



# Salt Spring Island Local Trust Committee

## Special Meeting Agenda

Date: Thursday, February 11, 2021  
Time: 4:00 pm  
Location: Electronic Meeting

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	<b>Pages</b>
1. CALL TO ORDER	4:00 PM - 4:00 PM
2. APPROVAL OF AGENDA	4:00 PM - 4:00 PM
3. BUSINESS ITEMS	
3.1. Local Trust Committee Chair's Welcome and Opening Remarks	4:00 PM - 4:05 PM
3.2. Protection of Coastal Douglas-Fir and Associated Ecosystems	4:05 PM - 4:30 PM
Project Overview - For more information on the SSI LTC's Coastal Douglas-fir and Associated Ecosystems Protection Project visit the project website <a href="#">here</a> .	2
3.3. Draft Amendments to APC Bylaw No. 467 & APC Terms of Reference	4:30 PM - 5:00 PM
This staff memorandum brings forward proposed amendments to Salt Spring Island Local Trust Committee Advisory Planning Commission Bylaw No. 467 (APC Bylaw) and the Salt Spring Island Advisory Planning Commission(s) Terms of Reference (TOR) for discussion to address the recommendations of the Agricultural Advisory Planning Commission (AAPC).	6
3.4. Discussion of Agricultural Priorities	5:00 PM - 6:00 PM
A discussion with the Salt Spring Island Local Trust Committee, members of the Agricultural Advisory Planning Commission and representatives of the Salt Spring Island Agricultural Alliance.	
4. ADJOURNMENT	

**Purpose:** *Implement the ‘Protecting the Coastal Douglas-fir Zone & Associated Ecosystems: An Islands Trust Toolkit’ on Salt Spring Island.*

**Background:** *In 2018, the Islands Trust developed a Toolkit that outlined methods for protecting the Coastal Douglas-fir and associated ecosystems. In 2019, the Salt Spring Island Local Trust Committee (LTC) identified ‘Protection of the Coastal Douglas Fir Ecosystem’ as a Strategic Priority item for the 2018-2022 term. This project will implement the LTC’s Strategic Priority and the Islands Trust’s Toolkit.*

*From project launch, this project is anticipated to take place over two years in three phases:*

*Phase 1: Information Gathering and Analyzing, Consultation and Education*

*Phase 2: Policy and Regulation Development, Consultation and Education*

*Phase 3: Implementation and Education*

*The detailed workplan in this project charter addresses only Project Phase 1 in detail. Greater detail for Phases 2 and 3 will be developed following Phase 1 deliverables and determination of appropriate next steps*

**Objectives**

*Per the Toolkit, the objectives of this project are:*

- maintain contiguous forest cover;*
- protect and restore functioning ecosystems;*
- protect watershed ecology; and*
- honour Coast Salish cultural heritage.*

*An additional objective, not included in the Toolkit, is as follows:*

- Minimize wildfire risk*

*This project aims to educate the public about the importance of CDF protection, to protect the Coastal Douglas-Fir zone and associated ecosystems on Salt Spring Island, and to develop policies for future CDF ecosystem advocacy.*

**In Scope**

- Collaborate with Ecological Research Network and IT Conservancy staff developing and distributing educational materials*
- Collaborate with community groups, conservation groups, and individuals to advance a broad set of tools for protection of the Coastal Douglas-fir zone*
- Public participation level to be “Involve” on the IAP2 Spectrum (work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered)*
- Consider incentive/reward options to protect CDF on private land (eg. density-bonus zoning)*
- Collaborate with LPC planner to develop a model CDF Protection DPA*
- Consider new Coastal Douglas-Fir ecosystem Development Permit Area*
- Consider additional policies and resolutions to advocate to other agencies and Islands Trust bodies for the protection of the Coastal Douglas-Fir ecosystem*
- Consider stronger OCP policy to support CDF protection*
- Consider LUB amendments to help reduce impacts of development on CDF ecosystems*
- Develop suitable project performance measures and monitor outcomes*

