

# MINUTES

## DEVELOPMENT PROCESS REVIEW COMMITTEE

TUESDAY, 2014-SEP-09 AT 11:30 A.M.

BOARD ROOM, SERVICE & RESOURCE CENTRE, 411 DUNSMUIR STREET

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### Present:

Councillor Bill Bestwick  
Councillor Jim Kipp  
Councillor Bill McKay

### Absent:

Bob Wall, RW Wall Ltd.  
Brian Anderson, Coastal Community Credit Union  
Byron Gallant, B. Gallant Homes Ltd.  
Greg Constable, Island West Coast Developments  
Ian Niamath, Ian Niamath Architects  
Keith Brown, Keith Brown & Assoc.  
Rod Smith, Newcastle Engineering

### City Staff:

Dale Lindsay, Director, Community Development  
Heidi Davidson, Administrative Coordinator  
Nelda Richardson, Manager, Development Support Services & Business Licencing  
Mark Willoughby, Acting Manager, Engineering Support Services  
Bill Corsan, Manager, Real Estate  
Dean Mousseau, Manager, Subdivision & Engineering  
Kris Sillem, Manager, Subdivision  
Bruce Anderson, Manager, Planning & Design  
Deborah Jensen, Planner, Planning & Design  
Sheila Herrera, Planner, Planning & Design  
Tom Weinreich, Manager, Building Inspections

### 1. CALL TO ORDER

The meeting was called to order at 11:30 a.m.

### LATE ITEMS

It was MOVED and SECONDED that the agenda be amended to include the following items:

- 6 A. Progress Report on Single Point of Contact for Development Applications
- 6 B. Supreme Court Archaeological Requirement and the Impact it may have on Development in Nanaimo
- 6 C. Building Permit Applications

CARRIED

It was MOVED and SECONDED that the issue of including financial information Staff reports that pertain to development be added to the next DPRC agenda as directed by Council at its meeting of 2014-SEP-08.

CARRIED

2. ADOPTION OF MINUTES

It was MOVED and SECONDED that the minutes of 2014-JUN-24 be adopted.

CARRIED

3. LIDAR PRESENTATION

Mark Willoughby provided a PowerPoint presentation and an overview of the City's Lidar program.

4. PUBLIC NOTIFICATION PROCESS

Deborah Jensen provided a PowerPoint presentation and an overview of the current public notification processes as it pertains to the Official Community Plan, re-zoning, development variance permit, development permit and Board of Variance applications.

A discussion ensued regarding the current process, signage requirements, notification boundaries and neighbourhood association referrals.

It was MOVED and SECONDED that the chair and the vice chair of the Nanaimo Neighbourhood Network be invited to a future meeting of the DPRC to discuss neighbourhood associations.

DEFEATED

It was MOVED and SECONDED that following the election (November 2014), the new Council direct Staff to schedule a series of information / educational meetings with the chair and vice chair of the Nanaimo Neighbourhood Network and DPRC members respecting neighbourhood associations.

CARRIED

5. CUSTOMER SERVICE INITIATIVES - SUBDIVISION

Kris Sillem provided a PowerPoint presentation and an overview regarding how the Subdivision Section is meeting the Customer Service Initiatives as determined at the 2013 Developers' Forum.

6. CUSTOMER SERVICE INITIATIVES – REAL ESTATE

This item was deferred to the next meeting.

6 A. SINGLE POINT OF CONTACT FOR DEVELOPMENT APPLICATIONS

This item was deferred to the next meeting.

6 B. SUPREME COURT ARCHAEOLOGICAL REQUIREMENT AND THE IMPACT IT MAY  
HAVE ON DEVELOPMENT IN NANAIMO

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This item was deferred to the next meeting.

7. NEXT MEETING

Next regular meeting will be Tuesday, 2014-OCT-14 at 11:30 a.m., Board Room,  
Service & Resource Centre.

8. ADJOURNMENT

The meeting adjourned at 1:06 p.m.

APPROVED:



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Bill Bestwick, Chair