

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **PLANNING AND DEVELOPMENT COMMITTEE** Meeting
Monday, May 9, 2005 at 8:07 p.m.
Central Saanich Municipal Council Chamber

PRESENT: Councillor Robert Thompson, Chair
Mayor Allison Habkirk
Councillors: Graham, Korol and Mason
Gary C. Nason, Administrator
Trish Flanders, Municipal Clerks
Hope V. Burns, Director of Planning & Building Services
Nirmal Bhattacharya, Municipal Engineer

ABSENT: Councillors: Haddon, King

APPROVAL OF THE AGENDA:

The Administrator, Mr. Gary C. Nason, noted the addition to the agenda of the following late items:

- Draft newspaper advertisement for proposed Secondary Suite Open Houses, to be included with Item 1;
- Suggested display panels for proposed Secondary Suite Open Houses, to be included with Item 1;

666.05 MOVED BY COUNCILLOR GRAHAM
NO SECONDER

That the Agenda for the Planning & Development Committee Meeting held on May 9, 2005 be approved as amended.
CARRIED UNANIMOUSLY

1. Status/Update – Secondary Suites Questionnaire and Proposed Process, Timelines and Next Steps

- a) Draft Questionnaire “Secondary Suites in Central Saanich? What’s your opinion”;
- b) Draft Secondary Suite Meeting Promotion Schedule;
- c) Draft Secondary Suite Review Process;
- d) Draft Poster Indicating Dates/Locations for proposed Secondary Suite Open Houses;
- e) Draft Suggestions for Panels for proposed Secondary Suite Open Houses; and
- f) Draft Newspaper Advertisement for proposed Secondary Suite Open Houses.

Councillor Thompson gave an overview of the various materials he prepared for the proposed Secondary Suite Open Houses, and described the proposed process and timelines for the proposed project.

The Director of Planning & Building Services, Ms. Hope V. Burns, referred to the 2005 Project Priorities for Planning & Development as outlined in the 2005 Strategic Plan document, and gave an overview of the various competing priorities (i.e. Brentwood Traffic Corridor Revitalization Project, Land Use Bylaw Redraft, Bed & Breakfast Regulations, Regional Growth Strategies Regional Context Statement for Official Community Plan, Riparian Areas Regulation, Agri-Tourism Policies and Regulations, and the daily departmental core services and processing of development applications) that would require a reprioritization if the Secondary Suite Review Process is placed as a higher priority than originally anticipated. Ms. Burns indicated that the complex nature of the Secondary Suite Review process requires that it be conducted thoroughly and carefully.

Following a lengthy discussion, the Committee agreed to reprioritize the major projects and priorities for the Planning Department, as indicated in the motion as noted below.

667.05 MOVED BY COUNCILLOR GRAHAM
NO SECONDER

That It Be Recommended To Council:

That in view of Council's support for the proposed Secondary Suite review and public input process proceeding at this time, Council confirm the following reprioritization of the major supplementary projects within the Planning & Development Department, ranked in general order of priority as follows:

1. *Maintenance of Departmental core services and processing of applications;*
 2. *Brentwood Bay Traffic Corridor Revitalization Project;*
 3. *Secondary Suite Review and Public Process (Phase 1), with status of project to be re-evaluated prior to June 30th, 2005;*
 4. *Meeting statutory requirements with respect to Regional Growth Strategies Regional Context Statement for Official Community Plan, and Riparian Areas Regulation; and*
 5. *Agri-tourism Policies/Regulations.*
- and the Land Use Bylaw Redraft Legal Review and proposed Regulations for Bed & Breakfast Operations be deferred pending the completion of the projects noted above.*

CARRIED UNANIMOUSLY

668.05 MOVED BY MAYOR HABKIRK
NO SECONDER
That It Be Recommended To Council:

That Council endorse in principle the various informational materials prepared by Councillor Thompson in regards to the Secondary Suite questionnaire and proposed process/timelines/next steps for the project, and Councillor Thompson be encouraged to continue to liaise and work closely with Staff throughout the progress of this project.

CARRIED UNANIMOUSLY

2. Town Hall Meeting – May 25, 2005

- a) Draft Poster Indicating Date/Location for Town Hall Meeting;
- b) Draft Comment Sheet; and
- c) Draft News Release and Calendar of Events Insert for Town Hall Meeting.

During a brief discussion around the table, the Committee endorsed in principle the various materials prepared by Councillor Thompson for the upcoming Town Hall Meeting to be held on May 25, 2005.

ADJOURNMENT:

On motion, the Planning & Development Committee Meeting held on May 9, 2005 adjourned at 8:44 pm.

Councillor Robert Thompson, Chair

Recorded By: Trish Flanders
Municipal Clerk