**Out of Scope**

- Protection of all SSI Coastal Douglas fir*
- -OCP amendments not identified in Toolkit*
- LUB amendments not identified in Toolkit*
- Ongoing future advocacy*
- Ongoing education*

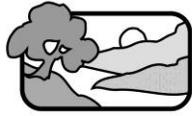
<b>Workplan Overview – Phase 1</b>	
<b>Deliverable/Milestone</b>	<b>Projected Completion Date</b>
<i>Development and Promotion of Educational Materials</i>	December 2020
<i>CDF Data Gap and Criteria Working Group</i>	November 2020
<i>CDF Data and Target Area Mapping (based on Data Gap Workshop)</i>	February 2020
<i>First Nations, Stakeholder and Public Consultation - Round 1</i>	December 2020
<i>Work with LPC to develop DPA or other bylaw templates</i>	TBD
<b>Workplan Overview – Phase 2</b>	
<b>Deliverable/Milestone</b>	<b>Projected Completion Date</b>
<i>Development of policy and regulation (bylaw readings)</i>	2021
<i>First Nations, Stakeholder and Public Consultation – Round 2</i>	2021
<i>Education and Communications (cont.)</i>	2021
<i>First Nations, Stakeholder and Public Consultation – Round 3</i>	2021
<b>Workplan Overview – Phase 3</b>	
<b>Deliverable/Milestone</b>	<b>Projected Completion Date</b>
<i>Bylaw adoption</i>	2022
<i>First Nations, Stakeholder and Public Consultation – Round 4</i>	2022
<i>Education and Communications (cont.)</i>	2022

<b>Project Team</b>	
Jason Youmans, Island Planner	<i>Project Manager</i>
Stefan Cermak, RPM Planner 1	<i>Oversight &amp; Support</i>
LPC Planner	<i>Planning and Technical Support</i>
Senior Freshwater Specialist	<i>Coordinate SSI and Trust-wide CDF protection work</i>
Senior Intergovernmental Policy Advisor	<i>Watershed Ecology Support</i>
ITC Ecosystem Protection Specialist	<i>First Nations Consultation Support</i>
Jackie O’Neal	<i>Private land ecosystem protection support</i>
OAA/PTA	<i>GIS Tech and Mapping Support</i>
<b>RPM Approval:</b> Stefan Cermak <b>Date:</b> July 16, 2020	<b>LTC Endorsement:</b> Resolution #: SS-2020-107 <b>Date:</b> July 28, 2020

<b>Budget – Project Phase 1</b>		
<b>Budget Sources: LTC Project Budget and LTC Communications Budget</b>		
<b>Fiscal</b>	<b>Item</b>	<b>Cost</b>
2020/21	Education and Communication Materials	\$4,000
2020/21	Data gap identification and Priority Setting; Analysis and Mapping	\$2,500
2020/21	First Nations, Stakeholder and Public Consultation – Round 1	\$2,500
<b>Total</b>		<b>\$9,000</b>

