

**MINUTES**  
**ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**  
via MS Teams  
**June 20, 2024 at 5:33 pm**

Present: Councillor Zac de Vries (Chair), Jason Arruda (5:47 p.m.), Raymond Chan (5:48 p.m.), Patrick Marshall, Victoria Shannon and Robert Wickson

Staff: Mitchell Edgar, Economic Development Manager; Jon Poole, Development Planning Process Manager and Colton Whittaker, Committee Clerk

Regrets: Amber Hockin, Tim Petropoulos, Richard Michaels, Jesse O'Neill-Bains and Rachid Ouache

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**ADOPTION OF MINUTES**

**MOVED by R. Wickson and Seconded by V. Shannon: "That the Minutes of the May 16, 2024 Economic Development Advisory Committee meeting be approved."**

**CARRIED**

**CHAIR'S REMARKS**

No comments were made.

**PERMIT APPLICATION MODERNIZATION (PAM) PROJECT PRESENTATION**

The Development Planning Process Manager gave a presentation (PowerPoint on File) on the Permit Application Modernization (PAM) Project. The following was noted in response to questions and during committee discussion:

- Saanich values input from the development community and strives to enhance its openness in collaboration.
- Saanich is a growing community that embraces newcomers.
- MS Teams offers numerous features beneficial for collaborative group work.
- Planning supports various application types, including land use and garden suites, but is currently focusing on development permit and rezoning processes.
- Recently, the first fully digital pre-application was completed.
- Improvement is an ongoing process, requiring periodic reassessment.
- Current communication channels include email and phone. Plans to introduce additional service tools for applicants are exemplified by the online development tracker.
- MyCity, an applicant-based module building upon OurCity, allows uploads through a portal, integrating with Saanich's digital e-apply. This is currently under development.
- Customer service remains a cornerstone of Saanich's commitment to the public.
- Members were encouraged to participate in the Gorge Canada Day Picnic on July 1st.
- The Union of British Columbia Municipalities (UBCM) convention is scheduled for September 16 - 20, 2024. Various resolutions from Saanich Council will be discussed.

**ADJOURNMENT**

On a motion from R. Wickson, the meeting adjourned at 6:20 p.m.

**NEXT MEETING**

The next meeting will take place Thursday September 26, 2024 at 5:30 p.m.

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Councillor Zac de Vries, Chair

I hereby certify these Minutes are accurate.

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Colton Whittaker, Committee Clerk