



## Local Planning Committee

### Minutes of a Special Meeting

**Date:** September 3, 2020

**Location:** Electronic Meeting

**Members Present:**

Laura Busheikin, Chair  
David Maude, Vice Chair  
Timothy Peterson, Local Trustee  
Laura Patrick, Executive Committee Representative  
Jeanine Dodds, Local Trustee  
Kees Langereis, Local Trustee  
Kate-Louise Stamford, Local Trustee  
Jane Wolverton, Local Trustee  
Peter Luckham, Ex Officio Member

**Staff Present:**

David Marlor, Director, Local Planning Services  
Narissa Chadwick, Island Planner  
Kate Emmings, Manager, Islands Trust Conservancy  
Lisa Wilcox, Senior Intergovernmental Policy Advisor  
Robert Barlow, Legislative Services Clerk/Recorder

#### 1. CALL TO ORDER

The meeting was called to order at 10:00 a.m. Chair Busheikin acknowledged the meeting was being held on Coast Salish traditional and treaty territory.

#### 2. APPROVAL OF AGENDA

##### 2.1 New Items and Re-ordering of the Agenda

The following additions were presented for consideration:

- Item 4.1.2 – Planning for the discussion of the model fees bylaw at the September Trust Council meeting;
- Item 4.2 – Manager Kate Emmings was available to speak to Strategic Plan item #5 - Eelgrass Mapping and will present information in regards to Eelgrass and Kelp Beds; and,
- Item 6.1 – Trustee Patrick will discuss Ecosystem-Based Management Resources.

##### 2.2 Approval of Agenda

**By general consent** the Committee approved the agenda as amended.

# ADOPTED

## 2.3 Electronic Meetings

### LPC-2020-059

It was **MOVED** and **SECONDED**,

that in accordance with *Ministerial Order M192 – Local Government Meetings & Bylaw Process and Province of BC Bill 19 – 2020*, the Local Planning Committee cannot conduct public in-person meetings at this time because the meeting venues traditionally used have limited access or do not meet the legislated requirements for the protection of the community, trustees and staff; and therefore, in order to meet the principles of openness, transparency, and accessibility, meetings of the Local Planning Committee will be held electronically over the period August 26 to October 31, 2020, will be live streamed, and the public invited to participate in meetings by connecting to the link or the phone number provided in the meeting notice, in order to observe proceedings and speak when invited by the Chair.

**CARRIED**

## 3. ADOPTION OF MINUTES/COORDINATION

### 3.1 Minutes of Meetings

#### 3.1.1 Local Planning Committee Minutes of July 29, 2020

**By general consent** the Local Planning Committee Minutes of July 29, 2020, were approved as presented.

### 3.2 Resolutions Without Meeting

#### 3.2.1 LPC RWM-2020-01

Provided for information.

### 3.3 Follow-up Action List (FUAL)

Director Marlor reviewed the FUAL.

## 4. WORK PROGRAM ITEMS

### 4.1 Priority #1: Application Processing Services Update - Verbal Update

#### 4.1.1 Model Fee Bylaw Revisions

Planner Chadwick indicated that the draft Model Fee Bylaw has been revised to reflect the Committee's direction. Discussion included the following:

- Need to consider signage costs;

## ADOPTED

- Need to clarify the process to identify if an application for a Temporary Use Permit (TUP) would be for the standard rate or the reduced rate for residential uses that increase the availability of affordable housing or for commercial uses under Xm2 that support or create employment or increase food security;
- A renewal of a reduced rate TUP needs to be less than the fee for the original TUP; and
- Need to clarify the process for Extraordinary Services Costs.

### 4.1.2 Planning for the discussion of the Model Fees Bylaw at the September Trust Council meeting

Chair Busheikin indicated that Trust Council will need to consider some key issues:

- Fees proposed in the Model Fees Bylaw represent 80% of the average cost of processing for most applications;
- Reduced fees for some TUPs;
- The fees for applications received as a result of bylaw enforcement actions or after construction or use has begun will be subject to a 20% surcharge.

Chair Busheikin also indicated that she will be leading the discussion at the September Trust Council meeting.

