

ADOPTED



Local Planning Committee Minutes of Regular Meeting

Date: November 12, 2015
Location: Ladysmith City Hall, 410 Esplanade (Hwy 1)

Members Present: Paul Brent, Chair
Peter Luckham, Ex Officio Member
Laura Busheikin, Executive Committee Representative

Teleconferenced in: Melanie Mamoser, Vice Chair
Alex Allen, Local Trustee
Tony Law, Local Trustee
Timothy Peterson, Local Trustee
Sandy Pottle, Local Trustee

Regrets: Wendy Scholefield, Local Trustee
Lee Middleton, Local Trustee

Staff Present: David Marlor, Director, Local Planning Services
Justine Starke, Island Planner
Lori Foster, Recorder

1. CALL TO ORDER

Chair Brent called the meeting to order at 10:16 am.

2. APPROVAL OF AGENDA

By **General Consent** the agenda was approved.

3. ADOPTION OF MINUTES/COORDINATION

3.1 Draft Minutes of August 20, 2015 - for adoption

The following amendments to the draft minutes were presented for consideration:

- **LPC-2015-016** replace the word "Council" with "Committee".
- **LPC-2015-018** remove the word "Land" before "Trust Council".

By **General Consent** the Local Planning Committee meeting minutes of August 20, 2015, as amended, were **Adopted**.

3.2 Resolutions without Meeting – None.

3.3 Follow-up Action List

By **General Consent** the Local Planning Committee Follow-up Action List dated August 20, 2015, be amended by deleting all items under the header February 17, 2011 or earlier including:

- 6.3 Report on OCP and LUB updates to the LPC
- 6.3 Report on Bylaw Enforcement Notification System to the LPC.

4. WORK PROGRAM ITEMS

4.1 Request for Decision - Project Charter - Community Housing Forum

Planner Starke presented and summarized the Request for Decision report and Project Charter dated November 3, 2015.

LPC-2015-021

It was MOVED and SECONDED,

that the Local Planning Committee make the following amendments to the Community Housing Forum Project Charter:

- Remove from Out of Scope - Forum that is not scheduled back to back with Trust Council;
- Add to In Scope – Summarize and report out the findings of the 1 day forum, report distributed to participants.

CARRIED

LPC-2015-022

It was MOVED and SECONDED,

that the Local Planning Committee endorses the Project Charter dated November 3, 2015, as amended, for a community housing forum.

CARRIED

LPC-2015-023

It was MOVED and SECONDED,

that the Local Planning Committee appoint trustees Tony Law, Laura Busheikin, Melanie Mamoser and Alex Allen as a subcommittee to work with planning staff on connecting with islanders and developing an agenda for the community housing forum.

CARRIED

LPC-2015-024

It was MOVED and SECONDED,

that the Local Planning Committee amend its 2016-17 budget request to the Financial Planning Committee and Trust Council from \$50,000 to \$18,000.

CARRIED

5. DISCUSSION ITEMS – None.

6. Lunch Break

Deferred to end of the meeting.

7. ON-GOING ITEMS – None.

8. NEW BUSINESS

8.1 Budget Request - Verbal Update (DM)

Director of Local Planning Services (DLPS) Marlor will update the Director of Administrative Services (DAS) Cindy Shelest with the budget request change for the Community Housing Forum from \$50,000 to \$18,000.

9. LOCAL PLANNING COMMITTEE - WORK PROGRAM

Chair Brent spoke to the use of planning staff time for the housing forum and the costs of staff time.

DLPS Marlor spoke about adding other work program items to the agenda in the future and commented on the use of planner's time on Trust Council committees. Planners have some time allocated for committee work.

10. NEXT MEETING

10.1 Meeting Schedule for 2016

The draft 2016 meeting schedule was presented for consideration. The following items were commented on:

- Use of GoToMeetings vs face-to-face meetings;
- Ladysmith venue does not have a camera which is effective for visual cues;
- The chair and staff being present together in the same space when conducting a GoToMeeting.

For consideration, it was proposed that the February 23 and November 17 meetings be conducted as GoTo meetings while the May 26 and August 25 meetings be attended in person. The start time for the Ladysmith meeting would be 10:15 am

LPC-2015-025

It was MOVED and SECONDED,

that the Local Planning Committee proposed 2016 meeting schedule, as amended, be adopted.

CARRIED

11. ADJOURNMENT

By General Consent the meeting was adjourned at 11:50.

Paul Brent, Chair

Certified Correct:

Lori Foster, Recorder