



DATE OF MEETING: February 25, 2019  
TO: Lasqueti Island Local Trust Committee  
FROM: Sonja Zupanec, Island Planner  
Local Planning Services  
SUBJECT: Financial Assistance to Lasqueti Community Association

## PURPOSE

The purpose of this memorandum is to report back to the Local Trust Committee (LTC) on the following resolution, passed December 17, 2018:

***LA-2018-068 It was **MOVED** and **SECONDED*****

*that the Lasqueti Island Local Trust Committee request staff to report on options for financially assisting the Lasqueti Community Association's Official Community Plan Steering Committee.*

**CARRIED**

The Lasqueti Community Association (LCA) created an ad hoc 'Official Community Plan (OCP) Steering Committee' made up of community volunteers. The LCA hosted a series of information meetings with residents and title holders on the island over several months in 2018 regarding the upcoming review of the Lasqueti Island Official Community Plan (OCP). The meetings were advertised locally and considered by the organizers to be well attended. The LTC was not involved in any aspect of the planning, minute taking, data collection or general funding of the meetings. The LTC has requested clarification from staff on options to financially reimburse the LCA for past work or fund future work, to support the LTC's top priority project.

Reimbursement for past room bookings, catering, advertising or other LCA expenditures does not appear to fall within any funding authorization under the Islands Trust 'Purchasing Policy 6.5iii' (Attachment 1). This policy sets out the responsibilities and accountability associated with the efficient, economical and transparent acquisition of goods and services. Similarly, in order for the LTC to financially support the LCA for future work, the properly delegated purchasing authority must be maintained in accordance with the project charter budget and Islands Trust financial policies.

The LTC can consider appointing a special advisory planning commission (APC) with membership from the LCA and the general public, in accordance with [APC Bylaw No. 96](#). This special commission can be tasked to conduct targeted community engagement on Lasqueti Island, and the LTC's project budget can then cover costs associated with minute taking, room bookings and catering. Alternatively, the existing nine member APC could be asked to conduct such work, under a specific terms of reference to guide the scope of work, timeline and deliverables.

The LTC endorsed a revised OCP/LUB review project charter in December 2018 (Attachment 2), which included the development of a 'Communications and Engagement Strategy' to clarify consultation methodology, engagement topics and timelines. The Strategy is anticipated to identify the LCA and existing APC, as strategic stakeholders and ensure that a summary of the LCA's work (when available) including a summary of other public

input received, is compiled for LTC consideration. A draft strategy is intended to be on the April 8, 2019 LTC agenda for consideration as, at the time of preparing this memorandum, the APC had yet not provided recommendations to the LTC regarding the OCP project.

**NEXT STEPS**

Upon the completion and LTC endorsement of the communication and engagement strategy, staff will prepare an updated workplan and project budget for the 2019/2020 fiscal to include anticipated costs associated with community engagement and consultation.

Submitted By:	Sonja Zupanec, MCIP, RPP, Island Planner	February 12, 2019
Concurrence:	Ann Kjerulf, MCIP, RPP, Regional Planning Manager	February 12, 2019

**ATTACHMENTS**

1. Islands Trust Policy 6.5iii 'Purchasing Procedure'
2. OCP/LUB Review Project Charter December 2018