

JBNA Development Review Committee (DRC)

Terms of Reference

Revision/Approval - 12 March 2017

Overview

The City of Victoria, in consultation with Neighbourhood Associations (NA) and the development community, has established Terms of Reference and Role expectations for the Neighbourhood Association Land Use Consultation (CALUC) process to ensure each NA provides: developers timely meetings and feedback; residents appropriate opportunity for review, discussion, and feedback regarding proposed developments; and City Council a comprehensive and fair report on the community's views regarding proposed projects.

To that end, the JBNA has established the Development Review Committee (DRC) and a process of public consultation at its monthly public meetings.

Membership

The JBNA Board of Directors has established the Development Review Committee. In addition to the minimum 2 members from the Board, various individuals from the community will be appointed based on their ability to contribute to the Committee's work and achievement of its goals. Appointment decisions will also consider the Committee's effective operation and members' experience and expertise as well as the Committee's long term renewal and succession planning. The Board will annually review the Committee's membership and make any appointment changes they determine appropriate.

The Development Review Committee membership consists of: three Directors from the JBNA Board, other members will be drawn from interested and engaged volunteers residing within James Bay.

Goals

DRC discussions with the developer is the first step in the CALUC process with the goals of:

- Nurturing a constructive working relationship between the developer and the neighbourhood
- Facilitating open and full communication between the developer and residents of James Bay
- Ensuring that the developer is aware of potential issues and concerns residents may have and that the developer has completed all the planning work needed by residents and the City to properly consider the proposed development
- Ensuring the proposed project progresses through the CALUC process in a timely fashion as the developer completes required planning and consultation

Processes

- An initial DRC meeting with the developer is scheduled within 2 weeks of a developer contacting JBNA about a proposed development.
- Depending on the developer's stage of planning when JBNA is contacted and the complexity of the proposed project, more than one DRC meeting is often required.
- When the DRC is satisfied the developer has completed all the planning work necessary for an effective open public meeting with the neighbourhood, the DRC agrees to a public meeting date and signs the City of Victoria Community Meeting Notice form for submission by the developer to the City. The City then provides formal notice of the public meeting to adjacent residents and the JBNA places the item on their public meeting agenda.
- Following the public meeting, the DRC assists the JBNA Board to draft a letter to the City outlining the completed CALUC process and summarizing the residents' input.