



Local Planning Committee Minutes of Regular Meeting

Date: Wednesday, May 7, 2014
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present: Louise Decario, Chair
Ken Hancock, Executive Committee Representative
George Grams, Vice Chair
Brian Crumblehulme, Committee Member (by web conference)
Pamela Janszen, Committee Member
Mike Jones, Committee Member
Sheila Malcolmson, Ex-Officio Member
Sue French, Committee Member
Jan Hagedorn, Committee Member (by web conference)
Peter Johnston, Committee Member (by web conference)

Absent: Gisele Rudischer, Committee Member

Staff Present: Linda Adams, Chief Administrative Officer
David Marlor, Director, Local Planning Services
Kris Nichols, Island Planner
Rob Gratton (Minutes)

1. CALL TO ORDER

The meeting was called to order at 10:04 a.m. with Trustees Crumblehulme, Hagedorn and Johnston attending via web conference. Trustee Rudischer was absent.

2. APPROVAL OF AGENDA

By general consent the Local Planning Committee approved the agenda as submitted.

3. ADOPTION OF MINUTES/COORDINATION

3.1. Minutes of Meetings

The minutes of the February 7, 2014 Local Planning Committee meeting were approved with one amendment to item 7.1.

Adopted

Resolution LPC-2014-012

It was MOVED and SECONDED,

That the Local Planning Committee meeting minutes of February 7, 2014 be adopted as amended.

CARRIED

3.2. Follow-up Action List

The committee reviewed the follow-up action list. Chair Decario requested comments or amendments. By consent, the committee requested a report at its next meeting on progress with implementing the Bylaw Dispute Adjudication System.

Resolution LPC-2014-013

It was MOVED and SECONDED,

That the Local Planning Committee removes both items numbered 5.1 from the February 8, 2012 meeting from the follow-up action list.

CARRIED

4. WORK PROGRAM ITEMS

4.1. Renewable Energy Technologies in the Trust Area (Memo)

Island Planner Nichols presented a briefing note about micro-hydro projects to the Committee. Of note is the requirement for works within a stream to obtain a license under the *BC Water Act* (soon to be replaced by the Water Sustainability Act). Planner Nichols requested input from the committee. Discussion led to a consensus that a fact sheet with web links should be developed.

Resolution LPC-2014-014

It was MOVED and SECONDED,

That the Local Planning Committee requests staff to limit the scope of the micro-hydro project to a fact sheet that includes web links to relevant information.

CARRIED

4.2. Green Shores for Homes

Island Planner Nichols presented a document he prepared titled "A Landowner's Guide to Protecting Shoreline Ecosystems". The committee thanked Island Planner Nichols for his work and suggested a few amendments. It was suggested that the document could be more reader-friendly if it was divided into different types of shorelines. Revisions will be made and the document will be presented to the committee again at its meeting in August 2014.

Adopted

5. DISCUSSION ITEMS

5.1. Work Program Discussion and Evaluation

Discussion of the Local Planning Committee Work Program highlighted a need to get feedback from trustees and planners about the utility of the program. This feedback will enable a further discussion of the item at the next LPC meeting in August 2014.

Resolution LPC-2014-015

It was MOVED and SECONDED,

That the Local Planning Committee requests that staff create an online survey for Trustees and Planners to assess the utility of the LPC Work Program over their term.

CARRIED

Resolution LPC-2014-016

It was MOVED and SECONDED,

That the Local Planning Committee delegates Chair Decario and Trustee Janszen to work with staff on designing a survey to assess the utility of the LPC Work Program over their term.

CARRIED

6. ON-GOING ITEMS

6.1. Education Component for Water Quality and Quantity Toolkit

The Local Planning Committee discussed the need to develop an education component for the Water Quality and Quantity Toolkit. It was noted that the Trust Programs Committee was assigned to create a water education brochure. The Local Planning Committee agreed not to undertake creating an education component for the Water Quality and Quantity Toolkit.

Resolution LPC-2014-017

It was MOVED and SECONDED,

That the Local Planning Committee removes item 4.2 from the August 8, 2013 meeting from the follow-up action list.

CARRIED

6.2. Bylaw Enforcement Briefing (Decision to send to TC)

Director Marlor presented the Bylaw Enforcement Briefing and Statistics Report for Q4 to the Local Planning Committee, including totals for the fiscal year. The

Adopted

Committee expressed that they appreciate the updated reports and suggested minor revisions.

