

## **AGENDA**

SPECIAL OPEN COMMUNITY PLANNING AND DEVELOPMENT COMMITTEE MEETING  
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC  
TUESDAY, 2016-OCT-18, AT 5:00 P.M.

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1. **CALL THE SPECIAL OPEN MEETING OF THE COMMUNITY PLANNING AND DEVELOPMENT COMMITTEE TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
  - (a) Minutes of the Inaugural Special Open Meeting of the Community Planning and Development Committee held in the Service and Resource Centre Boardroom, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2016-SEP-14 at 4:30 p.m. *Pg. 3-4*
5. **ADMINISTRATION:**
  - (a) New Terms of Reference *Pg. 5-6*
    - Terms of Reference Working Document for Community Planning and Development *Pg. 7-9*

Note: Please return the working document for the Terms of Reference to the recording secretary with any suggested edits at the end of the meeting.
  - (b) Keydate Calendar *Pg. 11-12*

Two options are presented for meeting dates and times for 2016.
6. **QUESTION PERIOD:**
7. **ADJOURNMENT:**



## MINUTES

OPEN INAUGURAL COMMUNITY PLANNING AND DEVELOPMENT COMMITTEE MEETING  
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC  
WEDNESDAY, 2016-SEP-14, AT 4:30 P.M.

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PRESENT:   Members:   Councillor M.D. Brennan  
                              Councillor G.W. Fuller (vacated at 5:33 p.m.)  
                              Councillor J. Hong  
                              C. Brown (vacated at 5:28 p.m.)  
                              M. Plavetic  
                              G. Adrienne  
                              D. Appell  
                              B. Forbes  
                              C. Avender  
                              L. Boon

                  Absent:   R. Finnegan  
                              S. Mahon  
                              K. Chamberlain  
                              S. Herold

                  Staff:     T. Samra, Chief Administrative Officer (Vacated at 5:03 p.m.)  
                              D. Lindsay, (vacated at 5:28 p.m.)  
                              B. Anderson, Manager of Community and Cultural Planning  
                              M. Brown, Recording Secretary

1.    CALL THE INAUGURAL MEETING OF THE COMMUNITY PLANNING AND DEVELOPMENT COMMITTEE MEETING TO ORDER:

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The Inaugural Open Community Planning and Development Committee Meeting was called to order at 4:33 p.m.

2.    INTRODUCTION OF LATE ITEMS:

- (a)   Remove Agenda Item 3. Appointment of Chair And Vice Chair and Agenda Item 5. Membership.

It was moved and seconded that the Committee approve the agenda as amended. The motion carried unanimously.

3.    INTRODUCTIONS:

T. Samra, Chief Administrative Officer, provided an introduction.

4. TERMS OF REFERENCE:

Committee discussion took place regarding the new and old Terms of Reference.

5. PROJECTS IN PROGRESS:

- (a) D. Lindsay, Director of Community Development, facilitated a verbal discussion regarding the Community Planning and Development Committee's current projects and upcoming projects.

6. ADJOURNMENT:

It was moved and seconded at 5:42 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER

**City of Nanaimo**  
**COMMUNITY PLANNING & DEVELOPMENT COMMITTEE**  
(the “Committee”)

**PURPOSE:**

The objective of the Committee is to bring a broad community-based perspective to the monitoring, implementation, and amendment of the City’s Official Community Plan (OCP), Transportation Plan, Zoning Bylaw and associated plans.

The purpose of the Committee is to provide Council recommendations on the following:

- development proposals which require amendments to the OCP and/or Zoning Bylaw;
- proposed changes to the OCP and related plans;
- rezoning applications to ensure proposed developments comply with relevant policies;
- community perspective to the planning and approval process;
- strategies to integrate principles economic health, social equity, land use, sustainability, and environmental into all aspects of planning and development;
- implementation of Transportation Master Plan;
- regional transportation initiatives as they relate to planning and development.

**MEMBERSHIP:**

The membership of the Committee will be as follows:

- a minimum of seven (7) members; and
- three (3) members of Council.

Additional members may be appointed as required for neighbourhood plan amendments.

**ELIGIBILITY:**

An individual with the following skills and expertise may be given preference for membership on this Committee:

1. member of the following communities:
  - business community;
  - neighbourhood associations;
  - development community;
  - transportation user groups;
  - broad-based perspective of planning and development; and
  - environmental sustainability.

**TERM:**

Each member of the Committee may be appointed for a term of up to two years. Membership may be staggered to support continuity and effective operations. Members may serve a maximum of two cumulative terms on this Committee.

**ACCOUNTABILITY:**

On a regular basis Council will provide direction on Council's priorities to Committee. The Committee will submit a quarterly a summary report on their activities to Council. The Committee will submit a report with its minutes in a timely manner to Council. The Committee will comply with the ***City of Nanaimo Committee Operating Guidelines*** [Note: to be drafted by Staff by August 31, 2016].

**MEETING FREQUENCY:**

The Committee will meet upon call of the Chair or the request of two Committee Members.

**STAFF SUPPORT:**

The following City Departments may provide support to the Committee in accordance with the ***City of Nanaimo Committee Operating Guidelines***:

- Community Development
- Engineering and Public Works
- City Clerk

Below you will find the draft of the Terms of Reference for the Community Planning and Development Committee. Each section has been broken apart so that as a committee you can discuss, make amendments, or change the terms of reference to better suit your committee. Once you have your suggested edits they will need to go to Council to be approved.

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What Works?	What Doesn't?	What should be amended?

Ideas:

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Additional Notes and ideas:

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City of Nanaimo

COMMUNITY PLANNING AND DEVELOPMENT COMMITTEE KEY DATE  
CALENDAR – 2016

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Committee meetings are held in the boardroom on the first floor of the Service and Resource Centre Building at 411 Dunsmuir Street unless otherwise stated.

Community Planning and Development Committee Meetings start at 5:00

- October 10..... THANKSGIVING DAY*
- October 18..... Community Planning and Development Committee Meeting**
  
- November 11.....REMEMBRANCE DAY*
- November 15..... Community Planning and Development Committee Meeting**
  
- December 20..... Community Planning and Development Committee Meeting**
- December 25..... CHRISTMAS DAY*
- December 26..... BOXING DAY*

*Community Planning and Development-----3rd Tuesday of every month 5:00-7:00*

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