



Regional Planning Committee

Minutes of a Regular Meeting

Date: November 9, 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
Clare Frater, Director, Trust Areas Services
Narissa Chadwick, Island Planner
Robert Barlow, Legislative Services Clerk/Recorder

1. CALL TO ORDER

The meeting was called to order at 10:01 a.m. Chair Busheikin acknowledged that the participants were on numerous Coast Salish traditional and treaty territories.

2. APPROVAL OF AGENDA

2.1 New Items and Re-ordering of the Agenda

None

2.2 Approval of Agenda

By general consent the Committee approved the agenda.

3. TOWN HALL AND DELEGATIONS

None

4. ADOPTION OF MINUTES/COORDINATION

4.1 Minutes of Meetings

4.1.1 Local Planning Committee Minutes of October 8, 2020

By general consent the Local Planning Committee Minutes of October 8, 2020, were approved as presented.

4.2 Resolutions Without Meeting

None

4.3 Follow-up Action List (FUAL)

Director Marlor reviewed the FUAL, speaking to the items that were in progress.

4.4 Regional Planning Committee Electronic Meetings

RPC-2020-072

It was MOVED and SECONDED,

that in order to meet the principles of openness, transparency, and accessibility, meetings of the Regional Planning Committee will be held electronically until Ministerial Orders under the *Emergency Program Act* and requirements or recommendations under the *Public Health Act* change regarding public attendance at trust body meetings; and that such meetings 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

4.5 Regional Planning Committee Meeting Schedule for 2021

Director Marlor presented the Request For Decision and outlined the implications of the options. Comments included:

- staff and budget implications of planning more than four meetings a year;
- trustee and public engagement;
- preferences in regards to length, frequency and type (virtual or in person) of meetings.

RPC-2020-073

It was MOVED and SECONDED,

that Regional Planning Committee adopt option #1 (4 meetings) and ask staff to come forward with an additional two meetings to be resolved by a Resolution Without Meeting.

CARRIED

5. CORRESPONDENCE

5.1 Correspondence referred from Denman Island LTC

Received for information.

6. WORK PROGRAM ITEMS

6.1 Fees Policy and Bylaw

The Committee discussed the issues raised at Trust Council related to the Model Fees Bylaw revision. Comments included:

- By policy, each Local Trust Committee can reduce fees for their respective Local Trust Area by 20%.
- Director Marlor indicated that he will be providing to the Financial Planning Committee a briefing in regards to an audit of all the application processing that has occurred over the last four months and that he will provide the briefing to the Regional Planning Committee at the next scheduled meeting.
- Regarding reduced rates for projects with a social or community benefit, it was noted that the sponsorship policy includes non-profit organizations but not organizations that are not non-profit that provide a community benefit.
- Staff will be consulting with Young Anderson in regards to all aspects of the model fees bylaw and policy and will bring any concerns to the Committee.
- Staff will provide a recommendation regarding the criteria to use to identify if an application for a Temporary Use Permit would be for the standard rate or a reduced rate for residential uses that increase the availability of affordable housing or for commercial uses under X m2 that support or create employment or increase food security at the next scheduled meeting.
- Regarding development that has taken place prior to the application being received and for development that has triggered bylaw compliance and enforcement, it was noted that the public have a greater interest in these applications and more staff time is required to process them. It was also noted that waiving an increase in fees in these instances in relation to perceived or claimed intentions is not readily feasible.
- Including an option for reduced rates or waiving of fees on account of financial hardship is problematic in that it would require a complex set of criteria and an ability to measure that financial hardship.
- A need to clarify a process for Extraordinary Service Costs has been addressed in a previous version of the policy.

RPC-2020-074

It was MOVED and SECONDED,

that Regional Planning Committee request staff to set fees at 100% of the average cost of processing an application.

CARRIED

RPC-2020-075

It was MOVED and SECONDED,

that Regional Planning Committee add “community benefit” to the list of purposes that the fee could be reduced for Temporary Use Permits.

CARRIED

RPC-2020-076

It was MOVED and SECONDED,

that Regional Planning Committee include a 20% increase in application fees for development already taken place or triggered by bylaw enforcement in the Policy and Model Fees Bylaw.

CARRIED

7. BUSINESS

7.1 Local Planning Services Renewal

Director Marlor provided a presentation in regards to the status of the project. He will incorporate input from the Committee and will provide the presentation to Trust Council in December.

Discussion included the following comments:

- What opportunities are there for regional responses to regional issues such as short-term vacation rentals, shoreline protection, housing and cannabis regulation?
- Can a Community Information Meeting be done for multiple islands?
- Can we organize Trustee meetings or a breakout session at a Trust Council meeting related to common issues?

Director Marlor will send the presentation to the Committee and members will provide their comments and questions directly to Director Marlor.

The Regional Planning Committee recessed at 12:10 p.m. and resumed at 12:33 p.m.

