



Regional Planning Committee Minutes of a Regular Meeting

Date: March 17, 2021
Location: Electronic Meeting

Members Present: Laura Busheikin, Chair
David Maude, Vice Chair
Jeanine Dodds, Local Trustee
Kees Langereis, Local Trustee
Laura Patrick, Executive Committee Representative
Timothy Peterson, Local Trustee
Kate-Louise Stamford, Local Trustee
Jane Wolverton, Local Trustee

Members Absent: Peter Luckham, Ex Officio Member

Staff Present: Russ Hotsenpiller, CAO
David Marlor, Director, Local Planning Services
Clare Frater, Director, Trust Areas Services
Stefan Cermak, Regional Planning Manager, Salt Spring Island Office
Heather Kauer, Regional Planning Manager, Northern Office
Robert Kojima, Regional Planning Manager, Southern Office
Narissa Chadwick, Island Planner
William Shulba, Senior Freshwater Specialist
Robert Barlow, Legislative Services Clerk/Recorder

1. CALL TO ORDER

The meeting was called to order at 10:00 a.m. Chair Busheikin acknowledged that the meeting was being held on 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 Regional Planning Committee approved the agenda.

3. TOWN HALL AND DELEGATIONS

3.1 Town Hall

None

ADOPTED

3.2 Delegations

None

4. ADOPTION OF MINUTES/COORDINATION

4.1 Minutes of Meetings

4.1.1 Regional Planning Committee Minutes of February 10, 2021

By general consent the Regional Planning Committee minutes of February 10, 2021, were approved as presented.

4.2 Resolutions Without Meeting

None

4.3 Follow-Up Action List

Director Marlor spoke to the items on the FUAL that are in progress:

- a report on the Trust Programs Committee affordable housing discussions will occur at the May 12, 2021 RPC meeting;
- a training session on cannabis production issues and regulation will be added to the June Trust Council continuous learning program.

5. WORK PROGRAM ITEMS

5.1 Application Processing Services

Planner Chadwick introduced the Application Processing Services Policy Request For Decision, indicating that the interests expressed by the RPC at the February 10, 2021 meeting have been addressed and incorporated into the present versions of the policy and the two model bylaws.

Discussion included:

- whether other local government agencies use a flat rate for automatic increase in place of the Canadian Consumer Price Index. It was noted that the suggested 2% annual increase can be adjusted by an LTC.
- the Community Benefit is only in relation to Temporary Use Permits.
- suggestions for minor editing to support clarity.
- some LTCs do not have a definition of Community Benefit in their respective OCPs and therefore LTCs will need to amend their OCPs to include such a definition.
- the 20% Fee for After-the-Fact applications is not punitive, but rather simply cost-recovery of extra work required.

ADOPTED

- how to include First Nations traditional knowledge keepers in the list of acceptable Qualified Environmental Professionals.
- whether the fee for Renewal of Temporary Use Permits (with or without Community Benefit) reflects actual cost of application processing.

RPC-2021-003

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

that Regional Planning Committee request staff to bring back suggestions for a tiered and/or per lot approach to subdivision review fees.

CARRIED

Committee recessed at 11:55 and reconvened at 12:27 p.m.

RPC-2021-004

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

that Regional Planning Committee request staff to make the following amendments to the Model Fees Bylaw:

- add referral of a license to the “Whereas” section;
- remove "and benefit" from the definition of community benefit;
- add “subject to section 4” in Section 3.1, and reference back to 3.1 in Section 4;
- change to Table 2, item 12 - spell out 95 square metres;
- change to Table 2, item 13 - reduce from \$1150 to \$700;
- change to Table 2, item 14 - reduce from \$500 to \$350;
- change to Table 2, item 15 - correct amount to read \$250 for Siting and Use Permit in Section 3;
- set withholding amount of \$100 for all types of applications in section 5.3;
- delete 6.1.1 and rewrite 6.1;
- include “Fees in Section 3.1 increase by 2% on April 1” in Section 7.1.

