



Local Planning Committee Agenda

Date Thursday, August 8, 2013
Time 10:00 am - 2:30 pm
Location: Islands Trust - Victoria
200 - 1627 Fort Street, Victoria, BC

	Pages
A. CALL TO ORDER	10:00 AM - 10:05 AM
B. APPROVAL OF AGENDA	
C. MINUTES/COORDINATION	10:05 AM - 10:15 AM
3.1. Minutes of Meetings/Resoluton without Meeting	3
3.2. Follow-up Action List	10
D. WORK PROGRAM ITEMS	10:15 AM - 12:00 AM
4.1. Proactive Bylaw Enforcement of Illegal Structures on Foreshore	
4.2. Water Quality and Quantity Toolkit	
E. DISCUSSION ITEMS	
5.1. RFD to Trust Council - Recommended Policy Amendments related to Trust Council Delegation Bylaw 154	
F. ON-GOING ITEMS	1:00 PM - 2:00 PM
6.1. Green Shores for Homes	
6.2. Ministry of Transportation and Infrastructure Checklist and Flowchart	
6.3. Bylaw Enforcement Update	
G. NEW BUSINESS	
H. LOCAL PLANNING COMMITTEE - WORK PROGRAM	12
I. NEXT MEETING	
J. ADJOURNMENT	2:30 PM - 2:30 PM

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Local Planning Committee Minutes of Regular Meeting

Date Thursday, May 9, 2013
Location Islands Trust - Victoria
200 - 1627 Fort Street, Victoria, BC

Members Present: Louise Decario, Chair
David Graham, Executive Committee Representative (by web conference)
Brian Crumblehulme, Committee Member
George Grams, Committee Member
Pamela Janszen, Committee Member
Mike Jones, Committee Member
Gisele Rudischer, Committee Member
Jan Hagedorn, Committee Member (by web conference)
Peter Johnston, Committee Member (by web conference)
Sheila Malcolmson, Ex-Officio Member (by web conference)

Regrets: Sue French

Staff Present: David Marlor, Director of Local Planning Services
Stephanie Somers, Committee Secretary
Kris Nichols, Local Planning Committee Planner
Clare Frater, Trust Area Policy Analyst
Laura Stringer, Communications Specialist

Guests: Brian Emmett

There were no members of the public in attendance

1. CALL TO ORDER

The meeting was called to order at 10:10 am with Trustees Graham, Hagedorn, Johnston, and Malcolmson attending via web conference. Trustee Crumblehulme had not arrived at this time.

2. APPROVAL OF AGENDA

By general consent the Committee approved the agenda as submitted.

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3. MINUTES/COORDINATION

3.1. Minutes of February 7, 2013 Meeting

Chair Decario asked for any amendments to the minutes and the following changes were made:

- That 5.1 be updated to read “Director Marlor gave an update on bylaw enforcement noting that staff is considering hiring a temporary bylaw enforcement officer while Bylaw Enforcement Manager Miles Drew is on leave.
- Update the word “report” to “work program” in item 8.

Resolution LPC 10/2013

It was MOVED and SECONDED

That the Local Planning Committee meeting minutes of February 7, 2013 be adopted as amended

CARRIED

Trustee Crumblehulme arrived at 10:21am.

3.2. Follow-up Action List

The committee reviewed the follow up action list. Chair Decario asked for any comments or amendments and the following changes were made:

- Items 3.1, 3.2, 4.1, 4.2, 6.1, 6.2, the second 6.3, 8.1 from the February 7, 2013 meeting are done and can come off
- Both items from the November 7, 2012 meeting are done and can come off
- Director Marlor will report back to Local Planning Committee in August on Item 5.1 from the February 8, 2012: the process of circulating draft minutes and adopting via Resolution Without Meeting at next meeting
- Item 3.3 from the February 17, 2011 meeting can come off the Follow-up Action List

Secretary Somers will send the Follow-up Action List to the Local Planning Committee within 7 days of meeting.

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4. WORK PROGRAM ITEMS

4.1. Develop Mechanism For Proactive Bylaw Enforcement of Illegal Structures on The Foreshore

Planner Nichols reviewed the briefing noting that he prepared a briefing instead of a Project Charter as he needed more direction on what the project should entail as there is a limited budget of \$2000.

Resolution LPC 11/2013 It was **MOVED and **SECONDED****

That the Local Planning Committee direct staff to ask the Local Trust Committees if they are willing to pilot a project on proactively enforcing illegal structures on the foreshore.

CARRIED

5. DISCUSSION ITEMS

5.1. Green Shores for Homes

Director Marlor introduced Brian Emmett, who presented the committee with the Green Shores for Homes rating system, draft credits and incentives, and possible pilot projects that could take place with the Islands Trust. It was noted that incentives would be determined and facilitated at the local level.

Brian Emmett informed the committee he would be willing to come back to do a further presentation once the credits have been received.

Director Marlor gave an overview of the memorandum from the Thetis Local Trust Committee regarding their desire to continue working on Green Shores for Homes.

