



**VILLAGE OF BELCARRA
ZONING ADVISORY COMMITTEE
Village Hall
January 18, 2017
Minutes**



Minutes of the Zoning Advisory Committee (ZAC) for the Village of Belcarra, held Wednesday, January 18, 2017 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra BC.

Members in Attendance

Rob Begg	Ken Mikkelsen (arrived at 6:57 pm)
Carolina Clark	Adrienne Peacock
Rex Crider	Jim Chisholm
Paul Degraaf	Bruce Douglas
Martin Greig	Don Reid
John Stubbs	John Reynolds
Des Wilson	Deborah Struk

Members Absent

John Carlson
Clive Evans
Braam Le Roux

Council in Attendance

Jamie Ross, Councillor

Planning Consultants in Attendance

Richard White, RWPAS Ltd.
Laura Beveridge, Brook Pooni Associates

Staff in Attendance

Lorna Dysart, Chief Administrative Officer
Larry Scott, Superintendent of Public Works/Building Inspector
Connie Esposito, Recording Clerk
Paula Richardson, Administrative Services Assistant

1. Call to Order

The meeting commenced at 6:00 pm.

2. Introductions

Councillor Jamie Ross introduced himself and requested that members of the Committee, the Planning Consultants, and staff introduce themselves.

3. Overview of the Roles and Purpose of the Committee

Richard White provided a PowerPoint presentation and provided an overview the following highlights:

Belcarra at a Glance:

- The population of Belcarra based on the 2011 census is 644;
- There are 353 single family homes;
- There are 71 secondary suites including coach houses;
- There are 2 home based businesses;
- The Role and Purpose of the Committee:
 - The role of the Committee is to make recommendations to Council regarding proposed changes and updates to the existing Zoning Bylaw;
- The Role of the Committee Chair and Vice Chair;
- The Role of the Planning Consultants;
 - The technical expertise of the Planning Consultants will assist the Committee members in making pertinent recommendations to Council;
- The Role of Village of Belcarra Staff; and
- The Role of Mayor and Council.

Up to 3 open houses will be held to communicate the status of the Committee to the community.

The revised bylaw will be drafted by the Planning Consultants which will include the recommendations agreed upon by Committee members.

4. Process and Timeline

A presentation on the proposed timeline was made by Laura Beveridge noting:

- There will be 3 Phases of the Committee:
 - Phase 1: Introduction to Zoning
 - Phase 2: Zoning Bylaw Review
 - Phase 3: Recommendations
- Phase 1 will begin with feedback from the Committee on the current Zoning Bylaw;
- The first Open House will take place after Phase 1;
- The main focus of the Committee will occur during Phase 2;
- Phase 3 will include a review of the feedback received during the second Open House;
- The third Open House will communicate the final details of the proposed revisions to the Zoning Bylaw which will form the recommendations to Council.

5. Group Activity: Input on the Process

Committee members were invited to share feedback on the proposed timeline of the process which included:

- Reviewing the summary of changes that have occurred in the Zoning Bylaw over the past years;
- A proposal for the Committee members to divide into smaller groups during some meetings for discussion on various topics;
- Communication among Committee members outside of the scheduled meetings;
- Potential to add more meetings, if necessary, to discuss some topics in depth;
- Concern regarding the size of the Committee and the ability to move through the process in a timely manner; and
- Looking at the relationship between the OCP and the Zoning Bylaws.

A recess took place while Committee members submitted comments on the proposed timeline.

A review of the comments noted:

- Further information was requested on the roles and relationship of the Local Government Act (LGA), Official Community Plan (OCP), and Regional Growth Strategy;
- Sharing and communication of information among Committee members;
- Specific technical questions were raised and how they relate to zoning;
- The topic of reviewing zoning bylaws from other municipalities is scheduled in the timeline for Committee meeting #4;
- The purpose and need for Meeting #5 in Phase 1;
- Use of easy to understand language and visualization tools; and
- The letter of transmission sent from the OCP Committee members to Council will be reviewed by the Planning Consultants.

Richard White responded to the feedback above noting that:

- A full review of the current consolidated Zoning Bylaw will take place;
- The Committee will divide into small groups when effective;
- Communication among Committee members is encouraged provided all members are kept informed of discussions and topics covered;
- The goal of the Committee is to achieve an implementable viable Zoning Bylaw for Belcarra;
- Most of Belcarra is zoned single family which is very unique;
- The OCP is a guide and a policy;
- An analysis between the OCP and the Zoning Bylaw has not been done at this time;
- Specialists will be brought in to discuss various specialized areas including the environmental aspect;
- The Zoning Bylaw section of the Local Government Act will be provided to Committee members;
- The CAO will be the liaison and facilitate communication between Committee members and the Planning Consultants;

- All Committee members agreed that email addresses be shared; and
- The benefit of Meeting #5 is to prepare the Committee for the first Open House with residents.

6. Election of the Chair and Vice Chair

Lorna Dysart, CAO, called for nominations for Chair and Vice Chair. Councillor Ross noted that there may be a role for co-chairs.

- John Stubbs was nominated for Chair.
- John Stubbs consented to the nomination.
- Carolina Clark was nominated for Chair.
- Carolina Clark consented to the nomination.
- Jim Chisholm was nominated for Chair.
- Jim Chisholm declined the nomination.
- Ken Mikkelsen was nominated for Chair.
- Ken Mikkelsen declined the nomination.
- Martin Greig was nominated for Chair.
- Martin Greig consented to the nomination.

The CAO called for further nominations and with there being no further nominations, ballots were issued, cast and the CAO and Administrative Services Assistant temporarily left the meeting to conduct the count.

Upon return, the CAO provided the result of the election declaring a tie between nominees John Stubbs and Martin Greig.

Committee members concurred that the two nominees be asked to decide on the position of Chair and Vice-Chair. The CAO destroyed the ballots.

A discussion ensued between John Stubbs and Martin Greig regarding the positions of Chair and Vice-Chair. John Stubbs accepted the position of Chair and Martin Greig accepted the position of Vice-Chair.

7. Next Steps


No items presented.

8. Adjournment

The Chair declared the meeting adjourned at 8:00 pm.



Lorna Dysart
Chief Administrative Officer



John Stubbs
Chair