Resolution LPC-2014-018

It was MOVED and SECONDED,

That the Local Planning Committee submits the Bylaw Enforcement Briefing and Statistics Report as amended to Trust Council at their June 2014 meeting.

CARRIED

7. NEW BUSINESS

7.1. CRA Designation as a Qualified Donee - possible changes to the Grants Administration Policy (Update)

Grants Manager Mike Richards joined the meeting to explain the implications of Canada Revenue Agency designation of the Islands Trust as a Qualified Donee. Mr. Richards noted that the Islands Trust Grants Policy is being reviewed and will be presented to the Local Planning Committee in the future. Also noted was a need for guidelines for administrative fees. The committee thanked Mr. Richards for the update.

7.2. Update on Riparian Areas Regulation (RAR) (Briefing Note)

Director Marlor presented a briefing note from the Local Planning Committee to update Trust Council on the implementation of Riparian Areas Regulations. Minor edits were suggested and the committee accepted the briefing note.

Resolution LPC-2014-019

It was MOVED and SECONDED,

That the Local Planning Committee submits as amended the Riparian Areas Regulation Implementation Update briefing to Trust Council at its June 2014 meeting.

CARRIED

7.3. LPC Contribution to the 2013/2014 Annual Report

Island Planner Nichols presented a Request for Decision to approve the Local Planning Committee's submission for the Islands Trust 2013-2014 Annual Report. The committee recommended several changes and approved the amended submission.

Adopted

Resolution LPC-2014-020

It was MOVED and SECONDED,

That the Local Planning Committee approves its submission as amended to Trust Area Services for the 2014-2015 Annual Report.

CARRIED

7.4. APC Policy Request from TC (RFD)

Trustee Montague joined the meeting as a guest to share her comments on the Advisory Planning Commission (APC) bylaw review being considered by the Local Planning Committee. Chief Administrative Officer Adams also joined the meeting to present a briefing about APC bylaws and options for treatment of APC member conflict of interest. A Request for Decision from Director Marlor was included in the agenda and several documents were provided for background information. Discussion centered on what could be accomplished during this term.

Resolution LPC-2014-021

It was MOVED and SECONDED,

That the Local Planning Committee submit the briefing from CAO Adams titled "Model APC Bylaw - Options for Treatment of APC Member Conflict of Interest" to Trust Council for input, along with the APC FAQ document.

CARRIED

Resolution LPC-2014-022

It was MOVED and SECONDED,

That the Local Planning Committee direct staff to prepare a cover memo to accompany the APC briefing from CAO Adams to Trust Council. The memo should introduce the briefing, invite comments on the guidelines and convey that the LPC has added the APC bylaw to its work program review.

CARRIED

Resolution LPC-2014-023

It was MOVED and SECONDED,

That the Request for Decision presented by Director Marlor regarding Referral of APC Conflict of Interest from Trust Council be deferred to the agenda for the August 2014 Local Planning Committee meeting.

CARRIED

8. LOCAL PLANNING COMMITTEE - WORK PROGRAM

The Local Planning Committee work program was reviewed and amended as follows:

Adopted

Item 1 – Renewable Energy Technologies in the Trust Area

Change the current activity to: “Create a fact sheet including web links to address micro-hydro projects”.

Item 2 – Green Shores for Homes

No Change.

Item 3 – Development Approval Information Model Bylaw

Item moved to Ongoing Items list.

New Item 3: LPC Policy Review

Current: Develop and implement survey of Trustees and Planners on the utility of the Local Planning Committee

Planned: To be determined.

Ongoing Items

New item: APC Policy and Model Bylaw – Local Planning Committee to consider review of APC Policy and develop recommended Model APC Bylaw.

Resolution LPC-2014-024

It was MOVED and SECONDED,

That the Local Planning Committee request staff to update the Local Planning Committee work program as directed.

CARRIED

9. NEXT MEETING

The next meeting of the Local Planning Committee will take place on Thursday, August 7, 2014 from 10 a.m. to 2:30 p.m. in the Islands Trust boardroom.

10. ADJOURNMENT

By consent the meeting was adjourned at 2:45 p.m.

Louise DeCario, Chair

Certified Correct

Robert Gratton, Secretary and Recorder