ADOPTED

Regional Planning Committee
Minutes of a Regular Meeting

Date:	**April 27, 2023**
Location:	**Coast Bastion Hotel, 10 Gordon Street, Nanaimo**
Members Present:	Laura Patrick, Chair Sam Borthwick, Vice Chair Alex Allen, Hornby Island Local Trustee Mairead Boland, Saturna Island Local Trustee Tobi Elliott, Executive Committee Representative David Graham, Denman Island Local Trustee Peter Luckham, Thetis Island Local Trustee (Ex Officio)
Member Regrets:	Aaron Campbell, North Pender Island Local Trustee Mikaila Lironi, Lasqueti Island Local Trustee
Staff Present:	Stefan Cermak, Director, Planning Services Robert Kojima, Regional Planning Manager, Southern Team Renee Jamurat, Regional Planning Manager, Northern Team Narissa Chadwick, Island Planner Chloe Cookson, Administrative Assistant/Recorder
Others Present:	No members of the public were present.

1. CALL TO ORDER

Chair Patrick called the meeting to order at 10:02 a.m. and acknowledged that the meeting was being held on the traditional and unceded territory of the Snuneymuxw Nation.

2. AGENDA

2.1 Review of the Agenda

The following late item was presented for consideration:

- Addition to agenda item #6.3 – Correspondence from Economic Development Cowichan in regards to an invitation to the Cowichan Housing Authority Workshop.

2.2 Approval of the Agenda

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

3. PUBLIC COMMENT PERIOD

No members of the public were present.

4. DELEGATIONS

None.

5. CORRESPONDENCE

5.1 Letter dated March 9, 2023 RE Temporary Use Permits for Housing Advocacy

Received for information.

5.2 Salt Spring Solutions Integrated Housing Framework for Salt Spring Island

Received for information.

5.3 2023-04-26 Economic Development Cowichan

Received for information.

6. ADMINISTRATIVE COORDINATION

6.1 Draft Minutes of Previous Meeting

By general consent the Regional Planning Committee Minutes of February 1, 2023, were approved as presented.

6.2 Resolutions Without Meeting (RWM)

None.

6.3 Follow-up Action List

The Follow-up Action List was reviewed.

RPC 2023-016
It was MOVED and SECONDED,
that Item 1, which is in regards to analysis on fee-per-lot structure, be removed from the Follow-Up Action List.

CARRIED

7. BUSINESS – WORK PROGRAM ITEMS

7.1 Project Tracking – Briefing (BRF)

Regional Planner Manager Kojima presented the Briefing. Committee discussion included:

- Trustee involvement and collaboration between Trustees in inter-Island projects and meetings

- model bylaws
- the integration of information on the website

7.2 Applications Report – BRF

Regional Planning Manager Kojima presented the Applications Report Briefing. Committee discussion included:

- the ratio of new development to population rise
- building permits and other development permits
- and how much developable land there is in the Islands Trust Area

7.3 Request from Gabriola LTC to add "Shoreline Protection review" to projects – BRF

The request was reviewed by the Committee.

7.4 Housing Action Scan – BRF

Planner Chadwick presented the Briefing. Committee discussion included:

- how housing intersects with the environment
- the mapping for individual islands' unique environmental contexts
- how much capacity each of the islands have in terms of housing
- the role of Reconciliation and First Nations needs in the context of housing in the Islands Trust Area
- growth and restrictions on growth within the Islands Trust Area
- Housing Needs Assessments and the number of residents on the Islands in need of housing
- the changing demographic on the Islands, particularly in terms of age
- the impact of internet availability on demographics

Trustee Allen joined the meeting at 11:39 a.m.

The Committee recessed at 12:10 p.m. and resumed at 12:51 p.m.

The Committee then addressed item #10.2.