## 4.2 **Priority #2: Manage Trust Council Strategic Plan Action Items - Verbal Update**

Strategic Plan item #5 - Eelgrass Mapping

**By general consent** Strategic Plan item #5 - Eelgrass Mapping is deferred until Manager Emmings is available to speak to it later in the meeting.

Strategic Plan item #6 - Shoreline Review

Director Marlor indicated that this initiative will be started in late October.

Strategic Plan item #7 - Freshwater Sustainability Strategy

Director Marlor stated that a Request For Proposal has been issued and is in progress.

Strategic Plan item #8 - Groundwater Mapping

Director Marlor advised that Senior Freshwater Specialist William Shulba will provide an update to LPC at the October meeting.

Strategic Plan item #16 - Using Floor Area Ratio for Affordable housing

## ADOPTED

Director Marlor reported that the process for obtaining a consultant will be initiated in October.

### 4.3 Priority #3: Develop Business Cases for 2021/22 Strategic Plan Items

Director Marlor advised that draft Business Cases will be provided to LPC at the October meeting.

The meeting recessed at 11:06 a.m. and resumed at 11:14 a.m.

### 4.2 Priority #2: Manage Trust Council Strategic Plan Action Items - continued

Strategic Plan item #5 - Eelgrass Mapping

Manager Emmings provided information in regards to eelgrass and kelp biology. Some salient points include:

- Eelgrass and kelp create habitat for forage fish.
- Eelgrass is a perennial plant and once eelgrass beds are destroyed, it takes a long time to be restored naturally.
- There has been some mapping of eelgrass in particular harbours within the Islands Trust Area in the 1980's and 1990's which allow a comparison with more recent mapping and that comparison indicates a loss of some eelgrass beds.
- Bull kelp is an annual plant and is able to move to different locations, it requires more frequent mapping to be able to ascertain the health of populations.
- Imagery technology is improving so that kelp mapping is rapidly becoming viable.
- Mapping allows community organizations the information they need to conduct restoration projects.
- Local Trust Committees can create bylaws (particularly Development Permit Areas) to control residue run-off which has detrimental effects on bull kelp as the run-off increases turbidity which decreases the amount of light accessible by the plants.
- Development Permit Areas can require mitigation activities although it is better to maintain habitat rather than attempt to restore it.
- Various human activities can have a negative impact on eelgrass and bull kelp, such as scuba diving, vessel anchoring, dock construction, seawalls, removal of shoreline vegetation, and even construction on uplands if it impacts streams that would carry deleterious substances to the ocean.
- To be effective, eelgrass mapping needs to be done every five to ten years and bull kelp mapping every year or two.
- Eelgrass mapping is labour intensive and therefore expensive; bull kelp mapping will eventually be available at a much lower cost as it is essentially purchasing the imagery data and then analyzing it.

# ADOPTED

## 5. BUSINESS

### 5.1 Local Planning Service Delivery – Discussion (standing item)

Director Marlor noted that:

- the current focus is on developing effective management of Official Community Plans and Land Use Bylaws;
- work is being done to hire a Planning Technician;
- he wants to balance the number of top priorities that Local Trust Committees set (and consequently staff work on), noting that the Salt Spring Island Local Trust Area has approximately one third of the entire population of the Islands Trust Area yet has three top Priorities just as all the other smaller Local Trust Committees do;
- he will send to the Committee the links to Trust Council policies that may need amendments in order to support the regional approach to planning; and,
- he will provide a briefing to the Committee at the October 8, 2020 meeting.

## 6. NEW BUSINESS

### 6.1 Ecosystem-Based Management Resources

Trustee Patrick indicated that she would send to the Committee information in regards to Ecosystem-Based Management which is an effective tool for community involvement and land management decisions.

## 7. LOCAL PLANNING COMMITTEE - WORK PROGRAM

Director Marlor informed the Committee that the Work Program would be updated for the next meeting to reflect recent work done on the Top Priorities.

## 8. NEXT MEETING

October 8, 2020 at 10:00 a.m.

## 9. ADJOURNMENT

**By general consent** the meeting was adjourned at 12:06 p.m.

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Laura Busheikin, Chair

**ADOPTED**

Certified Correct:

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Robert Barlow, Legislative Services Clerk/Recorder