PROJECT CHARTER PHASE 1 - WORK PLAN DETAIL			
Meeting	Deliverable/Milestone	Target Duration	Cost
LTC	Review of Toolkit and options for the SSI LTC	February 18, 2020	\$0
LTC	LTC endorse revised project charter	July 28, 2020	<del>\$3,500</del> \$0
LTC	Project kick-off event (special meeting webinar) <ul style="list-style-type: none"> <li>Open to the public</li> <li>Guest presenters (biodiversity, water, fire, First Nations)</li> <li>Q&amp;A with project manager</li> </ul>	September 2020 (date TBD)	\$1,000  Cost anticipates advertising and honoraria if necessary
	Development and promotion of CDF Information/Education Materials (produced by external parties)	Rolling, over 6 months	\$1,500 (LTC Communications budget) \$2,500 (LTC project budget) <b>\$4,000</b> <b>(SSIWPA)</b>
	First Nation Consultation – Round 1 <ul style="list-style-type: none"> <li>Direct contact with band/nation staff to gauge level of interest and options for participation</li> <li>Involve First Nations in their preferred way</li> </ul>	6 months	TBD based on level of interest
	Data Gap and Criteria Development Working Group <ul style="list-style-type: none"> <li>Scientists and policy makers, by invitation of staff</li> </ul>	September/October 2020	\$2,500 (if in-person – room rental, catering, etc)  Less if online  Cost anticipates honoraria if necessary
LTC	Report to LTC on data gap working group/workshop, request direction to fill data gaps and apply criteria <ul style="list-style-type: none"> <li>Anticipate UBC Conservation Decision Lab to provide pro bono analysis and mapping services</li> </ul>	November 10, 2020	\$0
	Receipt of mapping reflecting application of criteria developed above	January 2021	
	Public Consultation Round 1: Education and information Gathering (Why is the CDF zone important, what are the tools we have to protect it, and how should those tools be deployed?) <ul style="list-style-type: none"> <li>Stakeholder Meetings <ul style="list-style-type: none"> <li>Direct contact and preliminary discussions with potentially affected land owners</li> <li>Online meetings with development industry groups (real estate, trades, etc) and environment-oriented groups (SSI Conservancy, Water Preservation Society, etc)</li> </ul> </li> <li>Online Education and Information Sharing</li> </ul>	January to March 2021	\$1,500

	<ul style="list-style-type: none"> <li>• Online Survey: concerns, aspirations, did you know, etc. <ul style="list-style-type: none"> <li>○ For general public</li> </ul> </li> <li>• APC Meeting</li> <li>• Regular notification when new information is posted to project webpage</li> <li>• Open house (online?) updating project progress</li> </ul>		
LTC	<p>Summarize all information to LTC about:</p> <ul style="list-style-type: none"> <li>• Stakeholder and public feedback</li> <li>• Target areas for protection through regulation, incentive, or compensation</li> </ul> <p>And recommendations for next steps in Phase 2</p>	March 2021	\$0
<b>TOTAL</b>		8 months	<b>\$9,000</b>



File No.: 3036-60: AAPC

DATE OF MEETING: February 11, 2021  
 TO: Salt Spring Island Local Trust Committee  
 FROM: Kristine Mayes, Planner 1, Salt Spring Island Team  
 COPY: Stefan Cermak, Regional Planning Manager, Salt Spring Island Team  
 SUBJECT: Draft Amendments to Bylaw 467

## PURPOSE

This staff memorandum brings forward proposed amendments to Salt Spring Island Local Trust Committee Advisory Planning Commission Bylaw No. 467 (APC Bylaw) and the Salt Spring Island Advisory Planning Commission(s) Terms of Reference (TOR) for discussion to address the recommendations of the Agricultural Advisory Planning Commission (AAPC).

## BACKGROUND

The AAPC met on March 2, 2020 and passed the following resolution:

**It was MOVED and SECONDED,**

that the Salt Spring Island Agricultural Advisory Planning Commission recommend the Salt Spring Island Local Trust Committee consider amending the Advisory Planning Commission Terms of Reference as follows:

- Expand the role of the Agricultural Advisory Planning Commission to be a venue to receive and discuss public input on urgent and proactive matters related to agriculture.
- Request staff to consider how the Salt Spring Island Official Community Plan and the Salt Spring Island Land Use Bylaw can be meshed on agricultural matters.
- Include a formalized relationship to invite the Salt Spring Island Agricultural Alliance to meet with the Agricultural Advisory Planning Commission on an annual or as required basis to discuss agricultural priorities on Salt Spring Island.
- Consider adding an option to have an expert speak to the Agricultural Advisory Planning Commission on certain issues to assist the Agricultural Advisory Planning Commission to have informed discussions.
- Invite the Ministry of Agriculture to appoint a representative to the Agricultural Advisory Planning Commission.

**CARRIED**

The draft minutes of the AAPC’s March 2, 2020 meeting were presented to the LTC for information at their April 28, 2020 meeting. At that meeting the LTC passed the following resolution:

**SS-2020-036**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee direct staff to prepare a report regarding the March 5, 2020 Salt Spring Island Agricultural Advisory Planning Commission recommendations.

