

ADOPTED



Local Planning Committee Minutes of Regular Meeting

Date: August 17, 2017
Location: Ladysmith City Hall, 410 Esplanade (Hwy 1)

Members Present: Melanie Mamoser, Vice Chair
Alex Allen, Local Trustee
Paul Brent, Local Trustee
Tony Law, Local Trustee (teleconference)
Lee Middleton, Local Trustee (teleconference) joined at 11:03 A.M.
Laura Busheikin, Executive Committee Representative
Peter Luckham, Ex Officio Member

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

Regrets: Timothy Peterson, Local Trustee
Sandy Pottle, Local Trustee
Wendy Scholefield, Local Trustee

1. CALL TO ORDER

Director of Local Planning Services (DLPS) Marlor called the meeting to order at 10:23 A.M.

1.1 Election of Chair

DLPS Marlor called for nominations for the position of Chair.

Vice Chair Mamoser was nominated by Trustee Allen and seconded by Trustee Brent.

DLPS Marlor called three times for nominations for the position of Chair. Hearing none, declared Trustee Mamoser Chair by acclamation.

DLPS Marlor noted the resulting vacant position of Vice Chair and called for nominations for the position.

Trustee Allen was nominated by Trustee Brent and seconded by Trustee Busheikin.

DLPS Marlor called three times for nominations for the position of Vice Chair. Hearing none, declared that Trustee Allen Vice Chair by acclamation.

ADOPTED

2. APPROVAL OF AGENDA

Chair Mamoser acknowledged the meeting was being held on First Nations territory.

Introduction of new items for consideration:

Under item 4.2 Cell Towers Update add:
Email from Elizabeth Latta Re: Telecommunication application strategies dated August 16, 2017.

Under item 7 New Business add:
7.1 Email from Trustee Scholefield: Resignation from Local Planning Committee
7.2 UBCM Housing discussion re: affordable housing funding

By general consent the agenda, as amended, was approved.

Chair Mamoser thanked Trustee Brent for his service as Chair of the Local Planning Committee.

3. ADOPTION OF MINUTES/COORDINATION

3.1 Minutes of Meetings

Local Planning Committee Minutes of May 24, 2017 (for adoption)

Amend the minutes to show Trustee Allen attended the meeting electronically but left after approximately half an hour due to poor connectivity.

By general consent the Local Planning Committee meeting minutes of May 24, 2017, as amended, were adopted.

3.2 Resolutions Without Meeting

None

3.3 Follow-up Action List

For information – no questions

4. WORK PROGRAM ITEMS

4.1 Housing Needs Assessment Update - Memo

Planner Starke reviewed the memo dated August 8, 2017, updating the LPC on the status of the Request for Proposal (RFP) for the Northern Region Housing Needs Assessment which closed August 10, 2017.

ADOPTED

4.2 Cell Towers Update - Memo

Planner Starke reviewed the memo dated August 8, 2017, that presented the draft project charter for consideration.

Trustee Law acknowledged the late item correspondence/email received from **Elizabeth Latta** dated August 16, 2017.

Trustee Middleton joined the meeting via teleconference at 11:03 A.M.

LPC-2017-008

It was MOVED and SECONDED,

that the Local Planning Committee add an additional deliverable/milestone to the Project Charter under Work Plan Overview: "A recommended consultation program for local trust committees' consideration". Also under Work Plan Overview, the deliverable/milestone on the third line is amended to remove "OCP designation," so the deliverable/milestone reads: "Model OCP policies."

CARRIED

LPC-2017-009

It was MOVED and SECONDED,

that the Local Planning Committee endorses the Project Charter dated August 8, 2017, to create a model strategy for local trust committees to respond to radio broadcast and cellular tower applications, as amended.

CARRIED

5. DISCUSSION ITEMS

By general consent the Local Planning Committee addressed item 5.2 before item 5.1.

5.1 LPS Review

DLPS Marlor gave the following verbal history how local planning services has been reviewed over the years:

- In 2007, Stantec Consulting was hired to review how Islands Trust operated its planning department and created a model that was oriented to conventional municipal organizations.
- Islands Trust did an in-house assessment after the Stantec report and then created the current structure of 3 offices and increased staff levels.
- Currently, the ability to hire and retain island planners remains difficult.
- Use of planner time not effectively spent - in meetings or advocacy for which they are not trained.
- Speciality positions and consultants have been hired, for different purposes such as First Nations engagement. How to continue this work after contract ends?