10.2 Discussion of Priorities

Trustee Borthwick presented the Committee Discussion of Priorities. Committee discussion included:

- "What seeds do we need to be planting today to ensure we are reaping healthy communities in the future?"
- initiating long-term change for the benefit of people and places in the Islands Trust Area, both present and future
- preparing for the future in concrete, actionable ways
- the effects of climate change and how to prepare for those effects
- food security
- environmental protection

- what influences demographics on the Islands and the significance of a balanced and varied demographic
- economic demographics on the Islands and how those demographics influence housing
- how to create more housing opportunities, including rental opportunities
- the perception of housing growth
- downzoning
- agricultural land
- housing for agricultural workers
- future population growth

RPC 2023-017
It was MOVED and SECONDED,
that Regional Planning Committee commits to working on a suite of projects that will develop healthy, resilient island communities by employing two lenses: mitigating and adapting to the effects of climate change; and managing growth by cultivating equitable, inclusive, and resilient communities and the natural environment.

CARRIED

7.5 Annual Report – Request for Decision (RFD)

The Annual Report Request for Decision was presented. Committee discussion included the potential for greater clarity and specificity of language in the Annual Report, in regards to referring to work done by particular islands.

RPC 2023-018
It was MOVED and SECONDED,
that Regional Planning Committee approve the text in the Annual Report Request For Decision as amended for inclusion in the 2022/23 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.

CARRIED

7.6 2024/25 Business Case and Current Fiscal – RFD

Director Cermak presented the RFD. Committee discussion included:

- the scope and definition of Housing Needs Assessments
- the cost, feasibility, and process of the proposed Housing Gaps Analysis
- the scope of the Eelgrass Mapping project
- communication with Island communities
- the use of budget

Trustee Allen left the meeting at 3:08 p.m.

RPC 2023-019
It was MOVED and SECONDED,

that Regional Planning Committee request staff to draft the following Fiscal Year 2024/25 business cases for consideration at the next regular business meeting:

- Complete Eelgrass Mapping
- Implement the Freshwater Sustainability Strategy
- Update Housing Needs Assessments
- Advance Development and Implementation of an Islands Trust Housing Strategy and Toolkit

CARRIED

Trustee Luckham left the meeting at 3:14 p.m.

RPC 2023-020
It was MOVED and SECONDED,
that Regional Planning Committee allocate the following funds from the Regional Planning committee placeholder in the current 2023/24 fiscal period for the following:

- Housing Needs Gaps Analysis ($10,000)
- Graphic Design and Communications related to a Housing Strategy ($5,000)
- Suitable Land Analysis ($15,000)

CARRIED

7.7 Housing Strategy – RFD

Planner Chadwick presented the RFD. Committee discussion included the possibility of further communication and public educational tools and information related to Housing Strategy to engage and prepare the community.

RPC 2023-021
It was MOVED and SECONDED,
that Regional Planning Committee request staff to proceed with next steps required to advance the development of an Islands Trust Housing Strategy as identified in the April 27, 2023 Housing Strategy Request for Decision.

CARRIED

RPC 2023-022
It was MOVED and SECONDED,
that Regional Planning Committee request staff to proceed with next steps required to advance the Housing Project Toolkit in accordance with the workplan attached as Appendix 4 to the April 27, 2023 Housing Strategy Request for Decision.

CARRIED

8. BUSINESS - OTHER

8.1 Agricultural Land Commission (ALC) Exclusion Regulation – BRF

Director Cermak presented the briefing for information.

8.2 Governance Review - Annex 1 Recommendations -- BRF

Regional Planner Manager Kojima presented the briefing for information.

RPC 2023-023
It was MOVED and SECONDED,
that Regional Planning Committee defer the Governance Review to a future meeting for discussion.

CARRIED

9. BUSINESS – NEW

None.

10. WORK PROGRAM

10.1 Current Work Program (Top Priorities and Projects)

Not discussed.

11. NEXT MEETING

The next scheduled meeting is Wednesday, September 6, 2023.

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 3:20 p.m.

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Laura Patrick, Chair

Certified Correct:

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Chloe Cookson, Planning Services Administrative Assistant