CARRIED

Discussion continued:

- Need to clarify the intention or goal of the review of application processing services;
- A significant portion of planner time is spent providing information and assistance to the public and applicants which has no fee required for those services and therefore there can be no cost recovery.

5.2 Manage Trust Council Strategic Plan Action Items

5.2.1 Shoreline Review (SP #6)

Director Marlor provided a verbal update, indicating that the consultant has sent a draft report to DLPS and that a final report will likely be provided at the next RPC meeting.

5.2.2 Freshwater Sustainability (SP #7)

ADOPTED

Planner Chadwick provided a verbal update, indicating that one roundtable has occurred and a cultural knowledge keeper advisory group has been formed. She also indicated that a learning session for Trustees and Staff will be organized in regards to First Nations cultural knowledge.

5.2.3 Groundwater Sustainability Strategy (SP #8) - Briefing

Senior Freshwater Specialist Shulba provided a verbal update, indicating that Phase 1 on Denman, Hornby and Gabriola is almost complete and other aspects of the Strategy are moving ahead.

5.2.4 Floor Area Ratio (SP #16)

Director Marlor provided a verbal update, indicating that the consultant, which is the same one for the Shoreline Review, has sent a draft report to DLPS and that a final report likely be provided at the next RPC meeting.

6. BUSINESS

6.1 Local Planning Service Delivery Renewal Discussion

Director Marlor introduced the item and Regional Planning Manager Kauer provided a presentation to provide an opportunity for the Committee to discuss ideas in regards to potential policy amendments to support the Local Planning Services Renewal.

Session 1: Criteria to use when recommending which projects for the regional planning team should proceed.

Discussion included:

- the importance of the pre-planning stage (clear definition of the problem including the consequences of not clearly defining the problem);
- the distribution of staff time needs to be equitable;
- a model bylaw is an attempt by the Trust Council to support LTCs to incorporate Trust Council goals;
- the regional planning team is addressing the Regional Planning Committee projects and major Local Trust Committee projects.

Session 2: Number of projects that each local trust committee can expect to have at a time.

Discussion included:

- a minor project can become a major project once work is started on it;
- the use of the word “project” may be misunderstood by citizens; use of the term “long-range planning” is an option;
- sometimes a major project is put on hold, so having a second major project is desirable as it allows staff to pivot quickly;

ADOPTED

- having more than one major project can be overwhelming for citizens;
- the Projects list is simply a holding place for all potential projects and not a list of “all things that will be done in a year or in a term”.

Session 3: Process for approval of projects, and role of the local trust committees, Regional Planning Committee, Financial Planning Committee and Executive Committee.

Discussion included:

- How this process relates to the strategic plan process needs to be clear.

Committee recessed at 2:33 p.m. and reconvened at 2:39 p.m.

Session 4: Consideration of development of major and extraordinary projects for the term at the beginning of the term for each LTC (as opposed to doing it annually)

Discussion included:

- currently projects are initiated at any time in the term;
- setting projects at the start of a term may be challenging for a newly elected trustee who may not be familiar with Islands Trust and/or their role;
- need to provide certainty or likelihood that top priorities would be accomplished rather than over-selling and under-delivering;
- possibility of one list of all Islands Trust projects which includes indication of individual LTCs;
- some projects that are worked on don't appear on LTC projects lists. For example, groundwater mapping.

Director Marlor will return with a discussion paper that outlines some policy suggestions to the next meeting.

7. NEW BUSINESS

None

8. WORK PLAN

The Committee reviewed the current Work Plan and made no changes to it.

9. NEXT MEETING

Wednesday, May 12, 2021, from 10:00 a.m. to 3:00 p.m.

10. ADJOURNMENT

By general consent the meeting adjourned at 3:09 p.m.

ADOPTED

Laura Busheikin, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder