Port Moody Police Department, shall serve without remuneration.

Appointments to the Panel shall be ratified by Council on the following basis:

- a) All professionals on the Panel must be members in good standing with the British Columbia chapter of their professional organizations;
- b) The architects would ideally have experience in designing buildings to meet Step Code standards;

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- c) The appointee from the commercial real estate sales industry would ideally conduct their business within Port Moody;
- d) The appointee from the construction industry would ideally have experience of having worked within Port Moody;
- e) The representative with a background in arts and culture should ideally be a resident of Port Moody; and
- f) The two architects also serve as Chair and Vice Chair as appointed. The member who chairs a meeting will receive a stipend of \$150 per meeting.

3. Terms of Office

- 3.1 As required, at the end of each year, the Council of the City of Port Moody shall ratify the appointment of members to the Panel.
- 3.2 Each member is appointed for a period of two years.
- 3.3 All members shall hold office until their successors are appointed.
- 3.4 Every member is eligible for reappointment, but in no event shall serve more than two consecutive terms.
- 3.5 An individual's membership on the Panel may be terminated if they fail to attend three consecutive meetings, based upon a majority vote by the Panel to this effect. This recommendation would be provided to Council for their consideration.
- 3.6 Vacancies caused by death, resignation, or removal of members shall be filled for the unexpired terms of such members.
- 3.7 City Council may, by resolution, authorize the removal of any member from the Panel at any time.

4. Meeting Procedures

- 4.1 The Panel shall meet once monthly. Meetings may be cancelled if there is no material requiring review.
- 4.2 A quorum shall consist of six voting members.
- 4.3 The Panel will be chaired by the Chair or Vice Chair.
- 4.4 If no Architect member is available to chair a planned meeting, the meeting date is required to be re-scheduled.
- 4.5 The role of the General Manager of Community Development or their designate is to provide information and advice on the development approval processing procedure and relevant City Bylaws and associated regulations.
- 4.6 Council may refer other items and projects related to architectural and urban design matters to the Panel, as required.
- 4.7 The applicant shall ensure that all submissions to the Panel shall be accompanied with sufficient contextual material and information.
- 4.8 Meeting minutes will be prepared to record attendance, the application being considered, a general summary of the discussion, and the Panel's joint recommendations. The minutes will not provide a detailed or verbatim record of the meeting.

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5. Conduct of Meetings

- 5.1 The applicant for the project shall present their project to the Panel. The presentation should focus on the considerations set out in section 5.3.
- 5.2 Panel members shall have an opportunity to ask questions and seek clarification from the applicant and City staff.
- 5.3 The Panel's review will focus on adherence to relevant Official Community Plan Design Guidelines and other relevant City Policies, with aspects of review including, but not limited to, the following considerations:
 - a) 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;
 - b) Urban Design – neighbourhood context, the impact on adjacent buildings, streets, and land uses; contribution to the quality of public space; and building/street interface and transition;
 - c) Site Planning – topography of the site; daylight, shadowing, overlook, and privacy issues; lot coverage; setbacks; provision of parking/loading; site access and permeability; and adherence to CPTED principles;
 - d) Landscaping – extent of hard versus soft landscaping; suitability of proposed planting, irrigation strategy; and accommodation of outdoor amenity areas;
 - e) Environment – impact of development upon natural elements, including topography, steep slopes, ravines, watercourses, and tree retention; and
 - f) Sustainability and Climate Resiliency – assessing the use of sustainable construction materials, low carbon heating and cooling systems, and implementation of practices that minimize energy use, water use, etc; and
 - g) Accessibility and inclusion – does the project provide options for people of all ages and abilities.
- 5.4 Decisions shall be made with the applicant present by a simple majority vote, and all recommendations shall be submitted to the General Manager of Community Development and forwarded to Council.
- 5.5 In voting, the Panel will have the option to fully endorse the project with no conditions; endorse the proposal with conditions; or recommend the applicant consider aspects of their proposal.
- 5.6 Following the meeting, the applicant will be provided with the recommendations of the Panel.



City of Port Moody

Bylaw No. 3266

A Bylaw to amend the Development Approval Procedures Bylaw to include Advisory Design Panel review to the Development Approval Procedures, and to update the name of the Community Planning Advisory Committee to the Land Use Committee.

The Council of the City of Port Moody enacts as follows:

1. Citation

- 1.1 This Bylaw may be cited as “City of Port Moody Development Approval Procedures Bylaw, 2011, No. 2918, Amendment Bylaw No. 5, 2020, No. 3266”.

2. Amendments

- 2.1 City of Port Moody Development Approval Procedures Bylaw, 2011, No. 2918 is amended by replacing section 8.1.1 with the following:
 - “8.1.1. Under the direction of the General Manager of Community Development or designate, upon receipt of a complete Application for a development permit or for a development authorization in the City’s 215A and 286 development authorization areas, staff shall refer the Application to the Advisory Design Panel. Depending on the particulars of the Application, the Application may be referred to other City staff and applicable external agencies for review and comment by the General Manager of Community Development or designate.”
- 2.2 Bylaw No. 2918 is further amended by replacing section 8.1.2 with the following:
 - “8.1.2. Except where the consideration of a development permit has been delegated, under the direction of the General Manager of Community Development or designate, staff shall prepare a report for Council advising on the Application, and include any input from the Advisory Design Panel.”
- 2.3 Bylaw No. 2918 is further amended by replacing section 8.2.1 with the following:
 - “8.2.1. Council may, by resolution, issue, decline, or defer the development permit or development authorization, or authorize issuance subject to conditions.”
- 2.4 Bylaw No. 2918 is further amended by replacing all instances of “Community Planning Advisory Committee” with “Land Use Committee”.

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2.5 Bylaw No. 2918 is further amended by replacing each instance of:

“General Manager of Planning and Development”;

“General Manager of Planning and Development or designate”; and

“General Manager of Planning and Development, or his or her designate,”;

with

“General Manager of Community Development or designate”.

3. Severability

3.1 If a portion of this Bylaw is found invalid by a court, it will be severed and the remainder of the Bylaw will remain in effect.

Read a first time this ___ day of ____, 20__.

Read a second time this ___ day of ____, 20__.

Read a third time this ___ day of ____, 20__.

Adopted this ___ day of ____, 20__.

R. Vagramov
Mayor

D. Shermer
Corporate Officer

I hereby certify that the above is a true copy of Bylaw No. 3266 of the City of Port Moody.

D. Shermer
Corporate Officer