

# ADOPTED



## Local Planning Committee Minutes of Regular Meeting

**Date:** November 13, 2019  
**Location:** Electronic Meeting

**Members Present:** Laura Busheikin, Chair (electronic)  
David Maude, Vice Chair (telephone)  
Jeanine Dodds, Local Trustee (electronic)  
Kees Langereis, Local Trustee (electronic)  
Timothy Peterson, Local Trustee (electronic)  
Kate-Louise Stamford, Local Trustee (electronic)  
Jane Wolverton, Local Trustee (electronic)

**Members Absent:** Laura Patrick, Executive Committee Representative (electronic)  
Peter Luckham, Ex Officio Member (electronic)

**Staff Present:** David Marlor, Director, Local Planning Services  
Narissa Chadwick, Island Planner  
Robert Barlow, Recorder

### 1. CALL TO ORDER

Chair Busheikin called the meeting to order at 10:05 a.m.

### 2. APPROVAL OF AGENDA

The following addition to the agenda was present for consideration:  
6.3 Idea to Create More Conversation at Trust Council Meetings

**By general consent** the agenda and addendum were approved.

### 3. ADOPTION OF MINUTES/COORDINATON

#### 3.1 Minutes of Meetings

3.1.1 Local Planning Committee Minutes of August 22, 2019

**By general consent** the Local Planning Committee Minutes of August 22, 2019 were adopted.

3.1.2 Local Planning Committee Minutes of November 8, 2019

**By general consent** the Local Planning Committee Minutes of November 8, 2019 were adopted.

#### 3.2 Resolutions Without Meeting

3.2.1 RWM-2019.3 Set Special Meeting of November 8, 2019

The RWM-2019.3 was presented for information.

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## 3.3 Follow-up Action List

The Follow-up Action List was reviewed.

## 4. WORK PROGRAM ITEMS

### 4.1 Fees Strategy and DAI Bylaw – RFD

Director Marlor presented the RFD. Discussion included:

- need for message to be sent to applicants ensuring them that their application is being processed and/or ensuring online availability of status;
- application fees could be set by Trust Council rather than by individual Local Trust Committees;
- need to provide an option of a fee decrease in case of hardship;
- need to provide an option of a fee decrease in case of some environmental or community benefit;
- approximately 40% of a planner's time is devoted to processing applications;
- discrepancy between fees received and actual costs (staff time) for processing applications results in the public (taxpayers) subsidizing developers;
- an annual report to Trust Council in regards to application fees;
- need to balance potential fee increases with resultant perception that only wealthy developers can afford planning applications;
- a wider conversation is needed to discuss how development might be impeding the goal of preserving and protecting the LTA.

#### LPC-2019-024

**It was MOVED and SECONDED,**

that Local Planning Committee request Staff draft a Model Fee Bylaw incorporating the staff recommendations as presented in the Request for Decision dated November 13, 2019.

**CARRIED**

#### LPC-2019-025

**It was MOVED and SECONDED,**

that Local Planning Committee request Staff report back with recommended amendments to Policy 5.6.1 Application Process Servicing that incorporates Policy 5.6.2 Cost Recovery Agreements, 5.6.3 Extraordinary Processing Services Guidelines, a Model Fee Bylaw and Model Development Approval Information Bylaw.

**CARRIED**

The committee recessed from 11:47 a.m. and reconvened at 11:54 a.m.

## 5. BUSINESS

### 5.1 Report on Islands Trust/Ministry of Transportation and Infrastructure (MOTI) meeting – Verbal Update

Director Marlor provided a verbal briefing in regards to the meeting that was held on October 31, 2019, in Nanaimo. Director Marlor and Regional Planning Managers met

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with the MOTI approving officer for Vancouver Island and other MOTI staff. Either the Local Planning Committee or the Trust Programs Committee needs to discuss possibility of amending the Letter of Understanding between Islands Trust and MOTI.

### 5.2 Supporting the Freshwater Specialist in Islands Trust – Verbal Update

Trustee Patrick suggested to create two advisory bodies: one to advise the Islands Trust Freshwater Specialist and the second to advise Local Trust Committees.

#### LPC-2019-026

It was **MOVED** and **SECONDED**,

that Local Planning Committee request staff to bring forward a project charter for the freshwater strategic planning roundtable.

**CARRIED**

## 6. BUSINESS

### 6.1 Town Hall and Delegations

None.

### 6.2 Meeting Schedule for 2020

#### LPC-2019-027

It was **MOVED** and **SECONDED**,

that Local Planning Committee adopt the following meeting schedule for 2020:

1. Wednesday, February 12 - electronic
2. Wednesday, May 20 - electronic
3. Wednesday, July 29 - in person in Nanaimo
4. Monday, November 9 - electronic

**CARRIED**

### 6.3 Idea to Create More Conversation at Trust Council Meetings

Trustee Patrick suggested using three flipcharts at the start of a Trust Council meeting to show all LTC work projects planned, in progress or completed. Trustee Patrick will suggest trying this method of sharing information as an experiment at the next Trust Council.

## 7. LOCAL PLANNING COMMITTEE – WORK PROGRAM

#### LPC-2019-028

It was **MOVED** and **SECONDED**,

that Local Planning Committee combine priority #1, DAI Model Bylaws, and priority #2, LTC Model Fees Bylaw, to become priority #1, Application Processing Services, and that Coastal Douglas-fir Ecosystems Mapping be added as priority #2.

**CARRIED**

## 8. NEXT MEETING

**ADOPTED**

Wednesday, February 12 – electronic meeting, 10:00 am – 2:00 pm

**9. ADJOURNMENT**

**By general consent** the meeting was adjourned at 12:35 a.m.

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**Laura Busheikin, Chair**

**CERTIFIED CORRECT:**

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**Robert Barlow, Recorder**