

DATE OF MEETING DECEMBER 19, 2022

AUTHORED BY LAINYA ROWETT, MANAGER, CURRENT PLANNING

**SUBJECT 2023 DESIGN ADVISORY PANEL KEY DATE CALENDAR**

## **OVERVIEW**

### **Purpose of Report**

To request that Council approve the proposed Design Advisory Panel key date calendar for 2023.

### **Recommendation**

That Council approve the 2023 Design Advisory Panel key date calendar as presented.

## **BACKGROUND**

The Design Advisory Panel (DAP) serves as an advisory body to Council responsible for reviewing form and character development permit applications and to provide recommendations to Staff reviewing applications. Council representatives for 2022 included Councillor Brown as the main representative and Councillor Hemmens as the alternate. Council representatives for 2023 have yet to be selected.

Each year, committee calendars for the following year are prepared and presented to Council for approval. The 2023 Design Advisory Panel calendar (Attachment A) has been prepared based on the DAP Mandate and Objectives (Attachment B). The Mandate and Objectives set out the schedule with meetings held on the second and fourth Thursdays each month commencing at 5:00 p.m. in the Boardroom at the City of Nanaimo's Service and Resource Centre.

## **DISCUSSION**

Council is requested to approve the draft 2023 Design Advisory Panel Key Date Calendar. If additional meetings are needed or scheduled meetings need to be cancelled, the calendar will be updated as necessary.

## **OPTIONS**

1. That Council approve the 2023 Design Advisory Panel key date calendar as presented.
  - The advantages of this option: The draft calendar aligns with the schedule in the approved Mandate and Objectives. Resources have been booked in anticipation of the calendar being approved.

- The disadvantages of this option: Council may want to hold DAP meetings on an alternate day.
  - Financial Implications: DAP meeting expenses are included as part of regular operating budgets.
2. That Council direct changes to be made to the 2023 Design Advisory Panel key date calendar.
- The advantages of this option: Council could provide input into the meeting schedule.
  - The disadvantages of this option: Any changes to the meeting date(s) may require an amendment to the adopted Mandate and Objectives. Meeting resources have been booked.
  - Financial Implications: None identified. |

### **SUMMARY POINTS**

- Council is requested to approve the 2023 Design Advisory Panel key date calendar.
- Meetings will be held on the second and fourth Thursdays of each month commencing at 5:00 p.m.

### **ATTACHMENTS:**

ATTACHMENT A: 2023 DAP Key Date Calendar  
ATTACHMENT B: DAP Mandate and Objectives |

#### **Submitted by:**

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Manager, Current Planning |

#### **Concurrence by:**

Jeremy Holm  
Director, Development Approvals

Dale Lindsay  
General Manager, Development Services /  
Deputy CAO |