The committee broke for lunch at 12:15pm and reconvened at 12:48 pm

4. WORK PROGRAM ITEMS

4.2. Development of Water Quality and Quantity Tool-Kit

Planner Nichols gave an overview of the project charter and it was noted that staff time and resources would come out of Local Planning Committee budget not the project budget.

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Resolution LPC 12/2013

It was MOVED and SECONDED

That the Local Planning Committee amend the project charter so that the communications budget is changed to \$500 and the mapping budget is changed to \$3000.

CARRIED

The following amendments were made to the Project Charter:

- Delete the first bullet under project objectives
- Move the last bullet of in scope higher on the priority list
- Include realtors and contractors in stakeholders
- Delete the section on First Nations
- Add that the education and outreach materials will be related to model water conservation Development Permit Areas on the third bullet under project deliverables
- Move bullets on wells and aquifer mapping from out of scope to in scope

Resolution LPC 13/2013

It was MOVED and SECONDED

That the Local Planning Committee approve the Project Charter titled "Development of Water Quality and Quantity Tool Kit and Model Bylaw" dated April 30, 2013 as amended on May 9, 2013.

CARRIED

6. ON-GOING ITEMS

6.1. Integrated Watershed & Shoreline Stewardship

Director Marlor gave an overview of the briefing highlighting that online mapping is available to public.

Resolution LPC 14/2013

It was MOVED and SECONDED

That the Local Planning Committee direct staff to canvas Local Trust Committees for interest in piloting a Green Shores for Homes project.

CARRIED

6.2. LPS 3 Year Project Status Report

Director Marlor gave an overview of the Local Planning Services Three-Year Project Status Report noting that this document gives an overview of what is happening at all Local Trust Committees, bylaw enforcement, and mapping.

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It was noted that Galiano Island and Saturna Island had changes since the document was made and staff was asked that the document be amended to reflect those changes.

Staff was asked to amend staff resources to identify Bylaw Enforcement Administrative Assistant as the position with two asterisks.

Resolution LPC 15/2013

It was MOVED and SECONDED

That the Local Planning Committee forward the Local Planning Services Three-Year Project Status Report to Trust Council as amended.

CARRIED

6.3. Letter of Agreement with Ministry of Transportation and Infrastructure

Director Marlor gave an overview of the briefing noting that staff met with Ministry staff in April 2013 and the next meeting is scheduled for April 2014. It was also noted that an addendum may be made to the Letter of Agreement regarding clarity of terms.

Director Marlor will follow up with Ministry of Transportation and Infrastructure staff about getting a timeline for the checklist and flowchart regarding trails on road right-of-ways.

6.4. Bylaw Enforcement Verbal Update

Director Marlor gave an update on bylaw enforcement noting that Bylaw Enforcement Manager Miles Drew is expected to be on leave until July and that we have hired an auxiliary part-time bylaw enforcement officer to help with the work load and closing old files. It was also noted that the Bylaw Enforcement Notification and Dispute Adjudication warning tickets seem to be having a positive effect on gaining compliance.

Director Marlor will update on bylaw enforcement again at the August Local Planning Committee meeting.

7. NEW BUSINESS

7.1. LPC Submission to Annual Report

Director Marlor gave an overview of the Local Planning Committee Annual Report noting that this is a summary of Local Planning Committee work from April 1, 2012 - March 31, 2013

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The following amendments were made:

- That the third focus in green technologies should be micro-hydro projects
- Add that our first webinar took place during a Green Shores for Homes workshop
- Replace “BEN” with Bylaw Enforcement Notification and Dispute Adjudication System

Resolution LPC 16/2013

It was MOVED and SECONDED

That the Local Planning Committee approve the Annual Report submission for 2012-2013 as amended.

CARRIED

7.2. Protection of Species and Ecosystems - From Trust Council

Director Marlor gave an overview of the briefing noting that Trust Council passed a resolution requesting Local Planning Committee to put protection of species and ecosystems onto the Local Planning Committee work program.

Resolution LPC 17/2013

It was MOVED and SECONDED

That the Local Planning Committee direct staff to draft a report on Protection of Species and Ecosystems and report back to Local Planning Committee.

CARRIED

7.3. Development Approval Information Model Bylaw Draft Amendments - From Trust Council

Director Marlor gave an overview of the briefing noting that Trust Council passed a resolution directing Local Planning Committee to propose amendments to Trust Council Policy 2.1viii, specifically to attach a new model bylaw reflecting current best practices.

8. LOCAL PLANNING COMMITTEE - WORK PROGRAM

Chair Decario presented the work program and asked for any comments or changes.

The Top Priorities are to be amended by:

- Updating current on item one to canvas Local Trust Committees
- Updating planned on item one to be determined if there is interest
- Delete “Develop project charter and” from current on number two
- Add strategic plan number to item three

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The on-going items are to be amended by:

- Add Protection of Species and Ecosystems
- Add Development Approval Information Model Bylaw
- Add Canvas Local Trust Committees for interest on piloting a project to Integrated Watershed and Shoreline Stewardship Protection Approach
- Add invite Brian Emmett back to talk about credits to Green Shores for Homes.

