

**MINUTES**  
**DEVELOPMENT PROCESS REVIEW COMMITTEE**  
**THURSDAY, 2012-JAN-30 AT NOON**  
**BOARD ROOM, CITY HALL, 455 WALLACE STREET**

---



**PRESENT:**

Committee Members:

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

City Staff:

Ted Swabey, General Manager, Community Safety & Development  
Andrew Tucker, Director of Planning  
Toby Seward, Director of Development  
Dale Lindsay, Manager, Building Inspections  
Holly Pirozzini, Administrative Assistant

Absent:

Byron Gallant, President, Canadian Homebuilders' Association - CVI

1. CALL TO ORDER

The meeting was called to order at 12:00 p.m.

2. SELECT NEW CHAIR

It was MOVED and SECONDED that Bill Bestwick be appointed Chair of the Development Process Review Committee.

CARRIED

I. Niamath arrived at 12:08 p.m.

3. ADOPTION OF MINUTES (2011-NOV-15 and 2012-JAN-12)

It was MOVED and SECONDED that the minutes of 2011-Nov-15 and 2012-Jan-12 be adopted.

CARRIED

It was MOVED and SECONDED that the agenda be amended to discuss "Action Items", prior to "Development Cost Charges".

CARRIED

4. FEES AND CHARGES FOR BUILDING INSPECTION

Dale Lindsay gave a PowerPoint presentation respecting Building Inspection current fees and charges and distributed a table comparing Nanaimo to 25 other BC Municipalities. It was noted that Nanaimo's fees and charges are below average for comparable cities. He

stated that today's presentation is to provide information to the Committee, but that he will return to a future meeting of the Committee with recommendations.

The Chair requested that a graph on distribution of permit types be provided at the next Committee meeting.

The Committee made the following comments/suggestions:

- Streamline the development permit referral process from the very beginning.
- Start the engineering process before the building permit is applied for.
- Have a meeting to discuss only the referral process issue.
- Developers are more concerned about the cost of development cost charges, than an increase in building inspection fees.

#### 5. DEVELOPMENT PROCESS REVIEW COMMITTEE ACTION ITEMS

The Committee agreed on the following list of Action Items:

- Sign Bylaw
- Building Permit Fees Review
- Streamlining of Referrals
- Public Hearing Process
- Corridor Zoning
- Amenities/Community Contributions
- Development Permit Processing

The Committee requested:

- The list of Action Items be provided to Committee Members for prioritization.
- Consideration of guest speakers to be invited to future Committee meetings.

#### 6. DEVELOPMENT COST CHARGES POLICY

Toby Seward distributed a handout respecting the current Development Cost Charges (DCC) Policy and discussed three scenarios for the payment of DCCs after subdivision:

- a. One property subdivided into two or more properties – DCCs paid on new lots created
- b. Three properties subdivided into five properties – DCCs paid on five properties
- c. Six properties subdivided into eight properties – DCCs paid on eight properties

He advised that prior to the new DCC Policy in 2004, a "loophole" was found whereby a developer could avoid payment of DCCs altogether by building a house and then subdividing the property (instead of subdividing the property first). He added that DCCs are collected at the building permit stage or subdivision stage and that the City does not refund DCCs once they are paid. However, if DCCs are paid and the project is not built, DCCs paid would be credited to future development on that site.

The Committee requested a copy of the new DCC Policy. It was agreed that if a developer pays DCCs for a subdivision according to the "bylaw of the day" no further DCCs should have to be paid 25 years later when the same piece of property is being subdivided again (i.e. three properties subdivided into five properties – DCCs should only be paid on the difference = two properties, if the DCCs were previously paid on three lots).

It was MOVED and SECONDED that if DCCs were previously paid for a subdivision and the land was subdivided into additional lots at a later date, DCCs would only be paid for the net increase in lots created (status quo).

CARRIED

7. OTHER ISSUES

The Committee requested:

- Copies of all agendas and minutes be placed in the binder located in the Councillors' Office.
- An Information Only Report be provided to Council respecting the Committee's proceedings to date.
- A copy of the Draft "Enhancing Customer Service" Patrick Ross Report.

8. NEXT MEETING

The next meeting will be held on Thursday, 2012-Feb-16 at 11:30 a.m. and the consensus is to meet twice per month.

*Note: the Committee has since agreed to meet on Tuesdays. The meetings in February will be Tuesday, 2012-Feb-14 and Tuesday, 2012-Feb-28.*

9. ADJOURNMENT

The meeting adjourned at 1:35 p.m.

APPROVED:

\_\_\_\_\_  
Bill Bestwick, Chair

\_\_\_\_\_  
2012-Jan-30  
Date