



Village of Belcarra Terms of Reference Zoning Advisory Committee



November 14, 2016

The purpose of the Zoning Advisory Committee is to advise Council of recommended changes to the zoning bylaw relative to issues of housing bulk, size and scale and to ensure that appropriate community input occurs on this subject.

To satisfy the above purpose, the Zoning Advisory Committee will also consider:

- architectural incentives and dis-incentives;
- clarification of existing definitions and adding new definitions;
- viewscales and compatibility with the Community Wildfire Protection Plan;
- floor area exclusions, inclusions and inclusions with limitations;
- coach houses and accessory suites;
- compatibility with the Official Community Plan;
- lot placement, building setbacks and building feature setbacks; and
- environmental impacts including energy efficiency standards.

Authority

- *Community Charter, Part 5, Div. 4, Section 142*
- *Consolidated Council Procedure Bylaw No., 356, 2004, Part 4, Committees*

Objectives

In undertaking its work and making recommendations the Committee should be guided by the following objectives:

1. Fairness to the existing residents in the Village:
2. Consistency with the Village's Official Community Plan (OCP): and
3. Practicality – implementation will be practical, easily understood and within the constraints the *Local Government Act*.

Process and Tasks

The Committee will meet and identify issues, undertake research, and make recommendations to Council. The Committee will meet in public and observers will be permitted to its deliberations. The Committee may receive submissions.

The Committee will hold three open houses. The first open house will be to identify issues and the tools available to the municipality to respond to these issues. The second open house will be to consider a draft set of recommendations for a Community review. The third open house will be to consider a draft set of recommendations to Council.

To provide an opportunity for community input, the second open house will include the opportunity for attendees to complete a comment sheet where they will be able to express their

views on the proposed changes to the zoning bylaw. This comment sheet will be available at the open house and on the Village website for those unable to attend.

The Committee will specifically make recommendations on changes to the zoning bylaw including the possible use of a Floor Area Ratio (FAR), building size caps, setbacks, accessory building caps, height calculations, grade regulations, and definitions with respect to floor area inclusions and exclusions including, but not limited to garages, decks and basements.

Committee Composition

The Committee will comprise of 18 individuals including 1 member of Council. The Committee will be advertised in the community – on the Belcarra Website and in the bus shelters. Community members will be invited to apply for the Committee. Council will appoint the members. In doing so, Council will seek to ensure a balance of residents with varying views.

The Committee will elect its own Chair from those appointed. Participation will be voluntary and without remuneration. Recommendations will preferably be made on the basis of a consensus, but where that is not possible, by simple majority of those present with contrary views noted.

Staff

The Committee will be supported by the Superintendent of Public Works / Building Official, and other staff as directed by the Chief Administrative Officer (CAO).

Resources

The CAO will work with the Committee to ensure that Committee has the necessary resources. The CAO will be the contact person and liaison for Committee consultants which will include, but not be limited to:

- A professional planner to provide input on planning matters;
- An architect;
- A real estate appraiser who will be asked to provide an estimate of the value implications for changes to the zoning bylaw; and
- The municipal lawyer;
- An Environmental Consultant.

Meetings

An established schedule will be agreed to by the majority of committee members. As per the Consolidated Council Procedure Bylaw No. 356, 2004.

Timeline

The Committee will undertake its work and make recommendations within nine months of its inception.

Budget

The Village will establish a budget for this work to cover consultant and open house costs.