Resolution LPC 18/2013

It was MOVED and SECONDED

That the Local Planning Committee adopt the Local Planning Committee Work Program as amended and forward to June Trust Council.

CARRIED

9. NEXT MEETING

The next meeting is August 8, 2013 at 10:00am.

10. ADJOURNMENT

By general consent the meeting was adjourned at 2:22pm.

Louise DeCario, Chair

Certified Correct

Stephanie Somers, Secretary and Recorder



Islands Trust

Local Planning Committee Follow Up Action List

May 9, 2013

No.	Activity	Responsibility	Target Date	Status
3.1	Have adopted minutes from Feb LPC meeting posted to website and have signed copy filed in fireproof cabinet	SS	Aug-13	Done
3.2	Update FUAL as amended at the May LPC meeting and send to Committee members	SS	May-13	Done
4.1	Ask LTCs if any are willing to pilot a project on proactive bylaw enforcement of illegal structures on the foreshore and report back to August LPC	KN	Aug-13	Done
4.2	Begin research on a tool kit for water quality and quantity	KN	Aug-13	
5.1	Brian Emmett to return to do a further presentation on Green Shores for Homes once credits are received.	DM	Nov-13	
6.1	Ask LTCs if any are interested in piloting a Green Shores for Homes project	DM	Aug-13	
6.2	Amend LPS 3 Year Project Status Report to reflect changes on Galiano and Saturna and forward to council	DM/SS	May-13	Done
6.3	David Marlor to follow up with MoTI staff regarding a timeline for checklist and flowchart regarding trails on road Right of Way	DM	Aug-13	
6.4	David Marlor to update on Bylaw Enforcement at August LPC meeting	DM	Aug-13	
7.2	Staff to draft a report on Protection of Species and Ecosystems and report back to LPC	KN	Nov-13	

8.1	Update the LPC Work Program as amended in the meeting and forward to Trust Council	DM/SS	May-13	In progress
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February 7, 2013

No.	Activity	Responsibility	Target Date	Status
4.3	Develop a project charter for the Proactive Bylaw Enforcement of Illegal Structures on the Foreshore Project	KN	Aug-13	In progress
6.3	Prepare a report to bring to LPC once credits are received from the Green Shores for Homes Project	DM	Nov-13	In progress

February 8, 2012

No.	Activity	Responsibility	Target Date	Status
5.1	That the following processes occur post LPC meetings: - decision items are posted on the Islands Trust website subject to ratification. - follow up action lists are circulated within two weeks of meeting date.	SS		On Going
5.1	That directors Gordon and Shelest be solicited for current processes for circulating draft minutes of other council committees	DM	After Discussion with Trust Area Services	In progress

February 17, 2011 meetings or earlier

No.	Activity	Responsibility	Target Date	Status
3.10.7	OCP/LUB Review Program - monitor and report on status	DM		On Going
	Bylaw Dispute Adjudication System Implementation - monitor and report on status	DM		On Going



LOCAL PLANNING COMMITTEE REPORT

To: Islands Trust Council

Date: May 9, 2013

WORK PROGRAM

1. **DEVELOP MECHANISM FOR PROACTIVE BYLAW ENFORCEMENT OF ILLEGAL STRUCTURES ON THE FORESHORE (Strategic Plan 2.2)**

Current – Canvas Local Trust Committees regarding interest in piloting project.

Planned – To be determined if there is interest from Local Trust Committees.

2. **DEVELOPMENT OF WATER QUALITY AND QUANTITY TOOL KIT (Strategic Plan 3.3)**

Current – Begin research on tool kit for water quality and quantity. Develop report and RFD.

Planned – Development permit areas for water conservation

3. **RENEWABLE ENERGY TECHNOLOGIES IN THE TRUST AREA**

Current - Model policy and regulatory wording to address micro-hydro projects.

Planned – Model policy and regulatory wording to address domestic tidal power.

ON-GOING ITEMS

INTEGRATED WATERSHED & SHORELINE STEWARDSHIP PROTECTION APPROACH (Strategic Plan 2.1) – Canvas LTCs to see if there is interest in piloting a project. LPC is monitoring progress.

IT GREEN SHORES FOR HOMES PROJECT (Strategic Plan 2.1) – Steering committee and technical committee working on credits and incentives. Invite Brian Emmett to come back to talk about Green Shores credits. LPC is monitoring progress.

LETTER OF AGREEMENT WITH THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE – including discussion around access to water - Staff working with the MOTI to address the Letter of Agreement; next meeting planned for Spring 2014. LPC is monitoring progress.

OCP/LUB PROGRAM STATUS – LPC is monitoring progress and funding availability.

DOMESTIC WIND POWER – Update report as required.

PROTECTION OF SPECIES AND ECOSYSTEMS (Strategic Plan 1.6) – Staff to draft report and report back to LPC

DEVELOPMENT APPROVAL INFORMATION MODEL BYLAW – Staff to draft amendments to model bylaw.

