



## **Local Planning Committee Minutes of Regular Meeting**

**Date:** Thursday, February 12, 2015  
**Location:** Islands Trust Victoria Boardroom  
200-1627 Fort Street, Victoria, BC

**Members Present:** Paul Brent, Chair  
Melanie Mamoser, Vice-Chair  
Peter Luckham  
Laura Busheikin  
Alex Allen  
Tony Law  
Lee Middleton  
Timothy Peterson  
Sandy Pottle

**Regrets:** Wendy Scholefield

**Staff Present:** David Marlor, Director Local Planning Services  
Justine Starke, Island Planner  
Stephanie Somers, Recorder

### **1. CALL TO ORDER (DM)**

The meeting was called to order at 10:09 am. The Director of Local Planning Services chaired the meeting until the election of the Chair.

### **2. INTRODUCTIONS - ROUNDTABLE (DM)**

The committee introduced themselves and discussed their interest in becoming a member of the Local Planning Committee.

### **3. ELECTION**

#### **3.1. Election of Chair (DM)**

Election for Chair, Financial Planning Committee:

The Director of Local Planning Services called for nominations for the position of Chair.

Paul Brent was nominated by Trustee Allen and the nomination was seconded by Trustee Pottle.

The Director of Local Planning Services called three times for nominations for the position of Chair. Hearing none, declared that Paul Brent was Chair by acclamation.

## **ADOPTED**

### **3.2. Election of Vice-Chair (Chair)**

#### Election for Vice-Chair, Financial Committee:

The Director of Local Planning Services called three times for nominations for the position of vice-Chair.

Melanie Mamoser was nominated by Chair Brent and the nomination was seconded by Trustee Law.

There being no further nominations, Melanie Manoser was declared Vice-Chair by acclamation.

### **3.3. Appointment of Financial Planning Committee Appointment (Chair)**

Chair Brent assumed the role as Financial Planning Committee representative.

## **4. APPROVAL OF AGENDA**

By general consent the committee approved the agenda as submitted.

## **5. LOCAL PLANNING COMMITTEE ORIENTATION**

Director Marlor gave an orientation presentation to the committee.

### **5.1. Terms of Reference/Council Policy 2.3.ii (DM)**

### **5.2. Strategic Plan and the Local Planning Committee (DM)**

### **5.3. Getting Items onto the Local Planning Committee Agenda (DM)**

### **5.4. Agenda Format (DM)**

### **5.5. Local Planning Committee Work Program Format (DM)**

### **5.6. Staff Resources (DM)**

### **5.7. Local Planning Committee Toolkit (DM)**

## **6. ADOPTION OF MINUTES/COORDINATION**

### **6.1. Draft Minutes of November 5, 2014 Meeting**

By consent, the minutes of the November 5, 2014 were adopted as presented .

### **6.2. Resolutions Without Meeting**

There were no resolutions without meeting.

### **6.3. Follow-up Action List**

Planner Starke and Director Marlor reviewed the Follow-up Action List and the items left from last term.

Director Marlor will bring a report on the Official Community Plan/Land Use Bylaw Review Program to the next meeting.

**ADOPTED**

Director Marlor will ask Bylaw Enforcement Manager Drew to provide a Bylaw Enforcement Notification System update at the next meeting.

**7. WORK PROGRAM ITEMS**

**7.1. Local Planning Committee Current Work Program Review (JS)**

Planner Starke reviewed the briefing asking for direction from the committee regarding work program report.

The committee discussed possible work program priorities for this term. Planner Starke will send an email with deadlines to the committee members regarding emerging issues and work program priorities.

Planner Starke will bring a report to the next meeting on this topic.

**7.3. Terms of Reference Review - Request for Decision (JS)**

Planner Starke reviewed the Briefing and Request for Decision and the committee discussed.

**LPC-2015-001**

It was MOVED and SECONDED

THAT the Local Planning Committee direct staff to add "Liaison – Maintain liaison to Trust Fund Board and Trust Programs Committee as required." to policy 2.3ii

**CARRIED**

**LPC-2015-002**

It was MOVED and SECONDED

That the Local Planning Committee forward the Local Planning Committee Terms of Reference Request for Decision to Trust Council as amended.

**CARRIED**

**7.4. Green Shores for Homes Thetis Pilot Report - RFD**

Director Marlor gave an overview of the Request for Decision, noting that the committee from last term has already resolved to send this item to Trust Council.

The committee discussed funding and incentives.

**12. NEXT MEETING**

**12.1. 2015 Meeting Dates**

**LPC-2015-003**

It was MOVED and SECONDED

That the Local Planning Committee adopt the meeting dates as presented and that every second meeting be held in the Ladysmith area.

**CARRIED**

**11. LOCAL PLANNING COMMITTEE - WORK PROGRAM APPROVAL OF PRIORITIES**

**ADOPTED**

**11.1. See 7.1 Work Program Above**

Planner Starke will send an email to Trustees regarding emerging issues on their islands and bringing items to their Local Trust Committees.

**LPC-2015-004**

It was MOVED and SECONDED

That the Local Planning Committee direct staff to insert “Emerging Issues Review” as item one and move “LPC Policy Review” to the top of ongoing items on the work program..

**CARRIED**

**13. ADJOURNMENT**

**LPC-2015-005**

It was MOVED and SECONDED

That the Local Planning Committee adjourn the meeting

**CARRIED**

The meeting was adjourned at 12:17pm.

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Paul Brent, Chair

Certified Correct:

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Stephanie Somers, Secretary and Recorder