

# ADOPTED

## MINUTES OF THE LOCAL PLANNING COMMITTEE MEETING HELD ON FEBRUARY 8, 2012 AT 10:00 AM AT THE ISLANDS TRUST OFFICE, VICTORIA, BC

<b><u>Present:</u></b>	Louise Decario	Chair
	George Grams	Vice-Chair
	Brian Crumblehulme	Committee Member
	Jan Hagedorn	Committee Member
	Pamela Janszen	Committee Member
	Peter Johnston	Committee Member
	Mike Jones	Committee Member
	Gisele Rudischer	Committee Member
	Sue French	Committee Member via teleconference
	David Graham	Executive Committee Representative
	Sheila Malcolmson	Ex-officio Member via teleconference
<b><u>Staff:</u></b>	David Marlor	Director, Local Planning Services
	Linda McClung	Committee Secretary
<b><u>Guest:</u></b>	Linda Adams	Chief Administrative Officer
	Lisa Gordon	Director, Trust Area Services
	Kaitlin Kazmierowski	Island Planner
	Marnie Eggen	Planner 1
	Sandy Pottle	Trustee, Galiano Island

There were no members of the public in attendance.

The Director of Local Planning Services opened the meeting at 10:05 am.

### 1. **ELECTION**

#### 1.1 **Election of Chair**

The Director of Local Planning Services (DLPS) asked for nominations for the appointments to Chair, Vice-Chair and the Financial Planning Committee.

#### **Resolution LPC 1/2012**

It was Moved and Seconded that the Local Planning Committee appoint Trustee Decario as Chair of the Local Planning Committee.  
**CARRIED**

#### **Resolution LPC 2/2012**

It was Moved and Seconded that the Local Planning Committee appoint Trustee Grams as Vice-Chair of the Local Planning Committee.  
**CARRIED**

Resolution LPC 3/2012

It was Moved and Seconded that the Local Planning Committee appoint Trustee Decario as Committee representative to the Financial Planning Committee.

**CARRIED**

**2. AGENDA**

Resolution LPC 4/2012

It was Moved and Seconded that the Local Planning Committee meeting agenda be adopted as presented.

**CARRIED**

**3. LPC ORIENTATION**

**3.1 Terms of Reference**

PowerPoint presentation by the Director, Local Planning Services received for information.

**3.2 Getting Items onto the LPC Agenda**

PowerPoint presentation by the Director, Local Planning Services received for information.

**3.3 Agenda Format**

PowerPoint presentation by the Director, Local Planning Services received for information.

**3.4 Staff Resources**

PowerPoint presentation by the Director, Local Planning Services received for information.

**3.5 Strategic Plan**

The Chief Administrative Officer introduced the Islands Trust Council – Strategic Plan 2008-2011 to raise trustee awareness.

**4. FOLLOW UP ACTION LIST**

4.1 The Follow Up Action List was received for information.

## 5. **MEETING MINUTES**

- 5.1 The adopted Local Planning Committee meeting minutes of August 18, 2011 were received for information.

The Committee recommended that the following amendment be made:

- Section 1.2 Amend year from 2001 to 2011.

The Committee also requested the following:

- That decision items are posted on the Islands Trust website and marked that they are subject to ratification;
- That DLPS Marlor confer with Directors Gordon and Shelest regarding their current processes for circulating draft minutes of other executive committees; and
- That Follow Up Action Lists be circulated within two weeks of meeting date.

## 6. **TOP PRIORITIES FROM WORK PROGRAM**

### 6.1 **Encouraging Green Technology Structures**

DLPS Marlor introduced the Encouraging Green Technology Structures briefing, noting the work accomplished and current direction of research to be conducted.

### 6.2 **Development Application Fee Analysis Task Force**

DLPS Marlor reviewed the Development Application Fee Analysis Task Force briefing and provided background to its purpose.

Committee members requested a copy of the actual taskforce report and Trust Council's resolutions.

### 6.3 **Development Permit Monitoring**

DLPS Marlor introduced the briefing and noted development permit monitoring was currently only happening on a sporadic basis.

Committee members asked staff to approximate the magnitude of the issue at a future meeting.

## 7. **ON-GOING ITEMS FROM WORK PROGRAM**

### 7.1 **Riparian Areas Regulation (RAR) Implementation**

DLPS Marlor reviewed the briefing which outlined whether Local Trust Area bylaws were in compliance with RAR regulations.

## **7.2 Bylaw Dispute Adjudication System**

DLPS Marlor introduced the briefing on the bylaw dispute adjudication system which outlined the adoption status of the new bylaw by Local Trust Area.

## **7.3 Integrated Watershed & Shoreline Protection Approach**

Briefing received for information.

DLPS Marlor was requested to bring maps to next Local Planning Committee meeting.

## **7.4 Green Shores For Homes Credit Rating System**

DLPS Marlor reviewed the briefing on Green Shores For Homes Credit Rating System.

The Committee requested the following change:

- Page 4 states “opportunities for merging...into... regulatory bylaws”. Stewardship rather than regulation should be emphasized.