**CARRIED**

Following consideration of the staff report on June 30, 2020, the LTC passed the following resolution:

**SS-2020-089**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee direct staff to schedule a Special Meeting to discuss agricultural priorities on Salt Spring Island with members of the Agricultural Advisory Planning Commission and the Salt Spring Island Agricultural Alliance.

**CARRIED**

At the special business meeting of December 17, 2020 with members of the APC and the Salt Spring Island Agricultural Alliance, the LTC resolved the following:

**By general consent,** there was agreement to schedule a Special Meeting to consider agricultural matters in February, July, and November each year on an ongoing basis. Staff will schedule the next meeting in February 2021.

## DISCUSSION

### Legislation

The AAPC is limited in their role and responsibilities by relevant legislation and policies, specifically the *Local Government Act (LGA)*. The AAPC is constituted as a referral body only as described by Section 461 of the LGA. The majority of the recommendations put forward by the AAPC at the March 5, 2020 meeting are outside the legislated capability of the LTC and AAPC. However, staff note the following recommendation could be addressed by way of amendment to APC Bylaw and the TOR:

AAPC Recommendation	<a href="#">LGA (s.461)</a>	<a href="#">APC Bylaw No. 467</a>	Staff Comments
<i>Invite the Ministry of Agriculture to appoint a representative to the Agricultural Advisory Planning Commission.</i>	(5) The following are not eligible to be a member of an advisory planning commission, but may attend a meeting of the commission in a resource capacity:  (c) an employee or officer of the local government;	<b>6(8) The APC must not consult directly with other government agencies.</b>	Staff from the MoA have previously sat as non-voting members of the AAPC. This recommendation is contrary to the APC Bylaw and APC TOR.
	<b>Terms of Reference (Appendix No. 2):</b>  <b>11) The Advisory Planning Commission may only request technical information from other agencies or individuals through the Islands Trust staff.</b>		

Staff have included a draft amended APC Bylaw which proposes to remove Section 6.8 in its entirety and draft amended TOR which proposes to move Section 11 in its entirety. Additionally, the draft documents are proposed to be updated to reference the correct sections of the LGA and for clarity. The amendments would allow return of a provincial employee to AAPC meetings, in a resource capacity, should they choose to attend. These staff may also be considered experts, especially in relevant legislation.

## NEXT STEPS

The LTC may consider the following resolution:

- Request Staff to Report Back to the Next LTC Meeting for Consideration of Proposed Amendments to the APC Bylaw and TOR**

*Let the minutes capture the discussion and bring the draft Spring Island Local Trust Committee Advisory Planning Commission Bylaw No. 467 and Salt Spring Island Advisory Planning Commission(s) Terms of Reference for consideration at a future Local Trust Committee meeting.*

Submitted By:	Kristine Mayes, Planner 1	February 3, 2021
Concurrence:	Stefan Cermak, Regional Planning Manager	February 4, 2021

## APPENDICES

- Draft Amended APC Bylaw No. 467
- Draft Amended TOR

SALT SPRING ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 467

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A BYLAW TO ESTABLISH ADVISORY PLANNING COMMISSIONS FOR THE SALT SPRING ISLAND LOCAL TRUST AREA PURSUANT TO THE LOCAL GOVERNMENT ACT AND THE ISLANDS TRUST ACT

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The Salt Spring Island Local Trust Committee being the Local Trust Committee having jurisdiction on and in respect of the Salt Spring Island Local Trust Area in the Province of British Columbia, pursuant to the Islands Trust Act, R.S.B.C., 1989, enacts as follows:

1. Establishment

The Salt Spring Island Local Trust Committee hereby establishes one or more Advisory Planning Commissions (APC) for the Salt Spring Island Local Trust Area to advise as follows:

