

MINUTES

DEVELOPMENT PROCESS REVIEW COMMITTEE

TUESDAY, 2013-SEP-10 AT 11:30 A.M.

BOARD ROOM, SERVICE & RESOURCE CENTRE, 411 DUNSMUIR STREET



PRESENT:

Committee Members:

Councillor Jim Kipp, Acting Chair
Councillor Bill McKay
Rod Smith, Newcastle Engineering
Bob Wall, RW Wall Ltd.
Maureen Pilcher, Maureen Pilcher & Assoc.
Greg Constable, Island West Coast Developments

Absent:

Councillor Bill Bestwick
Byron Gallant, Canadian Home Builders' Assoc – CVI
Ian Niamath, Ian Niamath Architects

City Staff:

Toby Seward, Acting General Manager, Community Safety & Development
Andrew Tucker, Director of Planning
Brian Clemens, Director of Finance
Richard Harding, Director, Parks, Recreation & Culture
Dale Lindsay, Acting Director of Development
Bob Prokopenko, Senior Manager, Engineering Services
Dean Mousseau, Manager, Engineering & Subdivision
Alan Kemp, Urban Forestry Coordinator
Holly Pirozzini, Administrative Assistant

1. CALL TO ORDER

The meeting was called to order at 11:35 a.m.

Toby Seward advised of staffing changes due to the recent retirement of Al Kenning, City Manager. The Chair requested that these changes be sent to the committee in an email.

2. ADOPTION OF MINUTES

It was MOVED and SECONDED that the minutes of 2013-Jul-30 be adopted.

CARRIED

3. Tree Bylaw Review

Alan Kemp and Dean Mousseau discussed the "Tree Management and Protection Bylaw 2013 No. 7126" at the last meeting and the Committee requested that this item return for further information. Alan Kemp reviewed a list of proposed changes within the new Tree Bylaw.

Committee's comments:

- Flag only the significant trees (or area of trees) for protection and retention on the development site.
- Provide arborists with City standards to determine which trees are significant.

- Clarify the process so the applicant knows which staff member can provide information for a Tree Management Plan.
- Keep the flagging of trees simple; flag only the significant trees to be retained or removed; not both. Flag around an entire area, similar to a “police crime scene area”, instead of every tree in that area.

It was MOVED and SECONDED that the presentation be received and the Tree Management and Protection Bylaw be endorsed.

CARRIED

4. Development Cost Charges Review

Brian Clemens discussed this issue at the last meeting and the Committee requested that this item return to provide further information on the use, structure and purpose of development cost charges (DCCs) in Nanaimo. He advised that this DCC review will not result in changes to the project list, but will update the charges. He added that a full review is required by Council policy every three years and a public consultation process is required before it goes to Council.

Committee's comments:

- Bring policy decisions back to this Committee in January for review, prior to going to Council.
- Require an education process for the public because there is confusion about amenity contributions, development cost charges, etc.

5. Communication / Customer Service

Maureen Pilcher briefly discussed this issue at the last meeting and the Committee requested that this topic be brought forward to this meeting. She expressed concern that it is not good customer service to receive a letter late Friday afternoon that lists several project deficiencies, when there is no ability to discuss it with a staff member until Monday. She suggested that a phone call would be more appropriate, or the email could be sent on Monday instead.

Staff acknowledged that this is a valid point and will work diligently to improve this in future.

The Committee discussed customer service in the new Service and Resource Centre and whether the Pat Ross initiative has been re-visited/measured since its inception.

6. Future direction of DPRC / Workplan

Committee's comments:

- Council should not be spending a large amount of time discussing issues that could be handled at the Committee level.
- This Committee should only review the other Committees (i.e. DAP, APC, BOV) if there is a problem with their process.

- Change the schedule for future Committee meetings so they are not held on a Tuesday when there is a Regional District of Nanaimo (RDN) meeting on the same day.
- Suggested holding a small forum in order to check-in with the public and the development community.

It was noted that the THOUGHTstream survey received minimal response from the development community. Staff suggested a “needs assessment” survey or meetings with smaller community groups to receive feedback.

Staff advised that Byron Gallant’s four-year term as the President of the Canadian Home Builders’ Association (CHBA) will conclude on September 12; therefore, he will be asked if he wishes to continue as CHBA’s representative.

The Committee agreed to meet from 11:30 a.m. to 1:30 p.m. once per month unless there is a time sensitive or “hot” topic to discuss in the meantime.

7. OTHER ITEMS:

- (a) Andrew Tucker advised that staff will be bringing back a Riparian Areas Regulation Review report to the next Committee meeting. It will also be going to the Advisory Committee on Environmental Sustainability.
- (b) Bill McKay brought up the issue of BC Hydro now charging developers for all costs up to the substation (feeder costs). The Acting Chair requested that the letter received from the City of Langford re: *Downloading of Infrastructure Costs from BC Hydro* be distributed to Committee Members.

8. NEXT MEETING

The next meeting will be held on Tuesday, 2013-Oct-15, at 11:30 a.m., Board Room, Service & Resource Centre.

9. ADJOURNMENT

The meeting adjourned at 1:05 p.m.

APPROVED:

P/Chair JKLP