



## Regional Planning Committee Minutes of a Regular Meeting

**Date:** August 25, 2021  
**Location:** Electronic Meeting

**Members Present:** Laura Busheikin, Chair  
David Maude, Vice Chair  
Jeanine Dodds, Local Trustee  
Laura Patrick, Executive Committee Representative  
Timothy Peterson, Local Trustee  
Kate-Louise Stamford, Local Trustee  
Jane Wolverton, Local Trustee  
Peter Luckham, Ex Officio Member

**Members Absent:** Kees Langereis, Local Trustee

**Staff Present:** David Marlor, Director, Local Planning Services  
Narissa Chadwick, Island Planner  
William Shulba, Senior Freshwater Specialist  
Dionne LoForte, LPS Administrative Assistant/Recorder

**Others Present:** 1 member of the public present

### 1. CALL TO ORDER

The meeting was called to order at 10:02 a.m. Chair Busheikin acknowledged that the meeting was being held on Coast Salish traditional and treaty territories.

### 2. APPROVAL OF AGENDA

#### 2.1 New Items and Re-ordering of the Agenda

None

#### 2.2 Approval of Agenda

**By general consent** the Regional Planning Committee approved the agenda.

### 3. TOWN HALL

None

### 4. DELEGATIONS

None

**5. ADOPTION OF MINUTES/COORDINATION**

**5.1 Minutes of Meetings**

**5.1.1 Regional Planning Committee Minutes of May 12, 2021**

**By general consent** the Regional Planning Committee minutes of May 12, 2021, were approved as presented.

**5.2 Resolutions Without Meeting**

None

**5.3 Follow-Up Action List**

Director Marlor spoke to the items on the FUAL that are in progress:

- 09 Nov, 2021 Item 1, Trust Programs Committee, will be discussed at the next RPC meeting on September 29, 2021;
- 12 May, 2021 Item 2, Status of Strategic Plans – will be discussed at the next RPC meeting on September 29, 2021;
- 12 May, 2021 Item 5, Analysis on fee-per-lot structure, will aim to be discussed the September 29, 2021 RPC meeting or later.

**6. WORK PROGRAM ITEMS**

**6.1 Local Planning Services Renewal – RFD**

Director Marlor presented a Request for Decision on development of policy amendments to support the new Regional Planning Team, support a strategic approach to official community plan and land use bylaw reviews, support a recommended process and format for official community plans and land use bylaws and establish criterion for recommending project prioritisation to be undertaken by the Regional Planning Team.

**RPC-2021-013**

**It was MOVED and SECONDED,**

that the Regional Planning Committee request that Staff draft amendments to Trust Council Policy “5.9.1 Best Management Practices for Delivery of Local Planning Services to Local Trust Committees” to support a strategic approach to official community plan and land use bylaw reviews that:

- include a robust project definition phase
- include a recommended process (timeline and activities) for undertaking review of OCPs and LUBs in three categories
  - Major, Minor and Extraordinary;
  - define Major as a project that would take about 6-18 months and be undertaken by the Regional Planning Team, and follow a recommended process established in the Policy;

## ADOPTED

- define Minor as a project that would take six months or less and would be undertaken by the local planning team;
- define extraordinary as a project that requires more time and resources than “major”, and would require external consultants and additional funding considerations;
- include a recommended OCP and LUB format that all new OCPs and LUBs would use as a starting point, with local customization to deal with local issues permitted;
- include criteria for making recommendations as to which OCPs should receive priority;
- limit the number of reviews started to two per 12 month period and staggered to accommodate resource requirements;
- include guidelines for a community engagement and communication strategy that considers the IAP2 scale and best practices;
- allow for the “Lasqueti community-driven approach”;
- standardize the link between the OCP process and LUB process; and
- include identification of stakeholders and key partners.

**CARRIED**

### **RPC-2021-014**

**It was MOVED and SECONDED,**

that the Regional Planning Committee request that Staff draft amendments to Trust Council Policy “5.9.1 Best Management Practices for Delivery of Local Planning Services to Local Trust Committees” to establish the following as criterion for recommendations on projects that should be undertaken by the Regional Planning Team:

The project:

- will further reconciliation
- will address climate change mitigation or adaptation
- is necessary to add required content to an OCP as required by legislation
- has a business case that clearly addresses scope, timeline and budget and has resulted from a robust LTC project definition phase
- is endorsed or has been requested by a local trust committee resolution
- is a top priority of a local trust committee
- can be combined, or has harmonization potential with other projects, and therefore makes sense to undertake at the same time
- will further the interest of the local community and/or address protection of Island biodiversity
- is implementing work underway or completed by the Regional Planning Committee (i.e. model bylaws, strategies, etc.)
- reduces effort or cost to the organization

and that the policy include guidelines for allocation of Regional Planning Team resources among LTCs.

