

Executive Committee Agenda

Date: Wednesday, January 17, 2018
Time: 8:45 am
Location: Islands Trust Victoria Boardroom
 200-1627 Fort Street, Victoria, BC

	Pages
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
2.1 Introduction of New Items	
2.2 Approval of Agenda	
2.2.1 Agenda Context Notes	4 - 4
3. ADOPTION OF MINUTES	
3.1 December 5, 2017	5 - 8
4. FOLLOW UP ACTION LIST AND UPDATES	
4.1 Follow Up Action List	9 - 14
4.2 Director/CAO Updates	
4.3 Local Trust Committee Chair Updates	
5. BYLAWS FOR APPROVAL CONSIDERATION	
5.1 NP LTC Bylaw No. 213 - RFD	15 - 32
that the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 213, cited as "North Pender Island Land Use Bylaw 103, 1996, Amendment No. 2, 2017" in accordance with Section 27 of the <i>Islands Trust Act</i> .	
5.2 BIM Bylaw No. 439 - RFD	33 - 44
that the Islands Trust Executive Committee advise Bowen Island Municipality that Bylaw No. 439, cited as "Bowen Island Municipality Official Community Plan Amendment Bylaw No. 439, 2017" is not contrary to or at variance with the Islands Trust Policy Statement.	
5.3 HO LTC Bylaw No. 155 - RFD	45 - 56
that the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 155, cited as the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 155, cited as "Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017" in accordance with Section 27 of the <i>Islands Trust Act</i> .	

5.4 SSI LTC Bylaw No. 502-503 - RFD

57 - 81

that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 502, cited as “Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No. 3, 2017”, in accordance with Section 27 of the Islands Trust Act.

that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 503, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2017”, in accordance with Section 27 of the Islands Trust Act.

6. TRUST COUNCIL MEETING PREPARATION

6.1 Post December Trust Council

6.1.1 December Trust Council Minutes

82 - 96

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.2 Executive Committee Initiated

8. NEW BUSINESS

8.1 Trust Area Services

8.1.1 LTC Chairs Report on Local Advocacy Topics

8.1.2 AVICC UBCM resolution selection - RFD

97 - 109

That the Executive Committee direct staff to draft a resolution and backgrounder requesting that AVICC/UBCM support the Island Trust's request for DFO to conduct an ecosystem-based study of potential and cumulative impacts of the Integrated Geoduck Management Framework 2017 on the health of the Salish Sea.

8.1.3 Policy Statement Amendment Project Update – Briefing

110 - 111

8.2 Local Planning Services

8.2.1 Staff Reponse to BIM Referral Bylaw No. 433 and 432

112 - 113

8.2.2 South Pender Historical Society Funding Request – Briefing

114 - 115

8.3 Administrative Services

8.4 Executive/Trust Council

8.4.1 Meeting with Minister of Municipal Affairs and Housing

116 - 118

8.4.2 Attendance at the Salish Sea Conference

8.4.3 AVICC 2018 attendance

9. CLOSED MEETING (if applicable)

That the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the Community Charter in order to consider matters related to employee relations, litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING (if applicable)

- 11. CORRESPONDENCE (for information unless raised for action)
 - 11.1 Town of Oliver re Quagga and Zebra Mussels Prevention 119 - 120
 - 11.2 WCMRC re Unified Command training 121 - 122
- 12. WORK PROGRAM
 - 12.1 Review and amendment of current work program 123 - 124
- 13. NEXT MEETING - February 7, 2018
- 14. ADJOURNMENT

Revised: January 11, 2018

Agenda No.	From	Context Notes
8.2.1	LPS	For the information of the Executive Committee. This is a staff to staff referral response under s 3.12 of the Bowen Island Municipality/Islands Trust protocol agreement regarding bylaws 432 and 433. These bylaws are to allow development of Community Lands adjacent to Snug Cove Village and Crippen Regional Park. Should the Bowen Island Municipality chose to proceed, the bylaws will be referred to the Executive Committee for comment after 1 st Reading and before Public Hearing.
8.4.1	CAO	Attached at 7.4.1 are copies of 1) the original meeting request of the Minister at the UBCM which was resubmitted in October 2017, and 2) an updated meeting request of Jan 9, 2018. Executive Committee may wish to discuss the main goals associated with meeting with the Minister and to refine any specific requests. Staff will, at ECs direction, provide an initial overview of the outcomes of the Open Space meeting on Islands Trust Act amendments from Dec Trust Council. This information may assist in narrowing the legislative changes requested by the IT to the Minister.
8.4.3	CAO	AVICC will be held April 13-15, 2018 at the Victoria Conference Centre. No details are available yet but will be forwarded once received. It would be ideal to have an idea of who will be attending so that rooms can be reserved and registration can be coordinated as soon as possible.
11		In accordance with the EC's policy (2.4.vi), correspondence items are for information only, unless raised for action by a member of the EC. In some instances, correspondence to others is included, if it relates to the Executive Committee's business.
12.1		The EC work program is amended before each meeting with suggested priorities proposed by staff. By resolution, the EC can provide direction regarding new items or the order of priorities.

Executive Committee Minutes of Regular Meeting

Date: December 5, 2017

Location: Victoria Marriott Inner Harbour
728 Humboldt St, Victoria, BC

Members Present: Peter Luckham, Chair
Susan Morrison, Vice Chair (teleconference)
George Grams, Vice Chair
Laura Busheikin, Vice Chair

Regrets:

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director, Local Planning Services
Clare Frater, Director, Trust Area Services
Emma Restall, Executive Coordinator (Recorder)

1. CALL TO ORDER

The meeting was called to order at 11:31 a.m. Chair Luckham acknowledged that the meeting was being held in Coast Salish First Nations territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

2.2 Approval of Agenda

By General Consent, the agenda was approved as presented.

2.2.1 Agenda Context Notes

None

3. ADOPTION OF MINUTES

3.1 November 22, 2017 Executive Committee Meeting

By General Consent, the Minutes of the November 22, 2017 Executive Committee Meeting were adopted as presented.

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow Up Action List

4.2 Director/CAO Updates

4.3 Local Trust Committee Chair Updates

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 Saturna Island Local Trust Committee

EC-2017-155

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 117, cited as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2017”, in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EC-2017-156

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 118, cited as “Saturna Island Land Use Bylaw No. 78, 2002, Amendment No. 1, 2017”, in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

5.2 SS-BL-474-475- EC Committee – Request for Decision

EC-2017-157

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 474, cited as “Salt Spring Island Official Community Plan Bylaw, 2008, Amendment No. 2, 2013,” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EC-2017-158

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 475, cited as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 6, 2013”, in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

5.3 SS-BL-506 - Request for Decision

EC-2017-159

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 506, cited as “Salt Spring Island Housing Agreement Bylaw No. 506, 2017,” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6. TRUST COUNCIL MEETING PREPARATION

- 6.1 Trust Area Services**
- 6.2 Local Planning Services**
- 6.3 Administrative Services**
- 6.4 Executive**

7 EXECUTIVE COMMITTEE PROJECTS

- 7.1 Trust Council Initiated**
- 7.2 Executive Committee Initiated**

- 8 NEW BUSINESS**
- 8.1 Trust Area Services**
- 8.1.1 LTC Chairs Report on Local Advocacy Topics**
None
- 8.2 Local Planning Services**
- 8.2.1 Advocacy Options for the Protection of Crown Islets in the Ballenas Winchelsea Local Trust Area – Briefing EC-2017-160**
It was **MOVED** and **SECONDED**,
that the Executive Committee request Trust Area Services to report on the merits and options for advocacy on behalf of First Nations with regard to issues surrounding Order in Council 467 and 406 and the apparent limitations on First Nations right and title.
- CARRIED**
- 8.3 Administrative Services**
- 8.4 Executive/Trust Council**
- 9 CLOSED MEETING**
Not Applicable
- 10 RISE AND REPORT DECISIONS FROM CLOSED MEETING**
Not Applicable
- 11 CORRESPONDENCE (for information unless raised for action)**
- 11.1 Coastal Douglas Fir projects summary email EC-2017-161**
It was **MOVED** and **SECONDED**,
that the correspondence from CDFP dated Nov 29 be forwarded to trustees for information.
- CARRIED**
- 11.2 Environment Standards Branch re Agricultural Waste Control Regulation EC-2017-162**
It was **MOVED** and **SECONDED**,
that the Executive Committee request staff to draft a response from the Chair to the Environment Standards Branch letter regarding Agricultural Waste Control Regulation.
- CARRIED**
- 12 WORK PROGRAM**
- 12.1 Review and amendment of current work program**
None
- 13 NEXT MEETING – January 17th in Victoria**
- 14 ADJOURNMENT**

The meeting adjourned at 11:49 a.m.

