

ADOPTED

MINUTES OF THE LOCAL PLANNING COMMITTEE MEETING HELD ON MAY 18, 2011 AT 10:00 AM AT THE ISLANDS TRUST OFFICE, VICTORIA, BC

<u>Present:</u>	George Ehring Joyce Clegg Tony Law Fred Hunt Louise Decario David Graham Derek Masselink Sheila Malcolmson	Chair Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Ex-officio Member via teleconference
<u>Staff:</u>	David Marlor Linda McClung	Director, Local Planning Services Committee Secretary
<u>Guest:</u>	Chris Jackson Miles Drew Lisa Gordon	Regional Planning Manager Bylaw Enforcement Coordinator Director, Trust Area Services
<u>Regrets:</u>	Jen Gobby Gary Steeves Jan Hagedorn	Committee Member Committee Member Committee Member

There were no members of the public in attendance.

Chair Ehring opened the meeting at 10:04 am, with Ex-officio Member Malcolmson attending via telephone.

1. **AGENDA**

1.1 Adoption of Agenda

Chair Ehring asked for any additions to the agenda and the following changes were made:

- 4.9.3 moved to take place before 4.1

Resolution LPC 11/2011

It was Moved and Seconded that the Local Planning Committee meeting agenda be approved as amended.

CARRIED

1.2 Follow Up Action List

It was noted that FUAL items could be more detailed and the following changes were made:

- Replace MF with DM throughout the FUAL
- RAR Implementation: add 'confirm if MoE letter received'
- RAR Implementation: add 'communications regarding RAR will be sent out to all Trustees within the next few weeks'
- Conservation Covenant Monitoring: add 'ensure that all Local Trust Committees are made aware of their existing covenants of all types and that the proposed conservation covenant management approach to be appropriately institutionalized
- Add new item: 'the possibility of a new bylaw enforcement officer position will be brought to the August LPC'
- DLPS Marlor would update Feb FUAL list
- That future FUAL items provide more detailed information

Resolution LPC 11/2011

It was Moved and Seconded that the Local Planning Committee approve the FUAL as presented.

CARRIED

2. ADOPTION OF MEETING MINUTES

2.1 Minutes of February 17, 2011 Meeting

Chair Ehring asked for any amendments to the minutes; there were 2 grammatical errors;

- Section 3.10.8: "hads" should be "had"
- Section 3.10.8: "she" should be "her"

Resolution LPC 12/ 2011

It was Moved and Seconded that the Local Planning Committee meeting minutes of February 17, 2011, be adopted as amended.

CARRIED

3. DISCUSSION ITEMS

3.1 LPC Participation in Development Application Fee Analysis Project

DLPS Marlor gave an overview of the Application Fee Review Task Force membership. It was noted that the Local Planning Committee feels well represented for the task force. DLPS Marlor was asked how the review would begin. DLPS Marlor will speak with Director, Administrative Services Elder to determine which staff has been assigned. Staff would arrange meetings to get the task force started. A chair would be appointed at the first meeting.

The Local Planning Committee asked that the Terms of Reference be amended to show the Trust Council resolution was passed at the June 2010 Trust Council Meeting, not a year prior.

Resolution LPC 13/ 2011

It was Moved and Seconded that representation from Trustees Clegg, Steeves, and Graham be appointed by the Local Planning Committee to the Application Fee Review Task Force.

CARRIED

3.2 LPC Terms of Reference

DLPS Marlor solicited feedback on accuracy of terms of reference in relation to LTC work carried out. Discussion ensued.

Resolution LPC 14/ 2011

It was Moved and Seconded to direct Staff to do up revised Terms of Reference for LPC and request Chair to provide Staff with input from committee members and to report back to August LPC.

CARRIED

4. **STRATEGIC OBJECTIVES**

4.9.3 Integrated Watershed & Shoreline

Regional Planning Manager Jackson gave an overview and noted two components to this project: taking existing mapping and categorize shoreline areas into 6 classifications by July 31, 2011 and an education component with a September 30, 2011 deadline.

Discussion ensued. It was noted:

- That education was key component and should not be rushed
- That a DPA for shoreline protection does not require mapping
- That the LPC supports work in progress.

4.1 Community Housing Task Force

DLPS Marlor reviewed the Status Report and noted that the Community Housing Task Force met on May 4, 2011 and will meet on August 10, 2011 and November 10, 2011.

DLPS Marlor also advised the committee an Affordable Housing brochure is in development and expected to be forwarded to the Local Planning Committee in August and to Trust Council in September 2011.

Resolution LPC 15/ 2011

It was Moved and Seconded that the March 18 Community Housing Task Force Status Report be sent to Trust Council.

CARRIED

4.2 Riparian Area Regulation Implementation Update

DLPS Marlor reviewed the briefing, noting that a letter from the Ministry of Environment confirming mapping accurately reflects the RAR area is still expected.

The accurate mapping is the first step demonstrating compliance.

