

Salt Spring Island Local Trust Committee

Special Meeting Agenda

Date: Thursday, January 26, 2023
 Time: 1:00 pm
 Location: Electronic Meeting

Pages

1. CALL TO ORDER 1:00 PM - 1:00 PM

Acknowledgement

Islands Trust and Islands Trust Conservancy respectfully acknowledge that the lands and waters that encompass the Islands Trust Area have been home to Indigenous Peoples since time immemorial. We are committed to reconciliation and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea. The Islands Trust Area is located within the treaty lands and territories of the BOKEĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEŁ, Qualicum, scəwəθən, səlilwətał, SEMYOME, shíshálh, Skwxwú7mesh, _Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth', SĀÁUTW, Stz'uminus, łaʔəmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, W_JOŁEŁP, WSIKEM, Xeláltxw, Xwémalhkwu, Xwsepsum, and xʷməθkʷəy̓əm First Nations.

2. APPROVAL OF AGENDA 1:00 PM - 1:00 PM

3. CLOSED MEETING 1:00 PM - 1:30 PM

3.1 Motion to Close the Meeting

The Salt Spring Island Local Trust Committee close this meeting to the public subject to Community Charter Section 90 (1)

- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

...and that staff be invited to remain.

3.2 Motion to Open the Meeting 1:30 PM - 1:30 PM

The Salt Spring Island Local Trust Committee re-open this meeting to the public subject to Section 89 of the Community Charter.

3.3 Rise and Report

4. BUSINESS ITEMS 1:30 PM - 3:00 PM

4.1 Discussion On Strategic Directions and Work Program Review

Staff Report

**4.2 Advisory Planning Commissions and Special Advisory Planning Commissions
for SS LTC Projects (Task Forces)**

10

Staff Report

5. ADJOURNMENT

File No.: File Number(s)
(File Name or Cross Ref. No.)

DATE OF MEETING: January 26, 2023
TO: Salt Spring Island Local Trust Committee
FROM: Chris Hutton, Regional Planning Manager
Salt Spring Island Team
SUBJECT: Strategic Initiatives and Directions

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee receive the report from the Regional Planning Manager.

REPORT SUMMARY

To facilitate a brief exercise on what Trustees hope to achieve in the upcoming term and review the current work plan to align anticipated staffing capacities and project guidelines of current Trust Council Policy and to initiate work on potential business cases in Fiscal Year 2024/2025 (FY24/25).

BACKGROUND

At its December meeting, the LTC passed the following resolution:

SS-2022-180

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee direct staff to schedule a Special Meeting of the Salt Spring Island Local Trust Committee in January 2023 to discuss its strategic initiatives and provide direction on the Work Program discussed in the Regional Planning Manager report, dated December 13, 2022.

CARRIED

This special meeting has been called to provide an opportunity for the LTC to begin this discussion.

DISCUSSION

Over the next four years, the Salt Spring Island Local Trust Committee and staff will work collaboratively to provide timely and modern governance and services to residents. Undertaking work that responds to community needs in a way that reflects established values and meets our regulatory obligations is the most efficient way to achieve this. Values are expressed in the Islands Trust Mandate, the Policy Statement and numerous plans at the Trust and Local Trust level; the Salt Spring Island Official Community Plan, and the rules and regulations set out in legislation, bylaws and policies.

The information provided below is not substantively analysed and the discussion that follows may inform any direction that LTC provides.

Policy/Regulatory

Trust Council Policy No. 6.2.1 – Priority Setting and Review Guidelines (Attachment 1) (Priority Setting Policy) was amended in September, 2022 and provides direction for Priority Setting. Generally, the policy provides direction to focus political and administrative action, in a results-oriented fashion, to the realistic pursuit and achievement of the Trust’s policies and organizational strategic plans, as a basis for budgeting, resource allocation, and work programming. Specifically, the policy provides a definition of the Work Program, which is the working document that outlines the LTC’s current work priorities future topics to be considered.

Section 1 of the policy provides that the Salt Spring Island Local Trust Committee can have three active projects at one time, and explains how the Top Priorities of the LTC drive the importance of these priorities to the business of Trust Council.

