



## **Regional Planning Committee Minutes of a Regular Meeting**

**Date:** February 16, 2024  
**Location:** Electronic Meeting

**Members Present:** Laura Patrick, Salt Spring Island Local Trustee, Chair  
Sam Borthwick, Denman Island Local Trustee, Vice Chair  
Mairead Boland, Saturna Island Local Trustee  
Aaron Campbell, North Pender Island Local Trustee  
Tobi Elliott, Executive Committee Representative  
Mikaila Lironi, Lasqueti Island Local Trustee  
David Graham, Denman Island Local Trustee  
Peter Luckham, Thetis Island Local Trustee (Ex Officio)

**Member Regrets:** Alex Allen, Hornby Island Local Trustee

**Staff Present:** Stefan Cermak, Director, Planning Services  
Narissa Chadwick, Island Planner  
Anthony Fotino, Island Planner  
William Shulba, Senior Freshwater Specialist  
Rob Kroeker, Planning Services Administrative Assistant / Recorder

**Others Present:** One member of the public was present.

### **1. CALL TO ORDER**

Chair Patrick called the meeting to order at 10:02 a.m. Trustee Borthwick acknowledged that participants of the meeting were attending all across the territories and home of the Coast Salish peoples.

### **2. AGENDA**

#### **2.1 Review of the Agenda**

No new or late items were presented for consideration.

#### **2.2 Approval of the Agenda**

The following changes to the agenda were presented for consideration:

- Item 8.1 Bylaw Compliance and Enforcement Review to be discussed first
- Item 7.3 LTC Screening Exercise (Major Projects Review) be discussed with Item 7.9 Major Planning Project Funding

**By general consent** the agenda was approved as amended.

### **3. PUBLIC COMMENT PERIOD**

## **ADOPTED**

No member of the public wished to comment.

#### **4. DELEGATIONS**

None.

#### **5. CORRESPONDENCE**

None.

#### **6. ADMINISTRATIVE COORDINATION**

##### **6.1 Draft Minutes of Previous Meeting**

6.1.1 RPC Regular Meeting Minutes of November 15, 2023

**By general consent** the Regional Planning Committee Minutes of November 15, 2023, were adopted as presented.

##### **6.2 Resolutions Without Meeting (RWM)**

None.

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

The Follow-up Action List was presented for information.

#### **8. BUSINESS - NEW**

##### **8.1 Bylaw Compliance and Enforcement Review – RFD**

Director Cermak presented the Request for Decision. Committee discussion included:

- Regional Planning Committee's role in the project
- bylaw enforcement is an important interface with the public
- administrative fairness
- public acceptance of procedures
- new Cityview portal will make bylaw enforcement process more interactive and provide more information and transparency
- voluntary consultation with Ombudsperson
- the Project Charter directs staff work
- the human element of enforcement
- adopting wording from Ombudsperson's report for the purpose statement
- reporting through the stages of the project on the Islands Trust website helps inform public of efforts
- challenges finding relevant policies from the Bylaw Compliance and Enforcement webpage

## **ADOPTED**

- complexity of many sets of bylaws across islands is a root cause of challenges
- project could be forwarded to Local Trust Committees for their comments upon completion
- including an implementation plan

### **RPC 2024-001**

It was **MOVED** and **SECONDED**,

that Regional Planning Committee amend the Project Charter for Bylaw Enforcement Review with the following amendments and forward to Trust Council, as amended.

- **PURPOSE:** To resolve bylaw enforcement matters efficiently and with minimal conflict by reviewing and amending islands Trust Bylaw Enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence.
- **add to DELIVERABLE:** Communications team work with planning staff to post regular Bylaw Compliance Review project updates to Islands Trust website.
- **add to IN SCOPE:** A legal review of draft documents.
- **remove from OUT OF SCOPE:** Expenses beyond staff time.
- **amend IAP2 ENGAGEMENT LEVEL to IAP2 PUBLIC ENGAGEMENT LEVEL**

**CARRIED**

### **RPC 2024-002**

It was **MOVED** and **SECONDED**,

that Regional Planning Committee amend the Work Plan for Bylaw Enforcement Review with the following amendments and forward to Trust Council, as amended.

- **Phase 2 Item 1:** 'Project Charter, Work Plan and Briefing prepared for Trust Council': replace Briefing with Request for Decision
- **Phase 4:** Add a new item: Draft an implementation plan

**CARRIED**

## **7. BUSINESS – WORK PROGRAM ITEMS**

### **7.1 Freshwater Sustainability Strategy Implementation FY 24/25 - BRF**

Freshwater Specialist Shulba presented the Briefing. Committee discussion included:

- challenges to organization-wide implementation planning
- staff resources
- understanding freshwater dynamics is fundamental to Trustees' work
- strategic goals versus mapping work completed
- data visualization to perceive completion achieved and gaps
- interagency conversations
- sustained attention to support long term work across fiscal year cycles
- resolutions were made last term that directed the development of an implementation plan

Trustee Graham left the meeting at 12:03 p.m.

