



Regional Planning Committee Minutes of a Regular Meeting

Date: February 10, 2021
Location: Electronic Meeting

Members Present: Laura Busheikin, Chair
Jeanine Dodds, Local Trustee
Kees Langereis, 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

Member Regrets: David Maude, Vice Chair

Staff Present: David Marlor, Director, Local Planning Services
Clare Frater, Director, Trust Areas Services
Julia Mobbs, Director, Administrative Services
Narissa Chadwick, Island Planner
William Shulba, Senior Freshwater Specialist
Lisa Wilcox, Senior Intergovernmental Policy Advisor
Robert Barlow, Legislative Services Clerk/Recorder

Others Present: Peter Grove, Local Trustee
Deb Morrison, Local Trustee
Sue Ellen Fast, Local Trustee
Dan Rogers, Local Trustee

1. CALL TO ORDER

The meeting was called to order at 10:04 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

The following addition to the agenda was presented for consideration:

- 6.1 Local Planning Services Renewal – Status Report (Briefing to Executive Committee, dated February 3, 2021)

2.2 Approval of Agenda

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

ADOPTED

3. TOWN HALL AND DELEGATIONS

None

4. ADOPTION OF MINUTES/COORDINATION

4.1 Minutes of Meetings

4.1.1 Regional Planning Committee Minutes of December 22, 2020

By general consent the Regional Planning Committee minutes of December 22, 2020, were approved as presented.

4.2 Resolutions Without Meeting

None

4.3 Follow-Up Action List

Director Marlor spoke to the items on the FUAL that are in progress, three of which are on the meeting agenda:

- the revision to the model DAI Bylaw;
- the Groundwater Mapping report; and,
- the application processing audit.

He also noted that the report on the Trust Programs Committee affordable housing discussions will be presented at the next RPC meeting and that he will confirm that the training session on cannabis production issues and regulation has been added to the Trust Council continuous learning program.

5. WORK PROGRAM ITEMS

5.1 Application Processing Services Update

Director Marlor introduced the Cost of Local Trust Committee Application and Referral Processing – Updated Briefing.

Discussion included the need to:

- continue tracking staff time spent on processing applications after the Covid-19 pandemic is over;
- clarify the impact of the Covid-19 pandemic to the statistics that have been collected;
- include costs of site visits, overhead, administrative (non-planner) staff;
- review application fees from time to time;
- clarify the goal of the exercise.

ADOPTED

Planner Chadwick introduced the Draft Model Fees Bylaw, indicating that the suggestions made by RPC at the December 22, 2020 meeting and suggestions from Young Anderson legal firm have been incorporated into the current version that was presented.

Discussion included need to:

- update fees annually to reflect Consumer Price Index (CPI) changes;
- clarify the Extraordinary Service Costs, particularly items 6.1, 6.2 and 6.6;
- clarify use of the word “surcharge”;
- correct the numbering in the Type of Temporary Use Permits section;
- clarify the Siting and User Permits description.

The Committee recessed at 11:31 a.m. and resumed at 11:41 a.m.

Discussion continued in regards to:

- the issue of increased application costs having a greater impact on some applicants who have less funds available than other applicants such as commercial developers;
- whether the model fees bylaw is ready to be presented at the March Trust Council;
- concept of “community benefit” and how to incorporate that idea in regards to cost recovery;
- using actual average operating cost changes as an alternative to utilizing annual CPI changes and whether overhead costs would be included;
- flexibility to allow Local Trust Committees to utilize the model fees bylaw to “fit” their particular community;
- method to encourage LTCs to adopt the model fees bylaw; and,
- a rationale and over-all objective of the project.

Committee recessed at 12:37 a.m. and resumed at 1:06 p.m.

RPC-2021-001

It was MOVED and SECONDED,

that Regional Planning Committee request staff to recommend revisions to the Application Processing Services and Development Approval Information Policy, for consideration at the next Regional Planning Committee meeting, that:

1. adds an objective of the policy in relation to cost recovery for application processing;
2. adds the definition of average costs to include over-head and weighted average of staff hourly costs;
3. adds a definition of Community Benefits that specifies the types of community benefits that may be considered by LTCs when adopting their fees bylaws; and
4. adds a policy stating how the annual fee increase will be calculated that considers using actual costs rather than the Consumer Price Index.

ADOPTED

RPC-2021-002

It was MOVED and SECONDED,

that Regional Planning Committee amend the previous motion to add “5. adds to policy (1.3.1) ‘a review of Remote Access to Archaeological Data’”.

CARRIED

The question on the motion, as amended, was then called.

CARRIED

5.2 Manage Trust Council Strategic Plan Action Items

5.2.1 Shoreline Review (SP #6)

Director Marlor provided a verbal update, indicating that an Expression of Interest had been posted and a contract is being arranged to undertake this work.

5.2.2 Freshwater Sustainability (SP #7)

Planner Chadwick provided a verbal update, indicating that Islands Trust has secured funding of \$190,000, which includes \$10,000 for Indigenous Youth Engagement. Trustees Busheikin, Patrick, Peterson and Stamford expressed an interest to participate in an Advisory Roundtable to support the project.

5.2.3 Groundwater Sustainability Strategy (SP #8) - Briefing

Senior Freshwater Specialist Shulba presented the briefing that describes the project phases and provides next steps, including a staff report of the outcomes of the Strategy for fiscal year 2020/21; a project charter for the Strategy for fiscal year 2021/22; and updates of the implementation phase.

5.2.4 Floor Area Ratio (SP #16)

Director Marlor provided a verbal update, indicating that an Expression of Interest had been posted and a contract is being arranged to undertake this work.

Trustee Stamford left the meeting at 2:30 p.m. Committee recessed at 2:30 p.m. and resumed at 2:39 p.m.

As Chair Busheikin was experiencing connectivity issues and could only participate by telephone, Trustee Peterson was appointed as Acting Chair.

6. BUSINESS

6.1 Local Planning Service Delivery Renewal – Verbal Update and Executive Committee Briefing

ADOPTED

Director Marlor provided a verbal update and reviewed the “Local Planning Services Renewal – Status Report” Briefing to Executive Committee, dated February 3, 2021, that describes the current actions that are in progress:

- planning teams transition,
- develop policies on LTC projects and resource allocation, and,
- develop OCP-LUB review strategy and criteria.

Discussion included:

- the information in Attachment 1 in relation to the estimated time duration for each project is the total time required, including the time already spent on a project;
- a set of principles would be helpful to prioritize projects;
- Director Marlor will work with Chair Busheikin to organize further discussions in this regard at the next RPC meeting.

7. NEW BUSINESS

None

8. WORK PLAN

Director Marlor presented the work plan and recommended to maintain the Top Priorities as is. He also provided an update on the Projects, all items of which are from the Strategic Plan.

9. NEXT MEETING

Wednesday, March 17, 2021, from 10:00 a.m. to 3:00 p.m.

10. ADJOURNMENT

By general consent the meeting adjourned at 3:10 p.m.

Laura Busheikin, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder