



Denman Island Local Trust Committee

Regular Meeting Agenda

Date: October 18, 2016
Time: 10:30 am
Location: Denman Activity Centre
1111 Northwest Rd, Denman Island, BC

	Pages
1. CALL TO ORDER	10:30 AM - 10:35 AM
<i>"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."</i>	
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	10:35 AM - 10:50 AM
4. COMMUNITY INFORMATION MEETING - none	
5. PUBLIC HEARING - none	
6. MINUTES	10:50 AM - 11:00 AM
6.1 Local Trust Committee Minutes dated September 20, 2016	3 - 13
6.2 Section 26 Resolutions-Without-Meeting - none	
6.3 Advisory Planning Commission Minutes - none	
6.4 Marine Advisory Planning Commission Minutes - none	
7. BUSINESS ARISING FROM MINUTES	11:00 AM - 11:45 AM
7.1 Follow-up Action List dated October 6, 2016	14 - 16
7.2 Special Events Regulation - Memorandum	17 - 20
7.3 Fees Bylaw Amendment (Bylaw No. 221) - Staff Report	21 - 34
8. DELEGATIONS	
9. CORRESPONDENCE	11:45 AM - 11:50 AM
(Correspondence received concerning current applications or projects is posted to the LTC webpage)	
9.1 Letter dated September 22, 2016 from Hornby Denman Community Health Care Society regarding Transportation Committee	35 - 37

10. APPLICATIONS AND REFERRALS		
11. LOCAL TRUST COMMITTEE PROJECTS		
12. REPORTS	11:50 AM - 12:15 PM	
12.1 Work Program Reports		
12.1.1 Top Priorities Report dated October 6, 2016		38 - 38
12.1.2 Projects List Report dated October 6, 2016		39 - 40
12.2 Applications Report dated October 6, 2016		41 - 46
12.3 Trustee and Local Expense Report dated August, 2016		47 - 47
12.4 Adopted Policies and Standing Resolutions - none		
12.5 Local Trust Committee Webpage		
12.6 Chair's Report		
12.7 Trustee Reports		
12.8 Electoral Area Director's Report		
12.9 Trust Fund Board Report, September, 2016		48 - 49
13. BREAK	12:15 PM - 12:30 PM	
14. NEW BUSINESS	12:30 PM - 1:00 PM	
14.1 2017 Local Trust Committee Meeting Schedule - for discussion		50 - 51
15. UPCOMING MEETINGS		
15.1 Next Regular Meeting Scheduled for Tuesday, November 15, 2016 at 10:30 am at the Denman Seniors Centre, 1111 Northwest Road, Denman Island, BC		
16. TOWN HALL	1:00 PM - 1:10 PM	
17. CLOSED MEETING	1:10 PM - 1:25 PM	
17.1 Motion to Close the Meeting		
<i>That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1)(d) and (i) for the purpose of considering: adoption of In-Camera meeting minutes dated September 20, 2016 and receipt of advice that is subject to solicitor-client privilege and that the recorder and staff attend the meeting.</i>		
17.2 Recall to Order		
17.3 Rise and Report		
18. ADJOURNMENT	1:25 PM - 1:25 PM	



Denman Island Local Trust Committee Minutes of Regular Meeting

Date:	September 20, 2016
Location:	Denman Activity Centre 1111 Northwest Rd, Denman Island, BC
Members Present	Susan Morrison, Chair David Critchley, Local Trustee Laura Busheikin, Local Trustee
Staff Present	Ann Kjerulf, Regional Planning Manager Teresa Rittemann, Island Planner Marnie Eggen, Island Planner (via telephone) Vicky Bockman, Recorder
Others Present	Approximately twelve (12) members of the public – am Approximately four (4) members of the public - pm

1. CALL TO ORDER

Chair Morrison called the meeting to order at 10:30 am. She welcomed the public and introduced herself, Trustees, staff and recorder. She acknowledged that the meeting was being held in territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

- 9.2 Email from Margie Gang Regarding BC Ministry of Sustainable Resources Study Report Data and Conclusions

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

Edi Johnston asked what action the Local Trust Committee (LTC) would take to protect the W1 zone now that the Ministry of Forests, Lands & Natural Resource Operations has ordered that the gate at the Community Dock be removed.

A Trustee and staff suggested that the process might include the registration of any complaints to Bylaw Enforcement by concerned community members after which the LTC would be advised and a course of action recommended.

Edi Johnston asked for clarification of a statement made by David Marlor, Director, Local Planning Services, regarding regulation of vehicles for a shellfish operation.

LTC members and staff declared that they are currently in the process of gathering additional information on this subject.

4. COMMUNITY INFORMATION MEETING - none

5. PUBLIC HEARING - none

6. MINUTES

6.1 Local Trust Committee Minutes dated July 5, 2016 - for adoption

The following amendments to the minutes were presented for consideration:

- Page 1, item 1, third line: remove “traditional”
- Page 4, item 11.1.1, third paragraph, first line: change “Trustee” to “Planner”
- Page 11, item 13.1, first paragraph, last line: change “agreements” to “reporting documents”
- Page 11, item 13.1, second paragraph, first line: change “housing agreements” to “reporting documents”

By general consent the minutes were adopted as amended.

6.2 Section 26 Resolutions-Without-Meeting Report dated September 8, 2016

Received.

6.3 Advisory Planning Commission Minutes - none

6.4 Marine Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated September 8, 2016

Regional Planning Manager Kjerulf presented the report and provided updates on the following:

- K’omoks First Nation’s interest in the proposed Community to Community event; and
- Re-advertising for positions on the proposed agricultural steering committee did not result in any further expressions of interest.

A Trustee noted that the LTC previously requested staff to examine the topic of Special Events Bylaws and their frequency and nature on other Gulf Islands, however, it is not reflected in the Follow-Up Action List. Regional Planning Manager Kjerulf responded that staff will follow-up on this matter.

8. DELEGATIONS - none

9. CORRESPONDENCE

9.1 Letter dated August 30, 2016 from Shelley McKeachie for ADIMS regarding Baynes Sound and Lambert Channel

Received.

9.2.1 Email from Margie Gang Regarding BC Ministry of Sustainable Resources Study Report Data and Conclusions

Received.

10. APPLICATIONS AND REFERRALS

10.1 DE-TUP-2016.1 (Williams)

10.1.1 Staff Report dated September 20, 2016

Planner Rittermann presented the Staff Report which reviews an application for a Temporary Use Permit (TUP) to accommodate a secondary dwelling for the residential use of the owners' family member.

Discussion followed regarding the TUP process with the following points noted:

- A Trustee commented that having conditions met prior to LTC consideration might be preferable;
- Trustees requested clarity regarding the need for a Siting and Use Permit (SUP) for this purpose;
- A Trustee suggested that if a SUP is required, that it be added to the conditions listed in the TUPs;
- Trustees considered approaches that might be examined to streamline the process and reduce applicant costs; and
- Staff confirmed that approved TUPs are effective for three years, may be renewed for an additional three-year period and thereafter application for a new TUP may be made or rezoning considered. A Trustee suggested that this information might be published for the community's benefit as there has been confusion expressed on this point.

The applicant spoke to the application, noting that he was not aware that a SUP would be a requirement in addition to a TUP. He reported that the Graham Lake Improvement District has confirmed that there is adequate supply of potable water, and he commented that sewerage requirements will be met. He observed that there was a SUP for a permitted building in the proposed location that had not been built.

DE-2016-052**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee approve Temporary Use Permit DE-TUP-2016.2 for a period of three (3) years from date of issuance, including the conditions that form part of the proposed permit, subject to the following condition being met prior to issuance by the Deputy Secretary:

“that written confirmation be provided to the Islands Trust from an “Authorized Person” as per the *Sewerage System Regulation* that the proposed secondary dwelling will be connected to an approved sewerage system”.

CARRIED

In further discussion, a Trustee considered that a change in the process to allow the TUP to encompass the SUP information in order to eliminate the need for two separate applications might be an efficient and cost-effective approach.

DE-2016-053**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee request staff to review the bylaws with a view to making recommendations to the Local Trust Committee about the harmonization of those bylaws for the reduction of costs and unnecessary applications.

CARRIED

10.2 DE-DVP-2016.2 (BC Ferries - West Terminal) and DE-DVP-2016.3 (BC Ferries - East Terminal)

10.2.1 Staff Reports dated September 20, 2016

Planner Ritemann summarized the Staff Report regarding a proposal to replace and upgrade the existing terminal buildings and sewage disposal fields at Denman West Terminal and at Gravelly Bay Terminal. She reported that the proposal requests Development Variance Permits (DVPs) to accommodate siting within the minimum setback from the natural boundary of the sea.

Trustees considered the proposal and concluded that site constraints and failing septic systems warrant approval of the variances.

