Terms of Reference
(November 26, 2013)

Nanaimo Airport Planning Process
Advisory Committee

Background

Jurisdiction over land use regulation at the Nanaimo Airport has been an issue that the Regional District of Nanaimo (RDN) has been trying to address for several years. Most recently, during the review of the Electoral Area ‘A’ Official Community Plan (OCP) the issue was raised over the uncertainty about jurisdiction over land use at the Nanaimo Airport. As the OCP Review process progressed, it became apparent that this matter could not be resolved within the time-frame of the OCP review so the RDN Board directed that a separate region-wide engagement process that focused on land use at the airport would be used.

As outlined in Section 8.8 of the Electoral Area ‘A’ OCP, the RDN has no jurisdiction over aeronautic and aeronautic related uses and uses which are considered vital components of airport operations. The RDN has jurisdiction over uses which are not related to and are not vital to the operation of an airport. While the determination of these matters is ultimately one that would be made either by reaching an agreement with the Nanaimo Airport Commission (NAC) through a community planning process, or failing that, by the courts, generally speaking the RDN would expect to be able to control those uses which do not contribute to the functioning of an airport as a facility for air transportation.

The Nanaimo Airport Land Use Process has three phases. The first phase is to obtain the views of the community and other stakeholders. The second phase is discussions between the RDN and the NAC on future land use at the airport ideally leading to an agreement regarding future land use, community consultation and aquifer protection. The third phase is implementation which is likely to include a master plan for the airport, an amendment to the Electoral Area ‘A’ Official Community Plan and an amendment to the zoning bylaw which currently does not recognize the aviation related uses on the airport lands.
Phase 1 is now complete and the process is now entering Phase 2 which consists of the development of a Memorandum of Understanding (MOU) between the RDN and the NAC. The MOU will define relationships, outline development principles and set out communication protocols between the RDN and NAC. The MOU will include a set of guiding principles and the process by which a master development plan will be developed for the Nanaimo Airport that will be recognized as an amendment to the Electoral Area 'A' Official Community Plan.

Purpose

The purpose of the Nanaimo Airport Planning Process Advisory Committee is to represent the community's interest in guiding the Regional District of Nanaimo's input into the development of a Memorandum of Understanding with the Nanaimo Airport Commission and a master development plan for the Nanaimo Airport. Specifically, the Advisory Committee will review and provide recommendations on various subjects to be included in the Memorandum of Understanding followed by input into a master development plan for the Nanaimo Airport. The Advisory Committee will then provide input during the formal processes to amend the OCP and zoning bylaw.

Roles and Responsibilities

The Advisory Committee will be responsible for advising the RDN Board on the following items related to Phases 2 and 3 of the Nanaimo Airport Planning Process:

- a set of principles to form the framework of the MOU;
- various components of the draft MOU throughout Phase 2 of the process;
- key issues relating to the airport, future development, and aquifer protection;
- sharing of information about the Nanaimo Airport Planning Process with the regional community;
- issues and questions from the regional community;
- ideas and proposals from the RDN prior to presenting them to the regional community;
- public consultation, advertising, and scheduled events;
- comments and recommendations on each version of the master development plan for the Nanaimo Airport;
- comments on any other issues of relevance to the Nanaimo Airport Master Development Plan referred from the Regional District of Nanaimo;
- assisting Regional District of Nanaimo planning staff in identifying and evaluating potential alternatives to key issues relating to the regional community, future development at the Nanaimo Airport, and aquifer protection; and
- providing information about the Nanaimo Airport Land Use Process to the regional community and encouraging regional community involvement.
Membership

The Advisory Committee will be comprised of a maximum of 10 members of the community appointed by the RDN Board. The Director for Electoral Area ‘A’ or his Alternate shall serve on the Advisory Committee as a non-voting Chairperson and shall not be included towards the maximum number of Advisory Committee members.

Membership representation will be as follows:

- Advisory Committee member selection will strive to include representatives of the following groups: Community Associations; Business Community; Farming Community; Aviation; and, Development/Construction Industry.

- Residents of the Regional District of Nanaimo with particular knowledge or interest in ecological systems, hydrogeological systems, tourism, transportation or infrastructure are encouraged to apply.

Term

The term of appointment for Advisory Committee members is one year. Committee members may be reappointed.

The committee will be disbanded upon completion of Phase 3 of the Nanaimo Airport Planning Process.

No remuneration for participation on the committee is provided unless otherwise approved by the Board.

Meetings

Dates, times and places of the meetings will be established at the first Advisory Committee meeting. Once established, notice of these meetings will be posted on the Regional District of Nanaimo web site and a schedule will be given to each member of the Advisory Committee.