Peter Luckham, Chair

Certified Correct

Emma Restall, Recorder

DRAFT

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Activity	Responsibility	Target Date	Status
19-Jul-2017	Prepare SWOT analysis for potential changes to Islands Trust Act	Russ Hotsenpiller	01-Sep-2017	Done
16-Aug-2017	Explore what changes are needed and provide advice about amendments to Policy 2.2.1 (RFDs).	Russ Hotsenpiller	05-Sep-2018	On Going
12-Sep-2017	Discuss with the province and report to Trust Council at the December Trust Council meeting on a process to identify potential governance and/or operational change that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area.	Russ Hotsenpiller	05-Dec-2017	On Going
12-Sep-2017	Initiate a review of current Council Committees in terms of mandate, organization, resourcing and function and consider the advisability of other or additional committees to best carry forward the work of the Islands Trust.	Russ Hotsenpiller Clare Frater David Marlor	05-Dec-2017	On Going
11-Oct-2017	that the Executive Committee request staff to provide and distribute to Trustees a report on UBCM.	Russ Hotsenpiller	18-Oct-2017	On Going
11-Oct-2017	that the Executive Committee receive the Draft Engagement Plan for the Policy Statement Amendment Project, request that staff provide a revised Engagement Plan to Trust Programs Committee for comment, revise the First Nations Engagement letter to include input from the Executive Committee, draft communications to communities to inform Trust Area residents and return to the Executive Committee with a revised Engagement Plan.	Russ Hotsenpiller Clare Frater	10-Nov-2017	Done

**Follow Up Action Report**

11-Oct-2017	that the Executive Committee direct staff to engage with the Salt Spring Island Local Trust Committee, other service providers and community to coordinate a framework to address service delivery and governance issues for Salt Spring Island. ...CAO to draft a note to TPC and trustee Grams to deliver the message at next meeting.	Russ Hotsenpiller	01-Nov-2017	On Going
22-Nov-2017	Consider arranging a special EC meeting to discuss SSI next steps by March.	Russ Hotsenpiller	31-Jan-2018	On Going

Director, Local Planning Services

Activity	Activity	Responsibility	Target Date	Status
15-Feb-2017	Undertake a review of applications across the islands trust for potential inclusion in a future annual report.	David Marlor	01-Mar-2017	On Going
07-Jun-2017	Follow up with LTCs to ensure that an effective process is in place so that referral resolutions are coming through to Executive Committee.	David Marlor Clare Frater	20-Jun-2017	On Going
02-Nov-2012	<u>Rural Status for Southern LTC Grant Eligibility</u> Ask staff to review and report back on options for legislative change.	David Marlor	05-Sep-2018	On Going
22-Nov-2017	that the Executive Committee request staff to report back on options for First Nations referral costs applied to applications.	David Marlor	31-Jan-2018	On Going

Director, Trust Area Services

Activity	Activity	Responsibility	Target Date	Status
21-Jun-2017	With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Introduction, Part I, Part II and Schedule 1.	Clare Frater	31-Oct-2018	On Going



Follow Up Action Report

19-Jul-2017	Supporting regional applications for abandoned boats funding - RFD 1) Research which organizations or government agencies plan to apply for funding to remove abandoned boats through the Transport Canada Abandoned Boats program. 2) Prepare a brief summary of powers and responsibilities of various agencies with regard to issues relating to abandoned vessels, barges and docks and boat licensing.	Clare Frater Karen Hurley	16-Aug-2017	On Going
07-Jun-2017	Return to EC with renewed herring roe fishery advocacy advice.	Clare Frater	22-Nov-2017	On Going
13-Sep-2016	Explore the potential for expanding its advocacy role to other levels of government for increased funding for affordable housing in the Islands Trust Area.	Clare Frater		On Going
30-Aug-2017	Develop an inventory of abandoned boats, barges and docks for the Islands Trust Area.	Clare Frater	08-Nov-2017	On Going
12-Sep-2017	Work with Trust Programs Committee to create a working group drawn from the full membership of Trust Council to identify potential governance or operational changes that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area.	Clare Frater Russ Hotsenpiller	05-Dec-2017	Done
22-Nov-2017	that the Executive Committee direct staff to send an annual e-mail to Trust Area First Nations advising them of options for staying informed on Trust activities and methods for communicating with Trust Council. ...revise the draft to reflect a friendlier tone and have the email be sent directly from the Chair.	Clare Frater	23-Feb-2018	On Going

Follow Up Action Report

22-Nov-2017	that Executive Committee request: 1. That the Chair write to Minister of Fisheries and Oceans requesting that, as a priority, the department undertake an ecosystem-based study of potential and cumulative impacts of the Integrated Geoduck Management Framework 2017 on the health of the Salish Sea. 2. That Local Planning Services and Trust Area Services staff collaborate on the preparation of a briefing for local trust committees about the land-use planning implications of the DFO 2017 Integrated Geoduck Management Framework. 3. That Trust Area Services staff continue to monitor policy developments related to geoduck aquaculture in the Salish Sea.	Clare Frater	31-Jan-2018	On Going
22-Nov-2017	that the Executive Committee adopt the Policy Statement Amendment Engagement Plan, dated November 6, 2017.	Clare Frater	29-Nov-2017	Done
22-Nov-2017	Contact Ann @ CVRD and inquire on the reasons behind the recommendation to invite to BC Farm Industry Review Board to Trust Council. Report back to Laura.	Clare Frater Karen Hurley	05-Dec-2017	Done
22-Nov-2017	Contact Trustee Grams and communicate further details on the Transport Canada Stakeholder Engagement Sessions on the National Strategy to Address Abandoned and Wrecked Vessels.	Clare Frater Karen Hurley	29-Nov-2017	Done
22-Nov-2017	that the Executive Committee request staff to write a letter in response to the Coastal Douglas Fir Referral letter by January 15	Clare Frater	13-Dec-2017	Done
22-Nov-2017	that the Executive Committee request staff to forward the email from Yvette Myers regarding the Draft Interim Anchorages Protocol to all trustees seeking comments back to the chair to support a response by December 15. Draft and send the response once trustee comments are received.	Clare Frater	03-Jan-2018	Done

**Follow Up Action Report**

22-Nov-2017	that the Executive Committee request staff to solicit 2018 AVICC/UBCM resolution ideas from trustees and staff and return with advice in January.	Clare Frater	27-Dec-2017	Done
05-Dec-2017	that the Executive Committee request Trust Area Services to report on the merits and options for advocacy on behalf of First Nations with regard to issues surrounding Order in Council 467 and 406 and the apparent limitations on First Nations right and title.	Clare Frater	27-Feb-2018	On Going
05-Dec-2017	that the correspondence from CDFP dated Nov 29 be forwarded to trustees for information.	Clare Frater	26-Dec-2017	Done
05-Dec-2017	that the Executive Committee request staff to draft a response from the Chair to the Environment Standards Branch letter regarding Agricultural Waste Control Regulation by January 15	Clare Frater	26-Dec-2017	On Going
05-Dec-2017	that Trust Council ask the Executive Committee to consider a joint letter with San Juan County asking Transport Canada to provide a stand-by rescue tug in Sidney that could be available at Turn Point.	Clare Frater	17-Jan-2018	On Going
13-Dec-2017	that the Executive Committee request the Chair to write to the provincial consultation about professional reliance in the natural resource sector.	Clare Frater	19-Jan-2018	On Going

Legislative Services Manager

Activity	Activity	Responsibility	Target Date	Status
15-Feb-2017	Amend Policy 2.2.ii and Policy 7.4.2 to require advance submission of speaker/delegation material intended for presentations at a Trust Council or Council Committee meeting so that all policies are consistent.	Carmen Thiel Clare Frater Emma Restall	16-Mar-2018	On Going



Follow Up Action Report



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: NP-RZ-2017.1 (PIPRC)

Bylaw No. 213

DATE OF MEETING: January 17, 2018

TO: Islands Trust Executive Committee

FROM: Phil Testemale, A/Planner 2

SUBJECT: North Pender Island Local Trust Committee – Bylaw 213 – Pender Islands Parks and Recreation Commission (PIPRC)

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 213, cited as “North Pender Island Land Use Bylaw 103, 1996, Amendment No. 2, 2017” in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

North Pender Island Local Trust Committee (NPILTC) has referred Bylaw No. 213 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational

There are no organisational implications of the recommendations.

Financial

There are no financial implications of the recommendations.

Policy

There are no Policy implications of the recommendations.

Implementation/Communications

Communication to **North Pender Island Local Trust Committee** regarding the Executive Committee decision by **January 17, 2018**.

Other

There are no other implications of the recommendation.

PURPOSE

North Pender Island Local Trust Committee Bylaw No. 213

North Pender Island Local Trust Committee Bylaw No. 213, is intended to allow a picnic shelter to be constructed at the Thieves Bay Community Park on North Pender Island.

The purpose of North Pender Island Local Trust Committee Bylaw No. 213, cited “North Pender Island Land Use Bylaw 103, 1996, Amendment No. 2, 2017” (Attachment 6) is to amend the North Pender Island Land Use Bylaw to rezone the property known as Thieves Bay Community Park to a site specific Community Park 1 (a) - CP 1 (a) zone. That zone will:

- Add ‘picnic shelter’ as a permitted use and structure;
- Limit the maximum size for a picnic shelter to 80.2 m² (roof area);
- Create setbacks for all building and structures (with exceptions for playing field fences and picnic tables) that correspond to those on surrounding Rural Residential properties; and,
- Limit the height of building and structures to 4.6 metres (with the exception of playing field fences).