DE-2016-054**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee approve Development Variance Permit DE-DVP-2016.2.

CARRIED

DE-2016-055**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee approve Development Variance Permit DE-DVP-2016.3.

CARRIED

Planner Eggen joined the meeting by telephone at 11:14 am.

10.3 DE-DVP-2016.1 (Lundberg - Citizen Design Build)**10.3.1 Staff Report dated September 20, 2016**

Planner Eggen outlined the Staff Report noting that the purpose is to present a revised DVP proposal from that considered at the July, 2016 LTC meeting. She reported that this application does not include a guest house or home office and includes proposed setback variances that have been increased as much as possible: the setback to Graham Lake is varied from 60 metres to 47 metres for the dwelling and sewage disposal field and the setback to a stream is varied from 30 metres to 18 metres for a sewage disposal field.

She advised that there have been no comments received in response to circulation of the second DVP permit notice.

DE-2016-056**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee approve Development Variance Permit DE-DVP-2016.1 conditional upon registration of a restrictive covenant that is granted to the Denman Island Local Trust Committee in priority to all financial charges and that is delivered in a form satisfactory to the Denman Island Local Trust Committee and that stipulates the following:

- a. No removal of vegetation and no soil disturbance between the septic field and Graham Lake as recommended by H2O Environmental Ltd. and Aqua-Tex Scientific Consulting Ltd.;
- b. That the proposed sewerage system is designed, installed and appropriately maintained and monitored according to a "Maintenance Plan" prepared in accordance with *BC Sewerage System Regulation* and the *Sewerage System Standard Practice Manual*; and
- c. That the proposed construction and future use of the property is in accordance with the report, "3131 Jemima Road Denman Island Development Permit Report: Streams, Lake and Wetlands", prepared by Aqua-Tex Scientific Consulting Ltd., dated March 17, 2016.

CARRIED

DE-2016-057

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee request staff to enter into a cost recovery agreement allowing Islands Trust legal counsel to draft and/or review a covenant for property PID: 000-980-820; Lot 3, Section 13, Denman Island, Nanaimo District in respect of Development Variance Permit DE-DVP-2016.1.

CARRIED

DE-2016-058

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee request staff to request that Aqua-Tex Scientific Consulting Ltd. submit the report, "*3131 Jemima Road Denman Island Development Permit Report: Streams, Lakes and Wetlands*", dated March 17, 2016 to the Provincial Ministry as per section 4(2) (b) of the *Riparian Areas Regulation*.

CARRIED

DE-2016-059

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee deny Temporary Use Permit application DE-TUP-2016.1

CARRIED

A Trustee remarked that this application required significant financial resources and observed that with the professional reliance system a low-income applicant would not have been able to create the necessary solutions for a successful outcome in this case.

The proponent thanked the LTC for their efforts in this application. He acknowledged that this undertaking has been expensive and observed that the owners have a deep commitment to Denman Island.

Planner Eggen left the meeting at 11:24 am.

11. LOCAL TRUST COMMITTEE PROJECTS - none

12. REPORTS

12.1 Work Program Reports

12.1.1 Top Priorities Report dated September 8, 2016

Trustees discussed the Farm Plan Implementation priority and the following was noted:

- There have been no new expressions of interest received to create an agricultural steering committee after a re-advertisement and multiple other methods of outreach;

- There was consideration given to moving the initiative forward without a steering committee;
- It was recognized that the public would have the opportunity to provide input on recommendations through the public consultation process; and
- It was suggested that a referral might be given to the existing Advisory Planning Commission (APC) to identify possible priorities for Farm Plan Implementation.

DE-2016-060

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee refer the Farm Plan Implementation project to the Advisory Planning Commission asking them to suggest priority items within the Project Charter.

Chair Morrison asked if there was any discussion on the motion.

Trustees expressed concern that given the LTC meeting schedule and logistics a referral to the APC would delay moving the project forward. They considered another approach that would involve staff working on policies identified in the Farm Plan to support agriculture followed by a full discussion of recommendations by the LTC.

The question was then called.

DEFEATED
Unanimously

A Trustee commented that it had been their hope to engage the APC in this work, however, it has been realized that this is not the opportune time.

Discussion continued and it was suggested that Trustees provide Planner Milne with their input on possible Farm Plan recommendations to implement; a staff report could then be provided for LTC consideration and discussion, with the Project Charter amended at that time.

DE-2016-061

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee request staff to prepare a staff report on Farm Plan Implementation presenting options for process given that we do not have a steering committee, and providing comments on which items in Farm Plan sections 11, 13 and 14 could be prioritized.

There was discussion on the motion with Regional Planning Manager Kjerulf requesting clarification on the types of changes Trustees might wish to be prioritized. A Trustee suggested that a staff report might address items that are feasible, legal, or technical in nature.

The question was then called.

CARRIED

Discussion continued on Top Priorities with the following noted:

- A Trustee supported changing the activities under “Marine Issues” to an educational and/or advocacy approach to the issues. There were several reasons defined for this suggestion including difficulty in moving the initiative forward after many years on the list, First Nations considerations, enforcement concerns and limitations of the LTC’s ability to regulate in this area;
- Another Trustee opposed abandoning the existing Marine Issues activities, citing the Islands Trust Preserve and Protect mandate and the need to recognize the importance of the environment as reasons to maintain the driving on the beach issue activity as a Top Priority; and
- Chair Morrison noted that Trustees may wish to delay further consideration of this issue pending the receipt of additional information on the subject that is forthcoming.

There were no changes to the Top Priority List at this time.

12.1.2 Projects List Report dated September 8, 2016

There were no changes proposed at this time.

12.2 Applications Report dated September 8, 2016

Received.

12.3 Trustee and Local Expense Report dated July, 2016

Received.

12.4 Adopted Policies and Standing Resolutions - none

12.5 Local Trust Committee Webpage

There were no changes proposed at this time.

12.6 Chair's Report

Chair Morrison reported on her recent attendance at a Trust Fund Board meeting and Trust Council. She commented that she will be attending the Union of BC Municipalities convention next week.

12.7 Trustee Reports

Trustee Critchley reported on his attendance at the following:

- Trust Programs Committee meeting;
- Old School Committee meeting;
- Trustee Office Hours; and
- Trust Council.

Trustee Busheikin commented on meetings attended including the following:

- Trustee Office Hours;
- Denman Island Residents Association meeting;
- Local Planning Committee meeting; and
- Trust Council.

12.8 Electoral Area Director's Report - none

12.9 Trust Fund Board Report

Chair Morrison provided a Trust Fund Board update with the following noted:

- Appointment of a new member to the Board;
- Several projects are underway that will place more than fifty hectares into conservation across the islands; and
- A federal grant was received for preservation initiatives on Thetis Island.

13. NEW BUSINESS

13.1 Local Trust Committee Budget Request for 2017-2018

13.1.1 Staff Report dated July 12, 2016

Trustees reviewed the proposed LTC 2017-2018 budget. Regional Planning Manager Kjerulf explained that the proposed project budget has been created based on current and anticipated workplan priorities and reflects items that are regularly considered by LTCs.

Trustees requested that the Targeted OCP/LUB Amendments project category Notes be changed to read: "Potential for RAR, Marine, or housing-related amendments".

DE-2016-062

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee approve and forward the draft 2017-18 budget submission to Financial Planning Committee noting the requested change.

CARRIED

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for Tuesday, October 18, 2016 at 10:30 am at the Denman Seniors Centre, 1111 Northwest Road, Denman Island, BC

Trustees confirmed the next regular scheduled meeting date, time and location.

15. TOWN HALL

Craig Williams reported that during the course of his TUP application he learned that the Trust's RAR information affecting his property was inaccurate. He noted that it was corrected in this case by referencing the Graham Lake watershed study which was quite accurate. He expressed concern that this potential for errors in other situations should be addressed and asked if this expert data might be added to the Planning data base.

Regional Planning Manager Kjerulf responded that if there is expert information that could potentially affect bylaws the LTC could ask staff to prepare a report for their consideration.

Craig Williams asked if it had been determined if a SUP would be required for his secondary dwelling unit in addition to the TUP.

Regional Planning Manager Kjerulf explained that there are several factors that might affect the need for a SUP in this circumstance and advised that this be followed up in a discussion with Planners.

Margie Gang had questions regarding draft Bylaw No. 207:

- How many readings has it had;
- If it goes forward who approves it;
- What is the outcome if there are negative comments received from the referral process;
- Would it be possible for her to view all the public submissions received on this topic and if so, what is the process; and
- Why does Ramona de Graaf's report on forage fish not discuss whether eggs were found. She expressed her view that Denman Island foreshore is generally not suitable for forage fish habitat.

