

# MINUTES

## DEVELOPMENT PROCESS REVIEW COMMITTEE

TUESDAY, 2014-APR-08 AT 11:30 A.M.

BOARD ROOM, SERVICE & RESOURCE CENTRE, 411 DUNSMUIR STREET

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### Present:

Councillor Bill Bestwick  
Councillor Bill McKay  
Councillor Jim Kipp  
Byron Gallant, B. Gallant Homes Ltd.  
Rod Smith, Newcastle Engineering

### Absent:

Bob Wall, RW Wall Ltd.  
Greg Constable, Island West Coast Developments  
Ian Niamath, Ian Niamath Architects

### City Staff:

Dale Lindsay, Director, Community Development  
Heidi Davidson, Administrative Coordinator  
Bruce Anderson, Manager, Planning & Design  
Rob Lawrance, Environmental Coordinator  
Dean Mousseau, Manager, Engineering & Subdivision  
Nelda Richardson, Development Support Services & Business Licence

### 1. CALL TO ORDER

The meeting was called to order at 11:31 a.m.

### 2. ADOPTION OF MINUTES

It was MOVED and SECONDED that the minutes of 2014-MAR-11 be adopted.

CARRIED

### 3. LATE ITEMS

It was MOVED and SECONDED that Mr. Keith Brown be permitted to address the Committee with regard to Item 3. Riparian Setback Variance Policy.

CARRIED

Mr. Brown addressed the Committee and requested that the Committee defer support of the proposal until further consultation with the industry could occur.

### 4. RIPARIAN SETBACK VARIANCE POLICY

It was MOVED and SECONDED that the motion to table the Riparian Setback Variance Policy be lifted.

CARRIED

It was MOVED and SECONDED that DPRC endorse and recommend to Council the revisions and guidelines as developed through the Riparian Setback Variance Policy Review as presented.

CARRIED

5. DVP PROCESS REVIEW

Mr. Bruce Anderson addressed the Committee and provided information regarding the development variance permit process. Mr. Anderson requested that the Committee endorse a proposed new procedure in which the initial development variance permit report seeking approval to proceed with statutory notification be eliminated. Mr. Anderson suggested that a Council posting method could be implemented for the first stage of the process which would reduce the amount of time a development variance permit takes to be issued.

It was MOVED and SECONDED that Staff proceeds with forwarding a report to Council recommending the DVP process change.

CARRIED

6. EROSION & SEDIMENT CONTROL

Mr. Dean Mousseau provided the Committee with an update regarding the Erosion and Sediment Control round-table meeting which took place March 6, 2014 with industry consultants and contractors.

It was MOVED and SECONDED that the information be received.

CARRIED

ACTION ITEM: Mr. Mousseau was requested to provide meeting notes from the round-table discussion (attached).

7. RESIDENTIAL / SECONDARY SUITE GUIDE USAGE ON WEBSITE

Mr. Dale Lindsay provided an update regarding the number of times the residential / secondary suite guide is accessed from the City's website as follows:

- Residential Construction Guide – 2,670 hits (2013)
- Secondary Suite Guide – 1,643 hits (April – December, 2013)

8. 2013 STATISTICS

Mr. Dale Lindsay provided summary of the number of applications received by the Community Development Department (summary attached).

9. REVISED DPRC MANDATE NOMINATIONS FOR DPRC MEMBERS

Mr. Dale Lindsay advised the Committee that Council, at its meeting held 2014-MAR-24, approved the amended DPRC mandate to increase the Committee's membership to include one new member from the financial community.

Mr. Lindsay also advised that due to Ms. Maureen Pilcher's recent resignation from her position, the Committee is seeking an additional member to fill the role of development and community representative. Mr. Lindsay requested that the Committee consider nominees for the two available positions and to forward their recommendations to him via email. Once received, the names of the nominees would be forwarded to the Mayor for his consideration.

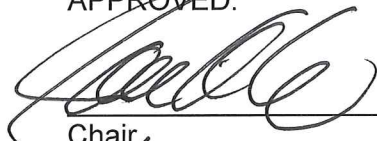
10. NEXT MEETING

Next regular meeting will be Tuesday, 2014-MAY-13 at 11:30 a.m., Board Room, Service & Resource Centre.

11. ADJOURNMENT

The meeting adjourned at 12:33 p.m.

APPROVED:

  
Chair  
Act/ JAK.

