



RCRS Secondary:	GOV-02	Effective Date:	1996-SEP-09 IC COUNCIL
Policy Number:	COU-125	Amendment Date/s:	
Title:	City of Nanaimo / Nanaimo Harbour Commission Project Review Process	Repeal Date:	
Department:	Planning Department	Approval Date:	1996-SEP-09 IC COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

1. The Project Review Process applies to projects on waterlots administered and controlled by the Nanaimo Harbour Commission (NHC) which are leased to or are available to proposed lessees of the Commission. This Process does not apply to the Port's own developments or projects.
2. The NHC Board determines use of a waterlot and if it meets Port criteria, gives preliminary approval of proposed project and forwards to the City for review.
3. The City of Nanaimo input is to ensure the project complies with City Building bylaws and to advise the Commission of any potential deficiencies.
4. The NHC Board can then decide if further consultation is required before final approval. This could include consultation with adjacent lessees, upland owners or those members of the public the NHC Board deems necessary.
5. After final approval by the NHC Board, the City will collect the necessary fees and DCC's and issue a Building Permit.
6. The primary objective of this Project Review Process is to alleviate any problems with respect to development of NHC waterlots and for the NHC and the City to work in harmony in a fair and equitable manner in accordance with their respective mandates.

PROCESS:

Stage 1:

- Proponent submits application to NHC.
- The Nanaimo Harbour Commission reviews application and reviews the NHC Board for preliminary approval.

Stage 2:

- City reviews development proposal and provides recommendations within 30 days.
- NHC gathers additional information from proponent. Application may be denied, moved to Stage 3, or approved and moved to Stage 4 by NHC Board.

Stage 3:

- City receives additional information and provides recommendations within 30 days.
- NHC Board reviews additional project information and carried without further consultation if deemed necessary before final approval (ie: adjacent lessees, upland owners or others).

Stage 4:

- City collects fees and DCC's and issues Building Permit.
- NHC Board gives approval and requests City to issue Building Permit.

Stage 5:

- City monitors construction and reports to NHC.
- NHC reviews City reports and takes appropriate action as required.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A