Trustees and staff responded by indicating that this bylaw is in the very early stages and explained the bylaw approval process. They noted that all comments received are part of a public record and suggested that she contact the Islands Trust Northern Office to discuss viewing the submissions. They advised that the referenced report was contracted for the Trust Fund Board and answers to questions regarding the contents of the report should be directed to the writer.

Margie Gang asked if the LTC had contacted Telus to request that barricades be installed to prevent access to the foreshore.

Trustees responded that the LTC had not passed a resolution to that effect.

16. CLOSED MEETING

16.1 Motion to Close the Meeting

DE-2016-063

It was MOVED and SECONDED,

that the meeting be closed to the public in accordance with the *Community Charter*, Part 4, Division 3, s.90(1) (d) (f) and (i) for the purpose of considering: Adoption of In-Camera Meeting Minutes dated July 5, 2016, Bylaw Enforcement Advice and Receipt of Advice Subject to Solicitor-Client Privilege and that the recorder and staff attend the meeting.

CARRIED

The meeting closed to the public at 12:43 pm.

16.2 Recall to Order

The meeting was recalled to order at 1:12 pm.

16.3 Rise and Report

Chair Morrison reported that in the Closed Meeting the LTC adopted the minutes from the *In-Camera* meeting of July 5, 2016.

17. ADJOURNMENT

By general consent the meeting was adjourned at 1:13 pm.

Susan Morrison, Chair

Certified Correct:

Vicky Bockman, Recorder

Follow Up Action Report

Denman Island

20-Jan-2015

Activity	Responsibility	Target Date	Status
that staff work on the Housekeeping Project as their time permits	Rob Milne		On Going

12-Jan-2016

Activity	Responsibility	Target Date	Status
Staff to examine the topic of Special Events bylaws and their frequency and nature on other Gulf Islands.	Miles Drew Ann Kjerulf	18-Oct-2016	On Going

15-Mar-2016

Activity	Responsibility	Target Date	Status
Staff to make all reasonable efforts to utilize the budget money for Riparian Areas Regulation remaining in the Local Trust Committees account for the purpose of mapping the stream located on the Schmidt-Schweda property referred to in their correspondence.	Rob Milne		Done

19-Apr-2016

Activity	Responsibility	Target Date	Status
Monitor Regional District of Nanaimo Electoral Area H Official Community Plan Review and report to LTC about pertinent issues and opportunities to participate	Rob Milne		On Going



Follow Up Action Report

1. To organize a CIM with presentations on eelgrass beds and forage fish habitat and if possible a presentation from the BC Shellfish Growers Association and the Komoks First Nation on aquaculture practices and future plans.
2. Staff to contact Komoks FN in regard to participation in CIM
3. Staff to engage a facilitator for aquaculture CIM if required

Rob Milne
David Critchley
Laura Busheikin
Ann Kjerulf

05-Jul-2016

On Going

05-Jul-2016

Activity	Responsibility	Target Date	Status
Chair to send a letter to Komoks First Nation regarding UBCM Community to Community (C2C) funding opportunity. Letter sent to Komoks FN August 8, 2016	Susan Morrison Ann Kjerulf		Done
Staff to send email to applicants for Agriculture Advisory Commission positions that process has been placed on hold pending determination of community interest in the Farm Plan implementation project.	Rob Milne		Done
Application RZ-DE-2015.1 (Pandesign) Bylaw Nos. 219 & 220 received third readings; Executive Committee approved bylaws on July 27. Bylaw 219 pending ministerial approval.	Becky McErlean Rob Milne		Done
Staff to inquire into the processing of Schedule B submissions for affordable housing projects pursuant to housing agreements.	Rob Milne		On Going
Add Cicero Slough Creek to DPA 4 as a RAR applicable minor stream.	Rob Milne		On Going

20-Sep-2016

Activity	Responsibility	Target Date	Status
DE-DVP-2016.1 (Lundberg) approved with conditions. DE-TUP-2016.1 (Lundberg) denied.	Becky McErlean Marnie Eggen Penny Hawley	27-Sep-2016	On Going



Follow Up Action Report

Update Temporary Use Permit (TUP) Guide to clarify that, following expiry, a new TUP application may be considered by the LTC.	Ann Kjerulf Wil Cottingham	04-Oct-2016	On Going
Review bylaws and recommend amendments to streamline temporary use permit and siting and use permit processes and fees.	Teresa Rittemann Ann Kjerulf	15-Nov-2016	On Going
Staff to prepare a report on farm plan implementation with process options and recommend items which could be prioritized in recommendations 11, 13 and 14.	Rob Milne	11-Oct-2016	On Going
Forward the draft budget submission to Financial Planning Committee as presented, adding marine to the notes in relation to the OCP/LUB amendment project.	Ann Kjerulf	23-Sep-2016	Done
DE-TUP-2016.1 (Williams) approved with conditions.	Becky McErlean Penny Hawley Teresa Rittemann	27-Sep-2016	On Going



DATE OF MEETING: October 18, 2016
TO: Denman Island Local Trust Committee
FROM: Ann Kjerulf, Regional Planning Manager
SUBJECT: Regulation of Special Events

PURPOSE:

This memorandum responds to the January 12, 2016 Local Trust Committee (LTC) motion, *“That the Denman Island Local Trust Committee request staff to examine the topic of Special Events bylaws and their frequency and nature on other Gulf Islands.”* Options with respect to future regulation of special events are also presented for LTC consideration.

DISCUSSION:

The Comox Valley Regional District (CVRD) adopted Bylaw No. 395 to provide for the regulation of special events. The bylaw applies to special events held in all the electoral areas of the CVRD except Denman and Hornby Islands. The rationale provided for excluding Denman and Hornby Islands is that the islands are within the planning jurisdiction of local trust committees.

Regional District Authority

Under Part 9 of the *Local Government Act (LGA)*, Regional Districts have special fire, health and hazard protection powers, and specifically under section 304(1) the power to: (a) *regulate and prohibit for the purposes of maintaining, promoting or preserving public health or maintaining sanitary conditions*, and (b) *undertake any other measures it considers necessary for these purposes*.

CVRD Bylaw No. 395 was established *“to ensure that persons attending special events where large numbers of people are in attendance are provided with adequate sanitation, health and protective measures”*. The bylaw sets out the procedures and requirements for special permit applications and includes the following provisions:

- *9.1 The applicant is responsible for ensuring that the special event is held in compliance with all other applicable acts, regulations, decisions, orders, bylaws or legislation of any other person or body having jurisdiction over the lands where the proposed special event will be held; and*
- *9.2 Nothing in this bylaw relieves the applicant from any requirement to obtain and comply with any other license, permit or approval, including without limitation, from the regional district building department, the BC Safety Authority, the Liquor Control and Licensing Branch of the Provincial government, the BC Agricultural Land Commission, the RCMP, Ministry of Transportation & Infrastructure, and the Ministry of Forests, Lands, and Natural Resource Operations, where applicable.*

These provisions notably respect that local governments work in spheres of concurrent jurisdiction, as is the case of the CVRD and Islands Trust.

Special Events in the Islands Trust

Special events are common throughout the Islands Trust and may be authorized either as permitted uses in a land use bylaw, under the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, or as temporary uses via temporary use permits (TUPs). For special events occurring within community parks on Salt Spring Island, the Capital Regional District administers a special events permitting process. Outside parks, special events are permitted in the absence of a permit when the use (e.g. assembly) is permitted by the applicable land use bylaw or another enactment.

Enforcement of special events by the Islands Trust is challenging for many reasons. In some cases, events have occurred for many years with tremendous community support and no complaint. These events may also be valuable contributors to island economics. In other cases, staff may hear of upcoming events at the last minute leaving no reasonable amount of time to undertake a TUP process. Many events are one-time only leaving little recourse for the Islands trust once the event is over (i.e. there is no need to obtain retroactive land use approval). Generally speaking, if a land use bylaw does not already permit the proposed special event (as a permitted land use in the applicable zone), and there is enough lead time, operators are instructed to undertake the TUP application process. Whether or not they actually apply is a different matter. The reality is that many events occur without the required land use approval.

Denman Island Bylaws applicable to Special Events

The Denman Island Official Community Plan (OCP) and Land Use Bylaw (LUB) do currently provide a framework to accommodate special events on Denman Island.

Denman Island Official Community Plan

The Denman Island OCP includes language concerning special events.

Section E.2 Economic Activities, states:

“Like all islands in the Islands Trust area, Denman has a special attractiveness for visitors. The natural beauty of the area and the unique character of the community make it a pleasant place to visit. Aside from those features, Denman has no outstanding attribute such as a popular sandy beach, marina, or other attraction that makes it a tourist destination. Most visitors are attracted by special events, artisan studios, or the scenery in general.”

