

# MINUTES

## DEVELOPMENT PROCESS REVIEW COMMITTEE

TUESDAY, 2014-JAN-15 AT 11:30 A.M.

BOARD ROOM, SERVICE & RESOURCE CENTRE, 411 DUNSMUIR STREET

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### Present:

Councillor Bill Bestwick, Chair  
Councillor Bill McKay  
Bob Wall, RW Wall Ltd.  
Byron Gallant, B. Gallant Homes Ltd.  
Greg Constable, Island West Coast Developments  
Ian Niamath, Ian Niamath Architects  
Rod Smith, Newcastle Engineering

### Absent:

Councillor Jim Kipp  
Maureen Pilcher, Maureen Pilcher & Assoc.

### City Staff:

Dale Lindsay, Director, Community Development  
Dean Mousseau, Manager, Engineering & Subdivision  
Heidi Davidson, Administrative Coordinator

### 1. CALL TO ORDER

The meeting was called to order at 11:34 a.m.

### 2. ADOPTION OF MINUTES

It was MOVED and SECONDED that the minutes of 2013-NOV-12 and the summary notes from the 2013-DEC-04 Developers' Forum be adopted.

CARRIED

### 3. CITY RE-ORGANIZATION

Dale Lindsay provided an organizational chart and an overview of the City's re-organization and the new staffing structure as follows:

- All directors report to one of two general managers: Ian Howat (Corporate Services Division) or Tom Hickey (Community Services Division).

#### **Community Services Changes**

- Parks, Recreation and Culture Department has been renamed Parks, Environment and Recreation Department.
  - Richard Harding, Director reports to Tom Hickey.
  - Suzanne Samborski, Senior Manager heads up the newly created Culture & Heritage Section and is located in the SARC building.
  - The environmental enforcement officer position (yet to be filled) is intended to raise the profile of the environment.
- Toby Seward, Director, Social & Protective Services Department is no longer a member of the Colliery Dam Committee.

### **Corporate Services Changes**

- Community Safety & Development Department has been renamed Community Development Department.
  - Dale Lindsay, Director reports to Ian Howat.
- Community Planning Section has been eliminated.
  - Rob Lawrance, Environmental Planner has been relocated to Parks, Environment and Recreation and reports to Richard Harding.
  - John Horn, Social Planner has been re-assigned to Social & Protective Services (newly created) and reports to Toby Seward.
  - Chris Sholberg has been re-assigned to the Culture & Heritage Section and reports to Suzanne Samborski.
  - Deborah Jensen has been re-assigned to Planning & Design Section and reports to Bruce Anderson.
  - Chris Jackson is the new City Clerk.

Action item: Forward a staff contact list to all DPRC members.

#### **4. DEVELOPER'S FORUM DEBRIEFING**

A round-table discussion ensued regarding the Developers' Forum. It was felt amongst the committee members that it was a success and positive feedback was received.

The following themes were discussed:

- A file manager needs to be assigned to each application. If the file manager changes, this needs to be communicated to the applicant.
- Pre-application meetings need to be attended by the file manager who will be assigned to the file.
- Early identification of key issues.

Dale Lindsay provided clarification regarding the City's process with regard to assignment of file managers and at what stage a new file manager would be assigned. Theoretically, the file manager would change when the application progressed to a different section. In some situations a project can take years to finish and it is unlikely that the same file manager would be assigned until project completion.

Mr. Lindsay advised that building permit applications can be tracked in real time on My City via the City's website which provides information to the public on the status of their file.

Action item: Forward the Developers' Forum results and the 2014 Workplan to all those who attended the forum.

5. DRAFT 2014 WORKPLAN

The following items from the 2013 Workplan have been carried forward:

- Steep Slope review
- Parking Bylaw review
- RAR review

New items added to the 2014 Workplan are as follows:

- DVP process review
- Park dedication through subdivision review
- Automated Engineering Review Notification (an update every three months)
- The top three issues identified at the Developers' Forum
- Mixed-Use Corridor review

6. AUTOMATED ENGINEERING REVIEW NOTIFICATION

Dean Mousseau provided a demonstration on how the automated engineering review notification process on the City's Tempest program works. The notification process is currently in test mode; however, once the program goes live it will be able to:

- automatically generate an email to alert the file manager each time a the status of scheduled task changed within the electronic file; and
- email a standardized text message and a flow chart to the Engineer to inform them as to the status of the review. The flowchart graphically illustrates where the application is within the process, provides anticipated timelines for the completion of each task for which the City is responsible and clear identifies when a response is required from the applicant.

In order to receive automated notifications, an access code is required. An access code is unique to the applicant and once created, can be shared with anyone involved in the project.

Action item: Dean to provide an update in six weeks and every three months thereafter.

7. 2014 MEETING SCHEDULE

It was determined that the committee will meet every second Tuesday of the month.

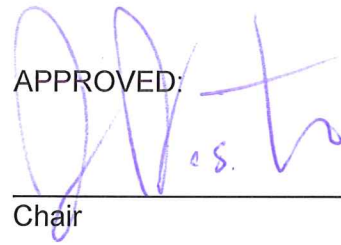
8. NEXT MEETING

The next regular meeting will be Tuesday, 2014-FEB-11 at 11:30 a.m., Board Room, Service & Resource Centre.

9. ADJOURNMENT

The meeting adjourned at 1:15 p.m.

APPROVED:

A handwritten signature in blue ink, appearing to be "J. S. H.", is written over a horizontal line.

Chair

/hd

G:DEVBLDG/DPRC/2014/Minutes