## ADOPTED

The Regional Planning Committee recessed at 12:31 p.m. and resumed at 1:00 p.m.

### **RPC 2024-03**

It was **MOVED** and **SECONDED**,  
that Regional Planning Committee request staff to develop a Freshwater Sustainability Strategy implementation plan that defines the roles and responsibilities of the Regional Planning Committee, Trust Programs Committee, Trust Council, and key staff that is operationalized through multi-year work plans, budget requests, and program-specific implementation plans.

**CARRIED**

### **7.2 Governance Review – Annex 1 Recommendations Summary - BRF**

Director Cermak presented the Briefing for information.

### **RPC 2024-004**

It was **MOVED** and **SECONDED**,  
that Regional Planning Committee request staff to convene a Special Meeting to discuss the recommendations from the Governance Review that are pertinent to Planning Services.

**CARRIED**

### **7.4 Montreal Pledge COP15 Biodiversity Framework and potential impacts for the work of Islands Trust - BRF**

Trustee Elliott introduced the Briefing. Committee discussion included:

- spatial mapping tools
- technical supports for regional planning and conservancy work
- balancing housing solutions with ecosystem preservation
- instruction for the Land Suitability Mapping tool developed by Islands Trust

### **7.5 Shoreline Planning and Protection – Trust-wide Review Discussion - BRF**

Director Cermak presented the briefing. Committee discussion included:

- islands Trust Area shoreline is extensive
- protecting cultural heritage elements
- opportunity area to strengthen relations with First Nations
- Snuneymuxw First Nation leads on underwater mapping
- derelict vessels
- interagency cooperation and knowledge sharing
- collaborative process opportunities, such as a stakeholder forum
- protecting shorelines with erosion potential
- a Trustee who was part of a Sea to Sea grant and spent time with Knowledge Holders and community members on the water for the project found great value in direct relationship building

### **7.6 Housing Needs Reports – Updated Business Case**

## **ADOPTED**

Director Cermak presented updates to the Business Case for information.

**By general consent** the Business Case was approved.

### **7.7 Implementation Update – Housing Strategic Action Plan - BRF**

Director Cermak provided the briefing for information.

### **7.8 Short Term Rental Accommodation Act Evaluation - BRF**

Director Cermak introduced the briefing. Committee discussion included:

- legal non-conforming status
- provincial government legislation and associated dates
- Local Trust Committees have differing preferences and systems
- Temporary Use Permits

#### **RPC 2024-05**

It was **MOVED** and **SECONDED**,  
that Regional Planning Committee ask staff to provide information about the  
implications for Local Trust Committees regarding Item 4 of the Short Term Rental  
Opportunities and Challenges staff report.

**CARRIED**

Items #7.3 and #7.9 were combined for discussion.

### **7.3 LTC Projects Screening Exercise (Major Projects Review) - BRF**

Director Cermak introduced the Briefing. Committee discussion included:

- measuring Official Community Plan health
- growth rate and growth potential
- proactive orientation to updating Official Community Plans
- if same concerns emerge in Local Trust Committee health check of Official Community Plans, opportunities to streamline present for staff
- including number of pages of projects in data table
- Official Community Plan review preliminary work is complex and takes time
- it is critical to engage and represent First Nations and stakeholder perspectives first

### **7.9 Major Planning Project Funding - Discussion**

Vice Chair Borthwick introduced the item. Committee discussion included:

- Local Trust Committee major projects are frequently decisive for the budget
- challenges in moving from business case to activity
- scoping of projects
- the corporate planning process currently in development
- other municipalities tend to accumulate a fund and draw from that

## **ADOPTED**

- flexibility of fund is a strategic asset to get projects completed

**By general consent** the Regional Planning Committee will return discussion of the Major Project Fund to a future agenda. Trustees will bring ideas for criteria to assess the health of Official Community Plans and Land Use Bylaws.

### **9. WORK PROGRAM**

Received for information.

#### **9.1 Work Program Top Priority Review – RFD**

Director Cermak presented the Request for Decision. Committee discussion included:

- maintaining Official Community Plans and Land Use Bylaws
- refine Strengthen Housing Affordability goal to focus on implementing work completed by staff for Regional Planning Committee
- narrowing scope of objectives

#### **RPC 2024-06**

It was **MOVED** and **SECONDED**,  
that Regional Planning Committee amend its Work Program to identify the following three top priorities: implementing the Housing Strategic Action Plan, implementing the Freshwater Sustainability Strategy, and completing the Bylaw Enforcement Review.

**CARRIED**

### **10. NEXT MEETING**

The next scheduled meeting of the Regional Planning Committee is May 24, 2024.

### **11. CLOSED MEETING**

The Committee did not close the meeting.

### **12. RISE AND REPORT**

As the Committee did not close the meeting, there was no need for the Committee to discuss this option.

### **13. ADJOURNMENT**

**By general consent** the meeting adjourned at 3:24 p.m.

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Laura Patrick, Chair

**ADOPTED**

Certified Correct:

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Rob Kroeker, Planning Services Administrative Assistant / Recorder