Service, Education and Culture Policies, Policy 1 states:

“Zoning regulations should encourage community events such as seasonal fairs, concerts, art shows, temporary markets and cultural festivals that strengthen the social fabric of the community and fit with the tranquil and rural character of the Island.”

Denman Island Land Use Bylaw

Occasional markets, fairs and festivals are permitted in the LUB Commercial (C), Light Industrial (LI), Conservation (CN) and Park (P) zones.

“Occasional” is defined as:

- *in relation to markets means no more than 45 operating days per calendar year, of which no more than 2 may be consecutive;*
- *in relation to fairs and festivals means no more than 45 operating days per calendar year, of which no more than 7 may be consecutive;*

“Passive recreation” encompassing not more than 100 m² is permitted on lands within the ALR without the approval of the Agricultural Land Commission, and is defined as”

- *non-motorized outdoor leisure activities which can be carried out with a minimal impact to the natural environment including but not limited to hiking, picnicking, horseback riding and bicycling; and*
- *walking, hiking, and similar non-invasive activities.*

“Retail sales and rentals” are permitted in the Commercial (C) zone and are not required to be located within a building, and means:

- *the selling of goods or merchandise directly to the consumer and includes bicycles, scooters, tools, equipment and home entertainment products, but excludes automobiles, recreational vehicles and heavy equipment.*

LTC OPTIONS FOR SPECIAL EVENT REGULATION

Provided the LTC is interested in implementing a special events permitting process, there are three general approaches that may be pursued:

Option 1 – LTC Temporary Use Permit for Special Events

In accordance with section 492 of the *LGA*, a Local Trust Committee may designate areas, either in its OCP or LUB, where temporary uses may be allowed and specify general conditions regarding the issue of temporary use permits in those areas.

A temporary use permit may (a) allow a use not otherwise permitted by the land use bylaw, (b) specify conditions under which the temporary use may be carried on, and (c) allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.

In support of a temporary use permit, local governments may also, in accordance with Part 14 of the *LGA*, require information about the anticipated impact of a proposed activity on the community, including, without limitation, information regarding the impact on matters such as transportation, local infrastructure, public facilities including schools and parks, community services and the natural environment. The authority to collect Development Approval Information (DAI) is described in sections 484 through 487 of the *LGA* but requires that the local government specify the circumstances in which DAI may be required, designate areas for which DAI information may be required, and describe the special conditions or objectives that justify the specification or designation in its OCP.

Should the LTC wish to implement a TUP for special events which wouldn’t otherwise be permitted by the LUB or another enactment, it would need to amend its OCP to authorize TUPs for special events and identify areas where TUPs for special events could be considered; the LTC would also need to consider amending its DAI bylaw in order to be able to request specific information in support of a TUP application.

An LTC could enact this process in the absence of the CVRD Special Events permit process but its enforcement authority would be limited to land use. Any noise or nuisance related concerns would need to be addressed through CVRD bylaws or Provincial Regulations (e.g. *Public Health Act*, *Fire Services Act*).

Option 2 – LTC Temporary Use Permit and CVRD Special Events Permit

Under the *Islands Trust Act*, for the purpose of carrying out the object of the trust, trust council may enter into, on its own behalf or on behalf of one or more local trust committees, agreements with other governing bodies respecting the coordination of activities in the trust area. This authority should encompass coordination around the special events permitting process. In such a case, an applicant would apply to the CVRD for a special events permit, and the CVRD would prior to issuing the special events permit, require that the applicant obtain land use approval (either zoning compliance confirmation or an approved TUP) from the Local Trust Committee.

For this scenario to succeed, the LTC would need to have adopted the appropriate TUP regime (through OCP and DAI bylaw amendments), a coordinating agreement should be established between the IT/LTC and CVRD, and the CVRD would need to amend its special events permit bylaw to include the Local Trust Area (either or both Denman and Hornby Islands).

Option 3 – LTC Land Use Bylaw Amendment and CVRD Special Events Permit

A third approach would be for an LTC to amend its LUB to allow “special event” as a permitted use in specified zones. The definition and conditions of a “special event” use should be specific to the type, intensity, and duration of land use which would be acceptable to the community, and could include a condition that a special event permit be issued by the CVRD. This approach is the simplest of the three options presented yet also limits the LTC’s authority to subsequently consider specific aspects or conditions of a special event permit beyond those which would be specified in the LUB.

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	October 6, 2016
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ATTACHMENT

- 1. CVRD Bylaw No. 395



DATE OF October 18, 2016

MEETING:

TO: Denman Island Local Trust Committee

FROM: Teresa Rittemann, Planner 1
 Northern Office

SUBJECT: Bylaw No. 221 to amend the Denman Island Local Trust Committee Fees Bylaw No. 181, 2007

RECOMMENDATION

1. That the Denman Island Local Trust Committee review the Directives Only Policy Checklist and confirm by resolution that the Denman Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 221 cited as “Denman Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2016”, is not contrary to or at variance with the Islands Trust Policy Statement;
2. That the Denman Island Local Trust Committee Bylaw No. 221 cited as “Denman Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2016”, be read a first time;
3. That the Denman Island Local Trust Committee Bylaw No. 221 cited as “Denman Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2016”, be read a second time;
4. That the Denman Island Local Trust Committee Bylaw No. 221 cited as “Denman Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2016”, be read a third time;
5. That the Denman Island Local Trust Committee Bylaw No. 221, cited as “Denman Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2016”, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee; AND
6. That the Denman Island Local Trust Committee add to its project list, a thorough review of the current amounts in the fees bylaw, with respect to inflation and increased administration costs related to processing development applications; OR
7. That the Denman Island Local Trust Committee request that the Financial Planning Committee consider evaluating planning application fees on a Trust-wide basis and the opportunity to develop a model fees bylaw.

REPORT SUMMARY

At the regular business meeting of the Denman Island Local Trust Committee (LTC) on September 20, 2016, the LTC passed the following resolution (draft):

“That the Denman Island Local Trust Committee request staff to review the bylaws with a view to making recommendations to the Local Trust Committee about the harmonization of those bylaws for the reduction of costs and unnecessary applications.”

Given this direction from the LTC, staff have reviewed the current Denman Island bylaws and are proposing amendments to the current fees bylaw, which address companion applications for Siting and Use Permits (SUPs) and Temporary Use Permits (TUPs), as a combined fee for this kind of companion application is not currently included in the fees bylaw. Staff suggest that although two separate applications will still be required (SUP and TUP), having a combined fee would allow for a more efficient, cost-effective, and streamlined process, as future applicants would be aware that there is an occasional need to apply for both permits, but that in these cases, the SUP fee would be included under the combined fee.

BACKGROUND

The draft bylaw is included as Attachment 1, and for comparison, the current version of the fees bylaw is included as Attachment 2. In addition, the Policy Directives Checklist (Attachment 3) is presented to the LTC for confirmation at the time of first reading. Staff has reviewed draft Bylaw No. 221 in conjunction with the Islands Trust Policy Statement Directives Only Checklist, and are satisfied that the bylaw is compliant with Islands Trust Policy. Comments on the details of the attached proposed bylaw follow below.

ANALYSIS

Policy/Regulatory:

Proposed changes to the fees bylaw are only to Table 2 – Permits, particularly the addition of line items 16 and 17 for companion applications (SUP and TUP). Line items were renumbered and organized slightly, but no proposed changes to current fee amounts. During the review of the bylaw, staff also removed Table 2, line item 15 with regards to a \$660 fee for a “commercial revitalization area”, because staff noted that there is no Development Permit area of this type, even though OCP Part 4, Policy 1.d may designate such DP areas:

“Pursuant to the Section 919.1 of the Local Government Act a community plan may designate development permit areas for one or more of the following: d. revitalization of an area in which a commercial use is permitted”.

Issues and Opportunities:

The application fees collected by Local Planning Services are intended to cover the cost of processing various types of applications. The Denman Island fees bylaw was adopted in September 2007 and last amended/consolidated in January 2009 (after adoption of bylaw No. 187). In addition to the proposed addition for a combined fee for companion TUP/SUP applications, staff are also recommending that the LTC consider overall fee increases with respect to inflation and to reflect increased administration costs related to processing development applications. The LTC may also wish to discuss the possibility of automatically increasing these fees annually, to reflect the inflationary fee consistent with the average increase in the Consumer Price Index (CPI), based on Statistics Canada and Bank of Canada inflationary data. Staff are recommending that the LTC include a fees review on the project list for a future date or alternatively refer the matter to the Financial Planning Committee, to evaluate fees on a Trust-wide basis and to potentially develop a model fees bylaw.

Consultation:

No public consultation is required or recommended for this proposed amendment bylaw.

