



DEVELOPMENT PROCESS IMPROVEMENT ADVISORY COMMITTEE MEETING MINUTES

February 5th, 2020 – 3:30-5:00pm
Committee Room, Municipal Hall

Members Present: Richard Simpson, Nick Braam, George Giannotti, Phil Hawkes, Dave Hughes, Ron Kubek, Steve Lornie, Mary-Anne MacDonald, Kelly Marshall

Council Members Present: Mayor Boot, Cllr Patan, Cllr Van Alphen

Staff Members Present: Cory Gain, Anthony Haddad

1. Call to Order

The Committee meeting was called to order at 3:35pm

2. Previous Meeting Notes

- 2.1 Adoption of Minutes
- 2.2 Review/Update Action Items

3. Agenda

- 3.1 Adoption of Agenda
Recommendation:
THAT the February 5th, 2020 Development Process Improvement Advisory agenda be adopted/amended.

4. Unfinished Business

- 4.1 N/A

5. New Business

- 5.1 Welcome / Introductions

Each member of the committee, Council and staff introduced themselves to the committee members.

- 5.2 Terms of Reference Review

Staff summarized the Terms of Reference for the committee to ensure all were aware of the scope and responsibilities of the committee.

- 5.3 Selection of Committee Chair

A discussion ensued with regards to selection of the Chair and Vice Chair of the committee. By unanimous support, Kelly Marshall was chosen as Chair and Ron Kubek chosen as Vice-Chair.

5.4 Confidentiality agreements

Staff provided committee members with copy of the District's confidentiality agreements.

5.5 2020 Development Services Priorities

The District's CAO and Director of Development Services provided the committee with an overview of the Development Services Workplan for 2020. The presentation also outlined some of the issues that generated the need for enhanced communication and consultation with the local development industry, residents and businesses. The presentation included:

- Recent development statistics, highlighting the increase in Variance applications and building activity and the need for updating older bylaws and processing systems.
- A review of the construction value trends in Summerland and comparison against Penticton, considering the regional economy.
- A summary of the issues that staff have heard from the development industry with regards to how service is currently provided.
- An explanation of what District staff are looking to do to enhance service levels including, setting priorities for organizational culture and direction, resourcing changes in development services to enhance service to the community.

Staff provided the following priority processes and bylaws that will require review by the committee over the coming months:

- Planning application processes – including the need to set expected timelines
- Building application processes – including the need to set expected timelines
- Development Procedure Bylaw
- Building Bylaw

5.6 Committee members – expectations, issues and collaboration

The committee members engaged in a round-table discussion to explain their concerns, observations and experiences dealing with the development services team over recent times. Comments included:

- Bylaws are out of date, such as the Zoning Bylaw – which requires attention to reduce barriers to new development occurring.

- The Building Bylaws will need to look at how the building inspection process takes place, relative to relying on registered professionals.
- A discussion occurred around the District's responsibilities under the bylaw from a liability perspective.
- The need to look at standardizing regulations from the regional perspective where applicable.
- Concerns with application timelines, in part due to service level concerns and staff turnover.
- The need to ensure consistent and accurate advice early in the process and the needs to invest time in the pre-application process.
- Concerns were raised around projects that have come through the development process only to hear late in the application process that significant changes or costs are required. The needs to get the issues dealt with early is critical to the approval process.
- Electrical costs coming too late in the process.
- Staff outlined the need for greater communication within the organization and will be bringing forward a new Terms of Reference for the internal Technical Planning Committee.
- The goal posts keep moving so staff need to be more consistent when applying regulations and bylaws.
- Examples of recent projects were spoken about where the development processes impacted the eventual outcome of a project proceeding.
- Delegation of authority from Council to staff needs to be reviewed through the new procedure bylaw, which may assist in timeline reductions.
- Committee members would like to see a more positive relationship between the industry occur, recognizing that there are rules and regulations, but ensuring that staff are available to assist with projects moving forward – supporting good quality development in the appropriate areas of the community.
- The committee would like to know how Provincial regulations (Community Charter and Local Government Act) impact the ability for efficient processing of applications. Staff will bring this forward as part of the process improvement initiatives.
- The need to keep on top of ALR and District Agricultural regulations.
- Keep District's process simple and communicate.
- Need to ensure a common sense approach, especially when dealing with older buildings.

6. For Information

- 6.1 Development Statistics
- Planning Applications
 - Building Permit Applications

Staff will provide copies of up to date development statistics and upcoming projects at future committee meetings.

7. Adjournment

- 7.1 Adjourn Meeting

Recommendation:

THAT February 5th, 2020 Development Process Improvement Advisory agenda be adjourned.

The Committee meeting adjourned at 5:10pm