BACKGROUND

Currently, a ‘picnic shelter’ is not listed in the ‘Permitted Uses and Structures’ subsection of the Community Park 1 (CP 1) in the NPLUB.

The PIPRC, which is an appointed and accountable public body, has stated that in proposing to construct a picnic shelter at Thieves Bay Community Park they are responding to a community need that will enhance the public enjoyment of the park on North Pender Island.

The PIPRC undertook an independent consultation process that included door to door canvassing, consultation at public events and canvassing public comments in the local newspaper. They responded to the concerns of some neighbours at Thieves Bay by reducing the size of the proposed picnic shelter.

An initial application by the PIPRC was for a larger shelter at Thieves Bay (210 m²) as well as to permit shelters in all Community Park 1 and Community Park 2 parks on North Pender.

That proposal was amended to include height and setbacks limits and was given First Reading on April 27, 2017

The North Pender Island Local Trust Committee (NPILTC) considered the Islands Trust Policy Statement for Bylaw 213 (Attachment 4) on April 27, 2017 and passed the following resolution:

NP-2017-044

It was MOVED and SECONDED,

that the North Pender Island Local Trust Committee endorses the Islands Trust Policy Statement Directive Policies Checklist for proposed Draft Bylaw No. 213.

CARRIED

The NPILTC held a Community Information meeting on North Pender Island on July 27, 2017. The NPILTC held a Public Hearing on July 27, 2017.

Based on public concerns about the proposed size and location of the proposed picnic shelters, the NPILTC requested that staff provide recommendations for amending the Bylaw.

On October 26, 2017 the NPILTC amended Bylaw No. 213 to create a site-specific Community Park 1 (a) - CP1 (a) zone; gave the Proposed Bylaw 213 Second Reading; and, directed staff to schedule a new Public Hearing. It is noted that, as the amendments to the Proposed Bylaw made it more restrictive, further consideration of the Islands Trust Policy Statement was not required by the NPILTC.

The NPILTC held a second Public Hearing on North Pender Island on November 23, 2017.

On November 23, 2017, the NPILTC gave Proposed Bylaw 213 Third Reading and directed staff to forward Bylaw 213 to Islands Trust Executive Committee for approval.

ISSUES RELATING TO PROVINCIAL INTEREST

There are no issues relating to the Provincial interest identified.

Issues Relating To First Nation Interest

There are no issues relating to the First Nation interest identified.

Issues Relating To Resources and Enforcement

There are no issues relating to enforcement or resourcing for these bylaws.

Public Comments

To date, no public comments to the Executive Committee for these Bylaws have been received.

Staff Comments

The bylaws are not contrary to or at variance with the Islands Trust Policy Statement; therefore, Staff recommends that the Executive Committee approve North Pender Island Local Trust Committee Bylaws 213.

RELEVANT POLICY

- Section 27 of the *Islands Trust Act*
- Islands Trust Policy Statement Directive Policies
- Islands Trust Policy 1.3.i [Policy Statement Implementation Policy]

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise North Pender Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. [NUMBER], cited as [CITATION] is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Name of Local Trust Committee .on steps needed to address the specified issues.

Submitted By:	Phil Testemale	December 6, 2017
Concurrence:	[Managing Staff Name, Credentials Title]	Select Date.

ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. Bylaw Referrals Report
4. Islands Trust Policy Statement Directives Only Checklist
5. EC Policy Checklist
6. Bylaw No.213



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: North Pender Island Local Trust Committee

Bylaw No.: NP-213

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: 23-Nov-2017

- ☒ Bylaw Submission Checklist attached
- ☒ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Bylaw: NP-213

Trust Area: North Pender Island Local Trust Committee
Type: Land Use Bylaw
Bylaw No.: NP-213
Application No.: NP-RZ-2017.1
Trust Initiated: No

Proofread By:

Clerk: No
Planner: Yes

Technical Staff: No

First Reading Date: 27-Apr-2017

Bylaw Sent to Referrals: Yes
Date Proposed Bylaw to Web: 02-May-2017

Resolutions:

Resolution Waiving Public Hearing: No
Resolution Authorizing Public Hearing: Yes
Resolution to Proceed no Further Date:

Secretary Signature Block:

Secretary's Signature: Lloyd-deRosario, Sharon

Date: 09-Nov-2017

File complete and ready for Public review: Yes

Public Hearings:

Location: Pender Community Hall
Proofread By: Lloyd-deRosario, Sharon

Legal Paper: Gulf Island Driftwood
First Publish Date: 08-Nov-2017

Second Publish Date: 15-Nov-2017

Alternate Paper:
First Publish Date:

Second Publish Date:

Mailout Date: 02-Nov-2017

Delivery Notices: 10-Nov-2017
Date Public Hearing Held: 23-Nov-2017

Second Reading Date: 26-Oct-2017

Third Reading Date: 23-Nov-2017



Referrals: Bylaw NP-213

Agency	Sent	Received
Capital Regional District - Electoral Area Director Electoral Area: Howe, Dave Comment:	03-May-2017	
Capital Regional District - Regional Parks & Community Services 490 Atkins Road: Ward, Jeff Comment:	03-May-2017	
Capital Regional District Planning & Protective Services Building Inspection Division Headquarters: Gutierrez, Robert Comment:	03-May-2017	
Ministry of Municipal Affairs and Housing Intergovernmental Relations and Planning Division: Nicholls, Eric Comment: (no CSCD ministerial approval role) therefore they have no comments	03-May-2017	04-May-2017
South Pender Island Local Trust Committee 200 - 1627 Fort Street: Luckham, Peter Comment: Interests Unaffected by bylaw	03-May-2017	30-May-2017
Island Health Health Protection and Environmental Services: Laughlin, Christopher Comment: Interests unaffected by bylaw.	03-May-2017	05-May-2017
Ministry of Environment and Climate Change Strategy - BC Parks PO Box 9394 Stn Prov Govt: Erickson, Sharon Comment:	03-May-2017	
Mayne Island Local Trust Committee Islands Trust: Grams, George Comment: Interests unaffected by bylaw	03-May-2017	15-May-2017
Salt Spring Island Local Trust Committee 1 - 500 Lower Ganges Road: Luckham, Peter Comment: Interests unaffected by bylaw	03-May-2017	01-Jun-2017
Saturna Island Local Trust Committee 200 - 1627 Fort Street: Grams, George Comment: Interests unaffected by bylaw	03-May-2017	15-Jun-2017
Parks Canada 2220 Harbour Road: Morash, Marcia Comment:	03-May-2017	
Pender Island Fire Rescue PO Box 61: Boyte, Charlie Comment: Interests unaffected by bylaw	03-May-2017	04-May-2017
Galiano Island Local Trust Committee 200 - 1627 Fort Street: Grams, George	03-May-2017	05-Jun-2017



Referrals: Bylaw NP-213

Agency	Sent	Received
Comment: Interests unaffected by bylaw		
Capital Regional District - All Referrals J. Arnet 625 Fisgard Street: Coordinator, Referrals Comment:	03-May-2017	
Ministry of Transportation and Infrastructure Saanich Area Office: Koch, David Comment: interests unaffected by Bylaw	03-May-2017	23-May-2017



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw No 213 (LUB) and File NP-RZ-2017.1

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 a 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.

CONSISTENT	NO.	DIRECTIVE POLICY
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.
✓	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.
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PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
✓	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
✓	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.
✓	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.
✓	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.

CONSISTENT	NO.	DIRECTIVE POLICY
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	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.
✓	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.
✓	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.
✓	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
✓	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.
✓	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
✓	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:

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By:

Status

Date Resolution Referred to Exective Committee: 23-Nov-2017

Reading:

PROPOSED

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 213

A BYLAW TO AMEND NORTH PENDER ISLAND LAND USE BYLAW 103, 1996

The North Pender Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the North Pender Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

(1) Citation

This bylaw may be cited for all purposes as “North Pender Island Land Use Bylaw, 103, 1996, Amendment No. 2, 2017”.

(2) North Pender Island Local Trust Committee Bylaw No. 103, cited as “North Pender Island Land Use Bylaw 103, 1996,” is amended as follows:

2.1 Section 8.16 Community Park 1 (CP [1]) is amended by the insertion of the following as Subsection 8.16.4:

“ 8.16.4 Site Specific Regulations

- (1) The regulations listed in Column 3 of the following table only apply to the land identified in column 2 of the same row. These lands are identified on the zoning map by the site-specific zoning reference listed in column 1.

Column 1	Column 2	Column 3
Site-Specific Zone Reference	Legal Description	Site Specific Regulations
CP 1 (a)	The WEST 1/2 of Section 10, Pender Island, Cowichan District, Except Parts in Plans 16459, 16958, 21107, 21811, 2149, 22273, 22424, 22932, 23175, 23433, 23487, 24776, 30587, 30589 And 31146 (Thieves Bay Community Park)	1) In addition to the buildings and structures permitted in 8.16.2(2), the following are permitted: (a) picnic shelter 2) The maximum size of a picnic shelter is 80.2 m² measured to the drip line of the roof in accordance with “lot coverage”. 3) Despite Subsection 3.7.8, no building or structure, with the exception of playing field fences and picnic tables, may be located: (a) within 7.6 metres of any front or rear lot line measured to the drip line of the roof; or (b) within 3 metres of any interior side lot line, nor within 4.5 metres of any exterior side lot line measured to the drip line of the roof. 4) No building or structure, with the exception of playing field fences, may exceed 4.6 metres in height.