Rationale for Recommendation:

The suggested changes in draft Bylaw No. 221 are in response to LTC direction. Staff recommend giving Bylaw No. 221 three readings and forwarding to the Islands Trust Executive Committee for adoption. Staff also recommend that current fees be reviewed, either by the Denman Island LTC or by the Islands Trust Financial Planning Committee in order to ascertain whether or not the fees are appropriate relative to the actual cost of processing applications. Referring Bylaw No. 221 is not required or recommended by staff in this case.

ALTERNATIVES

1. Give 1st, 2nd and 3rd Readings to Bylaw No. 221, as Amended (minor amendments)

The LTC may wish to make minor amendments to the draft bylaw prior to giving it readings. If this alternative is selected, the LTC should note the desired amendments in an initial motion prior to 1st, 2nd and 3rd readings.

Resolution: *“That Bylaw No. 221 be amended as follows <note specific amendments>.”*

2. Request Bylaw No. 221 be amended and brought back to the LTC at a later date

The LTC may wish to make major amendments to the draft bylaw prior to giving it readings. If this alternative is selected, the LTC should pass the following resolution:

Resolution: *“That the Denman Island Local Trust Committee request that staff amend Bylaw No. 221 as follows <note requested amendments> and that the amended bylaw be presented to the LTC for consideration at a future meeting.”*

NEXT STEPS

Should the LTC decide to give this bylaw three readings, the bylaw would be forwarded to Executive Committee for approval prior to being considered for adoption by the LTC either at a future meeting or by Resolution Without Meeting (RWM).

Submitted By:	Teresa Ritemann Planner 1	October 3, 2016
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	October 5, 2016

ATTACHMENTS

1. Draft Bylaw No. 221
2. Existing version of Fees Bylaw No. 181, 2007
3. Islands Trust Policy Statement Directives Only Checklist

DRAFT

DENMAN ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 221

A BYLAW TO AMEND THE DENMAN ISLAND LOCAL TRUST COMMITTEE FEES BYLAW, 2007

WHEREAS Section 462 of the *Local Government Act* provides that a local government may, by bylaw, impose fees related to applications and inspections;

NOW THEREFORE the Denman Island Local Trust Committee, being the trust committee having jurisdiction in respect of the Denman Island local trust area in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

1. Citation:

This bylaw may be cited for all purposes as “Denman Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2016”.

2. Denman Island Local Trust Committee Bylaw No. 181, cited as “Denman Island Local Trust Committee Fees Bylaw, 2007” is amended as shown on Schedule 1 attached to and forming part of this bylaw.

READ A FIRST TIME THIS _____ DAY OF _____, 201X

PUBLIC HEARING HELD THIS _____ DAY OF _____, 201X

READ A SECOND TIME THIS _____ DAY OF _____, 201X

READ A THIRD TIME THIS _____ DAY OF _____, 201X

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____, 201X

ADOPTED THIS _____ DAY OF _____, 201X

Chair

Secretary

Denman Island Local Trust Committee

Bylaw No. 221

Schedule 1

1. Part 3, **Application Fees**, Section 3.1, **TABLE 2 – Permits**, is deleted in its entirety and replaced with the following:

TABLE 2 – Permits	
Column 1	Column 2
Development Permits	
1. Development Permit (protection areas)	\$440
2. Development Permit (form and character areas)	\$660
3. Development Permit amendment	\$165
Development Variance Permits	
4. Development Variance Permit (residential)	\$715
5. Development Variance Permit (commercial, industrial, or institutional)	\$935
Temporary Use Permits	
6. Temporary Use Permit (commercial and industrial uses)	\$1,100
7. Temporary Use Permit (other than commercial and industrial uses)	\$440
8. Temporary Use Permit renewal	\$165
Siting and Use Permits	
9. Siting and Use Permit	\$220
Companion Applications	
10. Development Permit in combination with a companion application for a Development Variance Permit (residential)	\$770
11. Development Permit in combination with a companion application for a Development Variance Permit (commercial, industrial, or institutional)	\$935
12. Siting and Use Permit in combination with a companion application for a Development Variance Permit (residential)	\$715
13. Siting and Use Permit in combination with a companion application for a Development Variance Permit (commercial, industrial, or institutional)	\$935

14.	Siting and Use Permit in combination with a companion application for a Development Permit (protection area)	\$550
15.	Siting and Use Permit in combination with a companion application for a Development Permit (form and character areas)	\$660
16.	Siting and Use Permit in combination with a companion application for a Temporary Use Permit (commercial and industrial uses)	\$1,100
17.	Siting and Use Permit in combination with a companion application for a Temporary Use Permit (other than commercial and industrial uses)	\$440

DENMAN ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 181

A bylaw to prescribe fees for amending bylaws, issuing permits, examining applications for subdivision, and examining other referrals and applications.

WHEREAS Section 931 of the *Local Government Act* provides that a local government may, by bylaw, impose fees related to applications and inspections;

NOW THEREFORE the Denman Island Local Trust Committee, being the trust committee e having jurisdiction in respect of the Denman Island local trust area in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

1. Citation

- 1.1 This bylaw may be cited as the "Denman Island Local Trust Committee Fees Bylaw, 2007".

2. Interpretation

- 2.1 In this bylaw:

"Applicant" means the person authorized under the Denman Island Trust Committee Development Procedures Bylaw No. 71, 1992 to make the application;

"Islands Trust" means the Director of Local Planning or his/her authorized representative;

"Application Fee" means the monetary amount payable to the "Islands Trust".

3. Application Fees

- 3.1 Prior to the processing of an application listed in Column 1 of Table 1, Table 2, Table 3 or Table 4, the applicant must deliver to the Islands Trust the corresponding application fee in the amount shown in Column 2 of Table 1, Table 2, Table 3 or Table 4.

TABLE 1 – Bylaw Amendments	
Column 1	Column 2
1. Official Community Plan amendment	\$4,400
2. Official Community Plan amendment in combination with a consistent application for amendment to a Land Use Bylaw	\$4,950
3. Land Use Bylaw, Zoning Bylaw or Subdivision Bylaw amendment	\$4,400
4. Land Use Contract amendment	\$4,400
5. Amendments to an Official Community Plan to transfer density into or out of the Density Bank in conjunction with a land use bylaw amendment	\$4,000

TABLE 2 – Permits	
Column 1	Column 2
1. Development permit in respect of a protection area	\$440
2. Development permit in respect of form and character area	\$660
3. Development permit amendment	\$165
4. Development permit in combination with a companion application for a development variance permit in respect of a residential development	\$770
5. Development permit in combination with a companion application for a development variance permit in respect of a commercial, industrial or institutional development	\$935
6. Development variance permit in respect of a residential development	\$715
7. Development variance permit in respect of a commercial, industrial or institutional development	\$935
8. Temporary commercial and industrial use permit	\$1,100
9. Temporary Use Permit, non – profit & home based business < 3 months per annum	\$440
10. Temporary commercial and industrial use permit renewal	\$165
11. Siting and Use Permit	\$220
12. Siting and Use Permit in combination with a companion application for a development variance permit in respect of a residential development	\$715
13. Siting and Use Permit in combination with a companion application for a development variance permit in respect of a commercial, industrial or institutional development	\$935
14. Siting and Use Permit in combination with a companion application for a development permit in respect of a protection area	\$550
15. Siting and Use Permit in combination with a companion application for a development permit in respect of a commercial revitalization area	\$660
16. Siting and Use Permit in combination with a companion application for a development permit in respect of a form and character area	\$660

TABLE 3 – Subdivision Referrals	
Column 1	Column 2
1. Application for subdivision review – first parcel	\$1,100
2. Application for subdivision review - every additional parcel that would be created by the proposed subdivision	\$110
3. Application for subdivision review - parcel line adjustments only, creating no additional parcels	\$330

TABLE 4 – Other Applications	
Column 1	Column 2
1. Board of Variance	\$990
2. Strata Conversion	\$1,100
3. Liquor Control and Licensing Branch	\$825

3.3 An application administration fee in the amount of \$110.00 being a portion of the fee referred to in Table 1 is not refundable in any event.

3.4 An application administration fee in the amount of \$55.00 being a portion of the fee referred to in Table 2, Table 3 and Table 4 is not refundable in any event.

3.5 Subject to Section 3.3 and Section 3.4, if an application is not processed for any reason, the Islands Trust must refund to the applicant the application fee.

3.6 In the event a public hearing is not held in respect of an application referred to in Table 1, the applicant shall be entitled to a refund in the amount of \$1,650.

4. Extraordinary Costs

4.1 In the event the costs of processing, inspection, advertising and administration in respect of an application are estimated by the Islands Trust to exceed 150% (percent) of the applicable fee, the Applicant shall pay to the Islands Trust prior to the processing of the application the estimated actual costs of processing, site inspection, advertising and administration.

4.2 To the extent the amount paid under Subsection 4.1 exceeds the actual costs of processing, inspection, advertising and administration related to the application, the Islands Trust shall refund the excess amount to the Applicant.