Active Extraordinary Projects (Top Priorities List)

The LTC has the following projects on its Active Projects list. This list serves as the “Top Priorities List” for Trust Council, per the Priority Setting Policy for Y23/24. The previously noted, but now absent Housing Action Program and the Coastal Douglas Fir projects are incorporated under the OCP/LUB review, amounting to three projects:

Project	Purpose/Most Recent Update	Status/Comment
Ganges (Shiya'hwt/Syowt) Village Planning	- Update objectives and policies that help shape the vision for Ganges Village including foreshore - Incorporate the extensive community outreach comments into the policies either as a standalone area plan document or amendment to the current section of the OCP for Ganges.	Business Case endorsed at FPC. Budget to be considered in February, 2023, with March, 2023 start.
OCP/LUB Review	- Acts to implement the Coastal Douglas-Fir/Wildfire Project implementation. - Acts as Phase III of Housing Action Program Project	Business Case endorsed at FPC. Budget to be considered in February, 2023, with March, 2023 start.
Water Sustainability - coordinate multiple jurisdictions in planning for water sustainability and watershed protection.	Currently includes: Coordination of SSIWPA; Development of Proof of Water Bylaw; Weston Lake Water Availability Study; Watershed Strategic Plan; Ongoing well-monitoring.	Ongoing

Staff advise that no additional project should be added to this list until one of the projects is complete. In consideration of future projects, it should be noted that the OCP/LUB may extend beyond the coming Fiscal Year, thus occupying a space in the following one.

Potential Future Projects

As issues are identified, an LTC can add potential projects to the 'Future Projects List'. These are tracked in a report included in each regular agenda package. The following table summarizes the items currently identified on the Future Projects List:

The LTC should start to consider future projects for FY24/25. In particular, LTC should consider direction drafting of Major or Extraordinary Project business cases starting in April, 2023. The following section identifies potential future projects from previous years. LTC may further wish to consider removing some of these items if they are not substantially foreseeable as projects.

Date added	Description	Comments
2015	First Nations Heritage and Cultural Site Protection	Inactive – Requires intergovernmental relationship to advance meaningfully.
2015	Piers Island Bill 27 OCP Update (Bill 27 requires GHG reduction targets in OCPs)	Depending on scope, could be a minor project or a major project, multi-jurisdictional project
2016	Marine Environment Protection (Foreshore Audit)	Depending on scope, could be a minor project or a major project, multi-jurisdictional project
2020	Development of a Musical Strategy	Potential minor OCP amendment, or scope into major OCP review
2020	Waste Transfer Stations (Waste Management Plan)	Depending on scope, could be a minor project or a major project, multi-jurisdictional project
2021	Add a map of the Salish Sea Trail	Potential minor OCP amendment, grants possible; should include policy regarding development and intended trail standard.
2015	Comprehensive Zoning on Outer Islands (LUB amendment)	Depending on scope, could be a minor project or a major project.
2015	Affordable Housing Updates to LUB	Depending on scope, could be a minor project(s) or a major project (as part of comprehensive review).
2016-2020	Numerous minor amendments relating to marginal uses and siting	Possible program of minor LUB amendments.
2022	Review of the residential zoning of islets	LUB amendment. Possible inter-governmental collaboration, OCP amendment.
2022	Impacts of future lake levels of St. Mary Lake	Possible major project.
2015	Soil Removal Bylaw update	Possible minor bylaw drafting project
2020	Mining/Aggregate Permits Communication Policy	

Rationale for Recommendation

There is no recommendation for this session. This session is provided to allow LTC members to have a frank and open discussion and staff are available to aid in the development of resolutions.

Submitted By:	Chris Hutton, Regional Planning Manager	January 26, 2023
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ATTACHMENTS

1. Policy 6.2.1



Policy:	6.2.1
Approved By:	Trust Council
Approval Date:	June 6, 1992
Amendment Date(s):	Sept. 21, 2022 June 10, 2004
Policy Holder:	Chief Administrative Officer

PRIORITY SETTING/REVIEW GUIDELINES

Purpose

1. To outline priority setting and review, within the Islands Trust's strategic planning function.
2. To focus political and administrative attention, in a results-oriented fashion, to the realistic pursuit and achievement of the Trust's policies and organizational strategic plans, long term goals, objectives and current issues/opportunities.
3. To provide a basis for budgeting, resource allocation and work programming decisions by the Trust's political bodies and management.
4. To monitor, adjust and evaluate the Trust's progress toward and achievement of performance targets.

