

# ADOPTED

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

<b><u>Present:</u></b>	George Ehring Joyce Clegg Louise Decario David Graham Fred Hunt Tony Law Sheila Malcolmson	Chair Committee Member Committee Member Committee Member Committee Member Committee Member via teleconference Ex-officio Member via teleconference
<b><u>Staff:</u></b>	David Marlor Linda McClung	Director, Local Planning Services Committee Secretary
<b><u>Guests:</u></b>	Craig Elder Chris Jackson Robert Kojima	Director, Administrative Services Regional Planning Manager Regional Planning Manager
<b><u>Regrets:</u></b>	Jen Gobby Jan Hagedorn Derek Masselink Gary Steeves	Committee Member Committee Member Committee Member Committee Member

There were no members of the public in attendance.

Chair Ehring opened the meeting at 10:00 am, with Ex-officio Member Malcolmson and Committee Member Law 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:

- Add 6.1 “Bylaw Processes and Related Communications”

#### Resolution LPC 18/2011

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 the following changes were made:

- Remove “Bylaw Enforcement” agenda item 3.8 (February 17, 2011 LPC meeting) as this is a staffing issue;
- Remove completed items

### Resolution LPC 19/2011

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

**CARRIED**

## **2. ADOPTION OF MEETING MINUTES**

### 2.1 Minutes of May 18, 2011 Meeting

Chair Ehring asked for any amendments to the minutes; they were as follows:

- Section 4.9.3 “Jones” should be “Jackson”.
- Section 4.2 remove “in retaliation”.
- Section 4.5 remove “guest” before Bylaw Enforcement Coordinator Drew.
- Section 4.5 “Westcoast Vacation” should be “Westcoast Vacation Rentals”.
- Section 4.7 underscore heading.
- Section 4.7 replace “Committee” with “Members” in second paragraph.

### Resolution LPC 20/ 2011

It was Moved and Seconded that the Local Planning Committee meeting minutes of May 18, 2011 be adopted as amended.

**CARRIED**

## **3. DECISION ITEMS**

### 3.1 LPC Participation in Development Application Fee Analysis Project

The Director of Local Planning Services and the Director of Administrative Services introduced the Request For Decision paper, highlighting potential issues.

Discussion ensued. It was requested that Staff make the following amendments:

1. Add “Fee Task Force” in title of Appendix A.
2. Add that the concept of using an approach to charge per hard costs is used by other local governments.

### Resolution LPC 21/ 2011

It was Moved and Seconded that the Local Planning Committee forward the recommendation to give approval in principle of the

approach to application fees as recommended by the Fee Task Force in Appendix A to Trust Council.

**CARRIED**

Resolution LPC 22/ 2011

It was Moved and Seconded that the Local Planning Committee forward the recommendation to request Staff to develop a model local trust committee fees bylaw that incorporates the Fee Task Force recommendations in Appendix A to Trust Council.

**CARRIED**

Resolution LPC 23/ 2011

It was Moved and Seconded that the Local Planning Committee forward the recommendation to request Staff to develop draft amendments to Trust Council Policy 5.6.i – *Application Processing Services* that would make the policy consistent with the proposed approach to application fees to Trust Council.

**CARRIED**

Resolution LPC 24/ 2011

It was Moved and Seconded that the Local Planning Committee request that the deposit for external costs for rezoning applications and temporary use permit applications be based on staff estimates of external costs to process the application plus 50% for contingency.

**CARRIED**

3.2 Community Housing Task Force

Committee Member Law presented the Request For Decision and thanked staff for their hard work on the application guide.

Resolution LPC 25/ 2011

It was Moved and Seconded that the Local Planning Committee direct Staff to amend the first bullet to include “issue news release”.

**CARRIED**

Resolution LPC 26/ 2011

It was Moved and Seconded that the Local Planning Committee forward the Community Housing Task Force products to Trust Council.

**CARRIED**

### 3.3 LPC Terms of Reference

The Director of Local Planning Services presented the Request For Decision options for updating the Terms of Reference. Discussion ensued.

#### Resolution LPC 27/ 2011

It was Moved and Seconded that the Local Planning Committee request that the Islands Trust Council request the Executive Committee to undertake the tasks listed in the recommendations.

**CARRIED**

## 4. DISCUSSION ITEMS

### 4.1 Procedural Certainty and Administrative Fairness

The Director of Local Planning Services gave a brief overview of the completed first two phases and asked whether phase three should be pursued. Committee members suggested changes to the report, which the Director agreed to consider.

#### Resolution LPC 28/ 2011

It was Moved and Seconded to direct the Director of Local Planning Services to prepare a briefing to the Trust Council on the status of the Procedural Certainty and Administrative Fairness item.

**CARRIED**

### 4.2 Food Security Guide and Implementation

The Director of Local Planning Services gave a status report on Food Security. Committee members suggested changes to the report, which the Director agreed to consider.

#### Resolution LPC 29/ 2011

It was Moved and Seconded to forward the briefing to Trust Council as amended.

**CARRIED**

### 4.3 Options for Development Permit Monitoring

Regional Planning Manager Kojima presented a verbal briefing on the increasing need for monitoring development permits, temporary use permits, building permits and covenants.

Discussion ensued. It was decided the topic be prioritized in section 7: Local Planning Committee Work Program.

#### 4.4 Riparian Area Regulation

##### 4.4.1 Riparian Areas Regulation Implementation Update

The Director of Local Planning Services presented a status update on the Riparian Area Regulation

##### Resolution LPC 30/ 2011

It was Moved and Seconded to forward the Riparian Areas Regulation Implementation Update briefing to Trust Council.

**CARRIED**

##### 4.4.2 GHG and RAR Communications Expenditure Report

The Director of Local Planning Services presented the expenditure report. Discussion ensued. The Director of Local Planning Services was asked to reformat the report, separating Greenhouse Gas Emission and Riparian Areas Regulation communications, and giving totals for each of the three regions.

##### Resolution LPC 31/ 2011

It was Moved and Seconded that Staff amend the report as discussed and forward to Trust Council.

**CARRIED**

##### 4.4.3 RAR Communications – FAQ for Staff and Public

The Director of Local Planning Services presented the draft Frequently Asked Questions for Staff and Public documents. The Local Planning Committee received the document Frequently Asked Questions – for Staff and members will forward electronic comments to the Director of Local Planning Services.

Discussion ensued regarding the FAQ for the public. Chair Ehring suggested the FAQ previously created for Salt Spring be used as it was user friendly. Staff will circulate the Salt Spring FAQ on RAR for comment.

#### 4.5 Green Technology Structures

The Director of Local Planning Services gave an overview and noted that Planner Eggen seeks further guidance on what technology the LPC would like Staff to focus on and whether it is for domestic use or for a larger scale.

Discussion ensued. LPC advised domestic wind power was its priority and amended the Local Planning Committee Work plan accordingly.

## 5. **BRIEFINGS/UPDATES**

### 5.1 Ministry of Transportation & Infrastructure (MoTI) Protocol and Memorandum of Understanding (MOU)

The Director of Local Planning Services reported he has arranged for annual meetings with MoTI to restart. Staff would like to review the 1994 Letter of Agreement as it is out of date and explore setting up a protocol with MoTI.

Discussion ensued. The Local Planning Committee welcomed the reintroduction of meetings and the review of the agreement. The Director of Local Planning Services was advised local trust committees would like input into the agendas.

### 5.2 Bylaw Enforcement Projects Update

The Director of Local Planning Services presented an update on the Bylaw Enforcement Notification Bylaw project, including a draft schedule and brochure. It was requested that Members provide feedback to Bylaw Enforcement Coordinator Drew or Bylaw Enforcement Administrative Assistant McClung.

It was also noted that Hornby, Thetis and Salt Spring dates needed to be updated.

#### Resolution LPC 32/ 2011

It was Moved and Seconded that Staff forward the updated report to Trust Council.

**CARRIED**

### 5.3 Integrated Shoreline Mapping Update

The Local Planning Committee received an oral report from Regional Planning Manager Jackson advising mapping of nine of the twelve islands is complete. The remaining three islands will be complete once missing data is received from the Province.

It was also noted that the education component was being moved to January-March 2012. Trustees would like to be well informed of the presentation content prior to community presentations.

#### Resolution LPC 33/ 2011

It was Moved and Seconded that Staff forward the Integrated Watershed and Shoreline Mapping report to Trust Council.

**CARRIED**

5.4 Islands Trust Green Shores for Homes Project

The Local Planning Committee received the Green Shores for Homes Project briefing from the Director of Local Planning Services.

Resolution LPC 34/ 2011

It was Moved and Seconded that Staff forward the Islands Trust Green Shores for Homes Project report to Trust Council.

**CARRIED**

5.5 OCP/LUB Review Schedule

The Local Planning Committee received the OCP/LUB Review Schedule briefing from the Director of Local Planning Services.

Resolution LPC 35/ 2011

It was Moved and Seconded that Staff forward the OCP/LUB Review Schedule to Trust Council.

**CARRIED**

6. **NEW BUSINESS**

6.1 Bylaw Processes and Related Communications

This item was not discussed.

7. **LOCAL PLANNING COMMITTEE WORK PROGRAM**

7.1 Local Planning Committee Report

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

1. Green Technology should be first priority. Add 'staff to provide report to Local Planning Committee on domestic wind technology. Consider tidal technology as next topic.'
2. Move Development Application Fee to second priority.
3. Add Development Permit application monitoring as third priority.
4. Move Riparian Area Regulation to top of On-Going Items list.
5. Remove Community Housing Task Force
6. Remove Conservation Covenant Management

Resolution LPC 36/ 2011

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

**CARRIED**

8. **NEXT MEETING**

The next meeting is tentatively scheduled for November 10, 2011 in Victoria.

9. **ADJOURNMENT**

The meeting was adjourned at 3:10p.m., by consensus.

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**RECORDER**

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**CHAIR**