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CITY OF NANAIMO
THE HARBOUR CITY

PRESENTATION

- Assignment
- Overview of *DRAFT Report*
- Next Steps
- Committee Discussion

CITY OF NANAIMO
THE HARBOUR CITY

DEVELOPMENT APPROVAL PROCESS REVIEW

DRAFT REPORT

This DRAFT Report has been prepared by Nelson Strategies Inc. for the City of Nanaimo. The document is presented for discussion only, and for the sole use of, the City. No representations of any kind are made by the consultants to any party with whom the consultant does not have a contract.

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ASSIGNMENT

- ▶ Approvals required to develop in the City
- ▶ City focused on reducing approval times and increasing certainty
- ▶ Neilson Strategies, with Leftside Partners, retained to conduct independent, holistic review

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ASSIGNMENT

- ▶ *Development Approval Process Review* set out to:
 - ✓ identify opportunities to address efficiency, certainty, fairness and transparency
 - ✓ look at staffing structure and other resources needed
 - ✓ improve completeness and quality of applications
 - ✓ involve development community in effort

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ASSIGNMENT

- Context is important to recognize:
 - ✓ significant and sustained growth in Nanaimo
 - ✓ affordable housing crisis
 - ✓ profound legislative change at provincial level

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DRAFT REPORT


- Current Situation
- Issues to Address
- Recommendations

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► Nature of Reviews



CHAPTER 3 ISSUES TO ADDRESS

Over the course of the engagement, the consultants interviewed all City staff from the Council Planning section along with key staff from other divisions and sections involved in development approvals. Interviews with 25 developers and development professionals were conducted, and a Development Roundtable was held. The consultants reviewed a range of materials from the City and undertook comparative research of high growth or occupations in British Columbia to explore different approaches and assess their impact on the City.

Based on the findings from the interviews, review of materials and comparative research, the consultants identified a set of issues for the City to consider. The list of issues is as follows:

- pre-construction
- concurrency of approval processes
- application tracking
- target timelines
- pre-application meetings
- internal referrals
- comprehensive letters
- planning software
- role of engineering
- delegation of authority
- use of Design Advisory Panel
- management of inquiries
- development liaison group

Each issue is reviewed in this chapter of the report under a separate heading. Recommendations to address the issues are offered in the report's final chapter (Chapter 10). The issues identified in this report to date, do not represent the definitive list of points raised by interviewees or identified by the consultants. In the consultants' judgement, however, the issues discussed in this chapter are the most important ones for the City to address.

NATURE OF REVIEWS

Interviews were conducted by municipalities to critically examine a part of the organization, a service or a function. Independent consultants are hired, questions are asked, materials are examined, and comparisons are considered in an effort to identify issues to address and changes to make. Staff that work in the division or function being examined may agree that such reviews have value, including the potential to improve outcomes for the municipality, service stakeholders and the community. Staff may also, however, feel uncomfortable by the scrutiny that is inherent

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- Concurrency of Processes
- Application Tracking
- Target Timelines
- Pre-Application Meetings
- Internal Referrals
- Comprehensive Letters



CHAPTER 4 RECOMMENDATIONS

Several issues were identified and assessed in the previous chapter of the DRAFT Report. Paths forward for the City to consider were set out for each of the issues. These paths forward are presented in Figure 4.1 as recommendations.

**Figure 4.1
Recommendations**

Recommendation	Comments
Pre-construction	
1. That the City build an API pre-construction stage by submitting the pre-construction initiative aimed at increasing the range of permitted uses, and the response elements identified in Appendix B to the City's pre-construction stage.	The City may wish to schedule this initiative for 2025 to coincide with potential updates to the City and the planning department to be required to accommodate increased housing projections.
Concurrency of Approval Processes	
2. That the City provide opportunities for reviewing and development permit applications to be processed concurrently in cases where applications are complete. Staff support the proposed changes to existing and proposed processes are willing to accept the risks involved in evaluating design work and make prior to knowing definitively that meeting will be approved.	The City has some examples of existing and development permit concurrently in which to build.
Application Tracking	
3. That the City, in an effort to enhance transparency and accountability, make the agent responsible for inquiries on the status of applications, and share for proper collection of data to review requests for applications to track review timelines, optimize application tracking in the City use the management software platforms.	It will be important to ensure that application tracking into the new software platform during implementation of the platform, not other.

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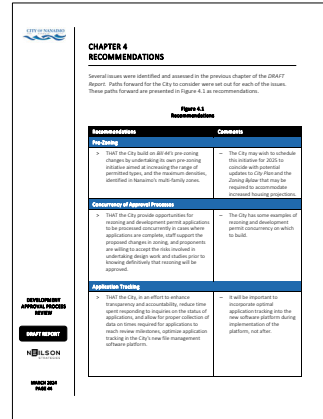
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- Planning Positions
- Role of Engineering
- Delegation of Authority
- Design Advisory Panel
- Management of Inquiries
- Development Liaison Group



CHAPTER 4 RECOMMENDATIONS

Several issues were identified and assessed in the previous chapter of the DRAFT Report. Paths forward for the City to consider were set out for each of the issues. These paths forward are presented in figure 4.3 as recommendations.

Figure 4.3 Recommendations

Recommendation	Comments
Re-Zoning	<ul style="list-style-type: none"> The City may wish to consider this initiative for 2025 to coincide with potential updates to City Plan and the zoning bylaw. There may be requests to accommodate increased housing opportunities.
Consultation of Developmental Issues	<ul style="list-style-type: none"> The City has some examples of existing and development permit applications to be assessed consistently to ensure that applications are complete, and support the proposed changes in zoning, and proponents are willing to accept the time required for undertaking design work and studies prior to knowing definitively that zoning will be approved.
Appointed Team	<ul style="list-style-type: none"> A team required to incorporate optimal application tracking into the new software platform during implementation of the platform, not after.

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NEXT STEPS

- Feedback examined
- *FINAL Report*
- Implementation



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COMMITTEE DISCUSSION