



MINUTES

Community Planning Advisory Committee

Wednesday, June 2, 2021 at 7:00 p.m.
via Zoom

PRESENT: Chair – Jason Harrison; Members – Abbas Farahbakhsh, Brian Childs, Tamara Hutchinson; Council Liaison – Tricia McKay; Director of Development Services – Jake Belobaba; Senior Planner & Recorder – Christina Hovey;

ABSENT: Members – Jennifer Sibbald, Tony Beckett, Steve Frankel

GUESTS: None

The meeting was called to order at 7:06 p.m., the Chair acknowledged with gratitude that he was chairing the meeting from the traditional unceded territories of the Snuneymuxw First Nation and that Ladysmith and most participants were on the traditional territories of the Stz'uminus People.

1. AGENDA APPROVAL

It was moved, seconded and carried that the Agenda of June 2, 2021 be approved.

2. ADOPTION OF MAY 5, 2021 MINUTES

It was moved, seconded and carried that the Minutes of May 5, 2021 be approved.

3. NEW BUSINESS

a. Building Schemes and Building Design Guidelines

Director of Development Services Jake Belobaba provided an overview of the topic of Statutory Building Schemes and design controls that are available to local government.

In the past, local governments would sometimes require Statutory Building Schemes for new development, however this is no longer common, as Statutory Building Schemes cannot be enforced by local governments.

The following tools are more commonly used by local government:

- Section 219 Covenants:
 - Agreement between the local government and property owner. Flexible and broad in scope. Subject to contract law and rules of the Land Titles Office.
 - Generally easy to enforce, as the local government will not issue a Building Permit until the conditions are met.
 - Not as powerful as regulations such as zoning bylaws.

- The property owner must agree to the covenant (except in certain cases for safety issues) so usually they are only imposed as part of a discretionary decision of Council (e.g. a rezoning).
- Development Permit Guidelines:
 - Can be quite prescriptive for form and character.
 - Can only be used for certain types of development as laid out in *the Local Government Act*.
 - The legislation generally does not allow regulation of form and character of single detached houses through development permit area guidelines.
- Phased Development Agreements:
 - Newer tool
 - A flexible tool, can be used to specify features of development, amenity provisions, etc.
 - Needs agreement from property owner.
- Zoning Bylaw:
 - Significant control of building size and shape.
 - Cannot control finishing materials/colours etc.
- Form-based codes:
 - “Form based codes” include illustrations showing what you want buildings to look like.
 - They are not very common in Canada but are possible under the legislation and a very useful tool.

CPAC had a lengthy discussion on the appearance of the downtown and newer residential suburbs. Some comments included:

- Council has flagged for discussion through the OCP about maintaining the “look” of the community in new subdivisions.
- Committee members would like to see more attention to design standards and building quality in new subdivisions.
- Affordability in housing is also an important factor.
- Council should not be afraid to impose stringent conditions on developers, it will not “scare them away”.
- The Town should consider adopting the BC Energy Step Code The province has mandated building “Step Code” Level 5 by 2032.
- Some Committee members would like an expanded scope to review more development proposals for form and character.

Abbas Farahbakhsh departed the meeting at 8pm

b. CPAC Membership Update - Council appointments for the next term

Senior Planner Christina Hovey provided an update on the new term of CPAC. This is the last meeting of the Council reviewed the new appointments on June 1, 2021. Julie Tierney will contact members to confirm appointments and Council will make the information public on June 15th.

July 7, 2021 will be the first meeting of the new CPAC Term. Staff will refresh/provide new CPAC Binders and it is an opportunity to review meeting procedures and consider new procedures.

4. MONTHLY BRIEFING

File Updates:

The following files that CPAC previously reviewed have been to Council since the last meeting:

- 630 Farrell Road (File No. 3360-20-05);
- 336 Belaire Street (File No. 3360-20-09);
- 1130 Rocky Creek Road (File No. 3360-20-02); and
- 201/203 Dogwood Drive (File No. 3360-20-04).
- Council also received a referral for a liquor licence for the "Bayview Brewing Co." on Dogwood Drive.

CPAC members can review the Council Agendas and Minutes or call Staff for further details.

5. NEXT MEETING – July 7, 2021

6. ADJOURNMENT

The meeting was adjourned at 8:27 p.m.

Jason Harrison

Jason Harrison (Aug 12, 2021 09:37 PDT)

Chair (J. Harrison)

RECEIVED:

Dina Smith

Corporate Officer (D. Smith)






e. 2021.06.02 CPAC Minutes

Final Audit Report

2021-08-12

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