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**Minutes of a Meeting of the Juan de Fuca Land Use Committee  
Held Tuesday, October 15, 2013 at the Juan de Fuca Electoral Area Office,  
#2-6868 West Coast Road, Sooke, BC**

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**PRESENT:** Director Mike Hicks (Chair), Kara Middleton, Roy McIntyre, Heather Phillips, Harold Shipton, Art Wynans  
**Staff:** June Klassen, Local Area Planning Manager; Wendy Miller, Recorder  
**ABSENT:** Ted Dixon  
**PUBLIC:** 6

The meeting was called to order at 7:00 p.m.

**1. Approval of the Agenda**

**MOVED** by Harold Shipton, **SECONDED** by Roy McIntyre that the agenda be approved.

**CARRIED**

**2. Approval of the Supplementary Agenda**

No supplementary items.

**3. Adoption of Minutes from the Meeting of September 17, 2013**

**MOVED** by Art Wynans, **SECONDED** by Heather Phillips that the minutes from the meeting of September 17, 2013 be adopted.

**CARRIED**

**4. Chair's Report**

No report.

**5. Planner's Report**

June Klassen requested that, unless a pressing matter comes forward, that the LUC adjourn for the month of December. The Chair stated no objection to the request noting that construction of the new Juan de Fuca Public Service Building in Otter Point is on schedule with move slated for the beginning of December.

June Klassen advised that the CRD Board adopted Bylaw No. 3759, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 107, 2013" and Bylaw No. 3874, "Langford Zoning Bylaw, Amendment No. 143, 2013" at its October 9 meeting.

**6. New Business**

**a) Draft Terms of Reference for the East Sooke Official Community Plan Review**

June Klassen spoke to the staff report outlining the scope of work and process for review and update of the East Sooke Official Community Plan (OCP) including the proposed Terms of Reference and Consultation Plan.

June Klassen responded to questions directed through the Chair clarifying that:

- the Alternate Director participated on the Otter Point Citizens' Committee as a resident of Otter Point
- the *Local Government Act (LGA)* outlines the required content of an OCP and permitted policy statements

- required content includes the approximate location, amount, type and density of residential development required to meet anticipated housing needs over a period of at least 5 years
- OCP reviews are generally done every 5 years to meet this required content
- a total of \$150,000 can be accessed from the Federal Gas Tax Community Works Fund to support both the East Sooke and Shirley/Jordan River reviews
- the \$150,000 will be used for professional planning expertise and consultation materials and services
- the JDFA Planning budget will cover costs associated with staff time and legal advice

The Chair spoke to the Otter Point OCP review and the work of the Otter Point Citizens' Committee. It was advised that planning applications are down, allowing staff, with assistance from the Federal Gas Tax Community Works Fund, to proceed with the two proposed reviews. The Chair confirmed that LUC members cannot act as Citizens' Committee members but that there is opportunity for LUC members to actively participate at the public meetings.

A LUC member stated that, although there is opportunity to draw on the work of the Otter Point review, the OCPs for East Sooke and Shirley/Jordan River should express the values and interests of each community.

June Klassen responded to a question directed through the Chair advising that the SEI for Shirley/Jordan River is anticipated to cost \$30,000 - \$40,000. A LUC member stated support for updating the SEI information for East Sooke, suggesting a community workshop or the BC Conservation Data Centre as resources.

June Klassen further clarified that:

- provincial TRIM data is used to update CRD watercourse mapping
- TRIM data incorrectly identifies the location of Goudie Creek (Shirley/Jordan River)
- the CRD and the Province are aware of this discrepancy
- discrepancy cannot be corrected until the Province updates its information
- the LGA permits designation of development permit areas
- correct location of Goudie Creek can be identified in development permit area mapping

June Klassen confirmed that Advisory Planning Commission members wishing to sit on a Citizens' Committee need to confirm interest.

**MOVED** by Kara Middleton, **SECONDED** by Roy McIntyre that the Juan de Fuca Land Use Committee direct staff to initiate the East Sooke Official Community Plan Review in accordance with the Terms of Reference and the Consultation Plan. **CARRIED**

**b) Draft Terms of Reference for the Shirley/Jordan River Official Community Plan Review**

June Klassen spoke to the staff report outlining the scope of work and process for review and update of the Shirley/Jordan River Official Community Plan (OCP) including the proposed Terms of Reference and Consultation Plan. It was advised that the SEI will include identification of surface water licences.

June Klassen responded to questions directed through the Chair advising that:

- Citizens' Committee meetings will be held in each respective community (subject to venue availability)
- the Director will appoint the Committee members
- representation from Jordan River is being sought although, noting Jordan River's smaller population, a set ratio does not have to be met

Fiona McDannold, Shirley, forwarded questions regarding meeting frequency/schedule and structure.

June Klassen responded advising that:

- all meetings will be open to the public
- there is latitude to change the meeting schedule
- the Juan de Fuca Public Service Building can be used as an alternate location should the Shirley Community Hall be unavailable
- there will be no Committee Chair or Vice Chair
- the Planner/Facilitator will chair the meetings
- the Committee will work towards consensus
- the Planner/Facilitator can call for a vote
- the determination and responsibility to declare property interest rests with each Committee member

Brenda Mark, Shirley, stated concern regarding the proposed meeting frequency. Brenda Mark forwarded positive comment regarding identification of water courses and licenses.

In reference to the referral list, Fiona McDannold stated it is understood that the Muir Creek Protection Society is not active at this time and that the Jordan River Steering Committee has had a name change. It was asked that the Shirley Education and Action Society (SEAS) be identified as a referral agency.

June Klassen clarified that "ground-truthing" refers to when a professional gathers/confirms data in the field. Only a portion of data, reflecting information considered most sensitive, will be confirmed through ground-truthing.

**MOVED** by Harold Shipton, **SECONDED** by Heather Phillips that the Juan de Fuca Land Use Committee direct staff to initiate the Shirley/Jordan River Official Community Plan review in accordance with the Terms of Reference and the Consultation Plan. **CARRIED**

## 7. New Business

## 8. Adjournment

**MOVED** by Harold Shipton, **SECONDED** by Kara Middleton that the meeting adjourn.

**CARRIED**

The meeting adjourned at 8:39 p.m.

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Chair