- 2.2 Schedule "1" – Zoning Map, is amended by changing the zoning classification of THE WEST 1/2 OF Section 10, Pender Island, Cowichan District, Except Parts in Plans 16459, 16958, 21107, 21811, 22149, 22273, 22424, 22932, 23175, 23433, 23487, 24776, 30587, 30589 AND 31146 from to Community Park 1 (CP1) to Community Park 1 (a) (CP1[a]), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule "1" to Bylaw No. 103, as are required to effect this change.

(3) SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

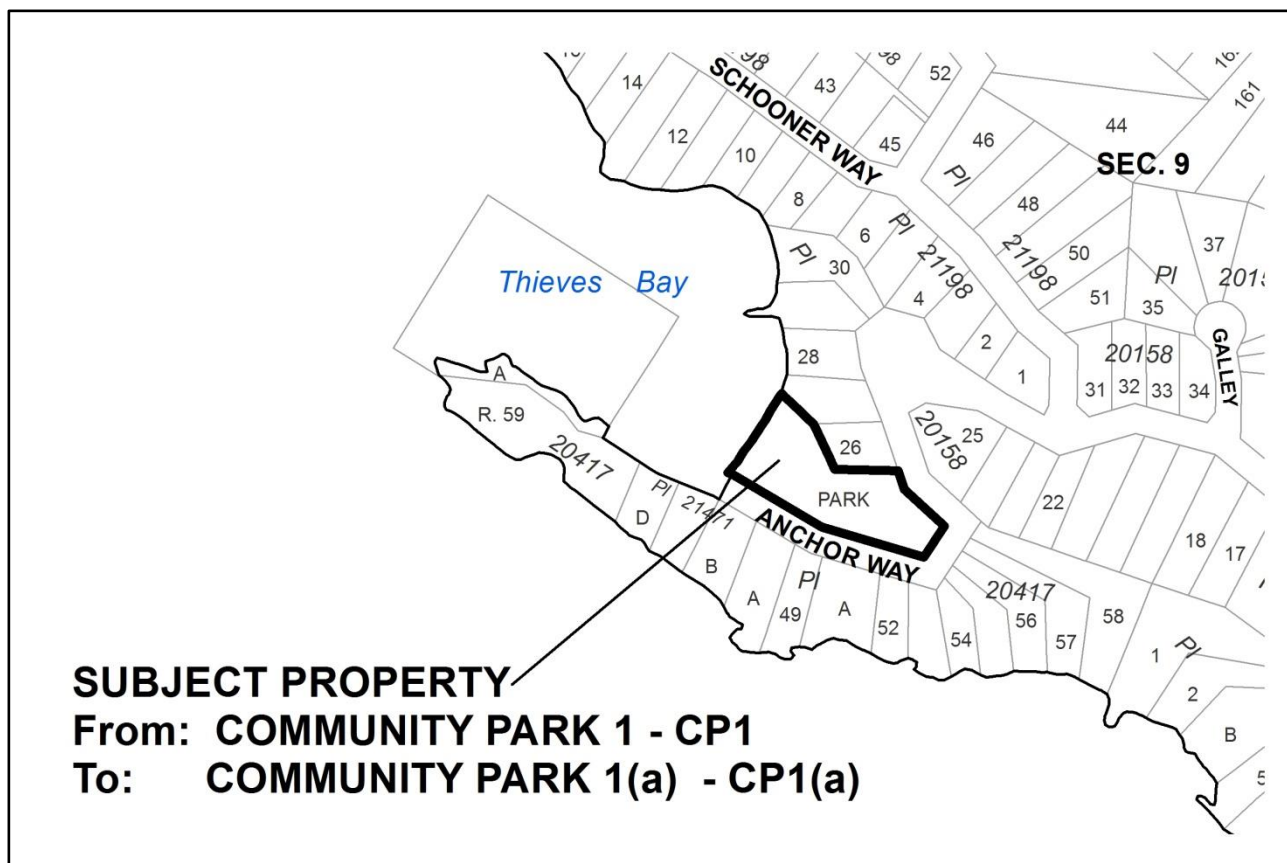
READ A FIRST TIME THIS	27 th	DAY OF	APRIL	2017
READ A SECOND TIME THIS	26 th	DAY OF	OCTOBER	2017
PUBLIC HEARING HELD THIS	23 rd	DAY OF	NOVEMBER	2017
READ A THIRD TIME THIS	23 rd	DAY OF	NOVEMBER	2017
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

Chair

Secretary

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 213

Plan No. 1



REQUEST FOR DECISION

ISLAND MUNICIPALITY BYLAW SUBMISSION

File No.: BIM Bylaw No. 439

DATE OF MEETING: January 17, 2018
TO: Islands Trust Executive Committee
FROM: David Marlor, DLPS
SUBJECT: Bowen Island Municipality – OCP Amendment Bylaw No. 439

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee advise Bowen Island Municipality that Bylaw No. 439, cited as “Bowen Island Municipality Official Community Plan Amendment Bylaw No. 439, 2017” is not contrary to or at variance with the Islands Trust Policy Statement.**

PURPOSE

Bowen Island Municipality has referred Bylaw No. 439 to the Executive Committee for approval under Section 38 of the Islands Trust Act.

IMPLICATIONS OF RECOMMENDATION

Organizational

None

Financial

None

Policy

None

Implementation/Communications

Communication to Bowen Island Municipality regarding the Executive Committee decision by January 17, 2018.

Other

None

PURPOSE

Bowen Island Municipality Bylaw No. 439 (Attachment 2) is intended to amend the Official Community Plan for a series of properties surrounding Grafton Lake in the centre of Bowen Island. As shown in Figure 1 below, the overall proposed development includes:

- 120 market housing units;
- 45 affordable housing units;
- A nature reserve;
- A guest house ;
- A retreat centre;
- Expansion of an existing treatment centre;
- A fruit orchard and community gardens;
- Daycare and neighbourhood office space;
- A trail network; and
- Water treatment plant land use.



Figure 1: Grafton Lakes Proposal Map (from Bowen Island staff report dated April 10, 2017).

BACKGROUND

On November 1, 2016, Islands Trust Staff received a request for an early review for Bowen Island Municipality's RZ-05-2015 & OCP-02-2015 (Grafton Lake Lands) in order to provide comment at the staff level. These referrals were sent under s.3.12 of the Islands Trust – Bowen Island Municipality Protocol Agreement.

On May 3, 2017, a Briefing Note regarding the Grafton Lake Lands development proposal was presented to the Executive Committee. An initial review of the development proposal raised issues with respect to conflicts with the Islands Trust Policy Statement. Island Trust staff requested Bowen Island staff to address how the proposal specifically addresses 14 Islands Trust Policy Statement directive policies outlined in the Briefing Note.

After Islands Trust receipt of the early referral, the proposed development plans have been referred to and reviewed by various agencies and committees. The overall scope and scale of the proposed development remains the same as originally proposed, however, a number of amendments have been proposed by the applicant and are reflected in the proposed bylaws No. 439 and No. 440.

The Bowen Island Municipal Council gave first reading to proposed Bylaw No. 439 on April 10, 2017. The Islands Trust Policy Statement Directives Checklist, prepared by Bowen Island Municipality planning staff and included in the March 20, 2017 staff report, indicated that Bylaw No. 439 is in compliance with the Islands Trust Policy Statement. On April 10th, 2017, Bowen Island Municipal Council directed staff to refer the Islands Trust Checklist to the Islands Trust, which contains responses to the various Directive Policies flagged by Islands Trust staff as part of the earlier referral.

On June 7, 2017, proposed Bylaws No. 439 and 440 were presented to the Islands Trust Executive Committee at its regular meeting. The Executive Committee passed the following resolution:

THAT the Islands Trust Executive Committee defer Item 6.5 of this agenda “BIM Bylaw No. 439 and 440 – RFD” to the June 20 2017 Executive Committee meeting on Lasqueti Island.

At its June 7 regular business meeting, the Executive Committee requested further clarification on the following two items:

1. How the riparian area around the lake will be addressed – any protections proposed, setback, development permit areas etc.
2. More information on why the municipality is not sending to First Nations for comment.

At its June 20, 2017 regular business meeting, the Executive Committee passed the following resolution in relation to Bylaw 439:

THAT the Islands Trust Executive Committee advise Bowen Island Municipality that Bylaw No. 439, cited as “Bowen Island Municipality Official Community Plan Amendment Bylaw No. 439, 2017” is not contrary to or at variance with the Islands Trust Policy Statement.

Issues Relating To First Nation Interest

Bowen Island Municipality staff has indicated that there is currently no plan for First Nations engagement with this development application.

Section 475 of the *Local Government Act* requires local governments to consider consultation with First Nations when developing, amending and reviewing an Official Community Plan. When the Grafton Lakes development proposal was considered by Bowen Island Council in October 2016, and proposed Bylaws No. 439 was considered by Bowen Island Council at First Reading in April 2017, Bowen Island Council directed staff to refer the application to specific organizations and committees. At both meetings, Bowen Island Council did not determine that consultation was required with First Nations.

