



Regional Planning Committee Minutes of a Regular Meeting

Date: November 8, 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
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: Aaron Campbell, North Pender Island Local Trustee

Staff Present: Stefan Cermak, Director, Planning Services
Robert Kojima, Regional Planning Manager
William Shulba, Senior Freshwater Specialist
Warren Dingman, Bylaw Compliance and Enforcement Manager
Rob Kroeker, Planning Services Administrative Assistant / Recorder

Others Present: None.

1. CALL TO ORDER

Chair Patrick called the meeting to order at 10:00 a.m. and acknowledged that participants of the meeting were attending all across the territories of the Coast Salish peoples.

2. AGENDA

2.1 Review of the Agenda

No late or new items were presented for consideration.

2.2 Approval of the Agenda

By general consent the Regional Planning Committee approved the agenda as presented.

3. PUBLIC COMMENT PERIOD

No member of the public was present.

4. DELEGATIONS

None.

5. CORRESPONDENCE

5.1 2024-09-09 Mudge Island Community Association, Rich Brooks

Received for information. It was noted that the Gabriola Island Local Trust Committee recently passed their Gabriola Local Trust Committee Bylaw Enforcement Policy featuring a section specific to Mudge Island and community concerns. The meeting had strong attendance from the Mudge Island community.

5.2 2024-10-06 Chair Patrick, Community Land Trusts

Received for information.

5.3 2024-11-01 Chair Patrick, Bylaw Enforcement Duty vs. Discretion

Received for information.

6. ADMINISTRATIVE COORDINATION

6.1 Draft Minutes of Previous Meeting

6.1.1 RPC Regular Meeting Minutes of September 4, 2024

By general consent the Regional Planning Committee Minutes of September 4, 2024, 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.

7. BUSINESS – WORK PROGRAM ITEMS

7.1 Regional Planning Committee Terms of Reference - Briefing

The briefing was introduced by Chair Patrick. Committee discussion included:

- Regional Planning Committee proposals must be referred through Executive Committee to go to Trust Council per Trust Council Policy 2.3.1
- Regional Planning Committee is an advisory committee to Trust Council that makes recommendations and provides direction

- any documents referred to Trust Council should have clear recommendations for actions

7.2 Planning Services Project Feasibility Assessment and Local Trust Committee Major Project Business Cases - Briefing

The briefing was introduced by Director Cermak. Committee discussion included:

- there are more projects than staff resources available
- ongoing projects are generally hitting their milestones
- a strong community sense of ownership, engagement needs, and First Nations feedback have slowed advancement of Lasqueti Official Community Plan project even with reduced scope
- relationships with First Nations are a large factor in the progress of projects
- Gabriola is advancing quickly through phases of their major project and on target to finish phase 2 by end of this fiscal year
- Gabriola work may assist in setting a template for this process
- Regional Planning Committee can recommend hiring staff or consultants
- Island Planners could mentor junior planners in major projects and delegate routine work
- options to address staff resource gap include delaying the start of one of the new major projects
- Lasqueti major project is a realistic candidate for delay

RPC 2024-022

It was MOVED and SECONDED,

that Regional Planning Committee advise Financial Planning Committee that it supports the Local Trust Committee Major Projects as submitted, and supports the Planning Services Feasibility Assessment staff report of September 27, 2024, including the assumption that adequate resources will become available through the year due to rescheduling.

CARRIED

7.3 Bylaw Compliance and Enforcement Policy Review Updates – Request For Decision

Director Cermak introduced the request for decision, indicating that the plain language version of the Bylaw Compliance and Enforcement Best Practices Manual is returned after discussion at Trust Council. Committee discussion included:

- Bylaw Compliance and Enforcement Pathway flowchart is a visual depiction of the bylaw enforcement process
- tone, readability and impression are improved for public use
- harmonize documents and align any repeated information across bylaw enforcement resources
- hyperlinks in the Manual are useful but directions should be given to find resources for residents who are not accessing resources using the internet
- prioritize community representation in the Trustee Roles and Responsibilities section

- setting the expectation that Trustees are a source of information without starting the enforcement process
- specific revisions for plain language clarity
- expected response periods for steps of the bylaw enforcement process
- improve the description of Islands Trust dispute adjudication system, Islands Trust's dispute adjudication registry, and public attendance of adjudication procedures

Discussion of Item 7.2 was paused until Manager Dingman could return to the meeting. Committee discussion continued:

- whether to capture the situation of vexatious or frivolous complaints on the Steps To Compliance flowchart
- both policies and public-facing guides should be designed clearly in plain language as stated by the Ombudsperson's report
- every process does not belong in the Best Practices Manual
- coordinating deliverables of the Bylaw Enforcement Review project
- a Special Meeting should be held to focus on these documents
- Trustees are encouraged to view other municipalities' bylaw enforcement policy documents

RPC 2024-027

It was MOVED and SECONDED,

that Regional Planning Committee request staff to schedule a special business meeting in January for the purpose of discussing the Bylaw Enforcement Best Practices Manual and policies.