A. Definitions

Action Plan - an outline of activities, considerations and resource requirements to implement a specific strategy.

Organizational Units - the following specific bodies of the Islands Trust which have some form of direction-setting authority including political units: Trust Council, Local Trust Committees (13), Council Committees (3), and Executive Committee; and the Management Unit: Directors and the Chief Administrative Officer.

Priorities - matters which have been assessed as being of key importance for response.

Priorities/Strategies Report - the summary document of the Islands Trust's structural units' endorsed strategies to respond to key priority areas in pursuit of the Trust's identified policy statements, policies, goals, objectives and current issues/opportunities.

Strategy - a preferred course of action among alternative responses to respond to and/or implement a priority.

Work Programs - the working document of specific organizational units of the Trust outlining their key priorities and listing of future topics to be considered.

B. Policy

1. Priorities/Strategies Report

- 1.1 The priorities/strategies report summarizes the top priorities of the Islands Trust's various structural units work programs:
 - 1.1.1 the Executive Committee;
 - 1.1.2 each of Trust Council's committees;
 - 1.1.3 the Islands Trust's 13 local trust committees as follows:
 - a. up to one active minor project at a time per Local Trust Committee other than Salt Spring Island;
 - b. Salt Spring Island is allotted a minimum of three active projects; and
 - c. a list of major and extraordinary projects will be identified through the Trust Council budget process. This list would generally reflect rotational OCP amendment projects for LTCs so that the Islands Trust can begin to update all of its long range planning documents.
 - 1.1.4 the Islands Trust Conservancy Board.
- 1.2 The top priorities of an organizational unit must be those of the Trust Council's top priorities that fall within their terms of reference.
- 1.3 At each quarterly Trust Council meeting, the Trust Council will review and update the report based on recommendations from the above organizational units via the Executive Committee in consideration of management's advice.
- 1.4 The Chief Administrative Officer is responsible for coordinating the priority setting/review process.
- 1.5 The Executive Committee is responsible for monitoring and reviewing the priority setting/review process.

2. Work Programs

- 2.1 Each of the Trust's organizational units is required to develop and maintain a work program to reflect:
 - 2.1.1 those items which it has identified;
 - 2.1.2 items referred to it by Trust Council;
 - 2.1.3 those of Trust Council's top priorities that fall within its terms of reference.
- 2.2 Work program priorities of each organizational unit including activities, responsibilities, targets and status must be reported to Council on a quarterly basis.

- 2.3 Work program processes are coordinated by designated staff in consultation with the appropriate chair.
- 2.4 Concerns regarding local planning team work programs are to be addressed first by the regional planning manager, the Director of Local Planning Services and then by the Regional Planning Committee, if required.
- 2.5 Concerns regarding all other work programs are to be addressed by the Chief Administrative Officer and then the Executive Committee, if required.

3. Action Plans

- 3.1 Action plans for the implementation of specific strategies may be prepared and/or requested, as necessary, to enhance decision-making.

4. The Process

- 4.1 On a quarterly basis, all organizational units are required to submit to the Chief Administrative Officer their current work programs with their top priorities provided on page 1 of this document.
- 4.2 The Chief Administrative Officer will consolidate the top priorities of each organizational unit into the Priorities/Strategies Report for review by the Executive Committee.
- 4.3 The Executive Committee will present a Priorities/Strategies Report; a consolidation of each operational unit's priorities with a recommendation at each quarterly Trust Council meeting.
- 4.4 At the September quarterly Trust Council meeting, Council will conduct a major review of the Priorities/Strategies Report, in particular its top priorities, as the basis for the annual budget process.
- 4.5 Any organizational unit may, at any time, make a recommendation to Trust Council at its quarterly meeting, via the Executive Committee, for reconsideration and/or change to Trust Council's top three priorities.

C. Legislated References

Islands Trust Policy 6.7.1 *Work Program, Follow-up Action Lists and Priorities Chart*

D. Attachments/Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

n/a

File No.: File Number(s)
(File Name or Cross Ref. No.)