The Islands Trust Policy Statement does not contain directive policies with regards to First Nations.

Public Comments

As of the date of this Request for Decision, no public comments have been received at the Islands Trust office.

Staff Comments

The purpose of the staff report is to advise if the proposed bylaws are or are not, contrary to or at variance with the Islands Trust Policy Statement (ITPS).

The Staff report submitted to the June 20, 2017 Executive Committee meeting contained a complete analysis of the Official Community Plan amendments and the Islands Trust Policy Statement Directives Only Checklist (included here as Attachment 1). Bowen Island Municipality has made no changes to the bylaw since the referral to the Executive Committee considered in June 20, 2017.

KEY ISSUES/CONCEPTS

- Referral of OCP Bylaw No. 439 is under s.38 of the Islands Trust Act,
- Consideration by the Executive Committee is required by January 17, 2018.
- Consideration by Executive Committee is limited to whether or not Bylaw No. 439 is contrary to or at variance with the Islands Trust Policy Statement.
- Staff considers that Bylaw No. 439 is not contrary to or at variance with the Islands Trust Policy Statement.

RELEVANT POLICY

- Islands Trust Policy Statement Directive Policies
- Islands Trust Policy 1.3.i [Policy Statement Implementation Policy]
- Section 38, Islands Trust Act

ALTERNATIVE

1. Determine that the bylaw(s) is/are contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Bowen Island Municipality in writing that the Executive Committee considers that Bylaw No. 439 cited as "Bowen Island Municipality Official Community Plan Amendment Bylaw No. 439, 2017" is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], triggering meeting between Bowen Island Municipality and the Islands Trust Executive Committee.

Submitted By:	David Marlor, DLPS	December 20, 2017
Concurrence:		

ATTACHMENTS

1. Islands Trust Policy Statement Directives Only Checklist
2. Bylaw No. 439 - OCP Amendment



Islands Trust

ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: BIM Bylaw No. 439 and 440

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committees address certain matters in their official community plans and regulatory bylaws, 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 CHECKLIST

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
✓	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.
✓	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
✓	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
✓	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
✓	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.
✓	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.
✓	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.
CONSISTENT	No.	DIRECTIVE POLICY
✓	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.
✓	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.

CONSISTENT	No.	DIRECTIVE POLICY
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
✓	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
✓	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
✓	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.
✓	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.
✓	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.
✓	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.
✓	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.
✓	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.

CONSISTENT	No.	DIRECTIVE POLICY
	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.
✓	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.
✓	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
✓	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
✓	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
✓	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy for the following reasons:</i>

Bowen Island Municipality

BYLAW NO. 439, 2017

A Bylaw to amend Bowen Island Municipality
Official Community Plan Bylaw No. 282, 2010

The Council for Bowen Island Municipality in open meeting assembled enacts as follows:

1. That the map legend of Schedule C - Present and Proposed Land Use Designations of "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 be amended by adding the designation CDA-3 – Grafton Lake Comprehensive Development following the CDA-3 – Comprehensive Development Area designation in the legend:
2. That the portion of Schedule C -Present and Proposed Land Uses Designations of "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 as shown outlined in thick black line on the plan attached hereto as Schedule A is hereby amended as follows:

From R - Rural and RS - Rural Residential to CDA-3 Grafton Lake Comprehensive Development Area

- Part of VAP2230, PID: 008-637-245;
- Part of DL 1347 PID:013-966-413;
- Part of DL 1348 PID:015-944-051;
- VAP2230 PID: 010-715-452; and
- VAP2230 PID: 013-966-391

3. That the portion of Schedule C -Present and Proposed Land Uses Designations of "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 as shown outlined in dashed black on the plan attached hereto as Schedule A is hereby amended as follows:

From ALR- Agricultural Land Reserve to SC – Service Commercial

- Part of VAP2230 PID: 008-637-245

4. That the portion of Schedule C -Present and Proposed Land Uses Designations of "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 as shown outlined in dashed black with grey fill on the plan attached hereto as Schedule A is hereby amended as follows:

From R- Rural to ALR- Agricultural Land Reserve

- Part of VAP2230 PID: 008-637-245

5. That Section 3.4.8 Grafton Lake Lands be added following Section 3.4.7, with text to read as follows:

3.4.8 Grafton Lake Lands

The Grafton Lake Lands refer to a 140-hectare (350 acre) area located near the centre of Bowen Island. The overall site is characterized by its location surrounding Grafton Lake. The site includes creeks and wetlands flowing into the lake, upland slopes, developable bench lands, and areas of steep slopes.

A Comprehensive Development Area plan was developed in 2017. The plan made provision for an agricultural commons and orchard and attached and detached homes. The master plan also made provision for a nature preserve, land for a municipal water treatment plant, a trail network, office and daycare sites, environmental protection, and some limited tourist commercial and retreat centre development.

6. That the following objectives and Policies be added following Section 3.4.8, with subsequent Objectives and Policies to be renumbered to match. Text to read as follows:

Objective 70

To comprehensively plan and implement the Grafton Lake development in a manner that fosters a sense of community through clustered settlement pattern with diverse housing types that are located on lots of assorted sizes

Objective 71

To support the provision of land for community / institutional uses that respond to the needs of the broader Bowen Island community.

Objective 72

To protect environmentally sensitive areas, especially surrounding Grafton Lake, and minimize environmental impact through encouraging the retention of natural vegetation, the construction of narrower roads, and by avoiding development in environmentally sensitive, steep slope and wetland areas.

Policy 172

The area identified in Schedule C as CDA-3 (Grafton Lake Comprehensive Development Area) is intended to be developed as a mixed use neighbourhood which includes residential dwelling units, a public orchard and agricultural commons, limited commercial space, active and passive parkland, a large nature preserve, and retreat centres.

Policy 173

The maximum number of residential dwelling units permitted in the residential clusters in the CDA-3 designation shall be 120, not including units of affordable housing or caretaker residences.

Policy 174

Affordable housing is to be included in the residential clusters

7. Policy 356 is to be amended to include “, the Grafton Lake Comprehensive Development Area”, so that the policy reads as follows:

Policy 356

Within the Belterra Lands, the Grafton Lake Comprehensive Development Area, and the Seymour Bay area of the Cowan Point Comprehensive Development Area, consideration may be given to townhouse, multi-unit housing, including affordable housing, which meets the needs of island residents.

8. Policy 357 is to be amended to include “, the Grafton Lake Comprehensive Development Area”, so that the policy reads as follows:

Policy 357

Within Snug Cove Village, the Grafton Lake Comprehensive Development Area, and the Belterra Lands, the following tenures are supported: freehold, rental, and various forms of shared ownership, including cooperatives and co-housing, as well as covenanted non-market and subsidized social housing.

9. That this bylaw be cited for all purposes as the “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 439, 2017”.

READ A FIRST TIME this 10th day of April, 2017

READ A SECOND TIME this 10th day of October, 2017

PUBLIC HEARING this 4th day of December, 2017

READ A THIRD TIME this 11th day of December, 2017

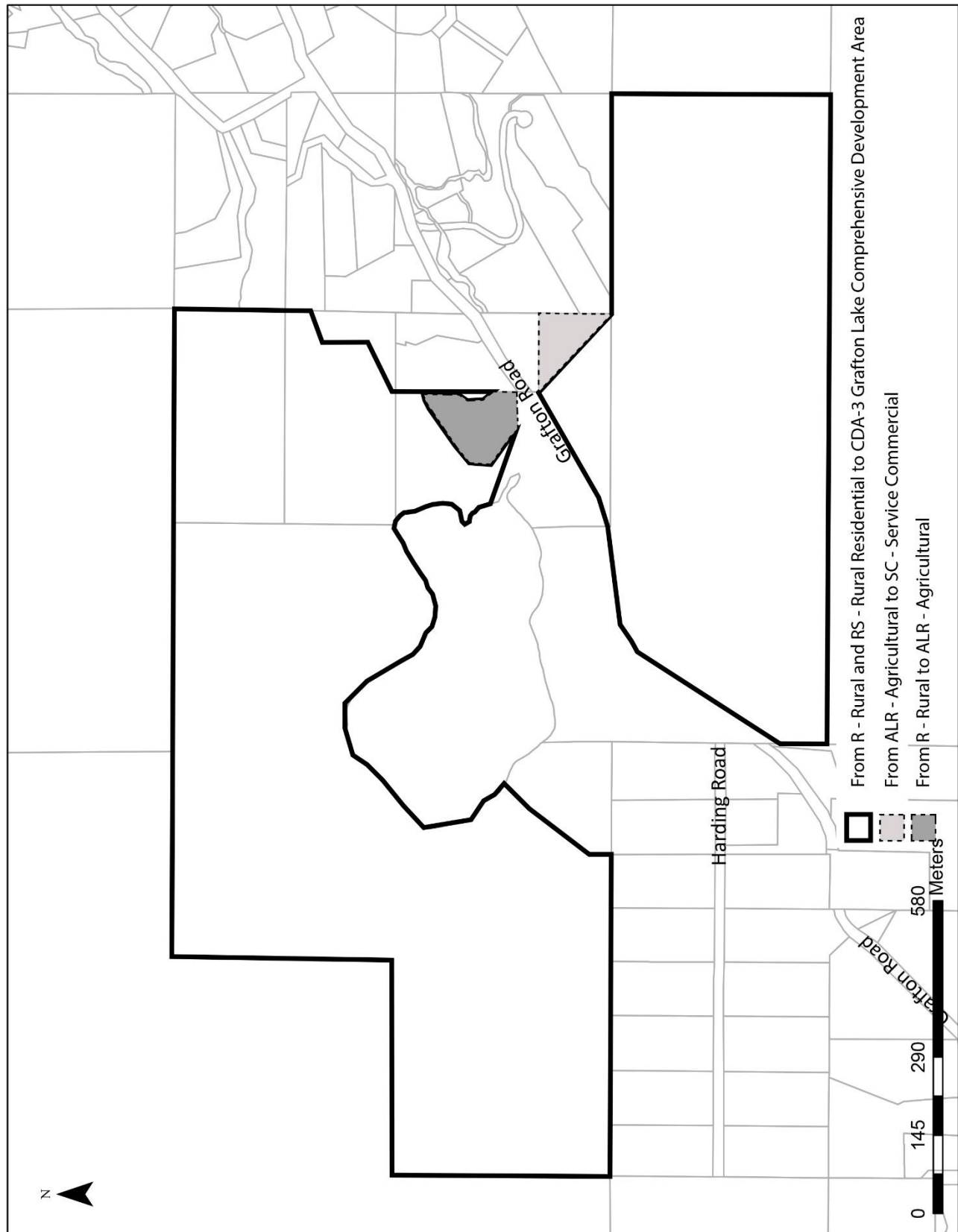
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST this ____ day of _____ 2017