4.3 To the extent the amount paid under Subsection 4.1 is less than the actual costs of processing, inspection, advertising and administration, the Islands Trust shall invoice the Applicant for the excess amount which shall become a debt due and payable to the "Islands Trust".

5. Severability

5.1 In the event a portion of this bylaw is set aside by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the bylaw remains in force and in effect.

6. Repeal

6.1 Denman Island Local Trust Committee Fees Bylaw, 2004 is repealed upon adoption of this bylaw.

READ A FIRST TIME this 12th day of June , 2007.

READ A SECOND TIME this 10th day of July , 2007.

READ A THIRD TIME this 10th day of July , 2007.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST
this 7th day of August , 2007.

ADOPTED this 11th day of September , 2007.

Chairperson

Secretary



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw No: Draft Bylaw No. 221, Amendment No. 1, 2016 (to amend the Fees Bylaw No. 181, 2007)

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committee address certain matters in their official community plans and regulatory bylaws, and Island Municipalities address certain matters in their official community plans and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council's guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council's position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters.

DIRECTIVES ONLY CHECK LIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws, and Island Municipalities to address certain matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is **consistent** with the policy from the Policy Statement, or
- ✗ if the bylaw is **inconsistent (contrary or at variance)** with a policy from the Policy Statement, or
- N/A if the policy is **not applicable**.

Part III: Policies for Ecosystem Preservation and Protection

CONSISTENT	NO.	DIRECTIVE POLICY
3.1 Ecosystems		
N/A	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
N/A	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
N/A	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
3.2 Forest Ecosystems		
N/A	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
3.3 Freshwater and Wetland Ecosystems and Riparian Zones		
N/A	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
3.4 Coastal and Marine Ecosystems		
N/A	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
N/A	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: Policies for the Stewardship of Resources

CONSISTENT	NO.	DIRECTIVE POLICY
4.1 Agricultural Land		
N/A	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
N/A	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.

N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
N/A	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
4.2 Forests		
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
4.3 Wildlife and Vegetation		
4.4 Freshwater Resources		
N/A	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
4.5 Coastal Areas and Marine Shorelands		
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
4.6 Soils and Other Resources		
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: Policies for Sustainable Communities

CONSISTENT NO.		DIRECTIVE POLICY
5.1 Aesthetic Qualities		
N/A	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
5.2 Growth and Development		
N/A	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
N/A	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
N/A	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
5.3 Transportation and Utilities		
N/A	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
5.4 Disposal of Waste		
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.
5.5 Recreation		
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the

		identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
5.6 Cultural and Natural Heritage		
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
5.7 Economic Opportunities		
N/A	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
5.8 Health and Well-being		
N/A	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

POLICY STATEMENT COMPLIANCE	
✓	COMPLIANCE WITH TRUST POLICY
	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:



HORNBY & DENMAN

COMMUNITY HEALTH CARE SOCIETY

To:

Laura Busheikin,
David Critchley
Denman Island Local Trust Committee
Tony Law
Alex Allen
Hornby island Local Trust Committee
Bruce Jolliffe
Chair, CVRD
Sheila McDonnell
School Trustee (Area A)

September 22, 2016

Re: A request to consider the institution of a Denman/Hornby Transportation Committee

I am writing to you specifically on behalf of the Denman Health Network although I think my remarks would find favour with the Hornby Health Network. As you know, both Denman and Hornby Island *have* Health Networks which meet on a monthly basis on our respective Islands. The members are, typically, a range of health and social service providers, as well as volunteers in related sectors. The meetings are intended to keep participants, and those on our respective e-mailing lists, current on existing and emerging community health issues of concern.

At the Denman Health Network meeting on September 13th, we discussed a perennial concern, transportation on and off Hornby, Denman and Vancouver Island for a range of our citizens. Some of the concerns touched upon were:

- a. Travel by school bus for both Hornby and \Denman students off island and the inconsistent experiences some may have because of incomplete coordination (and other unknown exigencies) between school officials and transportation officials, not to say the consumers etc. One example offered was the half-hour lag time on Monday through Thursday for Secondary students attending Vanier to be able to enter the school building because of a slightly uncoordinated schedule.
- b. Commuter ferry travel between our two smaller Islands and Vancouver Island and beyond is often a struggle. (We realize, by the way, that the FAC (Ferry Advisory Committee) does address some of these issues in their deliberations with BC Ferries. As an aside, it is somewhat difficult to discuss one mode of transportation without the due

consideration/incorporation those who operate connecting, or possible connecting, systems.

- c. Public Transportation. The CVRD ostensibly believes that we are serviced well if you go by this web-post about their transportation system which was reviewed in 2014: *“PUBLIC TRANSIT Comox Valley Transit is a regional service connecting Courtenay, Comox, Cumberland and the three electoral areas. The following routes offer service rural residents: There is also a community bus operating in the Cape Lazo/Point Holmes and Huband Road/Seal Bay areas plus limited handydart service. The majority of rural areas utilizes a flag system for catching the bus in lieu of bus stops, though shelters have been installed recently in Saratoga Beach, Black Creek, Royston, Union Bay and Buckley Bay.”*

Sadly, both Denman Island and Hornby Island barely benefit from the Comox Valley Transit System.

I realize that this letter has not been particularly specific about the various transportation issues Hornby and Denman Island. Perhaps this excerpt from the HDCHCS 2011 Age-Friendly report will emphasize one explicit and very well documented area of concern:

Given the necessity of automobile transportation for Denman seniors to get around in their community, for almost all trips, a large proportion of seniors have security in this regard at the present time. Most either drive regularly and/or have someone in the same household who drives.

The small proportion of seniors living in a household where no one drives, are mostly 75 and older, and most are women; this seniors' segment has a very low level of transportation independence. Also transportation-disadvantaged are the nearly one-fifth of seniors who experience difficulty getting around for a number of reasons. In general, the current transportation situation is tenuous for a considerable number of Denman seniors, or an estimated 30 households. With further aging over the coming 5-7 years transportation independence is likely to deteriorate further for many seniors. The continuing need to travel off the Island, and at a considerable distance as well, further reduces transportation independence for Denman seniors.

Noteworthy is the prediction that...*“With further aging over the coming 5-7 years transportation independence is likely to deteriorate further for many seniors.”*

Similarly, the report also references the anticipated needs of Hornby residents:

Given the more advanced age of Hornby's seniors, it can be expected that their further aging will carry personal and health changes reducing their ability to get around. This will become increasingly evident within 5-7 years.

The continuing need to travel off the Island for services, at a considerable distance and cost, will continue to erode the transportation independence for Hornby seniors, especially older seniors.

It is now five years beyond the date of the report. Five years and counting fast.

Request:

Some years ago, Denman had an LTC Transportation Committee. I assume it was discontinued for lack of interest/other priorities. It seems to me, and I hope I am speaking for both Health Networks, that while the FAC does stellar work, perhaps its mandate needs to be enlarged to include a compendium of Transportation issues. I should add here that I fully recognize that the FAC is, essentially, a BC Ferries Committee. While Ferry Travel is the most pressing issue for Islanders and one that impacts most if not all of our citizens, the Ferry system does not operate in isolation. How each and every one of us makes our way on and off these islands in the course of our lives to address whatever needs we have that can only, or likely can only, be addressed some distance from home, there seems to me to be a lack of ongoing co-ordination and consultation.

Perhaps a Hornby Denman Transportation Committee is somewhat overdue. This notion may not be a preferred step but at the very least, on behalf of the Denman Health Network, I wanted to draw our concerns to you and see what might evolve.