DATE OF MEETING: January 26, 2023
TO: Salt Spring Island Local Trust Committee
FROM: Chris Hutton, Regional Planning Manager
Salt Spring Island Team
SUBJECT: Advisory Planning Committee, Housing Action Program Taskforce, and Ganges [FN Name]
Village Taskforce

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee acknowledge that the work of the Housing Action Program Task Force has been achieved and request the Chair to provide letters of acknowledgement to each Commissioner and thank them for their service.
2. That the Salt Spring Island Local Trust Committee acknowledge that the work of the Ganges Village Planning Task Force has been achieved and request the Chair to provide letters of acknowledgement to each Commissioner and thank them for their service.
3. That the Salt Spring Island Local Trust Committee request staff to incorporate use of the APC in accordance with the report from the Regional Planning Manager the Project Charters for:
 - a) Ganges (Shiya'hwt/SYOWT) Village Area Plan Project
 - b) OCP/LUB Amendment Project

REPORT SUMMARY

To orient the Salt Spring Island Local Trust Committee (LTC) to the existing Advisory Planning Commissions and Task Forces and present options to support the ongoing business of the LTC, including development considerations and LTC projects.

BACKGROUND

Salt Spring Island Local Trust Committee Advisory Planning Bylaw No. 467, 2013 establishes Advisory Planning Commissions for the Salt Spring Island Local Trust Area in accordance with the *Local Government Act* and the *Islands Trust Act*. Under this bylaw, the LTC establishes:

1. The Advisory Planning Commission (APC), which is charged with advising the LTC on matters respecting land use, community planning, or proposed bylaws and permits that are referred to it by the Local Trust Committee; and
2. The Agricultural Advisory Planning Commission (AAPC) to advise the LTC on all matters respecting agriculture referred to it by the LTC.

There are also currently two Special Projects Advisory Commissions established to advise the Local Trust Committee on Special Projects, each with further terms attached, as noted here:

1. The Housing Action Program Task Force (Attachment 2);
2. The Ganges Village Planning Task Force (Attachment 3).

Bylaw No. 467 sets out general permissions for these APCs as well as additional terms of reference for the conduct and make up of their membership.

ANALYSIS

This table indicates the number of times each group has met annually 2018-2022:

	2018	2019	2020	2021	2022
APC	6	6	2	4	4
AAPC	6	3	1	5	5
Ganges	-	-	n/a	14	6
Housing	-	-	n/a	12	13

Housing Action Taskforce Program Taskforce

The Housing Action Program Task Force (HAPTF) was established in December 2020 to assist in the development of the Housing Action Program. It was established as an appointed advisory working group. The HAPTF presented its summary of recommendations in October 2022, which was received by the LTC. The anticipated advancement of the OCP/LUB Update Project, as discussed in the most recent business case is expected to absorb the output of the Housing Action Program Project into policy to enable their ongoing implementation.

Ganges Village

The Ganges Village Planning Task Force (GVPTF) has been established to assist in the development of the Ganges (Shiya'hwat/SYOWT) Village Area Plan (GSVAP). At this time, the GSVAP has reached the stage of having gathered and reported on public and First Nations engagement. In December, the LTC advanced the business case to complete the area plan. This business case proposes that the GVPTF will continue to meet over FY23/24 towards completion of the GSVAP. However, the LTC may wish to consider utilizing a more robust APC instead and requesting that the \$3,500 be directed back into other aspects of the project, or to the APC.

Advisory Planning Commission:

Bylaw No. 467 requires that Commissioners provide input based on their knowledge and expertise. Of a maximum 11 Commissioners, the APC currently has three vacancies and five Commissioners will have terms expiring on June 1 this year. The process for recruiting new Commissioners typically begins in February.

The APC has met less often since the creation of the two task forces, and the recruitment and management of multiple committees is a substantial use of staff resources. Bylaw No. 467 indicates that the APC will consider only those matters referred to it by the LTC. It should be noted that the LTC can refer matters relating to development applications or projects insofar as they are matters respecting land use, community planning, or proposed bylaws and permits. The LTC may wish to consider utilizing the APC more often by passing a standing resolution to, at a minimum, refer bylaws to the APC.

Enhancing the Role of APC

It is important to note that the policies developed through LTC projects ultimately need to be understood by those interacting with and interpreting the documents. In this way, creating a more robust and active APC could generate a more focused APC culture that is current and able to consider policies they have helped develop. To that end, the LTC may wish to consider consolidating the number of APCs and advise staff to incorporate use of the APC in going forward with the OCP/LUB project and the GSVAP.

