

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

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**PRESENT:**

Committee Members:

Councillor Bill Bestwick, Chair  
Councillor Bill McKay  
Ian Niamath, Ian Niamath Architects  
Maureen Pilcher, Maureen Pilcher & Assoc.  
Rod Smith, Newcastle Engineering  
Bob Wall, RW Wall Ltd.  
Byron Gallant, President, Canadian Home Builders' Association – CVI

Absent:

Councillor Jim Kipp  
Greg Constable, Island West Coast Developments

City Staff:

Ted Swabey, GM, Community Safety & Development  
Toby Seward, Director of Development  
Nelda Richardson, Manager, Development Support Services & Business Licencing

1. CALL TO ORDER

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

2. ADOPTION OF MINUTES

It was MOVED and SECONDED that the minutes of 2012-May-22 be adopted.

CARRIED

3. NANAIMO WINS PROVINCIAL AWARD - SUPPORT FOR SMALL BUSINESS

Ted Swabey advised that the BC Small Business Roundtable has selected Nanaimo as one of six "small business friendly" communities in the province and he stated that part of the nomination and award is specifically due to the work of the Development Process Review Committee (DPRC). He added that there were three criteria for this nomination/award: work of the DPRC to streamline City processes; work by City staff with the Chamber of Commerce (Zoning Bylaw 4500 Review); and the work of the Downtown Nanaimo Business Improvement Area (DNBIA) and Nanaimo Economic Development Corporation (NEDC) with City staff to build a strong business environment downtown. A Media Release went out on 2012-Sep-28.

4. NANAIMO ECONOMIC DEVELOPMENT CORPORATION:

Ted Swabey introduced Sasha Angus, the new CEO for the Nanaimo Economic Development Corporation, who is here to provide his vision for the NEDC.

Sasha Angus made the following comments:

- He has spent a lot of time reaching out to the stakeholders, talking about what is going right in Nanaimo and how we can better market that to look at opportunities to support local smaller and medium-sized enterprises.

- Business breaks down along three lines:
  - ❖ Tourism marketing – currently looking at a new strategic plan for how to market Nanaimo to the rest of the world and increase visitors. The community was surveyed to identify priorities and will be going back to the community in November for feedback on how to implement changes.
  - ❖ Support for small and medium-sized businesses – we are contacting small and medium-sized businesses to ask what challenges they're facing and connect them with the resources in the community to help them overcome those challenges. 75% of new investment comes from those types of businesses.
  - ❖ Investment attraction and increasing labour retraction – helping companies bring new investment to our community.
- NEDC is building two new websites, one for tourism marketing and the other for economic development and investment attraction.
- Will be creating a one-stop shop for local businesses to receive all the business information required to make better decisions faster.
- Potential to do a Business Conditions Survey respecting a forecast in the next 12 months, hiring intentions, investment intentions and collection of this information on a regular basis in order to benchmark economic prosperity.
- Funding for NEDC is from the City, RDN and from industry partners, plus revenue from selling advertising.
- Economic Development is a good investment for Council to make because you get about an 11% rate of return on those dollars and it tends to stay in the community for 6 or 7 years so your total payback is around \$1.80.
- The Board is setting the strategic position and coming up with Board-approved policies.
- Victoria and Nanaimo have ferry runs, but in the past 10 years there has not been any formal consultation process with BC Ferry Corp regarding changes, how do they impact how services are delivered and how do they impact the tourism sector. A meeting was recently held in Victoria with BC Ferry Corp, Nanaimo Chamber and Victoria Chamber representatives to discuss these issues and BC Ferry Corp is now committed to holding a meeting every 6 months to hear concerns.
- Currently finalizing the lease agreement with Parks staff for the Tourism Centre and once this is completed, NEDC will assume some of the responsibility for the appearance of the grounds (clean up of cigarette butts) at the entrance, as well as removal of the trailer from the site. Also, going through the process of getting approval from the Ministry of Transportation for north and south signs which should be handled within the next two weeks.

Sasha Angus responded to questions of the Committee.

City staff (Bus Licencing) will work with NEDC to assist new businesses operators to advise of available services in the city/websites/etc., to support them and raise awareness of other agencies that may be able to assist a new business. Staff will provide the Committee with an update on business licences taken out on a quarterly basis/every three months.

