



Local Planning Committee Minutes of Regular Meeting

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

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

Staff Present: Linda Adams, Chief Administrative Officer
David Marlor, Director, Local Planning Services
Miles Drew, Bylaw Enforcement Manager
Carmen Thiel, Legislative Services Manager
Aleksandra Brzozowski, Island Planner (by web conference)
Rob Gratton, Communications and Fundraising Specialist,
Islands Trust Fund (Minutes)

1. CALL TO ORDER

The meeting was called to order at 10:05 a.m. with Trustees Grams, Hagedorn, Johnston and Malcolmson attending via web conference. Chair Decario announced to the committee that Trustee Rudischer has resigned her position as a member of the Local Planning Committee.

2. APPROVAL OF AGENDA

The Committee agreed to re-order the agenda by replacing item 4.3 with item 5, and vice-versa.

Resolution LPC-2014-025

It was MOVED and SECONDED

That the Local Planning Committee approves the agenda as amended.

CARRIED

ADOPTED

3. ADOPTION OF MINUTES/COORDINATION

3.1. Minutes of Meetings

The minutes of the May 7, 2014 Local Planning Committee meeting were approved with no amendments.

Resolution LPC-2014-026

It was MOVED and SECONDED

That the Local Planning Committee meeting minutes of May 7, 2014 be adopted.

CARRIED

3.2. Follow-up Action List

The committee reviewed the follow-up action list. No changes were made.

4. WORK PROGRAM ITEMS

4.1. Renewable Energy Technologies in the Trust Area

Director Marlor presented a Request for Decision regarding distributing a fact sheet about micro-hydro energy systems to Local Trust Committees and posting it to the Islands Trust website. Discussion led to several changes being recommended to the fact sheet.

Resolution LPC-2014-027

It was MOVED and SECONDED

That the Local Planning Committee request amendments to incorporate changes in the Micro-Hydro Energy Systems fact sheet and that the document be presented to the committee again at its next meeting.

CARRIED

4.2. Green Shores for Homes Update

Island Planner Aleksandra Brzozowski joined the meeting via web conference to provide an update on the Green Shores for Homes toolkit and program. By consent, the committee requested that a memo about the Green Shores project be prepared for the Local Planning Committee Chair's report to Trust Council.

4.3. LPC Policy Review

4.3.1. Survey Results

Director Marlor presented a briefing regarding the results of a survey conducted to evaluate the Local Planning Committee work program. Survey results were reviewed and discussed and minor revisions were suggested for the briefing.

ADOPTED

Resolution LPC-2014-031

It was MOVED and SECONDED

That the Local Planning Committee direct staff to post links to LPC toolkits, brochures and resources on the Local Planning Committee webpage on the Islands Trust website.

CARRIED

4.3.2. Recommendations to Next Local Planning Committee

The committee reviewed the Local Planning Committee Terms of Reference and found them to be out-of-date.

Resolution LPC-2014-032

It was MOVED and SECONDED

That the Local Planning Committee request staff to draft a Request for Decision to Trust Council in September to request a review and update of the Local Planning Committee Terms of Reference based on feedback from survey results and Local Planning Committee practices over time.

CARRIED

Resolution LPC-2014-033

It was MOVED and SECONDED

That subject to Trust Council approval of the previous motion, the Local Planning Committee direct staff to draft a project charter and an itemized list of recommended changes to the Local Planning Committee Terms of Reference.

CARRIED

5. DISCUSSION ITEMS

5.1. APC Request for Decision

Chief Administrative Officer Linda Adams joined the committee for discussion of this agenda item. Director Marlor presented a Request for Decision regarding the referral of Advisory Planning Commission conflict of interest from Trust Council. Three alternative responses were considered. It was agreed to select option 3, *“to circulate the Advisory Group's Conflict of Interest and Bias Guidelines to local trust committees, staff and Advisory Planning Commission members, and include the guidelines in the orientation material for Advisory Planning Commission members.”*

Resolution LPC-2014-028

It was MOVED and SECONDED

That the Local Planning Committee select Alternative 3 from the Request for Decision, subject to legal review.

CARRIED

ADOPTED

Resolution LPC-2014-029

It was MOVED and SECONDED

That the Local Planning Committee request staff to prepare a Request for Decision containing a recommendation to Trust Council to remove the review of APC policy and development of a model APC bylaw from the Local Planning Committee work program and that the Chair be authorized to approve the Request for Decision on behalf of the committee.

CARRIED

6. ON-GOING ITEMS

There were no on-going items discussed.

7. NEW BUSINESS

7.1. Bylaw Adjudication Implementation Update

Bylaw Enforcement Manager Miles Drew joined the committee to present a briefing about implementation of the Bylaw Enforcement Notification System. The committee requested that the briefing be revised to define and clarify what compliance agreements are and to add a violation type column to the attached spreadsheet.

Resolution LPC-2014-030

It was MOVED and SECONDED

That the Local Planning Committee recommend that the Bylaw Enforcement Notification System briefing be forwarded to Trust Council for information as amended.

CARRIED

7.2. Amending Trust Council Policy 4.1.v - Local Trust Committee Resolutions Without Meeting

Legislative Services Manager Carmen Thiel joined the committee for discussion of this agenda item. Manager Thiel reviewed a briefing she prepared for the committee as well as the Islands Trust policy regarding Resolutions Without Meeting. The committee requested that Manager Thiel makes several amendments to the policy.

8. LOCAL PLANNING COMMITTEE - WORK PROGRAM

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

- Item 1 is now "LPC Policy Review"
- Item 3 is now "Renewable Energy Technologies in the Trust Area"

ADOPTED

Resolution LPC-2014-034

It was MOVED and SECONDED

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

CARRIED

9. NEXT MEETING

9.1. Determine if a November LPC meeting is needed

The next Local Planning Committee meeting will take place on Wednesday, November 5, 2014 at 10:00 a.m. via teleconference, if required by a Trust Council decision.

10. ADJOURNMENT

By consent, the meeting was adjourned at 2:20 p.m.

Louise DeCario, Chair

Certified Correct

Robert Gratton, Secretary and Recorder