RATIONALE FOR RECOMMENDATION

With the anticipated advancement of a plan for the Ganges (Shiya'hwat/SYOWT) area, as well as initiation of an OCP/LUB project, the LTC may wish to consider a more consolidated APC structure to advise it on matters related to projects and development. This would enable creation of a more highly engaged APC that would meet regularly on the business of LTC. Insights from the APC are intended to support LTC in their decision-making.

ALTERNATIVES

Offer feasible alternatives to the staff recommendation, noting any significant implications and recommended resolution wording. [For example] The LTC may consider the following alternatives to the staff recommendation:

1. Receive for information

The LTC may receive the report for information

That the Salt Spring Island Local Trust Committee receive the report for information

NEXT STEPS

If the LTC moves the recommendation, staff will work with the LTC Chair to advise the affected Commissioners and commence the process of APC Commissioner recruitment.

Submitted By:	Chris Hutton, Regional Planning Committee	January 26, 2023
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ATTACHMENTS

1. Salt Spring Island Local Trust Committee Advisory Planning Bylaw No. 467, 2013
2. Housing Action Program Task Force Terms of Reference - December 2020
3. Ganges Village Planning Task Force Terms of Reference - November 2020

SALT SPRING ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 467

A BYLAW TO ESTABLISH ADVISORY PLANNING COMMISSIONS FOR THE SALT SPRING ISLAND LOCAL TRUST AREA PURSUANT TO THE *LOCAL GOVERNMENT ACT* AND THE *ISLANDS TRUST ACT*

The Salt Spring Island Local Trust Committee being the Local Trust Committee having jurisdiction on and in respect of the Salt Spring Island Local Trust Area in the Province of British Columbia, pursuant to the *Islands Trust Act*, R.S.B.C., 1989, enacts as follows:

1. Establishment

The Salt Spring Island Local Trust Committee hereby establishes one or more Advisory Planning Commissions (APC) for the Salt Spring Island Local Trust Area to advise as follows:

1. An Advisory Planning Commission (APC) to advise the Local Trust Committee on matters respecting land use, community planning, or proposed bylaws and permits, pursuant to the *Local Government Act* that are referred to it by the Local Trust Committee.
2. An Agricultural Advisory Planning Commission (AAPC) to advise the Local Trust Committee on all matters respecting agriculture referred to it by the Local Trust Committee.
3. Any Special Projects Advisory Planning Commission(s) to advise the Local Trust Committee on one or more special projects that are matters respecting land use, community planning, or proposed bylaws and permits, pursuant to the *Local Government Act* that are referred to it by the Local Trust Committee.
4. The provisions of Sections 2 through 9 of this Bylaw apply to each of the advisory planning commissions continued and established by this Bylaw, unless otherwise specified.

2. Appointment of Members

1. The Advisory Planning Commission shall consist of not more than eleven members. Every member must be an elector of the Local Trust Area, as defined in Section 5 of the *Local Government Act*, and at least 2/3 of the members must be residents of the Local Trust Area.
2. Membership of the Advisory Planning Commission shall seek to achieve representation from the following areas of specialization:
 1. Approximately three members with expertise or a background in planning, development, engineering, community engagement, policy development, public administration, or a related field.
 2. Approximately three members with expertise or a background in environmental policy, or with specific expertise in geology, soil science, hydrology, climatology, biology, zoology, ecology and forestry, or a related field.
 3. Approximately three members with expertise or a background in the principles of urban design, or with specific expertise in architecture, landscape architecture, and building contracting.
 4. Approximately two members from the community-at-large.
3. The Agricultural Advisory Planning Commission shall consist of not more than seven members. Every member must be an elector of the Local Trust Area, as defined in Section 5 of the *Local Government Act*, and at least 2/3 of the members must be residents of the Local Trust Area.

4. Membership of the Agricultural Advisory Planning Commission is to be comprised of those with expertise in agricultural policy, or with specific experience in agriculture, animal husbandry, drainage engineering, horticulture, soil engineering and forestry, or a related field.
5. Special Projects Advisory Planning Commission(s) will be appointed based on a Terms of Reference endorsed by the Local Trust Committee which will outline the number of members, the terms of the appointment and the scope and role of that Special Projects Advisory Planning Commission.
6. A Local Trustee, officer or employee of the Islands Trust, or an approving officer is not eligible to be a member of any APC.
7. The Local Trust Committee shall, by resolution, appoint members to serve up to a two-year term commencing from the date of appointment.

