

**CITY OF NANAIMO**  
**MINUTES OF THE MEETING OF THE PLAN NANAIMO ADVISORY COMMITTEE**  
**HELD ON TUESDAY, 2004-MAR-30, AT 6:04 P.M.**  
**IN THE BOARD ROOM, CITY HALL, 455 WALLACE STREET, NANAIMO, B. C.**

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**PRESENT:**     Councilor Diane Brennan, Chair                     Bill Forbes  
                     Gail Adrienne                                             Shirley Lance  
                     Wayne Anderson                                           Neil McNiven  
                     Robert Borden                                                 Ralph Meyerhoff  
                     Stu Donaldson                                                 Joan Perry  
                     Chris Erb                                                         Michael Schellinck

**Facilitator**  
Carol Matthews, Wayword Communications

**STAFF:**         Ted Swabey, Senior Manager, Planning and Development  
                     Dale Lindsay, Manager, Planning Division  
                     Andrew Tucker, Manager, Community Planning  
                     Kirsty MacDonald, Planner, Planning Division  
                     Penny Masse, Planning Clerk, Planning Division  
                     Arturo S. Ramirez, Recording Secretary

**1.     CALL TO ORDER**

The meeting was called to order at 6:04 p.m.

A brief introduction was made by the Committee members and City staff.

**2.     REVIEW/ADOPTION OF MINUTES**

MOVED by Chris Erb, SECONDED by Stu Donaldson, that the minutes of the meeting held on 2004-FEB-17 be adopted.

**CARRIED**

Carol Matthews talked about the format of the Committee minutes, and the members decided on the following:

- Summarize and itemize – detailed or verbatim notes are unnecessary.
- Members will state when they wish specific or detailed notes included in the minutes.
- Note points that the Committee needs to pursue or keep track of.
- Include action items in the minutes.

**3. REVIEW OF TERMS OF REFERENCE**

Carol Matthews provided background information, charting the progression of the Terms of Reference from the Committee's initial meeting in December, 2003. Objective #6, concerning economic issues, needed clarification; the relationship between PNAC and RAC was left as status quo; and initial work plan ideas were formulated.

Mr. Swabey advised the City's Economic Development Officer, Tanja McQueen, has clarified Objective #6 and the new wording is, "To consider economic, social and environmental impact in the land use decision process". She will conduct a presentation about economic drivers and supporters at the Committee's next meeting.

Carol Matthews noted that the objectives in the Terms of Reference are fairly broad, but it also include a means for measurement/assessment under Objectives #2 and 7

MOVED by Chris Erb, SECONDED by Neil McNiven that the Terms of Reference be amended to adopt the new wording for Objective #6.

CARRIED

**4. REVIEW OF PARKING LOT ISSUES**

Carol Matthews noted that the parking lot issues were brought back to see which of the issues should be incorporated into the Committee's work plan and to make sure all the issues raised by the Committee have been included.

The Committee reviewed the list. No deletions or additions to the itemized issues were made.

**5. PNAC WORKPLAN**

Carol Matthews distributed a work plan list. She asked the members to look at the categories, confirm they are what they would like to see in the work plan, formulate tasks under each category and set timelines.

The Committee provided the following comments:

- Public education means money and the Committee does not have a big budget.
- Staff responded that there are means to educate the public without using the Committee's budget, such as the City Web site, the City Page and tying the Committee public education projects with existing City projects.

The discussion returned to the Terms of Reference and the RAC-PNAC relationship, with the Committee commenting as follows:

- RAC has nothing to do with PNAC. The Terms of Reference do not have references to RAC or to rezoning applications coming to PNAC.
- Two choices are to amend the Terms of Reference to include RAC as a sub committee of PNAC which deals with rezoning or separate RAC from PNAC.

- Need to eliminate perceived influence by PNAC over RAC by the development community and the public. Perception belongs to the public and the Committee is ultimately responsible to the public.
- Advantageous to have PNAC members as RAC members because they would be familiar and knowledgeable with the issues.
- Downside is expectation that decisions made at PNAC will be endorsed by RAC.
- Change composition of RAC to include non-PNAC members as well.
- Review in 4 months to see if the Committee is satisfied it is working and get a legal advice on whether PNAC can be challenged as RAC is composed of PNAC members.

MOVED by Ralph Meyerhoff that RAC be removed as part of PNAC, that RAC be a separate committee, and that RAC be requested to forward their minutes to PNAC.

There was no seconder to the motion.

MOVED by Rob Borden, SECONDED by Ralph Meyerhoff that the Terms of Reference be amended to state that RAC is a separate committee advising Council and is comprised of a mix of PNAC members, as stipulated in the Terms of Reference of RAC.

CARRIED

Carol Matthews noted that because of the diverse composition of the Committee and the relationship between RAC and PNAC, there will likely be continuing questions and tensions about committee processes, but that at the same time it is important for the Committee to focus on the development of a work plan with clear and accomplishable tasks.

The Committee took a short break at 7:30 p.m.

The Committee reconvened at 7:46 p.m.

Carol Matthews assigned a coordinator for each of the 6 work plans and asked the Committee members to pick a work plan topic, meet in small groups, and come up with specific tasks, purpose, expected outcomes and timeline.

Each group deliberated and then reported on the results of their discussions. The following individuals who acted as coordinators were asked to record the results of the discussions, forward it to the Recording Secretary, and an initial draft will be typed which will be brought back at the next meeting:

Carol Matthews – Workplan #1 – PNAC Orientation & Education

Dale Lindsay – Workplan #2 – OCP Amendment Process

Kirsty MacDonald – Workplan #3 – Measuring Plan Nanaimo Progress and Workplan #4 – Plan Nanaimo Amendment and Audit

Ted Swabey – Workplan #5 – Community Education

Andrew Tucker – Workplan #6 – Neighbourhood Planning Process

There may be further additions to the document, but this will provide an initial draft work plan.

It was suggested that a Community Education Sub Committee be struck that would formulate suggestions to educate and involve the community.

A question was posed about how to get the public to have input on community issues. Staff pointed out a neighbourhood planning process is in place as well as a neighbourhood network. It was clarified that the neighbourhood network is not run by the City.

**6. 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-MAR-30	Bring initial draft work plan to the Committee for review.	

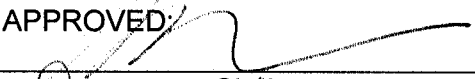
**7. NEXT COMMITTEE MEETING**

The next meeting will be held on Tuesday, 2004-APR-20, at 5:00 P.M., in the Board Room.

**8. ADJOURNMENT**

MOVED by Neil McNiven, SECONDED by Ralph Meyerhoff, that the meeting adjourn at 8.44 p.m.

CARRIED

APPROVED:   
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Chair  
June 14/04  
Date

/asr