



# Planning and Land Use Committee

## Terms of Reference

The Planning and Land Use Committee (the Committee) members are appointed by Council to contribute and improve Council decision making.

### 1. PURPOSE

The purpose of the Committee is to facilitate greater collaboration and exchange of ideas between Council and the public to provide advice and recommendations to Council with respect to a wide range of matters related to land use, development, and community planning.

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

- Amendments to the Official Community Plan including related policies and procedures.
- Amendments to the Land Use Bylaw including rezonings and development variance permit applications.
- Temporary Use Permits.
- Community planning and development matters as requested by Council.

### 2. AUTHORITY

The Committee's function is advisory to Council. Their role is to review, comment, and make recommendations to Council on issues referred to the Committee by Council. The Committee has no continuing advocacy role concerning their findings and recommendations.

Any initiatives proposed by the committee that have resource or financial implications, including staff time, require Council approval.

### 3. MEMBERSHIP AND QUORUM

- a) The Committee shall be comprised of five (5) community members and two (2) members of Council, one of which will serve as Chair.
- b) Quorum is a majority of the current committee membership which must include at least one of the appointed Council liaisons.
- c) To contribute effectively to the accomplishment of the Committee's objectives, members are preferred to possess skills, knowledge, experience and interest in community planning and sustainable development, including:
  - An ability to represent a broad range of perspectives that reflect the diversity of the community;
  - An ability to contribute to meeting discussions in a positive, fair and unbiased manner;
  - Good knowledge and understanding of community planning and development policies, guidelines, standards and approaches;
  - Good knowledge of the community and its social, economic and environmental drivers;
  - Current involvement, academic credentials or experience in service provision or policy and / or program development in the fields of community planning, architecture, engineering and / or landscape / urban design.

**4. TERM**

Members of the Planning and Land Use Committee shall be appointed for a four (4) year term to expire November 1, 2026.

**5. RESOURCES AND SUPPORT**

- a) Staff liaison and resources (non-voting members) shall include:
  - Senior Member of Development Services Department (1);
  - Senior Member of Community Planning Department (1);
  - Corporate Services Recording Secretary (1)

**6. MEETING SCHEDULE**

- a) The Committee shall meet at 6:30 PM on the first Monday of each month.
- b) All meetings shall take place at Colwood City Hall, 3300 Wishart Road, or at other locations specified in the “Notice of Meeting” and livestreamed to the city’s website.

**7. AMENDING, MODIFYING OR VARYING TERMS OF REFERENCE**

Any request for amendment, modification or variation to these TOR can be requested via the staff liaison to Council. In the event Council endorses the requested change(s), the relevant resolution number and date of amendment will be recorded on the master TOR document.

<b>ACTION</b>	<b>DATE</b>	<b>REFERENCE</b>	
Adopted	January 9, 2023		