

AGENDA
DEVELOPMENT PROCESS REVIEW COMMITTEE
TO BE HELD TUESDAY, 2012-OCT-09 AT 11:30 A.M.
BOARD ROOM, CITY HALL, 455 WALLACE STREET



1. Call to Order
2. Adoption of Minutes (2012-MAY-22)
3. Nanaimo wins Provincial Award for Efforts to Support Small Business – Ted Swabey
4. Nanaimo Economic Development Corporation (NEDC) – Sasha Angus, CEO
Introduction by Ted Swabey
Sasha Angus to provide NEDC update
5. Review of Action Items Workplan – Ted Swabey
Discussion about 2013 priorities
6. Next meeting - Tuesday, 2012-OCT-23
7. Adjournment



NANAIMO WINS PROVINCIAL AWARD FOR EFFORTS TO SUPPORT SMALL BUSINESS

September 28, 2012

For Immediate Release

Nanaimo, BC - The BC Small Business Roundtable has selected Nanaimo as one of six "small business friendly" communities in the province. The award recognizes local policies, projects and programs that support small business as judged by a panel of small leaders from across the province that represent regions, industries and associations.

"The City of Nanaimo is committed to making it easier for small businesses to operate," said John Ruttan, Mayor of Nanaimo. "Today's announcement is reassuring evidence we are on the right track as a community in terms of creating bylaws and processes that allow small business owners to get things done."

"This award really recognizes the important role that small business plays in our economic prosperity," said Sasha Angus, CEO of the Nanaimo Economic Development Corporation. "Fostering the ongoing success of local businesses means more household sustaining jobs for our residents and an even stronger quality of life in our community."

Highlighted in the City's submission were efforts to build a strong business environment through streamlining city processes and investments in economic development. The City's support of the NEDC, Downtown Business Association and incorporation of the Nanaimo Chamber's "Successful Cities" initiative in the new strategic plan were amongst a number of other efforts that helped garner the award.

"The Chamber congratulates the City of Nanaimo for being selected as one of six communities to receive this award," said Susan Allen, CEO of the Greater Nanaimo Chamber of Commerce. "We recognize that there is still much work to be done and will continue to collaborate with the city to enhance and support the success of small businesses here in Nanaimo."

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DEVELOPMENT PROCESS REVIEW COMMITTEE

ACTION ITEMS

	ITEM	STATUS	DPRC DATE	RECOMMENDATIONS
1	Single Family BP Process	Completed review of plan check procedure and processing times.	2011-Oct-13	<ul style="list-style-type: none"> Place experienced/senior staff at counter whenever possible. Review referral process and processing times.
2	Commercial BP Process	Completed review of plan check procedure and processing times.	2011-Nov-15	<ul style="list-style-type: none"> Place experienced/senior staff at counter whenever possible. Review referral process and processing times.
3	Citizens Guide	Developed a brochure as a guide for permit process for houses.	2012-Feb-28 2012-Mar-22 2012-Jun-25	<ul style="list-style-type: none"> Draft brochure created and circulated to CHBA-CVI for comment. Reviewed by Committee. Report to Council from DPRC Chair.
4	Development Cost Charges Policy	Completed review of DCCs policy - subdivision to increase lot yield.	2012-Mar-13	New DCCs payable for subdivision at Final approval forwarded to Council for endorsement.
5	Building Permit Fees Review	Referred to Nanaimo Home Builders' Assoc. & construction industry for review/comments.	2012-Feb-14 2012-Jul-10	<ul style="list-style-type: none"> 1% "all-in fee" \$500 permit for authorization of illegal Sec Suite Committee endorsed Modified Fee Structure (<i>no quorum at meeting</i>)
6	Public Hearing Process	Review option of waiving Public Hearings. Report to City Council 2012-May-14.	2012-Apr-10 2012-May-14	<ul style="list-style-type: none"> All applications go to Pub Hrg, but move into open Council meeting following close of Pub Hrg to give 3rd reading to non-controversial items. Report to Council from DPRC Chair.
7	Corridor Zoning	Presentation from Rick Jones & Eric Ching, Urban Design Group.	2012-Feb-28 2012-Apr-24 2012-Jun-25	<ul style="list-style-type: none"> Deferred to April DPRC meeting. Staff to draft a report to the Committee respecting options. Report to Council from DPRC Chair.
8	Amenities/ Community Contributions	Presentation from Paul Rollo, GP Rollo & Assoc.	2012-Mar-27 2012-Apr-24 2012-May-22 2012-Jun-25	<ul style="list-style-type: none"> Staff to review Rollo Report from 2009 and prepare report for Committee's review. Draft report to Committee. Report to Council from DPRC Chair.
9	Requirement for Solar Hot Water rough-in in Houses	Reviewed regulations from the province applicable to single-family development and homes with suites.	2012-Feb-14 2012-May-14	<ul style="list-style-type: none"> Declined invitation by Province to participate in Solar Hot Water Ready Regulations. Report to Council.
10	Streamlining of Referrals (a) Engineering Referrals	Review the Commercial Bldg Permit process	2012-Feb-28	Staff to review and bring back a report on how to integrate or separate the various application processes (define the process for foundation,

				building and civil engineering permits).
11	Sign Bylaw	To be removed from this list.	2012-May-08	Sign Bylaw review to be referred to the 2013 Budget.
12	Residential Guidelines	Reviewed Resident Worksheet. Amended Resident Worksheet.	2012-Apr-10 2012-May-22 2012-Jun-25	<ul style="list-style-type: none"> Staff to amend and bring back to DPRC in 4-6 weeks. Draft report for Committee's review. <ul style="list-style-type: none"> Report to Council from DPRC Chair.
13	Development Permit Process			
14	Aquatic Regulations			
15	Subdivision Process			
16	Downtown Zoning			
17	Sustainability Design Guidelines			

GUEST SPEAKERS/PRESENTERS

NAME	SUBJECT	DATE	OUTCOME
Dr. Patrick Ross, Patrick Ross Consulting	Customer Service Initiative	2012-Jan-12	"Enhancing Customer Service" Report
Rick Jones, Urban Design Group	Zoning Bylaw Corridor Zoning	2012-Feb-28 2012-Apr-24	Deferred to April DPRC meeting. Staff directed to draft a report to Council
Maureen Pilcher, Maureen Pilcher & Associates	Public Hearing Process	2012-Mar-13 2012-Apr-10	Staff to review the option of Council considering Third Reading of a Rezoning application Bylaw at an Open Council meeting, immediately following the Public Hearing. Reviewed draft Report. Staff was directed to forward an amended report to Council.
Keith Brown, Keith Brown Associates Ltd.	Amenities/ Community Contributions	2012-Mar-13	Presentation received.
Paul Rollo, GPRollo & Associates	Amenity Contributions	2012-Mar-27	Staff to review Rollo Report from 2009.
Ron van Wachem President, Nanaimo Shipyard Group	Brechin/Newcastle Neighbourhood planning process	2012-Jul-10	Presentation received.
Sasha Angus, CEO Nanaimo Economic Development Corp.	Update on NEDC	2012-Oct-09	

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Amended: 2012-Oct-05