



**DEVELOPMENT PROCESS REVIEW COMMITTEE
MANDATE & OBJECTIVES**
(adopted 2011-AUG-08)

Mandate

The Development Process Review Committee serves as an advisory body, responsible for making recommendations to Council on policy issues relating to development process including:

- Serving as a “sounding board” for proposed changes to development policy;
- Reviewing existing development processes and recommending policy changes, as identified, for Council’s consideration;
- Hearing delegations from those who wish to advance a process policy issue for Council’s consideration.

It is not the mandate of this Committee to make policy decisions on or review individual applications, except as they apply to general policy issues.

Objectives

The objective of this Committee is to provide advice to Council on policy issues related to development process, with an emphasis on economic development and the interests of the development community.

In general, policy issues for review by the Committee would be identified through the following:

- Referrals from Council resulting from correspondence and/or other Staff / Committee reports;
- Concerns brought forward directly from members of the public to the Committee through correspondence and/or delegations;
- Issues brought forward that have been identified by individual Committee members; and
- Issues brought forward by City staff as requiring policy clarification.

The Committee shall consider the issues brought forward and provide recommendations of a policy nature to Council. Although the issues may be forwarded from a variety of sources, it is important that the Committee’s recommendations reflect the need to provide consistency in policy application. Accordingly, although the referral may be triggered by a specific application, the Committee’s recommendation should address the broader issues involved.

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Meetings

The Development Process Review Committee will meet monthly or at the call of the Chair.

Membership

The membership of the Development Process Review Committee will be comprised of:

- Three (3) members of Council
- Five (5) members of the development community.

See also:

- Terms of Reference for Advisory Committees
- Council Procedures Bylaw



ADVISORY COMMITTEES TERMS OF REFERENCE

(adopted 2010-JAN-25)

The following Terms of Reference apply to all Advisory Committees of the City of Nanaimo unless otherwise noted.

Appointment and Term

The member(s) of Council will be appointed annually by motion of Council.

Other members will be appointed for a three-year term commencing April 1st in the year following a general local government election (*does not apply to PNAC*). At-large members will be appointed by Council. Council will ratify appointments of members recommended by their specific associations.

Members of the Committee will serve without remuneration.

Chair

The Committee will elect the Chair annually at the first meeting following April 1st from amongst its members.

Meeting Procedures

All points of procedure not specifically provided for in these Terms of Reference shall be decided and determined in accordance with the current Council Procedure Bylaw.

Except where the provisions of the *Community Charter* apply, all Committee meetings shall be open to the public. Where the Committee wishes to close a meeting to the public, it may do so by adopting a resolution in accordance with the *Community Charter*.

The order of business is to be as set out in an agenda package to be provided to Committee members in advance of the meeting date. All decisions of the Committee will be reached by consensus or a majority vote of the members present.

Minutes of the meeting will be adopted by the Committee at its next regular meeting. After adoption, minutes will be circulated to Council for their information. Originals of the minutes will be signed by the Chair of the Committee and forwarded to the Legislative Services Department for safe keeping.

Reporting to Council

The Committee may report to Council on any issue within its mandate or other issues as requested by Council.

The Committee Chair will present recommendations of the Committee to Council for their consideration.

Budget

The annual budget of the responsible department will include funds for the operation of the Committee.

Staff Support

Staff support will be determined by the City Manager or his/her designate. Typical support functions include the following:

- Organizing and preparing the agenda, in conjunction with the Committee Chair;
- Distributing the agenda packages to Committee members;
- Taking and preparing draft minutes;
- Managing the files of the Committee, as necessary;
- Maintaining a list of outstanding issues for Committee action;
- In conjunction with the Chair, drafting Committee reports to Council;
- Provide professional advice on issues discussed by the Committee;
- Other duties as authorized by the City Manager or his/her designate

DEVELOPMENT PROCESS REVIEW COMMITTEE

Chair: Councillor Loyd Sherry

Staff Liaison: Ted Swabey, General Manager, Community Safety and Development – (250) 755-4451,
ted.swabey@nanaimo.ca

Councillor Kipp (Council Rep)
Councillor Bestwick (Council Rep)
Councillor McKay (Council Rep)
Mr. Bob Wall (Development Community Rep)
Mr. Ian Niamath (Development Community Rep)
Mr. Rod Smith (Development Community Rep)
Ms. Maureen Pilcher (Development Community Rep)
Mr. Greg Constable (Development Community Rep)