CARRIED

7.4 Housing Strategic Action Plan Tiny Homes On Wheels - Briefing

Regional Planning Manager Kojima introduced the briefing. Committee discussion included:

- the proposal is to use funding for a project manager who would convene experts and prepare a detailed final report with findings and recommendations
- Regional District of Nanaimo and Capital Regional District have expressed interest and staff capacity
- project goals include examining BC Building Code regulations and developing model policy options for siting and use and regulatory approaches
- the Steering Committee should feature politicians and decision makers
- the technical working group should be experts and staff
- work is in sync with national building code updates group initiating work in 2025
- the circular nature of the existing impasse between stewards of building code and local government land use planning
- other jurisdictions such as Nova Scotia have legalized tiny homes on wheels
- discussions with tiny homes manufacturers have revealed an interest in more affordable standardized models and a willingness to provide technical advice
- Association of Vancouver Island and Coastal Communities panel session is a valuable platform

- sending this project to tender will not meet the proposed timeline
- staff cannot meet project management needs beyond administrative support
- a direct award over \$5,000 must be approved by Chief Administrative Officer
- reduce the proposed budget by separating out meeting coordination actions
- information forwarded must be attached to public agendas with reporting back to Regional Planning Committee
- a direct award is supported by urgency of the request and currently available support from Regional Districts
- the project manager contract amount could be amended to less than \$5,000 for separate roles of report writing and project management

RPC 2024-025

It was MOVED and SECONDED,

that Regional Planning Committee authorize the Tiny House Working Group to proceed with the amended project proposal “Convening a technical panel to explore Tiny Home Codes in the Islands Trust Area. S. Reid”, and work with staff to stay within the direct award limits.

CARRIED

RPC 2024-026

It was MOVED and SECONDED,

That Regional Planning Committee request staff to invite Capital Regional District’s participation in the technical panel to explore Tiny Home Codes in the Islands Trust Area.

CARRIED

7.5 Watershed Security Strategy Grant Application for Implementation of the Islands Trust Freshwater Sustainability Strategy – Request For Decision

Director Cermak introduced the Request For Decision. Committee discussion included:

- this round of Watershed Security Fund funding is open to any local government and other groups
- no matching fund requirements are indicated
- this is implementation planning by solving resourcing challenges and procuring resources to advance the Freshwater Sustainability Strategy
- a Trustee sought a clearer account of what has been produced by Freshwater Sustainability Strategy work
- initiatives include the Freshwater Atlas, Freshwater Help Desk, groundwater recharge data to be made accessible to public and staff, synchronizing definitions across bylaws and Development Permit Areas, and professional expertise on bylaw amendments and planning applications
- staff will continue to report at every Regional Planning Committee meeting
- educational material for Trustees is a deliverable of the project
- Freshwater Strategy work is critical to the Trust Area and touches policy areas like tiny homes and rainwater catchment
- the grant is an opportunity for significant funding independent of the islands’ tax base

- Freshwater Footprint groundwater availability and water balance work is a balance of technical and social science to understand what water people actually use
- the potential exists for collaboration with other decision-making bodies
- is Islands Trust the best organization to host this work with regard to resources?
- watershed governance is a critical element of the strategy and needs to include a regional conversation

RPC 2024-023

It was MOVED and SECONDED,

that Regional Planning Committee request staff to add a project on watershed governance within its grant application for the Watershed Security Strategy.

CARRIED

RPC 2024-024

It was MOVED and SECONDED,

that Regional Planning Committee approve staff proceeding with a grant application up to \$500,000, over two years, from the Watershed Security Fund, to implement key initiatives under the Islands Trust Freshwater Sustainability Strategy, including staffing, consulting, and technical resources to undertake the following projects and initiatives:

- Islands Trust Area Freshwater Footprint,
- Islands Trust Area Watershed Resiliency Mapping,
- Freshwater Sustainability Strategy Regulatory and Policy Audit,
- Freshwater Helpdesk,
- Islands Trust Freshwater Atlas,
- Freshwater Sustainability Technical Advisory Committee, and
- Watershed governance.

CARRIED

8. BUSINESS - OTHER

None.

9. BUSINESS – NEW

None.

10. WORK PROGRAM

By general consent the work program is referred to Trust Council.

11. NEXT MEETING

RPC 2024-028

It was MOVED and SECONDED,

that Regional Planning Committee adopt the meeting dates of February 7, May 9, July 18, and October 31 for the 2025 calendar year, and February 6 for the 2026 calendar year.

CARRIED

RPC 2024-029

It was MOVED and SECONDED,

that Regional Planning Committee schedule all the proposed Regional Planning Committee meeting dates as electronic meetings.

CARRIED

The next scheduled meeting of the Regional Planning Committee is February 7, 2025.

12. CLOSED MEETING

The Committee did not close the meeting.

13. RISE AND REPORT

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

14. ADJOURNMENT

By general consent the meeting adjourned at 3:11 p.m.

Laura Patrick, Chair

Certified Correct:

Rob Kroeker, Planning Services Administrative Assistant / Recorder