Regards,

Bill Engleson, RSW (Retired and Non-Practicing)
Chairperson,
Hornby & Denman Community Health Care Society

c.c. Lori Nawrot, Executive Director, HDCHCS
c.c. DIRA
c.c. HIRRA



Top Priorities

Denman Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Relationship building with Komoks First Nation	April 19, 2016: LTC to seek UBCM funding for a Community to Community (C2C) Forum		Rob Milne Mike Richards	
2	Denman Island Farm Plan Implementation	Include consideration of limiting commercial agriculture and horticulture in high density small lot neighbourhoods.		Rob Milne	
3	Marine Issues	April 19, 2016: LTC to continue stakeholder consultation to discuss beach/driving access to aquaculture facilities	03-Mar-2015	Laura Busheikin Rob Milne David Critchley	

**Projects****Denman Island**

Description	Activity	R/Initiated
A Protected Area Network on Denman Island		15-Mar-2011
Housekeeping project	1. Land Use Bylaw definition of intensive agriculture; remove "and excluding feedlots". 2. Formatting of Agriculture definition	15-Aug-2011
Regulations governing wind towers and Ocean Loop Geo-Exchange Systems.	Monitor recommendation from Trust Council.	15-Aug-2011
Regulation limiting the gross floor area of a dwelling		25-Oct-2011
Regulations to promote greenhouse gas emissions reduction.		25-Oct-2011
Review and Update of Development Procedures Bylaw No. 71		11-Dec-2012
DCLTA Rural Affordable Housing Project Final Report dated June 20, 2013	Consideration of recommendations	22-Oct-2013
Review of LUB in consideration of the new Federal Marihuana for Medical Purposes Regulation	Review the Staff Report dated April 28, 2014.	15-Jul-2014
Alternative Dispute Resolution	To be considered as part of the enforcement tool kit, possibly in cooperation with the Hornby Island Local Trust Committee	26-May-2015
Downtown Village Neighbourhood Planning	The plan might include reduction in greenhouse gas emissions; encouragement of a healthy, sustainable economy; and addressing of water and septic concerns.	26-May-2015
Review effectiveness of Secondary Suites and Cottages bylaw.		12-Jan-2016
Review regulatory mechanisms for supporting affordable, attainable and seniors housing		19-Apr-2016

Projects

Denman Island

Description	Activity	R/Initiated
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Islands Trust

Print Date: October 6, 2016

Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
DE-ALR-2015.1	Denman Community Land Trust Association Planner: Rob Milne	17-Dec-2015	PID: 009-708-537 Severn - 3730 Denman Road Exclusion of 1.6ha in the ALR
Planning Status			
Status Date: 24-Jul-2016 Pending decision from ALC.			

Development Permit

File Number	Applicant Name	Date Received	Purpose
DE-DP-2006.2	Stoneman, Daniel/Debra Planner: Courtney Simpson	31-Aug-2006	The use of presently cleared areas within the Komass Bluff permit area for agricultural use.
Planning Status			
Status Date: 04-Apr-2011 No change: waiting for info from applicant.			
Status Date: 04-Feb-2010 No change			
Status Date: 01-May-2009 No change			

File Number	Applicant Name	Date Received	Purpose
DE-DP-2011.2	Day, Ella Planner: Marnie Eggen	21-Mar-2011	For barn sited within DP #1: Komass Bluff
Planning Status			
Status Date: 29-Jul-2013 File passed on to Bylaw enforcement			

Applications

Status Date: 05-Oct-2012

Letter sent to applicant re: further info required

Status Date: 01-Nov-2011

Awaiting info from applicant

File Number	Applicant Name	Date Received	Purpose
DE-DP-2013.1	Stoneman, Daniel & Debra	17-Jun-2013	
Planner: Courtney Simpson			
Planning Status			
Status Date: 16-Jul-2013			
Staff report to July 16 LTC meeting. LTC resolved to not issue permit but to amend 1999 development permit.			
Status Date: 16-Jul-2013			
Staff preparing development permit amendment			
Status Date: 24-Jun-2013			
Planner Reviewing File			

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
DE-DVP-2011.1	Day, Ella	13-May-2011	Barn on property line
Planner: Marnie Eggen			
Planning Status			
Status Date: 29-Jul-2013			
no change; file passed on to bylaw enforcement			
Status Date: 09-Nov-2012			
BCLS survey confirms barn sited on lot line; Applicant intends to apply for lot line adjustment			
Status Date: 05-Oct-2012			
Letter sent to applicant requesting further information otherwise issue will be transfered over to bylaw enforcement			

File Number	Applicant Name	Date Received	Purpose
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**Applications**

DE-DVP-2016.1 Citizen Design Build 21-Mar-2016 variance to setbacks from Streams, Lakes and Wetlands
 Inc. 40m from Graham Lake to buildings and structures and sewage disposal field
 15m from stream to sewage disposal field

Planner: Marnie Eggen

Planning Status

Status Date: 04-May-2016

Planner reviewing

Rezoning

File Number	Applicant Name	Date Received	Purpose
DE-RZ-2015.1	Neilsen, Henning	12-Jan-1900	To change Land Use Designation of a portion of the subject property from Residential to Conservation/recreation and that portion to be transferred to Islands Trust Fund - remainder to be used for residential

Planner: Rob Milne

Planning Status

Status Date: 08-Sep-2016

Amending OCP Bylaw referred to MCSCD for review and approval.

Status Date: 21-Apr-2015

LTC consideration of staff report. Resolution for staff to prepare draft bylaws for May 26, 2015 LTC meeting.

Siting and use Permit

File Number	Applicant Name	Date Received	Purpose
DE-SUP-2006.7	Stoneman, Daniel/Debra	31-Aug-2006	Agricultural (including buildings consistent with ALR legislation)

Planner: Courtney Simpson

Planning Status

Status Date: 08-Jan-2009

On hold pending outcome of court case

File Number	Applicant Name	Date Received	Purpose
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Applications

DE-SUP-2009.14 Day, Jean Ella 02-Nov-2009 2900 SWAN RD

One 26 foot high barn.

Planner: Marnie Eggen

Planning Status

Status Date: 30-Jun-2011

On hold until outcome of DP and DVP.

Status Date: 03-Mar-2011

New info submitted by applicant indicates bld sited on lot line; options provided to applicant

Status Date: 20-Jan-2011

Applicant submitted partial application

File Number	Applicant Name	Date Received	Purpose
DE-SUP-2014.10	Stoneman, Daniel & Debra	29-Sep-2014	Residence, Garage, Chicken House, Beach Stairs, Woodshed
Planner: Rob Milne			

Planning Status

Status Date: 03-Nov-2014

On hold pending confirmation of compliance with condnions of approval for DE-DP-2014.2

File Number	Applicant Name	Date Received	Purpose
DE-SUP-2016.10	Etienne de Villiers	22-Aug-2016	PID: 025-451-651. 1780 Scott Road, Denman Island. Remodel and add guest cabin for studio and office.

Planner: Linda Prowse

Planning Status

Status Date:

File Number	Applicant Name	Date Received	Purpose
DE-SUP-2016.3	Citizen Design Build Inc.	21-Mar-2016	1 proposed Single Family Dwelling to replace existing 1 Home office 1 Workshop to replace existing shed 1 Temporary Use Secondary Dwelling (Guest House)

Applications

Planner: Marnie Eggen

Planning Status

Status Date: 04-May-2016

On hold until LTC consideration of DVP and TUP applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
DE-SUB-2015.1	De Villiers & Fraser, Etienne & Louise	24-Dec-2014	2201 Tristone Road\nS.946 (2 lot subdivision)

Planner: Teresa Rittemann

Planning Status

Status Date: 03-Oct-2016

No change in status

Status Date: 15-Mar-2016

Associated DP application was approved at the regular LTC meeting. Planner waiting for updated site plan from applicant before revising referral report to MOTI

Status Date: 06-Jan-2016

Applicant has submitted a DP application. Staff conducted site visit on 5-Jan. Staff Report to be written and aim to appear on 15-Mar LTC agenda.

File Number	Applicant Name	Date Received	Purpose
DE-SUB-2016.1	MCKEACHIE, MORLEY	01-Feb-2016	PID: 005-850-771 Proposed four lot Subdivision application

Planner: Rob Milne

Planning Status

Status Date:

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
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Applications

DE-TUP-2016.1 Citizen Design Build 21-Mar-2016 for secondary dwelling for potential accommodation for the owner's relatives currently residing on Denman. Designed with to suit special needs housing.

Planner: Marnie Eggen

Planning Status

Status Date: 04-May-2016

Planner reviewing

File Number	Applicant Name	Date Received	Purpose
DE-TUP-2016.2	WILLIAMS, CRAIG	01-Jun-2016	PID: 000-876-283 Constructing a one bedroom & den cabin. Civic address: 8900 Owl Crescent.

Planner: Teresa Rittemann

Planning Status

Status Date: 03-Oct-2016

LTC approved TUP at 20-Sept meeting. Planner awaiting confirmation from applicant regarding sewage. Then can issue the TUP. Applicant will also be applying for an SUP for the dwelling.

