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ADOPTED

Pender Island Waste and Resource Management Commission Special Advisory Planning Commission Minutes of a Meeting

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Date: Thursday, August 27, 2015 (12:30 p.m.)

Location: Driftwood Center Community Room
4605 Bedwell Harbour Road, North Pender Island, BC

Members Present: Elizabeth Montague, Deputy Chair
Dale Henning
Donn Korbin
Jim Petrie
Richard Philpot
John Pollard
Michael Sketch

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Staff Present: Linda Adams, Chief Administrative Officer
Robert Kojima, Regional Planning Manager
Shannon McConchie, Recorder

Regrets: Davy Rippner, Commission Member
Ursula Poepel, Commission Member

Others Present: Seven (7) members of the public were present

1. CALL TO ORDER

Acknowledging the written resignation of former Chair Barbara Johnstone-Grimmer, Deputy Chair Montague called the meeting to order at 12:36 p.m.

2. APPROVAL OF AGENDA

A member of the Commission noted that contrary to what the Commission had previously agreed, this agenda did not provide for public input early in the meeting.

It was noted that the agenda was structured to accommodate a conference call with staff.

Deputy Chair Montague acknowledged the public and asked if any had input to provide. No member of the public stepped forward to provide input.

By general consent the agenda was approved as presented.

3. TERMS OF REFERENCE – INPUT

The Commission members reviewed the Terms of Reference regarding Conflicts of Interest.

Members suggested and discussed the following options:

- Not making further amendments to the terms.
- Adopting a similar model to that used by Salt Spring Island Advisory Planning Commission (APC)
- Amending the terms to suit the unique needs of this Special APC (SPAC).

A lengthy discussion was held regarding the merits of each option and how each would impact the SAPC's ability to meet their mandate.

Note: at 1:01 p.m. Chief Administrative Officer (CAO) Linda Adams and Regional Planning Manager (RPM) Robert Kojima joined the meeting via Teleconference.

Deputy Chair Montague gave staff an overview of the discussion and members shared the suggestions that they had made.

RPM Kojima provided clarification on the intent of paragraph 13 and the particular significance of a pecuniary conflict of interest. He also discussed the role of the APC Bylaw as it relates to procedural fairness.

In response to a Commission member's question, RPM Kojima and CAO Adams addressed the particular situation of Commission members who are also involved with the Pender Island Recycling Society. They discussed the possible conflicts of interest related to this specific issue and the legal advice that had been provided to them.

Members and Staff discussed the reasons for having guidelines on conflicts of interests and the disadvantages of guidelines that are either too narrow or too broad.

Note: at 1:29 p.m. the teleconference with Chief Administrative Officer (CAO) Linda Adams and Regional Planning Manager (RPM) Robert Kojima ended.

After receiving the answers from staff, the Commission members returned to discussing the options they had previously suggested.

NP-SAPC-2015-006

It was MOVED and SECONDED

THAT the Waste and Resource Management Commission amend their Terms of Reference as follows:

- Delete paragraph 9.
- Add subparagraph 12c to read "Ensuring that Commissioner deliberations are conducted with objectivity".
- Replace paragraph 13 with "After approval of the agenda at the beginning of each meeting, Commissioners must disclose any conflict of interest the Commissioner may have in respect of agenda items for that meeting. Both the fact of the declared conflict and the nature of the conflict shall be recorded in the meeting minutes".

CARRIED

NP-SAPC-2015-007

It was MOVED and SECONDED

THAT the Waste and Resource Management Commission's revised Terms of Reference of August 18, 2015 and August 27, 2015 be submitted to the North Pender Island Local Trust Committee for approval and sent to the South Pender Island Local Trust Committee for information.

CARRIED

4. MINUTES

4.1 Waste and Resource Management Commission Meeting Minutes dated August 18, 2015 (for Adoption)

By general consent the Waste and Resource Management Commission adopted the August 18, 2015 meeting minutes.

5. QUESTIONS FROM THE PUBLIC

David Howe, Southern Gulf Island Electoral Area Director for the Capital Regional District (CRD) introduced himself. Director Howe noted that while the Capital Regional District (CRD) does not have jurisdiction over this matter, they would be available if the Commission chose to invite them as a resource.

Mr. Howe also introduced CRD Planner June Klassen.

Planner Klassen acknowledged that the CRD has authority for some related services and that they would be available to contribute to this SAPC's work in an efficient and effective way.

Derek Masselink, North Pender Island Trustee, thanked the members and spoke to the uniqueness of this Special APC. He encouraged the Commission members to make it easy for others to participate and follow along with their work.

A member of the Commission asked Trustee Masselink whether In Camera sessions (sessions without public audience) could become part of this SAPC's future agendas.

The role of In Camera sessions was discussed and members shared their opinions on whether such sessions would be an asset to their work or not. While members acknowledged the value of such sessions for protecting confidential information, they also noted the importance of remaining open to the public.

6. COMMISSION WORK PLAN AND SCHEDULE

Members discussed the schedule and agreed that they would like to move their October meeting to September.

The question of whether they required any additional resources to attend the meeting was discussed. Although it was acknowledged that a representative from the CRD would be valuable, the members agreed that print resources would be sufficient. Member Philpot was asked to contact the CRD and have such resources distributed to the Commission members.

Members questioned why this meeting's notice and agenda had not been posted to the website and asked that the minutes reflect their concern.

NP-SAPC-2015-008

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

THAT the Deputy Chair of the Waste and Resource Management Commission schedule a meeting for September 2015.

CARRIED

7. ADJOURNMENT

By general consent the meeting was adjourned at 2:18 p.m.



Elizabeth Montague, Deputy Chair

Certified Correct:



Shannon McConchie, Recorder