

## **AGENDA**

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

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1. **CALL THE INAUGURAL OPEN COMMUNITY PLANNING AND DEVELOPMENT COMMITTEE MEETING TO ORDER:**
2. **INTRODUCTIONS:**
  - (a) Ms. Tracy Samra, Chief Administrative Officer, to facilitate welcome and introductions.
3. **APPOINTMENT OF CHAIRS:**
  - (a) Chair
  - (b) Vice-chair
4. **TERMS OF REFERENCE:**
  - (a) New Terms of Reference *Pg. 3-4*
  - (b) Old Terms of Reference *Pg. 5-6*
5. **MEMBERSHIP:**
6. **PROJECTS IN PROGRESS:**
  - (a) Mr. Dale Lindsay, Director of Community Development, to facilitate a verbal discussion regarding the Community Planning and Development Committee's current projects and upcoming projects.
7. **QUESTION PERIOD:**
8. **ADJOURNMENT:**



**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



## **PLANNING and TRANSPORTATION ADVISORY COMMITTEE MANDATE & OBJECTIVES**

*(adopted 2015-MAR-02)*

### Mandate

The Planning and Transportation Advisory Committee serves as an advisory body, responsible for making recommendations on matters related to planning and transportation within the City of Nanaimo.

The Committee has a mandate to promote the community's wellbeing and to assist Council in setting priorities amid competing objectives. It is to bring a broad community-based perspective to the monitoring, implementation, and amendment of the City's Official Community Plan (OCP), Transportation Plan and Zoning Bylaw. The Committee serves as an advisory body making recommendations to Council on development proposals which require amendments to the OCP and/or Zoning Bylaw.

### Objectives

The mandate of the Committee is supported by a series of objectives:

- To advocate on behalf of the community on land use and transportation issues;
- To measure the progress towards achieving OCP and Transportation Plan goals and objectives;
- To assess and monitor proposed changes to the OCP through an amendment and review process; and to review rezoning applications to ensure proposed developments comply with the policies and objectives of the OCP and the Transportation Plan;
- To bring the community perspective to the neighbourhood planning process as an active participant in neighbourhood and area planning;
- To consider and integrate economic, social, land use and environmental impacts through the decision process;
- To initiate changes to the OCP that reflect changing community circumstances;
- To provide recommendations regarding the City of Nanaimo Zoning Bylaw in order to ensure that it remains an effective and relevant document;
- The ongoing development and implementation of the Transportation Master Plan;
- Pedestrian, cycling, transit, commercial vehicle, parking and road network planning;
- Sustainable transportation; and,
- Regional transportation initiatives as they relate to City transportation infrastructure and services.

As part of the amendment process:

- Receive and make recommendations to Council on OCP and zoning amendment applications from Council, external applicants, staff and other interests as part of the amendment processes; and
- Consider Committee initiated proposed OCP amendments; a general, community wide, non-site specific OCP amendment may be initiated by the community through the Committee.

### Membership

The Committee must reflect a broad representation of community interests and a diversity of opinions in order to fulfill its mandate. While it is difficult to guarantee a complete cross-section of the community, Council recognizes that certain groups are identifiable.

- Three (3) members of Council
- One (1) member from the Business Community
- One (1) member from Neighbourhood Associations
- One (1) member from the Development Community
- One (1) member from Transportation User Groups
- Four (4) members of Community At Large

In addition to the members noted above, representatives from Snuneymuxw First Nation, Nanaimo Port Authority, Vancouver Island University, Downtown Nanaimo Business Improvement Association and School District 68 may be invited to attend on behalf of their respective organization, where their input is relevant to a given topic being considered by the Committee.

Two non-voting representatives may be appointed by the Committee from a Neighbourhood Association on a temporary basis, when a new or amendment to an existing associated neighbourhood plan is being considered, under the following conditions:

- attend the meetings where proposed OCP amendments relating to the neighbourhood plan are being discussed;
- comment on all aspects of the discussion about the proposed amendment;
- **not** participate in determining consensus or voting on the proposed amendment; and
- must **not** have a conflict of interest with any amendment proposed for the neighbourhood plan.

Input from agencies and associations will be requested and received when it is pertinent to the policy discussion.

### Meetings

Regular meetings will take place on a monthly basis. Meeting days and times will be established after consultation with the Committee members. Special meetings shall be at the call of the Chair.

- In addition to regularly scheduled meetings, members may meet more frequently to: assess proposed OCP and Zoning Bylaw amendments in an effort to ensure amendments are considered in a timely manner; or to participate with Staff, Council and Council Committees on specific task forces or project Committees.

See also:

- Advisory Commissions Terms of Reference; and,
- "Council Procedure Bylaw 2007 No. 7060".