



Local Planning Committee Minutes of Regular Meeting

Date: Thursday, August 8, 2013
Location: Islands Trust - Victoria
200 - 1627 Fort Street, Victoria, BC

Members Present: Louise Decario, Chair
David Graham, Executive Committee Representative (by web conference)
George Grams, Vice-Chair
Pamela Janszen, Committee Member
Mike Jones, Committee Member
Sue French, Committee Member
Gisele Rudischer, Committee Member
Jan Hagedorn, Committee Member (by web conference)
Peter Johnston, Committee Member (by web conference)

Regrets: Sheila Malcolmson (Ex-Officio Member)

Staff Present: David Marlor
Linda Adams
Emily Kozak

Guests: Liz Montague, North Pender Trustee

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

By general consent the Committee approved the agenda as submitted.

3. MINUTES/COORDINATION

3.1. Minutes of Meetings/Resolution without Meeting

Adopted

The minutes were approved with the following amendment:
Members Present: Change Trustee Grams to show as vice-chair.

Resolution LPC 19/2013

It was MOVED and SECONDED

That the Local Planning Committee meeting minutes of May 9, 2013, be adopted as amended.

CARRIED

Trustee Crumblehulme arrived at 10:15am.

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 were discussed:

- Items 3.1, 3.2, 4.1, and 6.2 from the May 9, 2013 meeting are done and can be removed.
- Items 4.3 and 6.3 from the February 7, 2013 meeting have been modified and are captured in other items and can be removed.

The following items were discussed further:

- Item 6.1 from May 9, 2013 it was noted that Thetis LTC has already made an expression of interest.
- Item 6.3 from February 7, 2013 There was discussion surrounding credits from green shores for homes and about right of ways.

Director Marlor will send the Follow-Up Action List to the Local Planning Committee within 10 days of the meeting.

4. WORK PROGRAM ITEMS

4.1. Proactive Bylaw Enforcement of Illegal Structures on Foreshore

Director Marlor reviewed the briefing note. Discussion surrounded the use of the budget for educational materials, and enforcement particularly starting with Gabriola Island. Further discussion included:

- The limits of a \$2000 budget
- Direction from Trust Council to undertake proactive bylaw enforcement
- Policies and direction from LTCs to bylaw enforcement
- Support for Gabriola enforcement
- Options for education including brochures and use of the Islands Trust and LTC websites

Adopted

- The anticipation of voluntary compliance, and the potential costs of long term enforcement

Resolution LPC 20/2013

It was MOVED and SECONDED

To use the \$2000.00 toward creating an information and awareness brochure regarding illegal structures on the foreshore and the near-shore and best management practices for use on all islands, and to then post this information on the Islands Trust Website.

CARRIED (opposed Decario, Jones, Rudischer and Hagedorn)

4.2. Water Quality and Quantity Toolkit

Director Marlor presented the brief for information outlining the options for a Water Quality and Quantity tool kit. The Committee requested that staff to use graphics similar to the Regional District of Nanaimo in the tool kit.

Resolution LPC 21/2013

It was MOVED and SECONDED

that an education component be considered as a part of the water quality and quantity tool kit.

CARRIED

Trustee Janszen joined the meeting at 11:28 am.

5. DISCUSSION ITEMS

5.1. Meeting Attendance and use of Go-To-Meeting

The Committee discussed the option of holding electronic meetings without a quorum present in Victoria. The Committee asked staff to look into using a microphone and speakers with Go-To-Meeting, so that members can have the option of using their computer microphones.

The committee took a break for lunch at 11:50am and reconvened at 12:25pm

6. ON-GOING ITEMS

6.1. Green Shores for Homes

Director Marlor presented an update for information. Trustee French shared a recent Thetis LTC resolution that supports, in principle, being a pilot area for Green Shores.

6.2. Bylaw Enforcement Procedures Update

Director Marlor presented the edited staff report and email to Trustees to the LPC for review. The Committee requested that staff make the following changes:

- Set time frame parameters for notifying or updating a complainant
- Set time frame parameters for the fulfillment of bylaw requirements
- Provide more detailed reporting on spreadsheet, especially noting when files were opened
- Item 5.3 to say the Director of Local Planning will...make a recommendation whether injunctive proceedings should proceed

Trustees also discussed the options for requesting bylaw officers to report to LTCs on open enforcement files including presenting a resolution.

7. NEW BUSINESS

7.2. Adopting Conflict of Interest Rules for Advisory Planning Commissions

Trustee Montague presented a letter addressed to the Local Planning Committee.

The Committee discussed legal, and policy guidelines and opinions surrounding conflict of interest. Trustees Grams, Johnston and Crumblehulme, agreed to work with Trustee Montague on refining a request for future consideration by the Local Planning Committee.

7.1. RFD to Trust Council - Recommended Policy Amendments related to Trust Council Delegation Bylaw 154

Chief Administrative Officer Adams presented the proposed changes to the Bylaw.

The Committee discussed who “planning staff” are, as included under number 16 of the proposed amendments as illustrated in Attachment 2. Staff was asked to make the language clear that it was the planning staff for the Local Trust Committee and not for Trust Council that was being referred to.

Trustees Graham and French left at 2:00pm

Resolution LPC 22/2013

It was MOVED and SECONDED

that the Executive Committee forward to Trust Council the proposed amendments to Policy 5.9.1 as illustrated in Attachment 2.

CARRIED

8. LOCAL PLANNING COMMITTEE - WORK PROGRAM

Trustee Rudischer left at 2:15pm

By consensus, the Committee directed staff that the “Development of Water Quality and Quantity Tool Kit” become the top priority on the work program and move “Develop Mechanism for Proactive Bylaw Enforcement of Illegal Structures on the Foreshore” to number 2.

9. NEXT MEETING

The next meeting will be on November 7, 2013 at 10am in the Victoria Boardroom.

10. ADJOURNMENT

By consent the meeting was adjourned at 2:25pm.

Louise DeCario, Chair

Certified Correct

Emily Kozak, A/Secretary and Recorder