



City of Port Moody

Council Committee Terms of Reference

Date: December 6, 2022
Type: Select
Committee Name: Land Use Committee

File No. 01-0360-01

Approvals/Reviews/Amendments

Approval date: January 1, 2023

**Revision approval: ~~May 21, 2024~~
September 9, 2025**

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 the Development Approval Procedures Bylaw, , 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

Members will be appointed in accordance with the Council Committee System Policy. The Committee will be composed of the following:

- two (2) Council representatives serving as Chair and Vice-Chair;
- one (1) resident of College Park nominated by ten (10) residents of College Park;
- one (1) resident of Glenayre nominated by ten (10) residents of Glenayre;
- two (2) residents of Heritage Mountain nominated by ten (10) residents of Heritage Mountain;
- two (2) residents of Inlet Centre nominated by ten (10) residents of Inlet Centre;
- two (2) residents of Moody Centre nominated by ten (10) residents of Moody Centre;
- two (2) residents of Pleasantside nominated by ten (10) residents of Pleasantside; and

- one (1) Economic Development and Tourism Committee representative;
- for a total of no more than thirteen (13) members.

In circumstances where no applications have been received for a specific neighbourhood, more applicants from a particular area may be considered.

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:

4. Operations of the Committee

4.1 Meeting Schedule

At their first meeting the Committee will be provided with their meeting schedule, which will identify the dates, time, and location for meetings. The Committee will meet monthly, except for August and December, or at the call of 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: <>”

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.

Attachment 1