- 1.1 An Advisory Planning Commission (APC) to advise the Local Trust Committee on matters respecting land use, community planning, or proposed bylaws and permits, pursuant to the Local Government Act that are referred to it by the Local Trust Committee.
1.2 An Agricultural Advisory Planning Commission (AAPC) to advise the Local Trust Committee on all matters respecting agriculture referred to it by the Local Trust Committee.
1.3 Any Special Projects Advisory Planning Commission(s) to advise the Local Trust Committee on one or more special projects that are matters respecting land use, community planning, or proposed bylaws and permits, pursuant to the Local Government Act that are referred to it by the Local Trust Committee.
1.4 The provisions of Sections 2 through 9 of this Bylaw apply to each of the Advisory Planning Commissions continued and established by this Bylaw, unless otherwise specified.

2. Appointment of Members

- 2.1 The Advisory Planning Commission shall consist of not more than eleven members. Every member must be an elector of the Local Trust Area, as defined in Section 5-461 of the Local Government Act, and at least 2/3 of the members must be residents of the Local Trust Area.
2.2 Membership of the Advisory Planning Commission shall seek to achieve representation from the following areas of specialization:
2.2.1 Approximately three members with expertise or a background in planning, development, engineering, community engagement, policy development, public administration, or a related field.
2.2.2 Approximately three members with expertise or a background in environmental policy, or with specific expertise in geology, soil science, hydrology, climatology, biology, zoology, ecology and forestry, or a related field.
2.2.3 Approximately three members with expertise or a background in the principles of urban design, or with specific expertise in architecture, landscape architecture, and building contracting.
2.2.4 Approximately two members from the community-at-large.

- 2.3 The Agricultural Advisory Planning Commission shall consist of not more than seven members. Every member must be an elector of the Local Trust Area, as defined in Section ~~5-461~~ of the *Local Government Act*, and at least 2/3 of the members must be residents of the Local Trust Area.
- 2.4 Membership of the Agricultural Advisory Planning Commission is to be comprised of those with expertise in agricultural policy, or with specific experience in agriculture, animal husbandry, drainage engineering, horticulture, soil engineering and forestry, or a related field.
- 2.5 Special Projects Advisory Planning Commission(s) will be appointed based on a Terms of Reference endorsed by the Local Trust Committee which will outline the number of members, the terms of the appointment and the scope and role of that Special Projects Advisory Planning Commission.
- 2.6 A Local Trustee, regional district director, officer or employee of the Islands Trust, or an approving officer is not eligible to be a member of any APC.
- 2.7 The Local Trust Committee shall, by resolution, appoint members to serve up to a two-year term commencing from the date of appointment.  
  
*Information Note: Appointment terms may vary to allow for alteration in 50% of membership on an annual basis*
- 2.8 Notwithstanding anything elsewhere contained within this bylaw, the Local Trust Committee may at any time or from time to time, terminate the appointment of any member of any Commission appointed pursuant to this bylaw. This will include any Commission member who fails to attend three (3) consecutive meetings of the Commission without leave of the Commission, a Commission member who moves out of the Salt Spring Island Local Trust Area during their term of appointment, or any Commission member who fails to declare a conflict of interest prior to a question being called during a Commission meeting or special meeting.
- 2.9 Where a vacancy occurs, the Local Trust Committee may appoint a person to fill the vacancy.
- 2.10 A Commission must, from amongst its members, elect a Chairperson on an annual basis.
- 2.11 In the absence of the Chairperson, the Commission shall appoint a Deputy Chairperson who shall serve as described in Section 3.2.
- 2.12 In the event that the Chairperson resigns, or the Chairperson position is otherwise terminated, the Secretary shall write to the Salt Spring Island Local Trust Committee to advise them, and the Deputy Chairperson shall serve until a Chairperson is elected in accordance with section 2.10.