[Information Note: Appointment terms may vary to allow for alteration in 50% of membership on an annual basis]

8. Notwithstanding anything elsewhere contained within this bylaw, the Local Trust Committee may at any time or from time to time, terminate the appointment of any member of any Commission appointed pursuant to this bylaw. This will include any Commission member who fails to attend three (3) consecutive meetings of the Commission without leave of the Commission, a Commission member who moves out of the Salt Spring Island Local Trust Area during their term of appointment, or any Commission member who fails to declare a conflict of interest prior to a question being called during a Commission meeting or special meeting.
9. Where a vacancy occurs, the Local Trust Committee may appoint a person to fill the vacancy.
10. A Commission must, from amongst its members, elect a Chairperson on an annual basis.
11. In the absence of the Chairperson, the Commission shall appoint a Deputy Chairperson who shall serve as described in Section 3.2.
12. In the event that the Chairperson resigns, or the Chairperson position is otherwise terminated, the Secretary shall write to the Salt Spring Island Local Trust Committee to advise them, and the Deputy Chairperson shall serve until a Chairperson is elected in accordance with section 2.10.

3. Roles

1. Secretary

1. The Local Trust Committee shall appoint one or more Secretaries to the Advisory Planning Commission(s). For certainty, a Secretary appointed by the Local Trust Committee is not a member of the APC. The role of the Secretary can also be performed by an employee or a contractor of the Islands Trust.
2. The Secretary shall:
 - (a) assist the Chairperson, as required, in arranging meetings of the APC;
 - (b) ensure that proper notification of meetings is given in compliance with this Bylaw;
 - (c) keep legible minutes of all meetings; and
 - (d) provide copies of all minutes and recommendations of the APC to the Local Trust Committee and the Secretary of the Islands Trust.
3. If a Secretary has not been appointed under Subsection 3.1.1, the APC may continue to meet provided the Chairperson appoints a Secretary pursuant to section 3.2.1(d). For certainty, a Secretary who is a member of the APC will serve without remuneration.

2. Chairperson

1. The Chairperson shall:

- (a) receive referrals from the Local Trust Committee;
- (b) ensure proper conduct of all meetings in accordance with the requirements of this Bylaw, the principles of procedural fairness, and in accordance with the requirements of the *Islands Trust Act*, the *Local Government Act*, the *Community Charter* or regulations under those Statutes;
- (c) sign the minutes certifying that they are true and correct after they have been approved by the APC;
- (d) in the absence of a Secretary, appoint a member of the APC to record the minutes of the meeting;
- (e) record a member's declaration of conflict of interest or potential conflict of interest, once a member has declared it; and
- (f) liaise with the Secretary to seek to achieve a meeting quorum that includes at least one member present at the meeting with the relevant expertise to address a specific matter of consideration in the referral(s), including planning, environmental or form and character considerations.

4. Referrals to the Commission

- 1. The Local Trust Committee may by resolution, refer any matter respecting land use, community planning or proposed bylaws and permits under Divisions 2, 7, 9 and 11 of Part 26 of the *Local Government Act*.
- 2. The Local Trust Committee may, by resolution, refer a plan, or bylaw amendment, or permit that has been partially processed, and seen at the application stage by the APC, for additional recommendations if it feels changes to the application warrant the review. In these cases the APC may be asked to respond in a briefer than normal time period.
- 3. The Local Trust Committee may, by resolution, refer a project in support of the Local Trust Committee's work program or other item of Local Trust Committee business to the APC with a request for a recommendation.
- 4. The APC must meet when there is a need to consider a referral, at a duly constituted meeting as defined under this Bylaw and as called by the Chairperson.
- 5. A regular scheduled meeting day will be established.
- 6. In the event that no referral is received by the Secretary at least 7 calendar days prior to the date of the next regular meeting, then no meeting will be held.
- 7. A meeting of the APC on any particular referral must be held not more than 30 days after the date of receipt of that referral, and sooner if the Local Trust Committee requests a response by an earlier specified date.
- 8. The Chairperson may call a special meeting, after consultation with the Secretary and all other members of the APC, to deal with any matter for which a quick response is requested.
- 9. Although the recommendations of the APC must be received by the Local Trust Committee, the Local Trust Committee is not bound by the recommendations.

