

ADOPTED



**Local Planning Committee
Minutes of Regular Meeting**

Date: August 23, 2018
Location: Electronic Meeting

Members Present: Melanie Mamoser, Chair– by teleconference
Paul Brent, Local Trustee– by teleconference
Laura Busheikin, Executive Committee Representative – by teleconference
Tony Law, Local Trustee – by teleconference
Sandy Pottle, Local Trustee – by teleconference
Peter Luckham, Ex Officio Member– by teleconference

Members Absent: Alex Allen, Vice Chair
Lee Middleton, Local Trustee
Timothy Peterson, Local Trustee

Staff Present: David Marlor, Director, Local Planning Services
Justine Starke, Island Planner
Robert Barlow, Recorder

1. CALL TO ORDER

The meeting was called to order at 10:03 a.m.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as submitted.

3. ADOPTION OF MINUTES/COORDINATION

3.1 Minutes of Meetings

3.1.1 Minutes of February 15, 2018

By general consent the Local Planning Committee Minutes of February 15, 2018, were adopted.

3.1.2 Notes of May 24, 2018

Provided for information only as there was no quorum at the meeting.

3.2 Resolutions Without Meeting

3.2.1 LPC RWM-2018.01

Housing Needs Assessments and RFD – presented for information only.

3.2.2 LPC RWM-2018.02

Model Strategy for Antenna Systems – presented for information only.

ADOPTED

3.2.3 LPC RWM-2018.03

Submission to the Annual Report – presented for information only.

3.3 **Follow-up Action List**

Presented for information.

4. **WORK PROGRAM ITEMS**

4.1 **Coastal Douglas-Fir Tool-kit – RFD**

LPC-2018-011

It was MOVED and SECONDED,

that the Local Planning Committee directs staff to consider its feedback on the draft report and bring a final report to the Local Planning Committee meeting of October 11, 2018, for consideration of submission to Trust Council.

CARRIED

LPC-2018-012

It was MOVED and SECONDED,

that the Local Planning Committee directs staff to contract a graphic designer to re-format the Coastal Douglas-fir Tool Kit for the final report.

CARRIED

5. **BUSINESS**

No Business items were presented.

6. **NEW BUSINESS**

6.1 **Budget Request for 2019-20 Fiscal Year - RFD**

LPC-2018-013

It was MOVED and SECONDED,

that the Local Planning Committee requests that Trust Council include \$25,000 for Local Planning Committee Strategic Plan projects in the 2019-20 fiscal year budget.

CARRIED

6.2 **Advice to new Local Planning Committee – Roundtable**

Comments from members included:

- A mix of meetings in Victoria, in the North, and electronic virtual meetings is good.
- Staff ability is important.
- Need to create an accessible avenue to all the work that has been done.
- Need to analyze how the implementation of decisions rolls out.
- Need to increase staff time available to support the Committee.

ADOPTED

- Need to clarify to new members of the committee how the Committee fits into the Islands Trust governance structure.
- Important to discuss how Local Trust Committees are different from each other such as the amount of advocacy that the LTC is interested in undertaking.
- Trustees need to be aware of other LTC needs.
- The Housing Forum is a good method to engage with the communities; it's important to report to participants of that engagement the outcomes.
- Need to ensure that all products of the Committee are available on the website.
- Need a standing item on the Committee agenda to identify what issues the LTCs are working on.
- There is need for a regional approach to planning
- Need remuneration of individual trustees who are members of the Committee.
- Encourage new trustees to attend meetings of LTCs other than their own LTC.

Director Marlor will provide a briefing to the Committee at the next meeting.

6.3 Local Planning Committee Orientation Toolkit

Comments from members included:

- Make the document smaller and include a list of resources.
- Purpose/goals of the Committee need to be at the front of the document.
- Clarify if and when the Trust Council assigns projects to the Committee and when the Committee asks approval from the Trust Council.
- Need to clarify the roles of the Committee members and support staff to the Committee.
- The document needs to be on the website and a link to the web page on the first agenda of the new term.
- Need to clarify the difference between the Committee and the Trust Programs Committee.
- Need to provide links to pertinent policies.
- Perhaps create one document which covers the Trust Council and all three Committees.
- Need to simplify the document by providing a one page executive summary and links to details.
- Suggestion to present the toolkit at the start of the term of new trustees and review it six months to a year later.

6.4 Local Planning Services Review

Director Marlor provided an update of the review. The purpose is to review Local Planning Services and implement improvements in service delivery. Tentative findings include:

- Need for staff specialization such as First Nations, climate change, and housing.
- Need to create teams to work across offices.
- Need to work with Trust Area Services more effectively.

ADOPTED

- Need to create performance metrics and the reporting of staff time spent on activities.

7. LOCAL PLANNING COMMITTEE - WORK PROGRAM

LPC-2018-014

It was MOVED and SECONDED,

that the Local Planning Committee amends the top priorities list by removing the Land Use Consultation for Radio Communication Towers as that item is now complete.

CARRIED

8. NEXT MEETING

Thursday, October 11, 2018, Victoria Boardroom

9. ADJOURNMENT

By General Consent the meeting was adjourned at 12:04 p.m.

Melanie Mamoser, Chair

Certified Correct:

Robert Barlow, Recorder