### 3. Roles

#### 3.1 Secretary

- 3.1.1 The Local Trust Committee shall appoint one or more Secretaries to the Advisory Planning Commission(s). For certainty, a Secretary appointed by the Local Trust Committee is not a member of the APC. The role of the Secretary can also be performed by an employee or a contractor of the Islands Trust.
- 3.1.2 The Secretary shall:
  - (a) assist the Chairperson, as required, in arranging meetings of the APC;
  - (b) ensure that proper notification of meetings is given in compliance with this Bylaw;
  - (c) keep legible minutes of all meetings; and
  - (d) provide copies of all minutes and recommendations of the APC to the Local Trust Committee and the Secretary of the Islands Trust.
- 3.1.3 If a Secretary has not been appointed under Subsection 3.1.1, the APC may continue to meet provided the Chairperson appoints a Secretary pursuant to section 3.2.1(d). For certainty, a Secretary who is a member of the APC will serve without remuneration.

## 3.2 Chairperson

### 3.2.1 The Chairperson shall:

- (a) receive referrals from the Local Trust Committee;
- (b) ensure proper conduct of all meetings in accordance with the requirements of this Bylaw, the principles of procedural fairness, and in accordance with the requirements of the *Islands Trust Act*, the *Local Government Act*, the *Community Charter* or regulations under those Statutes;
- (c) sign the minutes certifying that they are true and correct after they have been approved by the APC;
- (d) in the absence of a Secretary, appoint a member of the APC to record the minutes of the meeting;
- (e) record a member's declaration of conflict of interest or potential conflict of interest, once a member has declared it; and
- (f) liaise with the Secretary to seek to achieve a meeting quorum that includes at least one member present at the meeting with the relevant expertise to address a specific matter of consideration in the referral(s), including planning, environmental or form and character considerations.

## 4. Referrals to the Commission

- 4.1 The Local Trust Committee may by resolution, refer any matter respecting land use, community planning or proposed bylaws and permits under Divisions ~~2, 7, 9 and 114 to 14~~ of Part ~~26-14 and Section 546~~ of the *Local Government Act*.
- 4.2 The Local Trust Committee may, by resolution, refer a plan, or bylaw amendment, or permit that has been partially processed, and seen at the application stage by the APC, for additional recommendations if it feels changes to the application warrant the review. In these cases the APC may be asked to respond in a briefer than normal time period.
- 4.3 The Local Trust Committee may, by resolution, refer a project in support of the Local Trust Committee's work program or other item of Local Trust Committee business to the APC with a request for a recommendation.
- 4.4 The APC must meet when there is a need to consider a referral, at a duly constituted meeting as defined under this Bylaw and as called by the Chairperson.
- 4.5 A regular scheduled meeting day will be established.
- 4.6 In the event that no referral is received by the Secretary at least 7 calendar days prior to the date of the next regular meeting, then no meeting will be held.
- 4.7 A meeting of the APC on any particular referral must be held not more than 30 days after the date of receipt of that referral, and sooner if the Local Trust Committee requests a response by an earlier specified date.
- 4.8 The Chairperson may call a special meeting, after consultation with the Secretary and all other members of the APC, to deal with any matter for which a quick response is requested.
- 4.9 Although the recommendations of the APC must be received by the Local Trust Committee, the Local Trust Committee is not bound by the recommendations.

## 5. Notice of Meeting

- 5.1 An employee of the Islands Trust shall mail, or otherwise deliver, documentation associated with any referral from the Local Trust Committee to all members and the Secretary of the APC.
- 5.2 The Secretary must give a notice of meeting, upon receipt of a referral to be discussed, to each APC member at least 5 calendar days prior to the regularly scheduled meeting.

- 5.3 The Secretary must confirm the date and time of any special meetings with each member of the APC.
- 5.4 The Secretary must ensure an applicant is notified of the date, time and place of an APC meeting at which his or her application or proposal will be discussed, at least five calendar days prior to the meeting.
- 5.5 The Secretary shall post a schedule of the date, time, and place of any regular APC meeting at least five calendar days prior to the meeting on a bulletin board on Salt Spring Island that is accessible to the public; such bulletin board to be the same as is used by the Local Trust Committee for the posting of any scheduled Local Trust Committee meeting.
- 5.6 The Secretary must ensure the Local Trustees, and the employee referred to in Section 5.1, are notified of each APC meeting at least five calendar days prior to the day of the meeting.
- 5.7 Where a matter upon which a recommendation has been made is referred back to the APC for further comment within a limited time period, the Secretary must notify the Local Trust Committee of a special meeting. The Secretary may invite the applicant if further information is required at least two days prior to the meeting, unless the applicant agrees to a lesser notice.

