Regional Planning Committee
Minutes of a Special Meeting

Date: January 17, 2023
Location: Electronic Meeting

Members Present:
Alex Allen, Local Trustee
Mairead Boland, Local Trustee
Sam Borthwick, Local Trustee
Aaron Campbell, Local Trustee
Tobi Elliott, Executive Committee Representative
David Graham, Local Trustee
Mikaila Lironi, Local Trustee
Laura Patrick, Local Trustee
Peter Luckham, Ex Officio Member

Staff Present:
Russ Hotsenpiller, CAO
Stefan Cermak, Director, Planning Services
Clare Frater, Director, Trust Area Services
Narissa Chadwick, Island Planner
William Shulba, Senior Freshwater Specialist
Chloe Cookson, Administrative Assistant/Recorder

Others Present:
Timothy Peterson, Local Trustee

1. CALL TO ORDER

In the absence of a Chair, Director Cermak called the meeting to order at 9:03 a.m. and acknowledged that participants of the meeting were attending from traditional, treaty and unceded territories of many First Nations.

2. AGENDA

2.1 Review of the Agenda

The following late items to the agenda were presented for consideration:
- 8.3 Follow Up Action List (FUAL)
- 11 Work Program

The following re-ordering of the agenda was presented for consideration:
- Address agenda item 4 Committee Orientation prior to agenda item 3 Election of Regional Planning Committee (RPC) Chair and Vice Chair.

2.2 Approval of the Agenda

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

3. COMMITTEE ORIENTATION

3.1 Meeting Orientation

The presentation was provided for information.

3.2 Council Committee Toolkit

Provided for information.

3.3 Council Committee Policy 2.3.1

Provided for information.

3.4 RPC Terms of Reference Policy 2.3.2

Provided for information.

3.5 Previous RPC Chair advice

Director Cermak presented the letter from the Outgoing RPC Chair for information.

4. ELECTION OF RPC CHAIR AND VICE CHAIR

Director Frater described the election process and initiated the election for the RPC Chair and Vice Chair.

Trustee Patrick was nominated for Chair and accepted her nomination.

Director Frater declared Trustee Patrick elected Chair by acclamation.

Trustee Borthwick was nominated for Vice Chair and accepted his nomination.

Director Frater declared Trustee Borthwick elected Vice Chair by acclamation.

Trustee Patrick assumed the role of RPC Chair for the remainder of the meeting.

5. PUBLIC COMMENT PERIOD

No member of the public indicated a desire to speak.

6. DELEGATIONS

None.

7. CORRESPONDENCE

None.

8. ADMINISTRATIVE COORDINATION

8.1 Draft Minutes of Previous Meeting

None. Previous minutes approved by outgoing RPC before term-end.

8.2 Resolutions Without Meeting (RWM)

8.2.1 RPC RWM 2022-01 Adopt RPC Minutes of August 24, 2022

Provided for information.

8.2.2 RPC RWM 2022-02 Cancel RPC Meeting of November 16, 2022

Provided for information.

8.2.3 RPC RWM 2022-03 Schedule RPC Special Meeting of January 17, 2023

Provided for information.

8.3 Follow-up Action List

- Provided for information.

9. BUSINESS - OTHER

9.1 RPC 2023 Meeting Schedule – Request for Decision (RFD)

Director Cermak presented the Request for Decision.

RPC 2023-001
It was MOVED and SECONDED,
that Regional Planning Committee adopt the meeting dates of February 1st, September 6th, and November 15th electronically for the 2023 calendar year.

CARRIED

RPC 2023-002
It was MOVED and SECONDED,
that Regional Planning Committee request staff to poll committee members for a date in April or May for an in-person meeting in Nanaimo.

CARRIED

10. BUSINESS - OTHER

10.1 Local Trust Committee (LTC) Business Case Prioritization – RFD

Director Cermak presented the Local Trust Committee Business Case Prioritization.

Committee discussion included concern whether there would be enough Staff resources available to accomplish the goals of the funding. It was indicated that there are sufficient staff resources available to accomplish the revised goals.

RPC 2023-003
It was MOVED and SECONDED,
that Trust Council approves specific Local Trust Committee project business case requests for FY2023/24 as follows:
a. $18,000 Denman Island Local Trust Committee Housing Review,
b. $18,500 Gabriola Island Local Trust Committee Official Community Plan and Land Use Bylaw Review,
c. $16,000 Gambier Island Local Trust Committee Official Community Plan and Land Use Bylaw Review,
d. $15,000 Hornby Island Local Trust Committee Official Community Plan Review,
e. $86,500 Salt Spring Island Local Trust Committee Official Community Plan Review, Ganges (Shiya’hwt/SYOW̱ T) Village,
f. $131,500 Salt Spring Island Local Trust Committee Official Community Plan and Land Use Bylaw Review.

CARRIED

10.2 RPC Project Funding for Freshwater Sustainability Strategy (FWSS) Implementation for 2023/24 – RFD

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

- some Regional Planning Committee members questioned the economic value of a web-based portal and of the Co-op student for the Freshwater Sustainability Strategy,
- some Regional Planning Committee members expressed concern that too many staff hours would be required to support the Co-op student
- some Regional Planning Committee members wondered who the audience is for the web portal project and if the project can be implemented in phases
- some Regional Planning Committee members expressed that Freshwater is essential to the Islands Trust Area therefore Freshwater Sustainability Strategy is an important field of work,
- some Regional Planning Committee members recalled that past Co-op students were valuable assets to Islands Trust,
- Staff stated a Freshwater Co-op Student would advance the Freshwater Sustainability Strategy and enable staff to get more work done,
- Staff stated that the development of the web portal project would be a collaborative process,
- Staff stated the web portal would help regional and provincial governments to better understand Islands Trust’s needs, and

- The implementation of the Freshwater Sustainability Strategy can potentially attract provincial funding from the Watershed Security Fund and other grants.

RPC 2023-004
It was MOVED and SECONDED,
That Regional Planning Committee request to Financial Planning Committee for $50,000 as a placeholder for the Fiscal Year 2023/24 Budget.

CARRIED

RPC 2023-005
It was MOVED and SECONDED,
that Regional Planning Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2023/24 Budget, the implementation of the business case for $22,000 for the Freshwater Coop Student.

CARRIED

RPC 2023-006
It was **MOVED** and **SECONDED**,
that Regional Planning Committee request staff to report back with:
a. more information and details outlining what a web-based knowledge sharing portal connected to the Islands Trust webpage would look like, how it would function, who the audience is, and why it should or should not be separate from the current one webpage dedicated to the Freshwater Sustainability program
b. greater breakdown of how $25,000 in the draft business case (total $50,000) would be used to develop a portal and what maintenance costs may or may not occur, and can it be phased
c. examples of similar portals
d. if there is a possibility of obtaining a grant to support this project
e. how this project could be used to leverage future grant funding

CARRIED

11. WORK PROGRAM

11.1 Work Program Briefing

RPC 2023-007
It was MOVED and SECONDED,
that Regional Planning Committee defer discussion of the Work Program Briefing until the subsequent meeting of February 1st, 2023

CARRIED

12. NEXT MEETING

The next meeting is scheduled for Wednesday, February 1st, 2023.

13. CLOSED MEETING

The Committee did not close the meeting.

11. RISE AND REPORT

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

12. ADJOURNMENT

By general consent the meeting adjourned at 12:47 p.m.

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Laura Patrick, Chair

Certified Correct:

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Chloe Cookson, Planning Services Admin Assistant