

**MINUTES OF THE PLAN NANAIMO ADVISORY COMMITTEE MEETING  
HELD ON TUESDAY, 2005-MAR-22, 4:45 P.M., BOARD ROOM,  
CITY HALL, 455 WALLACE STREET**

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**Present:** Chris Erb  
Stu Donaldson  
Gail Adrienne  
Councillor Diane Brennan  
Staff  
Andrew Tucker  
Lisa Bhopalsingh  
Fran Grant (Recording Secretary)

Neil McNiven  
Ralph Meyerhoff  
Joan Perry

**Regrets:** Carey Avender  
Shirley Lance  
Gordon MacKinnon

Michael Schellinck  
Bill Forbes

**1. Call to Order:**

The meeting was called to order by acting Chair C. Erb at 5:00 p.m.

**1. Adoption of 2005-Jan-27 Minutes (Public and Regular Meetings) and 2005-Feb-15:**

The adoption of the minutes was put over to the next meeting due to a lack of a quorum.

**2. Approval of Agenda and Late Items:**

The Agenda was approved as presented and there were no late items.

**3. New Business:**

a) PNAC Membership Renewals

A Tucker distributed copies of PNAC terms of office and also noted that subject to the approval of City Council:

- R. Meyerhoff has been re-appointed as the representative of the Social Planning Advisory Committee.
- G. Adrienne has been re-appointed as the representative of the Advisory Committee on Environment.
- N. McNiven has been re-appointed as the representative of the Vancouver Island Real Estate Board.
- A letter has been sent to the Chamber of Commerce asking for nominations for the business representative position.
- The at-large position has been advertised and closes on March 24.
- Council will review all the applications and makes their decision at an "In Camera" meeting.

J. Perry advised the Committee that she has accepted a new position in Vancouver so is resigning her position as the PNAC representative for the Nanaimo Community Heritage Commission.

b) Newspaper Article on PNAC

A. Tucker distributed copies of the article and noted that:

- The reporter spoke to himself and S. Donaldson.
- He had hoped there would have been time for the reporter to contact more members of PNAC but the article was published very quickly.

#### **4. Other Business:**

##### **a) Update on OCP Amendment Applications**

A. Tucker gave an update on the following UCB amendments:

2360 – 2364 Arbot Road & 2365 Mill Road and 3950 Biggs Road:

- Are not affected by the Agricultural Land Reserve and are being reviewed by the RDN Board this evening.
- The advisory committee to the RDN recommended acceptance.

6101 Pearce Road and 3950 Biggs Road:

- Have been forwarded to the Agricultural Land Commission (ALC) with a copy of Section 3.2 of the OCP.
- The applications were sent to the ALC with no official comment from City Council.

1321 Island Highway, 6010 Uplands Drive, 3721 Shenton Road, 3679 - 3789 Shenton Road and Development Permit and Development Approval Information Area for ESAs:

- These amendments all proceeded to Public Hearing which was held on March 17 and will be going to Council for 3<sup>rd</sup> and Final reading at their next regular Council meeting.

A. Tucker gave the following answers to questions from the Committee:

- Not sure if Council has agreed to refund the \$500 OCP amendment application fee to the owner of 3721 Shenton Road. [Note: The Planning Division has refunded the application fee for the external application.]
- We should receive the ALC's decision in early June. If the applications are approved, the amendments would go to the RDN Board for their approval and then to City of Nanaimo Council for bylaw adoption including a public hearing.

##### **b) PNAC Workplan**

A. Tucker gave a brief update on the status of the work plan and noted that:

- A time can be set up for A. Millward, Social Planner, to speak to the Committee.
- The consultation process requirement in the Local Government Act will affect PNAC and will need to be discussed at a future meeting.

The Committee made the following suggestions and comments:

- What tasks can we reasonably achieve this year?
- When UBC students report is completed, this will help with several of the tasks.
- DCCs
- Orientation: Have all members of the Committee present at the orientation meeting as we would all benefit.
- Look at policies for development adjacent to major arterials.
- Some tasks could be covered in the OCP Audit process.
- Would be helpful to know how many amendments PNAC has dealt with, how many were approved and how they turned out.
- What is the value of PNAC to the community if every application is approved? May need to look at applications more closely and not just rubber stamp them.

- Amendments need to make sense and be forward thinking.
- Some people in the City find that the OCP gets in the way. Is there someone in the City who is an expert on Plan Nanaimo and the way it is followed and what needs to be updated?
- Some of the amendments that have been made do follow the intent of the plan.
- Some big changes have been made but most of those changes have been responsible. We have rejected a few applications that did not follow the Plan.
- The OCP was put in place during a big boom era when there was no plan and it was needed for the community to grow by and it is good to have the OCP now that the boom is on again.
- The Plan needs to be able to change with the changing times. Treat the OCP as a guideline.
- Purpose of the Plan is not to make lots of ad hoc decisions. We need the audit to explain the impact of the OCP to the community.
- Audit needs to look at two aspects: 1) those things that do change; 2) ethical value statements that are about what the community wants the City to look like in the future. Do not throw the value statements out. Some aspects can be specific to neighbourhoods and some are universal.
- Make the OCP more of a policy document without all the detail.
- Do an audit of PNAC's work to assess that the work we are doing is consistent with the Plan. Could also show PNAC's role and how effective we are. This should be high on the list of tasks for this year.
- Would sub-committee's be of benefit in completing work plan items more quickly? How does Council view sub-committees?

#### c) Terms of Reference

A. Tucker distributed copies of the Terms of Reference showing the changes that had previously been discussed.

The Committee made the following comments and suggestions:

##### Membership:

- Extremely important to have a member of Council on the Committee but the Committee should be able to elect the Chair.
- At times the member of Council may not agree with the Committee's decision which would make it difficult for them as the Chair to make a presentation to Council supporting the Committee's decision.

##### Quorum:

- The number for a quorum needs to change because the Port Authority representative is not an active member.
- Quorum should be 50% plus 1 of active committee members.
- If people resign, the number required for a quorum should also change.
- Missing two meetings seems a little short for being asked if you still wish to sit on the Committee. Should be four meetings.
- New members should become familiar with the Terms of Reference before they start to attend regular meetings.

The Committee decided that a quorum should consist of 50% plus 1 of active members, not including the Port Authority position.

##### Term of Appointment:

A. Tucker noted that the terms of PNAC members are different from other committees and do not run with the terms of Council.

- PNAC should still function during election transition months.
- New members need to start before the amendment process starts to give them time to learn the Committee's purpose.
- Overlap of the terms is very important for continuity.
- The three neighbourhood representatives should also overlap instead of ending at the same time.

**5. Late Item:**

Rezoning Advisory Committee (RAC):

C. Erb asked for clarification on what is RAC in relation to PNAC. RAC was supposed to report back to PNAC.

Comments from the Committee:

- RAC and PNAC are two separate Committees with some shared membership. They have their own Terms of Reference.
- Because of the nature of RAC's work, feel PNAC should get a report on their meetings.
- Would be interested in outcome of RAC meetings.
- Feel that a report from RAC would help with some of the questions that PNAC has.
- Put minutes from RAC on PNAC agenda for information only.
- RAC is also having an issue with having a quorum present at their meetings.

**6. Next Meeting:**

The next regular meeting of PNAC is was rescheduled to 2005-April-26

**7. Adjournment:**

The meeting adjourned at 6:20 p.m.

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