



**VILLAGE OF BELCARRA  
ZONING ADVISORY COMMITTEE  
VILLAGE HALL  
February 15, 2017  
Minutes**



Minutes of the Zoning Advisory Committee (ZAC) for the Village of Belcarra, held February 15, 2017 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Members in Attendance

Rob Begg	Martin Greig
John Carlson	Adrienne Peacock
Jim Chisholm	Don Reid
Carolina Clark	John Reynolds
Rex Crider	Deborah Struk
Paul Degraaf	John Stubbs
Bruce Douglas	Des Wilson
Clive Evans	

*Feb. 22/17*  
*ARMEN OVO*  
*3.2 - CHAIR'S REMARKS.*  
*Deputy, CAO*

Members Absent

Braam Le Roux  
Ken Mikkelsen

Council in Attendance

Jamie Ross, Councillor

Planning Consultants in Attendance

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

Staff in Attendance

Lorna Dysart, Chief Administrative Officer  
Larry Scott, Superintendent of Public Works / Building Official  
Connie Esposito, Recording Clerk

**1. CALL TO ORDER**

Chair John Stubbs called the meeting to order at 6:30 p.m.

**2. APPROVAL OF THE AGENDA**

**2.1 Agenda for February 15, 2017**

It was Moved and Seconded:

That the Agenda for February 15, 2017 be approved as circulated.

**CARRIED**

**3. ADOPTION OF MINUTES****3.1** Minutes of January 18, 2017**3.2** Action Items: None

It was Moved and Seconded:

That the Minutes of the meeting held January 18, 2017 be adopted.

**CARRIED**

**Chair's Remarks**

Chair Stubbs provided the following remarks:

- He encouraged Committee members to get to know each other;
- The ZAC will be featured on the Village of Belcarra website to include materials from upcoming and past meetings;
- There are 3 scheduled Open Houses with the first being held in April;
- Methods of advising residents of the Open Houses will include a post office mail drop, notice in the Barnacle newspaper and at bus stops plus a notice will be posted on the Village website.
- *CONSIDER WHETHER CONSULTANTS CAN LOOK AT ENVIRONMENTAL CONSIDERATIONS IN OTHER MUNICIPALITIES.*

**4. PRESENTATION – Richard White**

Richard White made the following presentation and answered questions from Committee Members.

- What was heard at Meeting #1 (January 18, 2017)

Key themes that emerged in the comments from Meeting #1 included;

- Rules and Regulations;
- Process;
- Uses and Accessory Uses;
- Examples from Other Municipalities;
- Bylaw Content;

- Objectives of Meeting #2 (February 15, 2017)

The purpose of Meeting #2 is to develop an understanding of the following topics:

- Which regulations impact the committee's work?
- What does the Local Government Act allow municipalities to do?
- What are the key parts of a zoning bylaw?

- What regulations impact planning decisions?

- Provincial Laws – Local Government Act (LGA) – Building Code
- Regional Policy – Metro Vancouver Regional Growth Strategy
- Municipal Policy – Official Community Plan(OCP)
- Municipal Bylaw – Zoning Bylaw – Building Bylaw

- Local Government Act (LGA)

- The LGA is a law created by BC's Provincial Government;
- The LGA provides the legal framework for establishing local governments and identifies the roles and responsibilities of local governments. It was noted that the Local Government Act is updated through Provincial Legislation.

- Regional Growth Strategy (RGS)
  - The RGS provides a regional overlay for each municipality's land uses.
- Official Community Plan (OCP)
  - An OCP guides planning and development decisions and outlines overarching goals and objectives.
- Zoning Bylaw
  - The Zoning Bylaw allows municipalities to regulate the use of land, as well as siting, shape, size and density.

Discussion ensued regarding the OCP and maintaining the rural value of the Village. Further discussion took place regarding Greenhouse Gas Emissions and reducing the carbon footprint. Richard White noted that the Building Inspector applies Provincial Legislation.
- Building Code and Building Bylaw
  - The Building and Plumbing Code Regulation bylaw outlines how Belcarra will interpret and apply the requirements identified in the BC Building Code.
- Zoning Bylaw Overview
- The Zoning Bylaw does not regulate:
  - Design;
  - Materials;
  - Color;
  - rental vs ownership;
  - energy efficiency standards;
  - sustainability;
  - neighborliness;
- The Zoning Bylaw allows municipalities to regulate:
  - use (primary + accessory);
  - density;
  - lot size;
  - parking;
  - heritage;
  - shape;
  - size siting;
- Parts of a Zoning Bylaw
  - Use – Principal Uses;
  - Use – Accessory Uses;
  - Height;
  - Height – Slope Considerations;
  - Setbacks;
  - Lot Coverage;
  - Minimum Lot Sizes;
  - Density: Floor Area;
  - Density: Floor Area Ratio;
  - Density: Floor Area Exemptions;
  - Parking.



- Belcarra's Zoning Bylaw Context
  - Why was the Zoning Bylaw updated?
  - What changes were made?
- Parts of a Zoning Bylaw
  - Principal Use – single residential dwelling use, duplex, home occupation use
  - Accessory Use – accessory suite(coach home use)
  - Maximum Height
  - Height – slope considerations
  - Setbacks – minimum, maximum lot coverage, max floor area
  - Shape, size, siting -
  - Density – floor area ratio
  - Exemptions – exempt floor area
  - Parking – in Belcarra, no max but there is a minimum number

Committee members discussed various aspects of the presentation including energy efficiency regulations and permits for renovations as they relate to energy efficiency upgrades.

Larry Scott spoke relative to the BC Building Code and minimum requirements regarding energy efficiency

A 10 minute break was called at 7:35 p.m.

## **5. SMALL GROUP DISCUSSIONS**

Committee members were divided into small groups to discuss the following 4 points:

- What do you like about the current bylaw?
- What do you not like about the current bylaw?
- What is missing from the current bylaw?
- What do you hope this update will address?

## **6. NEXT STEPS**

- Laura Beveridge distributed a worksheet wherein the Committee members were asked to pick their top 5 priorities for the key goals and considerations for the update to the Zoning Bylaw.

## **7. ADJOURNMENT**

Chair Stubbs inquired if there were any comments regarding the efficiency of the meeting. No comments were forthcoming.

It was Moved and Seconded that:

That the February 15, 2017 meeting be adjourned at 8:28 p.m.


**CARRIED**

**Next Meeting Date:** Wednesday, February 22, 2017



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Lorna Dysart  
Chief Administrative Officer



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John Stubbs  
Chair