## 6. Conduct of Meeting

- 6.1 All deliberations of the APC must take place in a meeting. All meetings and special meetings of the APC must be held in a public facility and must be open to the public.
- 6.2 A quorum of the APC is 50% of those appointed.
- 6.3 The Chairperson is to convene the meeting and may adjourn it from time to time.
- 6.4 An applicant must be afforded the first opportunity to present his or her proposal and to answer any questions asked by APC members.
- 6.5 If the applicant or his or her agent fails to appear and was duly notified as required by this Bylaw, the APC may proceed to reach its recommendation in his or her absence.
- 6.6 At the request of any member of the APC, the Chairperson must invite any elected official, staff resource person, or member of the public present at the meeting, to comment on the matters before the APC. Any Local Trustee, regional district director, officer, or employee of the Islands Trust, or approving officer, may attend ~~at~~ a meeting of the APC in a resource capacity.
- 6.7 The APC must not receive development proposals and other applications directly from applicants.
- ~~6.8. The APC must not consult directly with other government agencies.~~
- 6.89 If the Chairperson considers that another person at the meeting is acting improperly, the Chairperson may order that person expelled from the meeting.

## 7. Notice of Recommendation

- 7.1 If a Local Trustee did not attend an APC meeting, the Local Trustee may require a verbal report from the Chairperson.
- 7.2 The Secretary must ensure minutes of each meeting of the APC are recorded and approved by the APC at a subsequent meeting. Adopted APC minutes must be made available to the public upon request.
- 7.3 The Secretary must ensure that a copy of the draft minutes is submitted to the Local Trust Committee and Islands Trust office within seven calendar days of the meeting.

7.4 A recommendation of the APC shall be in the form of resolutions, and recorded by the minutes, provided that where requested by any member all dissenting opinions are also recorded.

**8. Transition**

Salt Spring Island Local Trust Committee Bylaw No. 427, cited as "Salt Spring Island Local Trust Committee Advisory Planning Commission Bylaw, 2007", is repealed.

**9. Citation**

This Bylaw may be cited as "Salt Spring Island Local Trust Committee Advisory Planning Commission Bylaw, 2013".

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ , 20\_\_

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ , 20\_\_

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ , 20\_\_

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ , 20\_\_

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ , 20\_\_

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
CHAIRPERSON



Islands Trust

## SALT SPRING ISLAND ADVISORY PLANNING COMMISSION(S)

### APPROVED TERMS OF REFERENCE

May 2, 2013 (amended [date], 2021)

The Salt Spring Island Local Trust Committee Bylaw No. 467 permits the appointment of an Advisory Planning Commission ~~(APC)~~ and an Agricultural Advisory Planning Commission ~~(AAPC)~~, as well as one or more special project Advisory Planning Commissions, to advise on matters of land use, community planning, or proposed bylaws and permits, pursuant to the *Local Government Act* that are referred to it by the Local Trust Committee (LTC).

This Terms of Reference guides the conduct, role and mandate of the Advisory Planning Commission and ~~the members of~~ the Agricultural Advisory Planning Commission, and its Commissioners. The operations of the Advisory Planning Commissions ~~(APCs)~~ are guided the by Salt Spring Island Local Trust Committee Bylaw No. 467. Both documents should be referred to for guidance.

1. The ~~Advisory Planning Commission~~APC shall provide recommendations to the ~~Salt Spring Island Local Trust Committee~~LTC on matters referred to it concerning land use, community planning, or proposed bylaws and permits.
2. All ~~Advisory Planning Commission~~APC resolutions are by way of a recommendation to the ~~LTC~~Local Trust Committee. The chairperson shall refrain from “moving” a resolution of the ~~Advisory Planning Commission~~APC.