RECONSIDERED AND ADOPTED this _____ day of _____ 2017.

Murray Skeels
Mayor

Sophie Idsinga
Interim Deputy Corporate Officer

Schedule A





Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: 6500 – 20
(Vacation Home Rentals LUB
Minor Amendment, Bylaw No.
155)

DATE OF MEETING: January 17, 2018
TO: Islands Trust Executive Committee
FROM: Marnie Eggen, Island Planner
SUBJECT: Hornby Island Local Trust Committee – Bylaw No. 155

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 155, cited as “Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017” in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

Hornby Island Local Trust Committee has referred Bylaw No. 155 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational

None.

Financial

None.

Policy

None.

Implementation/Communications

Communication to the **Hornby Island Local Trust Committee** regarding the Executive Committee decision is requested by **January 29, 2018**.

Other

None.

PURPOSE

Hornby Island Local Trust Committee Bylaw No. 155, cited as “**Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017**” (Attachment 6) is intended to correct two items:

1. To include provisions of a previous Bylaw amendment, No. 145 (adopted in 2012), which were unintentionally omitted from the current Hornby Land Use Bylaw. These provisions would allow year round vacation home rentals on larger lots where zoning permits a second dwelling. An owner or tenant can live in one legal dwelling while the second legal dwelling may be used for a vacation home rental at any time of the year. After Bylaw amendment No. 145 was adopted by the LTC in the summer of 2012, the Hornby Land Use Bylaw No. 86 (in effect at the time, now repealed) was consolidated to include this new provision, but the provision was then unintentionally omitted from the current Hornby Land Use Bylaw. In 2012 the *Guide to Vacation Home Rentals* was developed and includes this provision and was posted on the Islands Trust Website and currently remains in the “Resources” section: <http://www.islandstrust.bc.ca/islands/local-trust-areas/hornby/resources/> .
2. To correct a reference in Section 8.24 Mariculture (M3) Zone, Subsection Conditions of Use (3) by deleting the number “8.29 (2)” and replacing it with the number “8.26 (2).

BACKGROUND

Hornby Island Local Trust Committee Bylaw No. 155

The Hornby Island Local Trust Committee gave the following readings to Bylaw No. 155:

- First reading was passed on September 6, 2017 and it was determined that the bylaw is not contrary to or at variance with the Islands Trust Policy Statement (Attachment 8);
- Second reading was passed and public hearing waived on September 8, 2017;
- Third reading was passed on December 1, 2017.

Issues Relating To Provincial and First Nation Interests

Referrals to agencies and first nations were not needed as previous bylaw amendments (Bylaws No. 142 and 143) adopted in 2012 regarding vacation home rentals included referral comments that were taken into consideration at that time.

Issues Relating To Resources and Enforcement

None.

Public Comments

No public comments have been received.

Staff Comments

Staff is recommending that Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 155, cited as “Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017” as it is not contrary to or at variance to the Islands Trust Policy Statement.

KEY ISSUES/CONCEPTS

This Bylaw corrects two items:

- Includes provisions that permit year round vacation home rentals on larger lots that were unintentionally omitted from the current Land Use Bylaw;
- Corrects a section reference.

RELEVANT POLICY

- Section 27 of the *Islands Trust Act*
- Islands Trust Policy Statement Directive Policies
- Islands Trust Policy 1.3.i [Policy Statement Implementation Policy]

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Hornby Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 155, cited as “Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017” is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Hornby Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Marnie Eggen, MCIP RPP Island Planner	December 14, 2017
Concurrence:	David Marlor, MCIP RPP Director, Local Planning Services	Select Date.

ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. Islands Trust Policy Statement Directives Only Checklist
4. EC Policy Checklist
5. Bylaw No. 155



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Hornby Island Local Trust Committee

Bylaw No.: HO-155

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: 01-Dec-2017

- ☒ Bylaw Submission Checklist attached
- ☒ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Bylaw: HO-155

Trust Area: Hornby Island Local Trust Committee
Type: Land Use Bylaw
Bylaw No.: HO-155
Application No.:
Trust Initiated: Yes

Proofread By:

Clerk: Yes
Planner: Yes

Technical Staff: No

First Reading Date: 06-Sep-2017

Bylaw Sent to Referrals: No
Date Proposed Bylaw to Web: 12-Sep-2017

Resolutions:

Resolution Waiving Public Hearing: Yes
Resolution Authorizing Public Hearing: No
Resolution to Proceed no Further Date:

Secretary Signature Block:

Secretary's Signature: McErlean, Becky

Date: 15-Nov-2017

File complete and ready for Public review: Yes

Public Hearings:

Location: Hornby Island Community Hall, Hornby Island, BC
Proofread By: McErlean, Becky

Legal Paper: Hornby Tribune
First Publish Date: 15-Nov-2017

Second Publish Date: 22-Nov-2017

Alternate Paper:
First Publish Date:

Second Publish Date:

Mailout Date:
Second Reading Date: 08-Sep-2017

Delivery Notices: 15-Nov-2017
Date Public Hearing Held:
Third Reading Date: 01-Dec-2017

ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: HO 6500 – 20

File Name: Vacation Home Rentals LUB Minor
Amendment, Bylaw No. 155

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committees address certain matters in their official community plans and regulatory bylaws, 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 CHECKLIST

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.
✓	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.
	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.

CONSISTENT	No.	DIRECTIVE POLICY
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
✓	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
✓	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.
✓	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.
✓	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.

CONSISTENT	No.	DIRECTIVE POLICY
	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
✓	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
✓	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
✓	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy for the following reasons:</i>

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Becky McErlean

Status

Date Resolution Referred to Exective Committee: 01-Dec-2017

Reading:

PROPOSED

HORNBY ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 155

A BYLAW TO AMEND THE HORNBY ISLAND LAND USE BYLAW, 2014

The Hornby Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Hornby Island Local Trust Area under *the Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited as “Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017”.

2. Hornby Island Local Trust Committee Bylaw No. 150, cited as “Hornby Island Land Use Bylaw No. 150, 2014” is amended as follows:

2.1 PART 3 GENERAL REGULATIONS, Section 3.7 Vacation Home Rental Uses, Subsection 3.7(1) is amended by

(a) Adding a new regulation directly after article 3.7(1)(a):

“3.7(1)(b) Despite article 3.7(1)(a), on any lot permitted two dwelling units, one dwelling unit may be occupied by paying guests at any time, provided that an owner or tenant is resident in a second lawful dwelling unit on the lot during the vacation home rental occupancy.”

(b) Renumbering the subsequent article to 3.7(1)(c):

“3.7(1)(c) During any period of seven consecutive days a dwelling unit may be occupied by only one guest or guest party.”

2.2 PART 8 ZONE REGULATIONS, Section 8.24 Mariculture (M3) Zone, Subsection Conditions of Use (3) is amended by deleting the number “8.29 (2)” and replacing it with the number “8.26 (2)”.