## **7.5 Letter of Agreement with Ministry of Transportation and Infrastructure**

DLPS Marlor reviewed the Letter of Agreement with Ministry of Transportation and Infrastructure briefing. It was noted that the Ministry will be meeting annually with staff and trustees to discuss planned road maintenance scheduled for the following year.

It was requested that staff find and circulate the briefing for acquiring Ministry approval for electric cars which went to the Trust Programs Committee.

## **7.6 Greenhouse Gas Emission Reduction**

Verbal report on Greenhouse Gas Emission Reduction received from DLPS Marlor for information.

It was requested that staff circulate the 2007 statistics to Committee members for information.

## **7.7 Food Security**

DLPS Marlor and Planner Kazmierowski reviewed the Food Security briefing. It was noted that additional information is located on the Islands Trust website under “Food Security” on the left side of the homepage under “Protecting Our Islands”.

## **7.8 Official Community Plan/Land Use Bylaw Program Status**

DLPS Marlor reviewed the purpose of the status report.

The committee broke for lunch at 12:10 and reconvened at 12:30 without Trustee French.

## **8. NEW BUSINESS**

### **8.1 Policy Statement Review**

The following points were raised by members of the LPC during a 90 minute discussion about the Policy Statement. LPC did not pass any resolutions on the policy statement. The following comments are not positions of LPC but major points that were raised by individual trustees during the discussion to be forwarded to Executive Committee.

#### **Public Process**

- Why is the Island Trust doing the Policy Statement and not the Province?
- Need to discuss what documentation is available to public in advance of Trust Council's decision in March on whether or not to proceed.
  - This is a huge decision to make by March without public consultation.
  - Potential public relations disaster if no grass roots support before embarking on policy review.
  - Could we have a place-mark for money for March and defer decision to June to allow more time for community consultation and community outreach?
  - Should put something in RFD to allude to Trust Council being able to stop the process at any time.

#### **Grant Application**

- The grant appears to be money for integrated community sustainability plan but is the Policy Statement such a plan?

#### **Financial**

- Would like to examine cost of working with current policy over a 10 year period to determine the cost and benefit of undertaking the policy statement review.
  - Need to clarify that budget decisions are flexible and will be voted on by Council each year.
  - Should tie together Project Manager and staff costs.
  - What are the reasons/background for \$130K Islands Trust contribution?

#### **The RFD**

- Would like current policy statement attached to the RFD.
- Appendix 4 needs a title page.
- Add links to the policies being referred to in the RFD.
- Option missing – having special advisory group on every island to review policy statement and come up with recommendations. Bottom up! Does grant allow for this?
- Option missing – consideration about doing a scaled-down review of the Policy Statement
- Will the revised policies remove autonomy from LTCs and give more to TC? Wording of RFD seems to suggest this. Page 60 ‘directive policies- lack of direction’ – gives impression very much Top Down, not Bottom Up.
- Topic review inventory – was it prioritized?
  - RFD – 2<sup>nd</sup> paragraph “including” doesn’t seem right word; “advising” or “informing”?
  - RFD – 3<sup>rd</sup> paragraph ‘negation of Gas Tax funding agreement’ instead?
  - Last paragraph, 1<sup>st</sup> page, remove ‘participation in’.
- Current policy statement has no definition for environment (social, natural, cultural, economic, etc.)
- Trust policy statement policies, staff need guidance on interpretation.

#### **LTC Work**

- How will this affect LTC work programs, in terms of impacts on local planning staff?
- Policy review will also have an impact on trustee time and ability to undertake other work.

#### **Steering Committee**

- Need to know the parameters on constitution of steering committee – who will sit on the committee?

## **9. REPORTS**

### **9.1 Local Planning Committee Work Program Report**

The Local Planning Committee Work Program was reviewed and the following amendments were requested:

#### Encouraging Green Technology Structures:

- Remove “Structures” from Green Technology Structures heading
- Move “Model policy and regulatory wording to address domestic wind power” from Planned to Current.
- Add “Model policy and regulatory wording to address hydrothermal heating” to Planned.

#### Development Permit Monitoring

- DLPS to update wording to reflect the drafting of bylaws

Resolution LPC 5/2012

It was Moved and Seconded that the Local Planning Committee direct staff to prepare a Request for Decision with recommendations to Executive/Trust Council to have Quality Management as a priority on the Local Planning Committee work program.

**CARRIED**

**9.2 Projects and OCP/LUB Report Format**

DLPS Marlor reviewed the Projects and OCP/LUB Report Format briefing, outlining the proposed new report format.

**10. MEETING SCHEDULE**

**10.1 Meeting Schedule for 2012**

Resolution LPC 6/2012

It was Moved and Seconded that the Local Planning Committee adopt the 2012 Meeting Schedule as presented.

**CARRIED**

**11. ADJOURNMENT**

The meeting was adjourned at 2:42pm, by consensus.

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**RECORDER**

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**CHAIR**