7.2 Community Amenity Contributions Briefing – Referral from Financial Planning Committee

Received for information. The Committee may develop a project in this regard in the future.

7.3 Housing Options

Discussion centred around the question of how to prioritize housing projects. It was noted that the project to develop model density bonus bylaws is planned for 2021 and that various Local Trust Committees are exploring housing options.

RPC-2020-077

It was MOVED and SECONDED,

that Regional Planning Committee request staff to report on the Trust Programs Committee affordable housing discussions on the next Regional Planning Committee agenda.

CARRIED

7.4 Regulation of Cannabis Production

The discussion was a continuation of the topic from the October 8, 2020 Regional Planning Committee meeting.

Comments included:

- Gabriola Island Local Trust Committee (LTC) has developed a draft bylaw to regulate Cannabis production.
- Federal and provincial regulations in regards to Cannabis production are complex and requires a thorough understanding in order for LTCs to be able to develop appropriate land use bylaws, including what aspects are being mandated and what issues arise as a result.
- Cannabis production often polarizes the community into opposing positions.
- Some of the issues relate to type, size and location of buildings, amount of water used, run-off, smells, use of Agricultural Land Reserve lands and forested lands, and other environmental and neighbourhood issues.
- As this issue is not in the Strategic Plan, there are no staff resources assigned to working on this topic.
- Potential actions include informal Trustee conversations, research other jurisdiction responses, cost/benefit analysis, educational presentations from experts, and identifying what regulatory tools are available.

RPC-2020-078

It was MOVED and SECONDED,

that Regional Planning Committee request that Trust Council add a training session on cannabis production issues and regulation to its continuous learning program.

CARRIED

7.5 Budget Reduction Exercise

Director Marlor advised that the Financial Planning Committee (FPC) has requested staff to provide to the FPC options for a budget that is approximately \$150K less than the initial proposed draft budget. Consequently, staff are asking Council Committees if any proposed projects could be deferred to the following fiscal year. The FPC would like to know what the options are and what the potential consequences would be.

Comments and questions included:

- The Trust Council has assigned the responsibility to the RPC a number of items from the Strategic Plan.
- How is this reduction organized? Are each of the three Council committees to reduce their projects by \$50K? Are other areas reducing?
- How would any delays impact partners?
- The eelgrass mapping project is unlikely to be achieved this fiscal year.
- If funds for a project are deferred, those funds go into the Surplus Fund account. Trust Council decides how to use that Surplus Fund, and there is not necessarily an automatic roll-over to next year.

Trustee Patrick left the meeting at 1:40 p.m.

- Is a delay of a project equivalent to a budget reduction?
- If funds for a project are deferred, those funds go into the Surplus Fund account. Trust Council decides how to use that Surplus Fund, and there is not necessarily an automatic roll-over to next year.

RPC-2020-079

It was MOVED and SECONDED,

that Regional Planning Committee remove eelgrass mapping as a project for the 2020/21 fiscal year.

CARRIED

- Does this resolution address FPC's request?
- Any potential reduction will be decided at Trust Council.
- Trust Programs Committee members have been asked to provide their comments directly to staff in relation to this exercise.

The Committee returned to agenda item #7.3.

7.3 Housing Options

Director Frater indicated that TPC has struck an Affordable Housing working group to discuss this topic. Staff will be consolidating the ideas and conclusions from the working group into the "What We Learned" report that will be presented at the Executive Committee meeting of December 16. Staff will conduct public engagement in regards to housing and policy options within the Policy Statement Amendment Project. Director Frater expects further discussion at Trust Council.

It was suggested that a member of the TPC Affordable Housing working group could attend an RPC meeting to speak to any questions that RPC members might have in regards to the two projects that RPC are conducting in relation to supporting housing (floor area ratios and density bonus model bylaws). It was also noted that in February or March, 2021, materials could be presented at both Committees and/or a joint RPC/TPC meeting.

Director Frater also indicated that a recommendation will be going forward to the Executive Committee to invite members of the TPC to attend the EC meeting of December 16. Some Trustees stated a wish to be invited to that meeting as well.

8. NEW BUSINESS

None

9. WORK PROGRAM

9.1 Regional Planning Committee Work Program

Director Marlor reviewed the Work Program and commented that as RPC resolution 2020-79 removes eelgrass mapping as a project for the 2020/21 fiscal year, Top Priority #2 of the Work Plan, Manage Trust Council Strategic Plan Action Items, will be amended to delete Strategic Plan item #5 – Eelgrass Mapping. He also noted that Top Priority #3 has been completed.

RPC-2020-080

It was MOVED and SECONDED,

that Regional Planning Committee request staff to remove item #3, Develop Business Cases for 2021/22 Strategic Plan Items, from the Top Priorities list.

CARRIED

10. NEXT MEETING

Wednesday, February 10, 2021

11. ADJOURNMENT

By general consent the meeting adjourned at 2:06 p.m.

Laura Busheikin, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder

DRAFT