

**CITY OF NANAIMO**  
**MINUTES OF THE MEETING OF THE PLAN NANAIMO ADVISORY COMMITTEE**  
**HELD ON TUESDAY, 2004-MAY-25, AT 4:53 P.M.**  
**IN THE BOARD ROOM, CITY HALL, 455 WALLACE STREET, NANAIMO, B. C.**

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**PRESENT:** Chris Erb, Acting Chair  
Carey Avender  
Stu Donaldson  
Bill Forbes  
Shirley Lance

Gordon Mackinnon  
Ralph Meyerhoff  
Joan Perry  
Ken Tully

**ABSENT:** Councilor Diane Brennan  
Gail Adrienne  
Robert Borden

Neil McNiven  
Michael Schellinck

**STAFF:** Dale Lindsay, Manager, Planning Division  
Kirsty MacDonald, Planner, Planning Division  
Arturo S. Ramirez, Recording Secretary

**1. WELCOME AND INTRODUCTION – NEW MEMBERS**

The meeting commenced at 4:53 p.m. The new members were welcomed and a brief introduction was made by both Committee members and staff.

Kirsty MacDonald, with the aid of a Powerpoint presentation, conducted the orientation for the new members. She provided an overview of PNAC and the OCP, the mandate of the Committee, a brief history of PNAC and the OCP, the processes involved, and the roles of staff, PNAC, other committees and Council. Lastly, she showed examples of developments that have resulted from the OCP process.

The members were provided with a manual containing detailed information about PNAC and the OCP as well as other relevant information to help them understand the processes involved and the Committee's role.

**2. CALL TO ORDER – COMMITTEE AS A WHOLE – 5:45 P.M.**

There was no quorum. The Committee met informally and selected Chris Erb to be the Acting Chair.

**3. REVIEW OF WORK PLAN**

Dale Lindsay noted that staff has assigned priorities to the work plan and asked the members whether or not it reflects the Committee's wishes.

The discussion centred on Work Plan #6, Neighbourhood Planning Process. The Committee provided the following comments:

- Should be a high priority. Change priority from 3 to 1.
- New members of Council should be educated on the importance of the OCP and the neighbourhood planning process.
- There should be a clear framework for neighbourhood plans.
- Council should include funds for the neighbourhood planning process in their five-year plan. There should be a yearly budget for this purpose.

The Committee questioned the need for the item concerning DCC on Work Plan #1. Staff replied that an information session only will be presented and attendance is optional.

Kirsty MacDonald will update the work plan, re-prioritize items and accommodate the summer meeting schedule.

#### 4. **INTRODUCTION TO EXTERNAL AND INTERNAL OCP AMENDMENT APPLICATIONS**

Staff introduced the following external and internal applications which will be considered for the current round of OCP amendment:

##### External

- 6121/6151 Hammond Bay Road (Dover House) – Change from Neighbourhood to Town Centre designation to facilitate expansion of existing care facility on adjacent lot.

Staff noted that the main issue on this application concerns access.

The Committee suggested that access on arterial roads should also be looked at.

##### Internal

- 4191, 4181, 4171, 4169 Wellington Road - Re-designate all 4 lots from Neighbourhood to Service Industrial.
- Remove the Wall / Holly Corridor road network as a major connector.
- Remove the clause "buildings are less than 16 storeys in height" from Section 1.1.2.2 (8). Instead, heights could be determined by view corridors and unique site context and characteristics.
- Mapping - Update proposed and existing schools, roads, parks, trails, neighbourhood plans, SHIM, ESAs, etc.
- Modify the Old City Neighborhood Boundaries and delete sections that are superceded by the Downtown plan. Remove some pink (c-18) and blue (c-17).
- DP exemptions for Section 8.2.21 (Country Club Mall).

With respect to item #1, the Committee suggested that staff should also look at Shenton Road. Staff responded that it will be added at the next round of OCP amendment.

Staff advised that the last item will prevent inequities respecting the requirement for a development permit.

**5. MEETING SCHEDULE**

The following is the meeting schedule for the Committee for the remainder of the year:

2004-JUN-15, Board Room – Presentation to PNAC by applicant.

2004-JUN-17, Council Chamber – Public meeting

2004-JUN-22 – *If required*

2004-JUL-20 – Board Room

2004-AUG-17 – Board Room

2004-SEP-21 – Board Room

2004-OCT-19 – Board Room

2004-NOV-16 – Board Room

2004-DEC-14 – Board Room

The Committee normally does not meet in July and August, but the members deemed it was necessary to meet to deal with the Committee's business.

A question was posed on the need to have separate meetings for the applicant's presentation and the public input. A suggestion was raised to have both presentations on the same day. This issue will be brought back for discussion at a future date.

**6. NEW BUSINESS**

Nominations were sought for new RAC (Rezoning Advisory Committee) members and the following agreed to sit on the Committee:

Bill Forbes

Chris Erb

Ralph Meyerhoff

Ken Tully

Shirley Lance - Alternate

**7. ACTION ITEMS**

Meeting Date	Details	Status
2004-MAR-30	Review Terms of Reference in 4 months, specifically the PNAC-RAC relationship.	
2004-MAR-30	Secure legal advice on whether or not PNAC can be challenged concerning RAC membership coming exclusively from PNAC.	
2004-MAY-25	Staff to provide information on the process to have Council allocate a yearly budget for the neighbourhood planning process.	

8. **ADJOURNMENT**

MOVED by Gordon Mackinnon, SECONDED by Shirley Lance, that the meeting adjourn at 6.50 p.m.

CARRIED

APPROVED: 

Acting Chair

Date

/asr

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