

Background and Previous Council Direction

Background

The Business Advisory Committee (BAC) had its first meeting in April 2019. Since that time, meetings have been conducted with the BAC and a Working Group, comprised of representatives from a cross-section of business sectors. In 2022, one of the priorities of the BAC was to reduce red tape, which was further refined to a priority of Streamlining the Change of Use process, Priority 2B (BAC2022-0518).

On 2022 October 11, the Business and Local Economy Team presented an update report (BAC2022-1129) to the BAC and was approved by Council on 2022 November 1. In this report, Administration was directed to scope work on how to Streamline the Change of Use process and update BAC on the scoping work, no later than the end of Q1 2023.

In Q4 2022, Planning and Development Services initiated additional work in finding opportunities to streamline the Change of Use process. Improvements to safety code permits and inspections, as well as business licencing, has been done or is ongoing. The focus of this report is improving the development permit process through regulation changes to the Land Use Bylaw (LUB).

In Q2 2023, Planning and Development Services presented results from a scoping exercise and presented four changes to the Land Use Bylaw to Streamline the Change of Use process for the BAC's consideration (BAC2023-0351).

Previous Council Direction

DATE	REPORT NUMBER	DIRECTION/DESCRIPTION
2023 April 2023	BAC2023-0351	Update Report on Streamlining Change of Use Business Advisory Committee Update to Council. Council received the report for the corporate record which outlined the scoping work done by Administration to find Land Use Bylaw amendments for Streamlining the Change of Use process.
2022 October 11	BAC2022-1129	Update Report on Business Advisory Committee 2022-2023 Priorities Business Advisory Committee Update to Council. Council received the report as a response to the 2022-2023 Business Advisory Committee Priorities What We Heard Report (BAC2022-0518, Att. 4). Though this work, it was recommended that Administration conduct scoping of 2B – Streamlining Change of Use no later than the end of Q1 2023.
2022 April 28	BAC2022-0518	Business Advisory Committee Update to Council Business Advisory Committee Update to Council. Council adopted the amended Business Advisory Committee’s Terms of Reference. The report also directed the Business and Local Economy team to work with Planning and Development and report back to the Business Advisory Committee on focus areas 1, 2, 3 and 4 identified in the “What We Heard” report by the end of 2022 Q3.
2021 July 29	BAC2021-1170	Update on Change of Use: What We Heard Report Update on Change of Use What We Heard Report. Administration provided an update to the Business Advisory Committee providing a list of initiatives that were improving the Change of Use process.
2021 June 25	BAC2021-0956	Business Advisory Committee Update to Council: What We Heard Report Business Advisory Committee Update to Council. Council to receive the report for the corporate record. A What We Heard Report from a Whiteboarding session with businesses and internal partners was summarized. Recommendation for the continuation of improving the Change of Use process.