5. Notice of Meeting

- 1. An employee of the Islands Trust shall mail, or otherwise deliver, documentation associated with any referral from the Local Trust Committee to all members and the Secretary of the APC.
- 2. The Secretary must give a notice of meeting, upon receipt of a referral to be discussed, to each APC member at least 5 calendar days prior to the regularly scheduled meeting.

3. The Secretary must confirm the date and time of any special meetings with each member of the APC.
4. The Secretary must ensure an applicant is notified of the date, time and place of an APC meeting at which his or her application or proposal will be discussed, at least five calendar days prior to the meeting.
5. The Secretary shall post a schedule of the date, time, and place of any regular APC meeting at least five calendar days prior to the meeting on a bulletin board on Salt Spring Island that is accessible to the public; such bulletin board to be the same as is used by the Local Trust Committee for the posting of any scheduled Local Trust Committee meeting.
6. The Secretary must ensure the Local Trustees, and the employee referred to in Section 5.1, are notified of each APC meeting at least five calendar days prior to the day of the meeting.
7. Where a matter upon which a recommendation has been made is referred back to the APC for further comment within a limited time period, the Secretary must notify the Local Trust Committee of a special meeting. The Secretary may invite the applicant if further information is required at least two days prior to the meeting, unless the applicant agrees to a lesser notice.

6. Conduct of Meeting

1. All deliberations of the APC must take place in a meeting. All meetings and special meetings of the APC must be held in a public facility and must be open to the public.
2. A quorum of the APC is 50% of those appointed.
3. The Chairperson is to convene the meeting and may adjourn it from time to time.
4. An applicant must be afforded the first opportunity to present his or her proposal and to answer any questions asked by APC members.
5. If the applicant or his or her agent fails to appear and was duly notified as required by this Bylaw, the APC may proceed to reach its recommendation in his or her absence.
6. At the request of any member of the APC, the Chairperson must invite any elected official, staff resource person, or member of the public present at the meeting, to comment on the matters before the APC. Any Local Trustee, officer, or employee of the Islands Trust, may attend at a meeting of the APC in a resource capacity.
7. The APC must not receive development proposals and other applications directly from applicants.
8. The APC must not consult directly with other government agencies.
9. If the Chairperson considers that another person at the meeting is acting improperly, the Chairperson may order that person expelled from the meeting.

7. Notice of Recommendation

1. If a Local Trustee did not attend an APC meeting, the Local Trustee may require a verbal report from the Chairperson.
2. The Secretary must ensure minutes of each meeting of the APC are recorded and approved by the APC at a subsequent meeting. Adopted APC minutes must be made available to the public upon request.
3. The Secretary must ensure that a copy of the draft minutes is submitted to the Local Trust Committee and Islands Trust office within seven calendar days of the meeting.
4. A recommendation of the APC shall be in the form of resolutions, and recorded by the minutes, provided that where requested by any member all dissenting opinions are also recorded.

8. Transition

Salt Spring Island Local Trust Committee Bylaw No. 427, cited as "Salt Spring Island Local Trust Committee Advisory Planning Commission Bylaw, 2007", is repealed.

9. Citation

This Bylaw may be cited as "Salt Spring Island Local Trust Committee Advisory Planning Commission Bylaw, 2013".

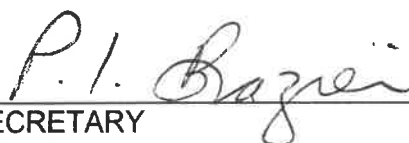
READ A FIRST TIME THIS 21st DAY OF March , 2013

READ A SECOND TIME THIS 21st DAY OF March , 2013

READ A THIRD TIME THIS 21st DAY OF March , 2013

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
23rd DAY OF April , 2013

ADOPTED THIS 2nd DAY OF May , 2013



SECRETARY



CHAIRPERSON

Housing Action Program Task Force Terms of Reference - December 2020

1. Purpose

This Terms of Reference guides the Housing Action Program Task Force (Task Force hereinafter) to assist in the development of the “Housing Action Program,” and to advise the Salt Spring Island Local Trust Committee (LTC) on matters related to the development of the Action Program, and as matter within the jurisdiction of LTC. The Task Force is an appointed advisory working group serving as a Special Advisory Planning Commission to LTC in accordance with the [BC Community Charter](#), where final decisions in all matters rest with the LTC. In addition to this Terms of Reference, other roles, responsibilities and procedures of the Task Force are governed by [Bylaw No. 467](#).