Discussion ensued. The DLPS advised that the Ministry of Community, Sport and Culture has not outlined penalties for non-compliance but the Ministry may refuse to sign amendments, OCPs, etc. It was suggested that the work program be completed as soon as possible.

Chair Ehring instructed DLPS Marlor to add 'Communications for Staff and Communities' to the briefing's Follow-up and that the amended briefing should go to Trust Council.

4.3 Ministry of Transportation & Infrastructure (MoTI) Letter of Agreement Update

DLPS Marlor reported he will contact MoTI to reconnect and report on the status of the Letter of Agreement at the August 18, 2011 LPC meeting.

Discussion ensued. Chair Ehring provided an overview of the two issues to be addressed with MoTI:

- That annual meetings be reinstated and that Local Trust Committees have input into the agenda
- That old letters of agreement need to be updated.

4.5 Bylaw Enforcement Projects Update

By unanimous consent, Committee agreed to discuss 4.5 prior to 4.4 as Bylaw Enforcement Coordinator Drew had joined the meeting via teleconference.

Bylaw Enforcement Coordinator Drew reviewed the briefing and noted that:

- adjudication bylaws are being drafted and a brochure is being developed before any final adoption is recommended
- STVR's websites being reviewed for compliance and further recommendations will be made
- Islands Trust is in process of suing Westcoast Vacation Rentals

Discussion ensued. It was noted the Local Planning Committee had reviewed the document.

4.4 Covenant and Development Permit Monitoring

DLPS Marlor introduced the Covenant and Development Permit Monitoring briefing and noted the Trust Council instructed the Local Planning Committee to add 'option for the monitoring of development permit areas' to its work program list and prioritize it in relation to other Local Planning Committee Work Program items.

Discussion ensued. It was decided the topic be discussed further in section 5: Local Planning Committee Work Program.

4.6 Food Security Guide and Implementation

DLPS Marlor reviewed the Food Security Guide and Implementation briefing and noted that it is going forward to Trust Council.

4.7 Time Tracking

DLPS Marlor asked what is the usefulness of the time tracking to the Committee. The process is being reviewed to increase efficiency and usefulness of the data collection.

Discussion ensued. The Members advised time tracking is beneficial for the following:

- Determining when to recover costs from development applicants
- Monitoring fairness between trust areas
- Rebutting myths about how money was spent
- When Trust Council gives direction of splitting planners time for projects
- Application fees assessment

4.8 LPC Meeting Dates for 2011

DLPS sought confirmation the change in the August LPC meeting date from August 23 to August 18 was acceptable.

Under resolution LPC 08/2011 the Committee had previously agreed to the date change.

Chair Ehring instructed Committee Secretary McClung to verify the August 18 meeting was posted.

4.9 DLPS Update on On-Going Items

4.9.1 GHG and RAR Communications Update

DLPS Marlor asked whether Committee would like a briefing on how money allocated last fiscal to GHG and RAR Communications was used and noted there is no budget for the current fiscal.

Discussion ensued and the Committee felt RAR Communication was very important.

Resolution LPC 16/ 2011

It was Moved and Seconded that Staff prepare a report on GHG & RAR expenditure of money for the August LPC meeting.

CARRIED

4.9.2 Islands Trust Green Shores for Homes Project

DLPS Marlor gave an overview and noted that he is sitting on the Steering Committee and that RPM Jackson is sitting on Technical Advisory Committee.

Discussion ensued. DLPS Marlor will prepare a briefing for August LPC Meeting.

4.9.3 Integrated Shoreline Mapping

RPM Jackson provided an update on the shoreline mapping project.

Discussion ensued. RPM Jackson will prepare a briefing for August LPC Meeting.

4.9.4 Green Technology Structures

DLPS Marlor gave an overview and noted that Planner Eggen seeks further guidance on what the LPC would like.

Discussion ensued. LPC advised it is not ready to give direction at this time and instructed the item left on Work Program and agenda for August LPC Meeting.

Trustee Malcolmson left the meeting teleconference.

4.9.5 Natural Boundary of the Sea

DLPS Marlor noted that Staff circulated memo forwarded to planners providing clarification on legislative definition and that no further action is required on this agenda item.

4.9.6 GHG Emission Reduction Work

The chair noted that this had been dealt with under 4.9.1

4.9.7 OCP/LUB Review Schedule

DLPS Marlor noted that the schedule was forwarded to Trust Council who will review with their Local Trust Committees and respond with any amendments.

5. LOCAL PLANNING COMMITTEE WORK PROGRAM

5.1 Local Planning Committee Report

The Local Planning Committee discussed the report and amended the Work Program as follows:

1. Remove the sentence beginning with "Planning staff have received a model staff report..." from Section 1.
2. Add Covenant and Development Permit Monitoring to On-Going Items

Resolution LPC 17/ 2011

It was moved and seconded that the Local Planning Committee approve the LPC work program as amended and forward it to the Trust Council.

CARRIED

6. ADJOURNMENT

The meeting was adjourned at 12:42 p.m., by consensus.

RECORDER

CHAIR