

MINUTES OF THE PLANNING, ENVIRONMENT AND DEVELOPMENT
STANDING COMMITTEE MEETING HELD IN THE BOARD ROOM, CITY HALL, ON THURSDAY,
2004-SEP-30, COMMENCING AT 3:29 P.M.

PRESENT: Councillor L. J. Sherry, Chair

Members: Councillor R. A. Cantelon
Councillor W. J. Holdom

Staff: B. N. Mehaffey J. T. Bowden
A. Tucker K. King

1. ADOPTION OF MINUTES:

- (a) Minutes of the 2004-AUG-19 Meeting of the Planning, Environment and Development Standing Committee held in the Board Room, City Hall at 3:30 p.m.

It was moved and seconded that the Minutes be adopted as circulated. The motion carried unanimously.

2. REPORTS OF ADVISORY BODIES:

Nanaimo Community Heritage Commission:

(a) Heritage Building Documentaton Policies

Council adopted a Heritage Action Plan in 2001. Included within the Action Plan was a series of recommendations designed to strengthen the City's Heritage Conservation Program. One of the recommendations was the adoption of a heritage building documentation policy designed to ensure that where a heritage building, structure, or site listed on the City's Heritage Register is about to be demolished (in whole or part), significantly renovated, or relocated, the building, structure, or site be documented. According to the recommendation, documentation would be primarily visual by means of photographs, sketches, and the collection of building material samples or artifacts, where appropriate.

In accordance with the Heritage Action Plan, the Nanaimo Community Heritage Commission (NCHC) has developed a documentation policy for Council's consideration. If adopted, the policy will ensure that the NCHC is aware of forthcoming demolition, alteration, or relocation permits affecting recognized heritage buildings, structures, and sites and have an opportunity to arrange, with staff assistance, proper documentation of the building, structure, and site before the action is taken.

It is also the NCHC's belief that any costs incurred for documentation should be paid by the property owner. In general, it is expected that these costs will be nominal. In many cases, photo documentation would be completed by Staff or by a representative of the Community Archives without charge to the property owner. However, should the subject building, structure, or site be of high heritage value, additional information may be required in order to properly document the property. This information could take the form of a site survey, elevation drawings or sketches by a surveyor or architect with corresponding costs.

All documentation material would be filed in the City's Heritage Register files and ultimately deposited with the Nanaimo Community Archives as per the City's existing records management agreement with the Archives.

Recommendation: That Council adopt the Heritage Building Documentation Policies as proposed by the Nanaimo Community Heritage Commission.

It was moved and seconded that the recommendation be adopted. The motion carried unanimously.

(b) Heritage Plaque Policy

In the past, the Nanaimo Community Heritage Commission (NCHC) has played a key role in the production and maintenance of heritage plaques located in the City's Downtown Core. Most often, the plaques are produced as part of a larger plaque initiative, such as the plaques created for the City's three downtown heritage walks. However, on occasion, individuals approach City Council or the Commission to request consideration of a plaque based on a specific theme, event, or person. An example includes the recent Haslam House plaque placed at the Tim Hortons on Wallace Street.

In these cases, design, funding, and production of the plaques has usually been left to City Council or to the NCHC.

In response to the periodic requests by the public for heritage plaques, the NCHC has developed a plaque policy for Council's consideration. If adopted, the Plaque Policy will establish a procedure for consideration of heritage plaque requests by members of the general public and to ensure appropriate content and consistent design. The policy will also put in place an evaluation criteria for use by the NCHC when considering plaque requests, as well the adoption of a standard plaque design and a 50 percent private/public cost sharing arrangement.

Adoption of the plaque policy will ensure a higher level of standardization in the consideration of public plaque requests by both the NCHC and Staff.

Recommendation: That Council adopt the Heritage Plaque Policy as proposed by the Nanaimo Community Heritage Commission.

It was moved and seconded that the recommendation be adopted. The motion carried unanimously.

Advisory Committee on the Environment:

(c) Presentation from the Nanaimo Estuary Management Coalition

At the Advisory Committee on the Environment (ACE) meeting held 2004-JUN-08, ACE heard from a delegation from the Nanaimo Estuary Management Coalition. The Committee Chair reminded Committee members that issues involving the Estuary and any discussion on the City's future role with the Estuary Management Plan will need more direct dialogue and input from Council members.

The Committee recommends that a representative from the District of Campbell River attend to provide input from a local government perspective on how such plans are being implemented elsewhere in the province.

Recommendation: That the Planning, Environment and Development Standing Committee agree to hear a presentation by a Councillor from the District of Campbell River to speak to the experiences the local government has had in overseeing an estuary management plan. A representative of the Nanaimo Estuary Management Coalition should also be invited to discuss specific issues of the City's participation within the Nanaimo Estuary Management Plan.

It was moved and seconded that the recommendation be adopted. The motion carried.

3. INFORMATION ONLY ITEMS:

(a) Report from Councillor Dawn Tyndall, Chair of the Advisory Committee on the Environment re: Internal Wood-burning Stoves and Fireplaces

It was moved and seconded that the Planning, Environment and Development Standing Committee recommend that Council direct Staff to investigate methods of imposing regulations requiring that all internal woodburning receptacles be certified to 1994 CSA Standards. The motion carried.

4. ADJOURNMENT:

It was moved and seconded at 3:52 p.m. that the meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

SENIOR MANAGER,
CORPORATE ADMINISTRATION