2. Roles and Responsibilities of Task Force Members

- a) Serve and attend Task Force meetings for the duration of the planning process;
- b) Participate in LTC sponsored community consultation events on issues relevant to this planning process;
- c) Promote the project and public engagement opportunities within the community;
- d) Review summary of findings from community engagement sessions;
- e) Provide feedback to staff on any program concepts, policy options, and any draft documents;
- f) Hold discussions at a scheduled meeting which are open to the public;
- g) Objectively apply judgement based on members’ expertise, experience and knowledge of the subject matter as related to development of the “Housing Action Program”;
- h) Be guided by the general policy intent as set out in the Salt Spring Island Official Community Plan and Land Use Bylaw;
- i) Respect multiple stakeholder perspectives, the broader policy context of the planning process, and its implications on local area land use issues;
- j) Ensure an environment where all members feel comfortable expressing their views; and,
- k) Request information from other agencies only through, or as directed by, Islands Trust Staff. The establishment of policy and liaison with other levels of government, non-government agencies and community interest groups is the responsibility of the Local Trust Committee.

3. Roles and Responsibilities of the Chair

- a) Leading and facilitating discussion at meetings;
- b) Ensuring that all points of view are heard;
- c) Ensuring that good order and civility are maintained at meetings;
- d) Ensuring that discussion is relevant and addresses the questions laid out in these terms of reference; and
- e) Ensuring that there are available resources to assist the Task Force at each meeting through advanced request and approval for such resources from the Salt Spring Island Local Trust Committee.

4. Work Plan Overview

- a) At the inaugural meeting of the Task Force, there will be member introductions and background presentation/orientation by Islands Trust staff. Establishment of a meeting schedule to achieve goals set forth in the work plan, and a nomination of the Chair and Vice-Chair of the Task Force.

5. Appointments

- a) The members of the Task Force shall be appointed by resolution of the Salt Spring Island Local Trust Committee;
- b) The total number of members shall not exceed ~~11~~12;
- c) The membership shall represent a wide cross section and the varied interests, perspectives, opinions and values of the community;
- d) The Local Trust Committee may, by resolution, remove a member at any time;
- e) If a member resigns, or an appointment is otherwise terminated, the Local Trust Committee may, by resolution, appoint a member to serve for the remaining term of the project; and
- f) Other Islands Trust staff, experts, community stakeholders, and consultants may attend the Commission meetings at the request of staff.

6. Quorum and Attendance

- a) In accordance with Bylaw No. 467 Conduct of Meeting, a majority of the appointed members shall constitute a quorum of the members and a quorum must be in attendance at a meeting for the Task force to proceed with its agenda.



Ganges Village Planning Task Force Terms of Reference November 2020

1. Purpose

This Terms of Reference guides the Ganges Village Planning Task Force (Task Force hereinafter) to assist in the development of the “Ganges Village Area Plan,” and to advise the Salt Spring Island Local Trust Committee (LTC) on matters related to Ganges Village planning process. The Task Force is an appointed advisory working group to LTC with final decisions in all matters brought before the Task Force rest with the LTC. In addition to this Terms of Reference, other roles, responsibilities and procedures of the Task Force are governed by [Bylaw No. 467](#) and should be referred to separately.

2. Roles and Responsibilities of Task Force Members

- a) Serve and attend Task Force meetings for the duration of the planning process;
- b) Participate in LTC sponsored community consultation events on emerging Ganges Village issues;
- c) Promote the project and public engagement opportunities within the community;
- d) Review summary of findings from community engagement sessions;
- e) Provide feedback to staff on plan concepts, policy options, and the draft plan;
- f) Hold discussions at a scheduled meeting which are open to the public;
- g) Objectively apply judgement based on members’ expertise, experience and knowledge of the subject matter as related to development of the “Ganges Village Area Plan” process;
- h) Be guided by the general policy intent as set out in the Salt Spring Island Official Community Plan and Land Use Bylaw;
- i) Respect multiple stakeholder perspectives, the broader policy context of the planning process, and its implications on local area land use issues;
- j) Ensure an environment where all members feel comfortable expressing their views; and,
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