READ A FIRST TIME THIS	6 TH	DAY OF	SEPTEMBER	, 2017
READ A SECOND TIME THIS	8 TH	DAY OF	SEPTEMBER	, 2017
PUBLIC HEARING WAIVED THIS	8 TH	DAY OF	SEPTEMBER	, 2017
READ A THIRD TIME THIS	1 ST	DAY OF	DECEMBER	, 2017
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS	TH	DAY OF		, 201X
ADOPTED THIS	TH	DAY OF		, 201X

SECRETARY

CHAIRPERSON



REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: SS-RZ-2016.1

DATE OF MEETING: January 17, 2018

TO: Islands Trust Executive Committee

FROM: Seth Wright, Planner II

SUBJECT: Salt Spring Island Local Trust Committee – Bylaw 502 and 503

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 502, cited as “Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No. 3, 2017”, in accordance with Section 27 of the *Islands Trust Act*.**
2. **THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 503, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2017”, in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

Salt Spring Island Local Trust Committee has referred Bylaws 502 and 503 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational

Financial

Policy

Implementation/Communications: Staff will communicate EC decision to Salt Spring Island Local Trust Committee

PURPOSE

Salt Spring Island Local Trust Committee Bylaw No. 502, cited as “Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No. 3, 2017”] (Attachment 6) is intended to remove the subject property (805 Vesuvius Bay Road) from Development Permit Area 2 – Non-Village Commercial and Industrial, a Development Permit Area for the form and character of commercial, industrial or multi-family residential development.

Salt Spring Island Local Trust Committee Bylaw No. 503, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2017”, (Attachment 6) is intended to:

- Change the zoning of the subject property from Commercial Accommodation 2 (CA2) to Residential 8 (R8); and
- Change the zoning of the adjacent foreshore from Shoreline 6 to a new Shoreline 8(b) zone permitting only navigation and moorage buoys.

BACKGROUND

Salt Spring Island Local Trust Committee Bylaws 502 and 503

The Salt Spring Island Local Trust Committee gave Proposed Bylaws 502 and 503 first reading on June 29, 2017, second reading on November 30, 2017, and third reading on December 21, 2017 following Public Hearing on that same day. The rezoning application originally proposed a change of use from commercial accommodation to six (6) residential densities, however the applicant was unsuccessful in securing a source of potable water for the proposed densities, so the application was reduced to permit one density in accordance with neighbouring properties.

At time of first reading of the proposed bylaws, the Salt Spring Island Local Trust Committee considered both bylaws against the Islands Trust Policy Statement and passed the following resolutions:

SS-2017-101

That the Salt Spring Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 502, cited as “Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No. 3, 2017”, is not contrary to or at variance with the Islands Trust Policy Statement.

SS-2017-102

That the Salt Spring Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 503, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2017”, is not contrary to or at variance with the Islands Trust Policy Statement.

Issues Relating To Provincial Interest

BC Ferries provided a detailed referral response to the proposed bylaws and provided the following specific comments:

- “...there is currently traffic congestion and traffic conflict issues occurring in the vicinity of the BC ferry terminal and parking area when vessels arrive at the terminal. The rezoning of the property to only allow a single family dwelling will likely reduce traffic impacts at the terminal and therefore we have no concerns with the proposed use.”
- “We would request that conditions be in place restricting water access and private docks at the subject property, possibly through the requirement of a restrictive covenant prior to the adoption of the zoning bylaw amendment to reduce the potential for conflicts between pleasure craft and BC Ferries vessels arriving and departing from the terminal.”

As the proposed rezoning constitutes a substantial reduction in the permitted intensity of use of the subject parcel, staff consider that the first comment requires no further action. In light of the second question and in consideration of comment received by the Halalt First Nation, Bylaw 503 was amended to downzone the adjacent foreshore to prohibit docks and floats. In light of this bylaw revision and communication with staff at BC Ferries, staff consider that the provincial interest has been appropriately met.

Issues Relating To First Nation Interest

Staff carried out referral of the proposed bylaws to the following First Nations:

Table 2: Summary of First Nations' Responses

Cowichan Tribes	<i>Approval Recommended Subject to Conditions Outlined</i>
Halalt First Nation	<i>Approval Recommended Subject to Conditions Outlined</i>
Lake Cowichan First Nation	<i>No Comment Received</i>
Lyackson First Nation	<i>No Comment Received - insufficient capacity</i>
Malahat First Nation	<i>Interests Unaffected by Bylaw</i>
Pauquachin First Nation	<i>No Comment Received</i>
Penelakut Tribe	<i>No Comment Received</i>
Semiahmoo First Nation	<i>No Comment Received</i>
Stz'uminus First Nation	<i>Interests Unaffected by Bylaw</i>
Tsartlip First Nation	<i>No Comment Received</i>
Tsawout First Nation	<i>No Comment Received</i>
Tsawwassen First Nation	<i>No Comment Received</i>
Tseycum First Nation	<i>No Comment Received</i>
Hul'qumi'num Treaty Group (for information only)	
Te'Mexw Treaty Association (for information only)	

In addition to the standard formal referral process and in accordance with Trust Council Policy 6.1.1 [First Nations Engagement Principles], staff provided a cover email providing a plain language summary of general characteristics of the proposed land use change and providing some analysis of issues perceived to be of interest to First Nations (i.e. presence of known archaeological sites, proximity to low bank shoreline, etc.).

Responses indicating that interests were affected were received from Cowichan Tribes and Halalt First Nations. Cowichan First Nations provided the following:

Downzoning to residential supported – should the owner choose to grade or excavate at any time, Cowichan Tribes needs to be notified due to high archaeological potential.

Halalt First Nation provided the following:

Currently, our nation continues to exercise Aboriginal Right to harvest shellfish in the Gulf Islands, including Saltspring Island. We do not oppose the rezoning of the property in question, however, Halalt First Nation would like the applicant to be clearly informed that Halalt First Nation would oppose any future applications for Crown tenure to build a dock on the newly residential zoned property. The ongoing cumulative effects of private docks in the Gulf Islands are impacting foreshore accessibility and health.

As previously indicated, Bylaw 503 was revised to prohibit private docks and floats. Therefore, staff consider that First Nations affected interests have been appropriately met.

Issues Relating To Resources and Enforcement

None.

Public Comments

To date, no public comments to the Executive Committee have been received and there were no speakers at the Public Hearing.

Staff Comments

The Bylaws are not contrary to or at variance with the Islands Trust Policy Statement. Therefore, Staff recommends that the Executive Committee approve Salt Spring Island Local Trust Committee Bylaws 502 and 503.

RELEVANT POLICY

- Section 27 of the *Islands Trust Act*
- Islands Trust Policy Statement Directive Policies
- Islands Trust Policy 1.3.i [Policy Statement Implementation Policy]

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Salt Spring Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. [NUMBER], cited as [CITATION] is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Salt Spring Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Seth Wright, Planner II	December 21, 2017
Concurrence:	[Managing Staff Name, Credentials Title]	Select Date.

ATTACHMENTS

1. EC Submission Cover
2. Agency Referral Checklist
3. Islands Trust Policy Statement Directives Only Checklist
4. EC General Checklist
5. Bylaw No. 502
6. Bylaw No. 503
7. First Nations Follow-Up Tracking



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Salt Spring Island Local Trust Committee

Bylaw No.: SS-502

Bylaw Type: Official Community Plan Bylaw

Date of resolution referring bylaw to Executive Committee: 21-Dec-2017

- ☒ Bylaw Submission Checklist attached
- ☒ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by
Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk



Referrals: Bylaw SS-502

Agency	Sent	Received
Cowichan Tribes Chief and Council: ., . Comment: Approval recommended subject to conditions listed in their response.	25-Aug-2017	26-Jul-2017
Hulquminum Treaty Group PO Box 21028: ., . Comment:	25-Jul-2017	
Malahat First Nation 110 Thunder Road, RR4: , Comment: No objection to the bylaw amendments with precautionary message, see response.	25-Jul-2017	06-Sep-2017
Pauquachin First Nation 9010 West Saanich Road: , Comment:	25-Jul-2017	
Semiahmoo First Nation 16049 Beach Rd: , Comment:	25-Jul-2017	
Malahat First Nation - Te'mexw Treaty Association 110 Thunder Road: Adams, Heather Comment:	25-Jul-2017	
Halalt First Nation 7973 Chemainus Rd: Chief, & Council Comment: Substantive response received including request that applicant be advised of opposition to any proposed crown tenure to build a dock, etc.	25-Jul-2017	14-Aug-2017
Penelakut Tribe Chief and Council: James, Denise Comment: Verbal response received - interests unaffected unless there is further soil disturbance and or paving beyond the proposed uphill septic field.	25-Jul-2017	28-Sep-2017
Lake Cowichan First Nation 313B Deer Road: Chief, & Council Comment:	25-Jul-2017	
Lyackson First Nation 7973A Chemainus Road: Aidnell, Linda Comment:	25-Jul-2017	
Stz'uminus First Nation 12611 A Trans Canada Hwy: Akey, Chenoa Comment:	25-Jul-2017	
Tsawout First Nation	25-Jul-2017	