**CARRIED**

The Committee recessed at 12:10 p.m. and resumed at 12:44 p.m.

**ADOPTED**

**RPC-2021-015**

**It was MOVED and SECONDED,**

that Regional Planning Committee request that Staff draft consequential amendments to Trust Council Policy “6.2.1 Priority Setting/Review Guidelines” and “Policy 6.7.1 Work program, Follow-up Action List and Priorities Matrix.”

**CARRIED**

**6.2 Shoreline Protection and Floor Area Ratio - RFD**

Director Marlor presented a Request for Decision on the Shoreline Protection Report and the Residential Floor Area Ratio report

**RPC-2021-016**

**It was MOVED and SECONDED,**

that Regional Planning Committee recommend that Trust Council forward the “Residential Floor Area Ratio Model Bylaw Report” dated March 2021 to local trust committees and Bowen Island Municipality for information.

**CARRIED**

**RPC-2021-017**

**It was MOVED and SECONDED,**

that Regional Planning Committee recommend that Trust Council forward the “Shoreline Protection Model bylaw Report” dated March 2021 to local trust committees and Bowen Island Municipality for information.

**CARRIED**

**RPC-2021-018**

**It was MOVED and SECONDED,**

that Regional Planning Committee recommend that Trust Council request local trust committees and Bowen Island Municipality to advise the Regional Planning Committee if they are considering to undertake policy or regulatory amendments based on the recommendations in the “Residential Floor Area Ratio Model Bylaw Report” or the “Shoreline Protection Model bylaw Report.”

**CARRIED**

**RPC-2021-019**

**It was MOVED and SECONDED,**

that Regional Planning Committee request staff identify the lack of environmental impacts/benefits within the Residential Floor Area Ratio Model Bylaw Report in the briefing to Trust Council.

**CARRIED**

**6.3 Freshwater Sustainability Strategy – RFD**

Staff Narissa Chadwick presented a Request for Decision that included an update and recommendation on amending the Fresh Water Strategy work program.

## ADOPTED

### RPC-2021-020

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

that Regional Planning Committee approve the reallocation of funding for the “Water licensing and water related development approvals processes communications” to support Indigenous youth engagement in the Salt Spring Island Stream Restoration project.

**CARRIED**

#### **6.4 Groundwater Mapping – 3 projects: southern, northern first phase, northern this year**

Senior Freshwater Specialist Shulba provided a presentation on the Groundwater Sustainability Science Program:

Discussion included a comment that associated islands and islets are lacking water data, yet they are some of the most vulnerable. Mitigation measures exist for addressing these data gaps such as drilling authorizations and other area-based regulations. There was discussion about getting a co-op student to assist Senior Freshwater Specialist Shulba next fiscal to create public-facing deliverables. The September RPC meeting will contain business cases to complete groundwater recharge mapping and to complete saltwater intrusion mapping project.

Trustee Dodds left the meeting at 2:05 p.m.

## **7. BUSINESS**

### **7.1 Salt Water Intrusion**

This item was reported on by the Senior Freshwater Specialist in Item 6.4 above.

### **7.2 Update on the Eelgrass Mapping – verbal update**

Director Marlor provided a verbal update regarding some shoreline photography work and said the work should be done by the end of Sept/Oct 2021. Aerial photography will be publicly available. Budget is a bit higher than what was allocated. ITC mapping budget is contributing. LTCs can use this information for regulation.

Trustee Peterson left the meeting at 2:28 p.m. and returned at approximately 2:38 p.m.

### **7.3 Update on Heritage Conservation Mapping – verbal update**

Director Marlor provided an update of being in phase one and how we are working with First Nations to come up with methodologies and data sets. Eventually guidelines will need to be developed for Heritage development sites and then bylaw implementation. Remained on budget for that project.

### **7.4 Fees Bylaw – verbal update**

Director Marlor discussed a request for decision being sent to local trust committees to update their bylaws.

**ADOPTED**

**8. NEW BUSINESS**

None

**9. CORRESPONDENCE**

**9.1 2021-01-08 Island Marine Construction Services Ltd.**  
Correspondence was received for information

**9.2 2021-01-18 J Roy-Allen**  
Correspondence was received for information

**10. WORK PROGRAM**

**10.1 Regional Planning Committee Work Program**

**RPC-2021-021**

**It was MOVED and SECONDED,**

that Regional Planning Committee request Staff to remove Item #1, Application Processing Services Update from the projects list, and re-number item #2, Manage Trust Council Strategic Plan Action Items, as #1.

**CARRIED**

**11. NEXT MEETING**

Wednesday, September 29, 2021, from 10:00 a.m. to 3:00 p.m.

**12. ADJOURNMENT**

**By general consent** the meeting adjourned at 2:47 p.m.

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Laura Busheikin, Chair

Certified Correct:

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Dionne LoForte, Local Planning Services & Bylaw Administrative Assistant/Recorder