

# ADOPTED

## MINUTES OF THE LOCAL PLANNING COMMITTEE MEETING HELD ON FEBRUARY 17, 2011 AT 10:00 AM AT THE ISLANDS TRUST OFFICE, VICTORIA, BC

<b><u>Present:</u></b>	George Ehring Joyce Clegg Tony Law Fred Hunt Louise Decario David Graham Derek Masselink Gary Steeves Jan Hagedorn Sheila Malcolmson	Chair Committee Member Committee Member via teleconference Committee Member via teleconference Committee Member Committee Member Committee Member Committee Member Committee Member via teleconference Ex-officio Member
<b><u>Staff:</u></b>	Mac Fraser Stephanie Somers	Director, Local Planning Services Committee Secretary
<b><u>Guest:</u></b>	Brodie Porter Miles Drew David Marlor	Island Planner Bylaw Enforcement Coordinator Regional Planning Manager
<b><u>Regrets:</u></b>	Jen Gobby	Committee Member

There were no members of the public in attendance.

Chair Ehring opened the meeting at 10:04 am, with Trustee Law and Trustee Hunt attending via telephone. Trustee Masselink arrived at 10:18am.

### 1. **AGENDA**

#### 1.1 Adoption of Agenda

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

- 3.1 to be moved to take place before 3.9
- Climate Change and Follow Up to Randall Arendt's session at December Trust Council to be added as item 3.10.8
- 3.9 to be moved to take place after 3.4

#### Resolution LPC 01/2011

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

**CARRIED**

## 1.2 FUAL

It was noted that all items are on the meeting agenda except Staff Time Allotted to Public Enquiries

### Resolution LPC 02/2011

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 November 10, 2010 Meeting

Chair Ehring asked for any amendments to the minutes; there were 4 grammatical errors;

1. Section 3.2: "planed" should be "planned"
2. Section 3.3: add the word "the" between reviewed and briefing
3. Section 3.7: add the word "of" between be and value
4. Section 3.9.3: remove the word "the" after come

### Resolution LPC 03/ 2011

It was Moved and Seconded that the Local Planning Committee meeting minutes of November 10, 2010, be adopted as amended.

**CARRIED**

## 3. **STRATEGIC OBJECTIVES**

### 3.2 Riparian Area Regulation Implementation Update

DLPS Fraser reviewed the briefing, noting that a letter from the Ministry of Environment is expected soon, and bylaws should be coming to Local Trust Committees shortly after this letter is received.

Discussion ensued.

### Resolution LPC 04/ 2011

It was Moved and Seconded that the Local Planning Committee forward the Riparian Area Regulation Briefing to Trust Council.

**CARRIED**

### 3.3 Ministry of Transportation Letter of Agreement Update

DLPS Fraser introduced and reviewed the briefing and noted that it will be coming back to the August LPC with the Letter of Agreement.

Discussion ensued

#### 3.4 Conservation Covenant Management

Planner Porter reviewed the Request for Decision, noting Conservation Covenants are much different than Development Permits.

Discussion ensued. DLPS Fraser was asked to ensure that all Local Trust Committees are made aware of their existing covenants of all types and that the proposed conservation covenant management approach be appropriately institutionalized.

##### Resolution LPC 05/ 2011

It was Moved and Seconded that the Local Planning Committee forward the Request for Decision to Trust Council.

**CARRIED**

#### 3.8 Bylaw Enforcement Projects Update

Bylaw Enforcement Coordinator Drew reviewed the briefing.

Discussion ensued. DLPS Fraser noted that the possibility of a new bylaw enforcement officer position will be brought to the August Local Planning Committee.

DLPS Fraser presented the Bylaw Enforcement Process Flow Charts noting the bylaw process is complex.

#### 3.5 Policy 4.1.viii – LTC Sponsored/Initiated Development Applications

DLPS Fraser reviewed the Request for Decision and reviewed the minutes of the September 2010 Trust Council meeting regarding the previous submission of this Request for Decision.

Discussion ensued.

##### Resolution LPC 06/ 2011

It was Moved and Seconded that the Local Planning Committee forward the Request for Decision to March Trust Council subject to Executive Committee approval.

**CARRIED**

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

DLPS presented the Request for Decision noting that Trust Council needs to develop the taskforce, and that 4 members from the Financial Planning Committee volunteered yesterday, 3 of which are also members of Local Planning Committee. Taskforce volunteers include Trustees Clegg, Steeves, and Graham from both Financial Planning Committee and Local Planning Committee and Trustee Luckham from Financial Planning Committee.

Discussion ensued. Amendments to the recommendations of the Request for Decision were discussed.

#### Resolution LPC 07/ 2011

It was Moved and Seconded that the Local Planning Committee forward the Request for Decision to Trust Council with the amended recommendations.

**CARRIED**

### 3.7 LPC Meeting Dates for 2011

Committee Secretary Somers reviewed the resolution from the November 2010 Local Planning Committee and suggested that the committee move the August 23 meeting to August 18.

#### Resolution LPC 08/ 2011

It was Moved and Seconded that the Local Planning Committee meeting of August 23, 2011 be changed to August 18, 2011.