The Committee thanked Sasha Angus for his presentation and asked him to return to the DPRC on a regular basis to keep the Committee updated on NEDC issues.

It was MOVED and SECONDED that the presentation be received.

CARRIED

5. REVIEW OF ACTION ITEMS WORKPLAN

Ted Swabey asked the following questions of the Committee:

- (1) Are we getting the changes to the development processing that you were expecting when you got on this Committee?
- (2) Do we have the right workplan; what do we want to add or remove?
- (3) Does the Committee want to update Council respecting its accomplishments in the past year? (Ted Swabey will prepare a report from the Chair for the next meeting)
- (4) Is it timely to invite development industry representatives to a DPRC meeting to enquire if they've seen any changes and what else can be done? (The meeting would be hosted by the DPRC)
- (5) Do you want to revisit some of the processes? (requested by Councillor Kipp)

***Are we getting the changes to the development processing that you were expecting when you got on this Committee?***

Ted Swabey stated that it's important for the DPRC to understand both sides of processes: the statutory requirements that can't be changed and the regulations that come out of policies of Council, including staff's take on those policies that become part of the process.

Committee's comments:

- Need to understand the processes better; know which are Council policies and which are bylaws in order to make them more concise.
- The goal is to make processes more efficient for people to do business.
- There has been an improvement to the processing of different applications (i.e. subdivision and rezoning) where information for the subject property is now being shared. In past, the applicant had to submit identical information for each process.
- Referral processes appear to be less onerous because staff are aware of multiple applications and are discussing them with one another.
- The Committee could review a development process for a specific project that was difficult to accomplish and determine what the issues were to determine what changes can be made to improve the process.
- Need assurance when the DPRC suggests changes, that Managers are advising staff to implement them. (Toby Seward advised that weekly meetings are held in each Section to disseminate information on process changes to all staff.)
- The City intranet can be used to advise staff of processing changes and need to ensure that changes that are happening now continue in future.
- The Committee needs to review each process individually (i.e. development permit, development variance permit, rezoning, and subdivision).

***Do we have the right workplan; what do we want to add or remove?***

Committee comments:

- Include a dollar figure in reports to Council for works and services, trees, parkland, etc., provided by the developer.
- Continue with review of the remaining items 13 – 17 (Development Permit process, Aquatic Regulations, Subdivision process, Downtown Zoning and Sustainability Design Guidelines) on the workplan in the next six months.
- The Development Permit process and the Aquatic Regulations (items 13 and 14) are the next priority. Sustainability Design Guidelines are related to the Development Permit process.
- Add the Rezoning process to the workplan.
- The DPRC would like to be advised of future amendments to the Zoning Bylaw.

***Does the Committee want to update Council respecting its accomplishments in the past year?***

Ted Swabey will prepare a report for the next meeting.

***Is it timely to invite development industry representatives to a DPRC meeting to enquire if they've seen any changes and what else can be done?***

Committee comments:

- The consensus was for the DPRC to host a meeting in December for development industry representatives and provide them with the Committee's workplan. Staff will prepare a ppt presentation of the Committee's accomplishments in the past year.
- Staff to provide a tentative format for this meeting and have further discussion at the next DPRC meeting; Committee members to provide names of those to invite.

***Do you want to revisit some of the processes? (Ted Swabey advised of this item on behalf of Councillor Kipp who was unable to attend today's meeting)***

Committee comments:

- Request Councillor Kipp to bring information to the next meeting respecting which processes he would like the Committee to revisit.

**6. ANNEX UPDATE – INFORMATION ITEM**

Toby Seward advised that the Service and Resource Centre will have staff from the current Permit Centre and the Finance Department merged together at the front counter. This merging of staff will be simulated in the Permit Centre in the next month, prior to moving into the new building.

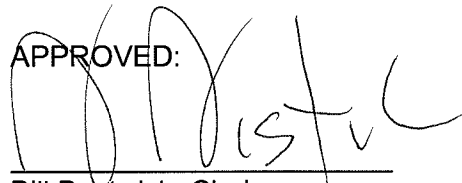
7. NEXT MEETING

The next meeting will be held on Tuesday, 2012-Oct-23.

The consensus of the Committee was to meet once per month after October and then on Nov. 20 and Dec. 11.

8. ADJOURNMENT

The meeting adjourned at 1:30 p.m.

APPROVED:   
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Bill Bestwick, Chair