Status Date: 01-Sep-2016

Planner completed staff report. To appear on agenda for LTC consideration 20-Sept-2016

Status Date: 14-Jun-2016

More information requested via email to applicant

Islands Trust
 LTC EXP SUMMARY REPORT F2017
 Invoices posted to Month ending August 2016

615 Denman	Invoices posted to Month ending August 2016	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-615	LTC "Trustee Expenses"	750.00	550.27	199.73
LTC Local				
65200-615	LTC - Local Exp - LTC Meeting Expenses	4,500.00	1,405.95	3,094.05
65210-615	LTC - Local Exp - APC Meeting Expenses	600.00	378.10	221.90
65220-615	LTC - Local Exp - Communications	500.00	7.27	492.73
65230-615	LTC - Local Exp - Special Projects	500.00	0.00	500.00
TOTAL LTC Local Expense		<u>6,100.00</u>	<u>1,791.32</u>	<u>4,308.68</u>
Projects				
73001-615-4011	Denman Agriculture Plan	6,500.00	0.00	6,500.00
73001-615-4062	Denman First Nations Relations	1,500.00	0.00	1,500.00
TOTAL Project Expenses		<u>8,000.00</u>	<u>0.00</u>	<u>8,000.00</u>



Trust Fund Board Report to Local Trust Committees and Bowen Island Municipality September 2016

New Trust Fund Board Member – Richard Hoops Harrison

The Trust Fund Board (TFB) is happy to welcome Hoops Harrison, recently appointed as a member of the Board by the Minister of Community, Sport and Cultural Development. Hoops has a home on Saturna Island and is actively interested in Islands Trust issues. He is a lawyer specializing in civil litigation and serves as a member of the Patient Care Quality Review Boards for the Fraser Health Authority, Provincial Health Services, and Vancouver Coastal Health Authority. One vacancy remains on the Trust Fund Board; we are awaiting news of another appointment.

2016 Monitoring Reports

The TFB has accepted reports from monitoring contractors on the status of the 26 nature reserves, 24 NAPTEP covenants and 48 conservation covenants held by the Board that are not part of the NAPTEP program. The contractors report no significant issues were identified. The report includes an assessment of whether management objectives are being achieved and public safety issues are being addressed. The monitoring is also valuable for identifying other management issues that need attention.

Thetis Island

The TFB has directed staff to proceed with acquisition of a property on Thetis Island which will become a nature reserve. This is being made possible through a generous donation, an Ecological Gift and a grant from Environment Canada's Habitat Stewardship Program for Species at Risk– a great example of the kind of partnerships required to achieve land conservation on the Islands in the Salish Sea. Full details of the acquisition will be provided once the acquisition is complete.

Meanwhile, the Islands Trust Fund is continuing to support the final year of the Fairyslipper Forest campaign through social media outreach, planning and grant applications. The campaign deadline is June 2017.

Salt Spring Island

The TFB has accepted two conservation proposals to hold covenants on properties on Salt Spring Island with special natural values. Both covenants will be co-held with the Salt Spring Island Conservancy.

The Board has considered possible roles in protecting Owl Island. TFB land protection projects are usually initiated by a proposal from, or on behalf of, a landowner. The TFB is not in a position to be actively involved at this time but will continue to monitor the situation.

Property management activities

A draft revised management plan for the Cyril Cunningham Nature Reserve has been provided to partners for comment.

Hornby Island

A small celebration was held with partners to mark registration of the TFB's second conservation covenant on Hornby Island protecting Garry Oak meadow and mature forest. As often happens, unexpected challenges arose but the TFB is grateful for the landowner's vision and determination to see this protection completed.

Bowen Island

Property management activities

The feasibility of building a viewing platform at Fairy Fen Nature Reserve is being explored. The management plan for Singing Woods Nature Reserve is scheduled for revision.

Denman Island

Property management activities

Discussions are taking place with BC Parks and Denman Conservancy Association about trail relocation at the Morrison March Nature Reserve.

The TFB is negotiating a covenant for the Settlement Lands with the Denman Conservancy Association and has been working with them on the ecological baseline for the properties.

Gabriola Island

Property management activities

Vandalism and trail maintenance are on-going issues at the Elder Cedar Nature Reserve. Staff are seeking design and cost estimates for creating a boardwalk around the large western red cedar tree. A draft management plan for the Burren's Acres Nature Reserve has been circulated to partners.

Lasqueti Island

Property management activities

There is continuing monitoring of the restoration work at the Mount Trematon Nature Reserve following damage caused by trespass activities last year (no repeat problems this year). The management plan for the Kwell Nature Reserve will be revised next year.

North Pender Island

Property management activities

Three beautiful and informative interpretive panels have been installed in a kiosk at the Medicine Beach Nature Sanctuary, with thanks to our partner the Pender Island Conservancy Association for coordinating, and thanks to Tsartlip elder and language teacher John Elliott and forage fish expert Ramona de Graff for sharing their knowledge and time.

Please feel free to contact members of the Trust Fund Board or Islands Trust Fund staff for more details.

Tony Law, Chair tlaw@islandstrust.bc.ca
Islands Trust Fund itfmail@islandstrust.bc.ca



File No.: 3030-02 (LTC General)

DATE OF REPORT: October 6, 2016

TO: Denman Island Local Trust Committee
Executive Committing Acting as a Local Trust Committee (**Ballenas-Winchelsea Islands**)
Gabriola Island Local Trust Committee
Gambier Island Local Trust Committee
Hornby Island Local Trust Committee
Lasqueti Island Local Trust Committee
Thetis Island Local Trust Committee

FROM: Ann Kjerulf, Regional Planning Manager
Northern Office

SUBJECT: 2017 Local Trust Committee Meeting Schedule

RECOMMENDATION

1. **That the** *[insert name of Local Trust Committee]* **schedule its regular business meetings on the following dates:** *[insert meeting dates as noted and/or amended]*.

REPORT SUMMARY

Each Local Trust Committee (LTC) is asked to endorse, by resolution, its regular business meeting schedule for 2017. Tentative dates have been identified in relation to anticipated project commitments, application volumes, trustee availability, ferry schedules, statutory holidays, conferences, Trust Council, Trust Council Committees, Trust Fund Board, and available staff and financial resources. Tentative meeting dates are identified in Attachment 1.

If alternative dates are proposed, LTCs should avoid scheduling meetings on dates which may conflict with other planned meetings or events. Key dates are noted for reference in Attachment 1. Note, LTCs do not need to identify the planned start times or locations for meetings. Meeting details will be advertised in accordance with legislated notification requirements.

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	October 6, 2016
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ATTACHMENT

1. Tentative 2017 Northern Local Trust Committee Meeting Schedule

ATTACHMENT 1 – TENTATIVE 2017 NORTHERN LOCAL TRUST COMMITTEE MEETING SCHEDULE

LTC	Denman	Gabriola	Gambier	Hornby	Lasqueti	Thetis	Ballenas-Winchelsea
	January 31*	January 12 February 9	January 26 (Alt. Feb. 2) March 23	February 3	February 27	February 21	April 19
	March 7	March 9	April 27	March 31*	April 24	April 18	July 19 (Alt. July 12)
	May 2	May 11	May 25	May 5	June 26	June 27*	
	June 6	June 8	July 27	July 7	September 18*	August 29*	
	August 1	July 13	August 31*	September 8*	October 23	October 17	October 11 (Alt. Oct. 4)
	October 3	September 7*	October 26	November 3	November 27	December 12*	
	November 14*	October 12 December 14	November 30*				
Total	7	9	8	6	6	6	3

Day	1 st Tuesday	2 nd Thursday	4 th Thursday	1 st Friday	4 th Monday	3 rd Tuesday	Wednesday
Time	10:30 am	10:15 am	10:30 am	11:30 am	11:00 am	9:15 am	10:30 am
Location	Denman Seniors Hall	Gabriola Arts Council	TBD	Room to Grow	Judith Fisher Centre/The Arts Centre	Thetis Community Centre (Forbes Hall)	Northern Office (Gabriola)

*Meeting moved from designated day due to scheduling conflict

Key Dates

Stat Holidays	Jan. 2; Feb.13; Apr 14,17; May 22; July 3; Aug.7; Sept.4; Oct.9; Nov.13; Dec.25,26
LGLA Conference	Feb.1-3
SD 46 (Sunshine Coast) Spring Break	Mar.13-24
SD 68 (Nanaimo) Spring Break	Mar. 20-31
SD 69 (Qualicum) Spring Break	Mar 13-24
SD 71,79 (Comox /Cowichan) Spring Break	Mar. 20-24
AVICC Conference	April 7-9
LGMA Conference	May 16-18
PIBC Conference	May 30-June 2
CIP Conference	June 17-20
UBCM Conference	Sept. 25-29
Trust Council (TC)	March 14-16; June 20-22; Sept 12-14; Dec. 5-7
Executive Committee(EC)	Jan. 18; Feb. 8; Mar. 1, 14; Apr. 5, 26; May 17; June 7, 20; July 12; Aug. 2, 30; Sept. 12; Oct. 4, 25; Nov. 8, 22; Dec. 5
Trust Programs Committee (TPC)	Feb. 20; May 29; Aug. 21; Nov. 6
Local Planning Committee (LPC)	Feb. 16; May 24; Aug. 17; Nov. 16
Financial Planning Committee (FPC)	Jan. 17; Feb. 28; May 31, Aug. 23; Oct. 18; Nov. 15
Trust Fund Board (TFB)	Feb. 7; Apr. 4; May 30; July 18; Sept. 26; Nov. 21