ADOPTED

- DLPS Marlor is currently reviewing how planning staff spend their time and identifying gaps with the help of a consultant.

DLPS Marlor requested a round table discussion on the topic. The following issues were noted:

- This is a large discussion needing time and focus.
- On island planners are valuable at answering technical public queries.
- Look at efficiencies and how “preserve and protect” mandate is implemented.
- Professional skill sets are needed such as marine experts, First Nations experts, freshwater sustainability, environmental experts, etc.
- Is this discussion limited to the LPC or will it be brought up at Trust Council, perhaps workshopped?
- Review previous reports (Stantec and in-house) and interview previous directors.
- Thoroughly gather information – if conducted properly this review would be invaluable, then execute multi-level surveys.
- Would current staff want to educate or specialize in focused planning issues?

DLPS Marlor thanked the LPC for their input and will address the idea of conducting surveys with Chief Administrative Officer Hotsenpiller. He added that this item could be on the next agenda dedicating an hour to this discussion.

5.2 Budget Requests for 2018-19 Fiscal Year

DLPS Marlor reviewed the memo dated August 10, 2017, the six projects assigned to the LPC through Islands Trust Strategic Plan (2014-2018), and the LPC top priorities and project list items.

LPC-2017-010

It was MOVED and SECONDED,

that the Local Planning Committee request \$15,000 for the shoreline marine planning project be included in the 2018/19 fiscal year budget.

CARRIED

Break for lunch 12:30 P.M. Reconvened 12:50 P.M.

LPC-2017-011

It was MOVED and SECONDED,

that the Local Planning Committee request up to \$40,000 be included in the 2018/19 fiscal year budget to develop a toolkit to identify planning issues involved in protecting Coastal Douglas-fir and associated ecosystems and/or to develop a toolkit to assist Local Trust Committees and Bowen Island Municipality in using land use planning tools to reduce community ecological footprint in order to address objectives of the 2014-2018 Islands Trust Strategic Plan.

CARRIED

ADOPTED

6. ON-GOING ITEMS

None

7. NEW BUSINESS

7.1 Trustee Scholefield Resignation

Email received from Trustee Scholefield dated August 14, 2017, announcing her resignation from the Local Planning Committee.

On behalf of Trust Council, Ex Officio Member Luckham replied to Trustee Scholefield's email thanking her for her service.

DLPS Marlor noted that Trustee Scholefield's email supported the suggestion of smaller standing committees with a single focus.

LPC-2017-012

It was MOVED and SECONDED,

that the Local Planning Committee directs staff to forward Trustee Scholefield's resignation email dated August 14, 2017, to the Executive Committee with a memo addressing the concerns contained in her email.

CARRIED

Ex Officio Member Luckham noted that the Executive Committee appoints members to the standing committees and asked if the LPC would like another member appointed.

By general consent the Local Planning Committee will not seek another member appointment at this time.

7.2 UBCM Housing Discussion

Trust Area Services Director Frater has scheduled a meeting with newly appointed Minister Selina Robinson at the Union of British Columbia Municipalities (UBCM) convention in September to discuss Trust Council's advocacy resolution on funding affordable housing.

LPC-2017-013

It was MOVED and SECONDED,

that the Local Planning Committee recommends the development of a dedicated affordable housing program to be geared towards low-density island communities where the majority of affordable housing options are provided by individual homeowners, farmers and small local non-profit groups.

CARRIED

Trustee Law left the electronic meeting at 1:24 P.M.

ADOPTED

8. LOCAL PLANNING COMMITTEE - WORK PROGRAM

By general consent the Local Planning Committee project list be amended by adding: "Develop a toolkit to assist local trust committees and island municipalities to reduce their ecological footprint."

It was noted that the Wind Power and Blue Dot projects remain unaddressed but they would require Trust Council approval.

9. NEXT MEETING

The next regular meeting of the Local Planning Committee will be held at 10:00 A.M. November 9, 2017 via teleconference.

10. ADJOURNMENT

By general consent the meeting was adjourned at 1:50 P.M.

Melanie Mamoser, Chair

Certified Correct:

Lori Foster, Recorder