

Land Use and Planning Committee Standing Committee of Council

Terms of Reference

Establishment and Authority

The *Community Charter* provides that the Mayor may establish standing committees for matters the Mayor considers would be better dealt with by committee and must appoint members to those committees.

Mandate:

1. To provide advice and recommendations to Council on land use and planning matters as detailed in the duties and responsibilities.
2. To consider and make decisions on development applications where so authorized by the Development Approval Procedures Bylaw.

Duties and Responsibilities

The Land Use and Planning Committee ensures that the strategic social, environmental, economic and cultural objectives of the City are considered in decisions related to land use, planning and development.

The Committee will provide advice and make recommendations to Council on the following matters:

- i) Land use proposals and development applications including:
 - a. amendments to the Official Community Plan;
 - b. applications for rezonings;
 - c. heritage revitalization agreements;
 - d. heritage conservation areas;
 - e. development permits;
 - f. phased development agreements
 - g. development variance permits;
 - h. temporary use permits;
 - i. sign permits application variances;
 - j. heritage alteration permits not delegated to the Director;
 - k. liquor licence applications.

- ii) Policies, guidelines and programs related to:
 - a. Community planning, including the development of community plans, master plans and comprehensive development plans;
 - b. Regional planning, including Metro Vancouver's Regional Growth Strategy and the City's Regional Growth Context Statement;
 - c. The implementation of actions arising from the City's Official Community Plan and other pertinent strategic plans and policies that have a land use component.
 - d. The strategic acquisition or disposition of lands related to the achievement of the City's strategic objectives;
 - e. Other policy matters referred to the Committee by Council related to land use and planning matters.

- iii) Development application review and processing procedures, the Development Procedure Bylaw.

- iv) Decisions regarding development applications where so authorized by the Development Approval Procedures Bylaw.

Voting Members:

Council will appoint members as follows:

- Three members of Council;
- One alternate, to attend in the event an appointed member cannot attend.

Staff Representatives

- Director of Development Services;
- Staff from other City Departments as necessary;
- Committee Clerk to the Committee.

Term:

The term for Council voting members appointed will be for a two-year period, staggered such that one new committee member shall be appointed per year.

Chair:

One of the three members will be appointed by Council as Chair on a yearly basis. At the first meeting of the year, voting members shall elect an acting chair from its membership to preside over meetings when the Chair is absent.

Quorum:

A quorum shall consist of two voting members.

If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Committee Clerk shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

Meeting Open to Public

Committee meetings will be open to the public. The Committee may adjourn into Closed session to address matters under Section 90 of the *Community Charter*.

Requests for Presentations

Requests for presentations shall be by submission of a letter to the Committee Clerk seven working days prior to a meeting, providing the name of the speaker and the topic to be discussed. Presentations may be limited to a maximum of three per meeting.

Rules of Procedure:

Committee procedures shall be governed by:

1. The Council Procedure Bylaw; and
2. The “Rules of Conduct: Standing Committees and Advisory Bodies” provided, and as revised from time to time.