**CARRIED**

The committee broke for lunch at 12:16pm and reconvened at 12:51pm. Trustee Jan Hagedorn joined at 1:05 pm

### 3.10 DLPS Update on On-Going Items

This item was moved to before 3.1 and 3.9 as RPM Marlor had not joined the meeting yet.

#### 3.10.1 GHG and RAR Communications Update

DLPS Fraser gave an overview of Green House Gas Communications work and noted that:

- the Northern Region has various local activities by Local Trust Committees with a contribution from Hornby Local Trust Committee to the Salt Spring Island Climate Action Council;
- the Salt Spring Island Region is a partner in funding of the Salt Spring Island Climate Action Council; and

- the Southern Region has developed a Sustainability Checklist for the Southern Region with a small contribution to the Salt Spring Island Climate Action Council.

Trustee Ehring gave an overview of the Climate Action Council on Salt Spring Island for the information of the Committee members.

Discussion ensued.

DLPS Fraser gave an overview of Riparian Area Regulation Communications and noted that:

- the Northern Region is having presentations by Michele Jones, Qualified Environmental Professional (QEP) in the Local Trust Areas;
- the Salt Spring Island Region is also having a presentation by Michele Jones and continuing the work of planning contractor Kris Nichols with respect to the Official Community Plan and Development Permit Areas; and
- the Southern Region has North Pender Development Permit Areas Community Information Meetings and subsequent distribution of information the materials generated from those meetings.

Discussion ensued and DLPS Fraser noted that communications regarding Riparian Area Regulations will be sent out to all Trustees within the next couple weeks.

### 3.10.2 Islands Trust Green Shores for Homes Project

DLPS Fraser gave an overview and noted that our American partners are just getting organized and that the Steering Committee will meet in San Juan County for the first time on February 28, 2011.

### 3.10.3 Green Technology Structures

DLPS Fraser gave an overview and noted that Planner Eggen will now be the lead staff member on this subject and responsible to bring reports to LPC.

### 3.10.4 Natural Boundary of the Sea

DLPS Fraser gave an overview and noted that Trust Council and planners have been briefed and that adjustments to legislative definitions will be made as bylaws are amended.

### 3.10.5 Integrated Watershed & Shoreline Approach Update

DLPS Fraser gave an overview and noted that five proposals have been received and their evaluations are underway with work to happen between

March and July. The work will carry over into fiscal year 2011/2012 and that the project is entirely externally funded.

### 3.10.6 GHG Emission Reduction Work

DLPS Fraser gave an overview and noted that one minor Official Community Plan remains to be amended to meet legislative requirements.

### 3.10.7 OCP/LUB Review Schedule

DLPS Fraser gave an overview and noted that the review schedule will be included in the Trust Council agenda package and has changed very little from previous reports. DLPS Fraser also mentioned that the Local Trust Committees need to be giving 3<sup>rd</sup> reading to Official Community Plans within the next 3 months in order to secure Ministerial approval before the end of the current political term.

Discussion ensued

### 3.10.8 Update and Follow-Up to Randall Arendt's presentation to TC

DLPS Fraser asked the committee to consider any desired follow up to the presentation by Randal Arendt to the December 2010 Trust Council meeting.

Trustee Malcolmson requested if any LPC members had suggestions that they pass them onto to her or Trustee Steeves on behalf of the Executive Committee. Trustee Malcolmson advised that an invitation to the June 2011 Trust Council meeting on Denman Island is being extended to elected officials of Cortes Island to discuss innovative development on their island..

## 3.1 Community Housing Task Force Update

RPM Marlor joined the meeting via teleconference.

RPM Marlor reviewed the draft Request for Decision and asked if anyone had anything to add or concerns to express.

Minor changes to the Request for Decision were discussed.

### Resolution LPC 09/ 2011

It was Moved and Seconded that the Local Planning Committee forward the amended Request for Decision to March Trust Council.

**CARRIED**

## 3.9 Food Security Guidebook and Follow-Up Work

RPM Marlor reviewed the briefing and noted that the time lines are not set at this time.

Discussion ensued. Trustee Masselink suggested releasing the report with a press release as he thinks it will bring attention to some of the good work done and interest other jurisdictions.

Resolution LPC 09/ 2011

It was Moved and Seconded that the Local Planning Committee forward the briefing to March Trust Council.

**CARRIED**

**4. LOCAL PLANNING COMMITTEE WORK PROGRAM**

4.1 Local Planning Committee Report

DLPS Fraser reviewed the report.

Discussion ensued and the Committee amended the Work Program as follows:

1. Move Community Housing to On-Going Items
2. Move Protocol With Ministry of Transportation to On-Going Items
3. Remove Natural Boundary of the Sea from Work Program
4. Move Riparian Area Regulation Implementation to number one on Work Program
5. Move Bylaw Enforcement to number two on Work Program
6. Add Development Application Fee Analysis Taskforce to Work Program as number three on Work Program

Resolution LPC 10/ 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**

Chair Ehring noted that it is DLPS Fraser's final LPC meeting as he is leaving the Trust. The committee thanked him for his work over the last four years and wished him well in his future endeavours.

DLPS Fraser noted that this is Committee Secretary Somers's last committee meeting for a year as she will be leaving on maternity leave. The Committee thanked her for her hard work.

5. **ADJOURNMENT**

The meeting was adjourned at 2:05 p.m., by consensus.

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**RECORDER**

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**CHAIR**