#### EXAMPLE RESOLUTION:

~~I move~~ THAT the ~~[Agricultural]~~ Advisory Planning Commission recommends that the Salt Spring Island Local Trust Committee approve application SS-X-20XX.X (~~Name of applicant~~Address).

3. ~~Advisory Planning Commission~~APC meetings are to follow the *Community Charter's* requirements for open meetings, public access to records, and the posting of notices for public meeting. In addition to Salt Spring Island Local Trust Committee Bylaw No. 467, meeting procedures and the conduct of meetings should also be guided by the adopted policies of Islands Trust Council and the ~~LTC~~Salt Spring Island Local Trust Committee.
4. ~~Advisory Planning Commission members are~~Commissioners are to receive a reference manual upon appointment to the APC.
5. ~~Advisory Planning Commissioners~~ Commission members are to exercise their judgement based on personal expertise, experience and knowledge of the subject matter as objectively applied to a specific application or issue. On the other hand, the gauging of community opinion is more appropriately considered one of the roles of the ~~LTC~~Local Trust Committee.
6. ~~Advisory Planning Commissioners~~ Commission members shall come to meetings prepared, having read all supporting staff reports and background materials, and with proposed resolutions prepared for the consideration of other Commissioners ~~members~~ at the meeting.

7. The ~~Advisory Planning Commission~~APC shall be guided by the general policy intent as set out in the ~~Salt Spring Island~~ Official Community Plan and Land Use Bylaw.
8. ~~Advisory Planning Commissioners~~Commission members shall attend training sessions, offered by the Islands Trust, on meeting procedures and other matters that will be of benefit to the ~~Advisory Planning Commission~~APC process.
9. ~~Advisory Planning Commission~~Commissioners ~~members~~ shall listen to and acknowledge the views of other ~~Advisory Planning Commission~~ers ~~members~~ and promote a meeting environment where all opinions are respected and all ~~Commissioners~~members are comfortable expressing their views.
10. If an ~~Commissioner~~Advisory Planning Commission member believes they may have a direct or indirect conflict of interest, the ~~Commissioner~~member must declare this, state in general terms why this is believed to be the case, and remove themselves from the meeting. ~~Commissioners~~APC members are encouraged to discuss and receive advice from Islands Trust staff if they believe they may have a potential conflict of interest.
- ~~11. The Advisory Planning Commission may only request technical information from other agencies or individuals through the Islands Trust staff.~~
- ~~12.11.~~ All deliberations of the ~~Advisory Planning Commission~~APC must take place at a meeting of the ~~Advisory Planning Commission~~APC and such meetings must be open to the public with appropriate notice of meeting time and location.
- ~~13.12.~~ The ~~Advisory Planning Commission~~APC shall set a schedule of regular meetings on an annual basis.
- ~~14.13.~~ ~~Advisory Planning Commission~~Commissioners ~~members~~ who are absent from three or more consecutive regular meetings may be requested by the ~~LTC Local Trust~~Committee to resign membership.
- ~~15.14.~~ Should a site visit be warranted, it must be arranged by Islands Trust ~~S~~s staff, with the owner's consent one week prior, and the planner should attend. A minute taker is not required, but deliberations cannot take place outside the scheduled, public meeting. Preferably, site visits should take place in the morning of the day that a committee is meeting.
- ~~16.15.~~ The Agricultural Advisory Planning Commission is to designate one ~~Commissioner~~member to sit as an ex-officio ~~Commissioner~~member ~~of~~n the Advisory Planning Commission.
- ~~17.16.~~ Elections of the ~~Advisory Planning Commission~~APC Chairperson are to be done by secret ballot.
- ~~18.17.~~ At the end of a two year term, ~~Advisory Planning Commissioners~~Commission Members can apply to be reappointed by the ~~LTC Local Trust~~Committee to the ~~Advisory Planning Commission~~APC.