Referrals: Bylaw SS-502

Agency	Sent	Received
PO Box 121, 7725 Tetayut Road: Hermsen, Elizabeth Comment:		
Tsartlip First Nation PO Box 70: Harry, Karen Comment:	25-Jul-2017	
BC Ferry Services Inc. Properties and Planning: Fontaine, Jocelyne Comment: Also sent to Superintendent L.McKay, see substantive response received from Brien Green. Initial response received August 15th, revised response received August 16th.	20-Jul-2017	15-Aug-2017 16-Aug-2017
Ministry of Forests, Lands, Natural Resource Operations & Rural Develo -Archaeology Site Inventory PO Box 9816 Stn. Prov. Govt.: Cooper, Diana Comment:	20-Jul-2017	
BC Assessment Authority Policy, Audit and Legal Services: McIntyre, Cathie Comment:	20-Jul-2017	
Cowichan Valley Regional District 175 Ingram Street: Tippet, Mike Comment: interests unaffected	20-Jul-2017	26-Jul-2017
Ministry of Municipal Affairs and Housing Intergovernmental Relations and Planning Division: Nicholls, Eric Comment:	20-Jul-2017	
Capital Regional District - All Referrals J. Arnet 625 Fisgard Street: , Comment:	20-Jul-2017	
BC Transit 520 Gorge Road East: Moore, Myrna Comment:	20-Jul-2017	
Ministry of Forests, Mines and Lands 2100 Labieux Road: Coordinator, Referrals Comment: Land officer response - interests unaffected	20-Jul-2017	21-Jul-2017
Capital Regional District - SSI Senior Manager 145 Vesuvius Bay Road: ., . Comment:	20-Jul-2017	
Capital Regional District - SSI Parks and Recreation 145 Vesuvius Bay Road: , Comment:	20-Jul-2017	
Capital Regional District - SSI Building Inspection	20-Jul-2017	16-Aug-2017



Referrals: Bylaw SS-502

Agency	Sent	Received
206-18 Fulford-Ganges Road: , Comment: interests unaffected		
Front Counter BC FrontCounterBC@gov.bc.ca: , Comment:	20-Jul-2017	
Vancouver Island Health Authority 1952 Bay Street: Laughlin, Christopher Comment: interests unaffected	20-Jul-2017	22-Sep-2017
Ministry of Transportation and Infrastructure Saanich Area Office: Koch, David Comment: interests unaffected	20-Jul-2017	02-Aug-2017
Thetis Island Local Trust Committee Northern Office: ., . Comment: Interests unaffected	20-Jul-2017	29-Aug-2017
Galiano Island Local Trust Committee 200 - 1627 Fort Street: ., . Comment: interests unaffected	20-Jul-2017	11-Sep-2017
Mayne Island Local Trust Committee Islands Trust: ., . Comment: Interests Unaffected	20-Jul-2017	18-Sep-2017
North Pender Island Local Trust Committee Islands Trust: ., . Comment: Interests unaffected	20-Jul-2017	21-Sep-2017



ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: SS-RZ-2016.1

Bylaw No.: 502 and 503

PURPOSE

The Directives Only Checklist provides Local Trust Committees and Trust Council with a table to evaluate official community plans and regulatory bylaws for consistency with applicable sections of the Trust Council Policy Statement. Planning staff have reviewed the bylaws and provided the following evaluation.

POLICY STATEMENT

The *Islands Trust Act* establishes a requirement for the Trust Policy Statement as a general statement of Trust Council policies to carry out the object of the trust.

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.

The Policy Statement contains the following three kinds of policies:

- 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 CHECKLIST

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 a matters in their official community plans in a way that implements the policy of Trust Council.

Staff have inserted the symbols to the table to indicate the following:

- ✓ 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
✓	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.
✓	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.

CONSISTENT	No.	DIRECTIVE POLICY
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
✓	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.
✓	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.
✓	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
✓	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
✓	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.
✓	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.
✓	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.
✓	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.

CONSISTENT	No.	DIRECTIVE POLICY
	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.
✓	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.
✓	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.
✓	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
✓	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
✓	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
✓	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy for the following reasons:</i>

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Seth Wright

Status

Date Resolution Referred to Exective Committee: 21-Dec-2017

Reading:

PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 502

A BYLAW TO AMEND SALT SPRING ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 434, 2008

The Salt Spring Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Salt Spring Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No. 3, 2017”.

2. Salt Spring Island Local Trust Committee Bylaw No. 434, cited as “Salt Spring Island Official Community Plan Bylaw No. 434, 2008,” is amended as shown on Schedule No. 1 attached to and forming part of this bylaw.

READ A FIRST TIME THIS	29TH	DAY OF	JUNE	2017
READ A SECOND TIME THIS	30TH	DAY OF	NOVEMBER	2017
PUBLIC HEARING HELD THIS	21ST	DAY OF	DECEMBER	2017
READ A THIRD TIME THIS	21ST	DAY OF	DECEMBER	2017
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

Chair

Secretary

PROPOSED

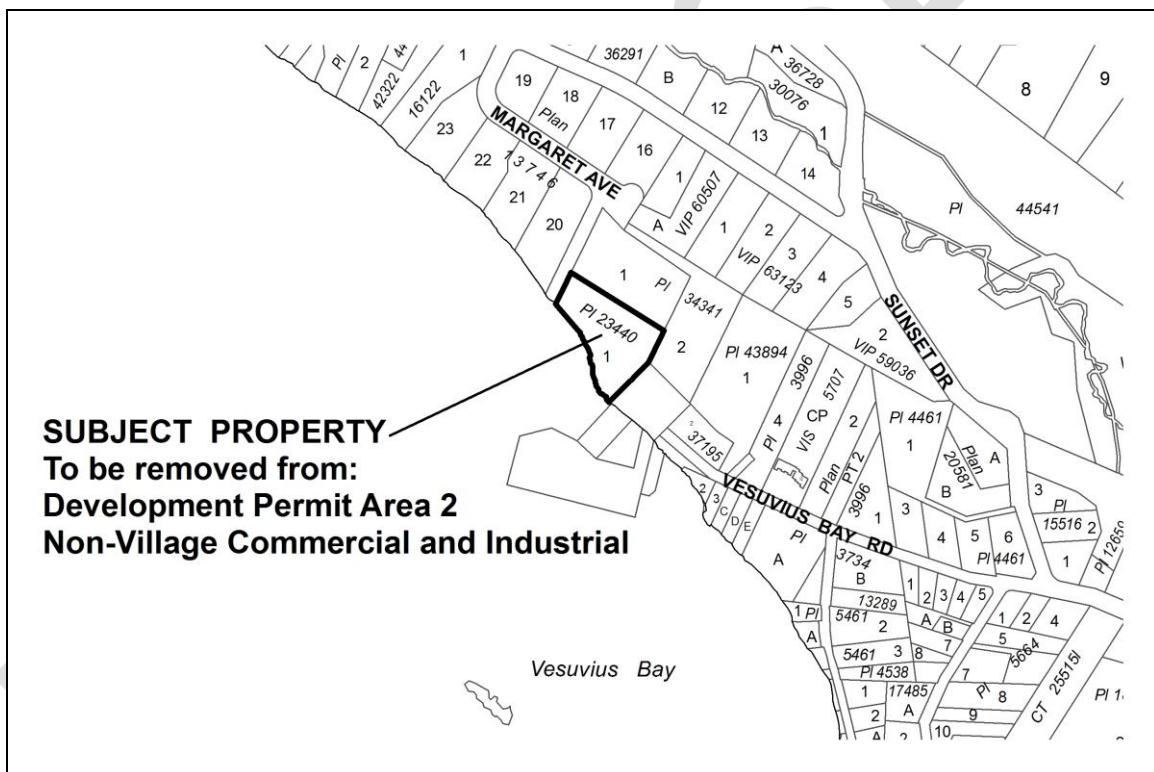
SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 502

SCHEDULE NO. 1

1. Schedule "A", Volume 2 is amended as follows:

- 1.1 Map 19 – Development [Permit] Area 2 – Non-Village Commercial and Industrial is amended by removing Lot 1, Section 10, Range 3 West, North Salt Spring Island, Cowichan District, Plan 23440, as shown on Plan No. 1 of this bylaw.

PLAN NO. 1



PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 503

A BYLAW TO AMEND SALT SPRING ISLAND LAND USE BYLAW, 1999

The Salt Spring Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Salt Spring Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 3, 2017”.

2. Salt Spring Island Local Trust Committee Bylaw No. 355, cited as “Salt Spring Island Land Use Bylaw, 1999,” is amended as follows:

2.1 **Section 9.11 – Shoreline Zones**, Subsection 9.11.3 – Exceptions in Particular Locations – is amended by inserting a new Shoreline 8 Zone Variation (b) – S8(b):

“Zone Variation – S8(b)

- (10) The following additional *use* and *structures* are permitted:
- (a) Private buoys for non-commercial boat *moorage*.”

And by making such consequential numbering alterations to effect this change.

2.2 Schedule “A” – Zoning Map is amended by changing the zoning classification of Lot 1, Section 10, Range 3 West, North Salt Spring Island, Cowichan District, Plan 23440 from Commercial Accommodation (CA2) to Residential 8 (R8), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “A” of Bylaw No. 355 as are required to effect this change.

2.3 Schedule “A” – Zoning Map is amended by changing the zoning classification of the water area to the southwest of Lot 1, Section 10, Range 3 West, North Salt Spring Island, Cowichan District, Plan 23440 from Shoreline 6 (S6) to Shoreline Zone Variation S8(b), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “A” of Bylaw No. 355 as are required to effect this change.

READ A FIRST TIME THIS	29TH	DAY OF	JUNE	2017
READ A SECOND TIME THIS	30TH	DAY OF	NOVEMBER	2017
PUBLIC HEARING HELD THIS	21ST	DAY OF	DECEMBER	2017
READ A THIRD TIME THIS	21ST	DAY OF	DECEMBER	2017

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
_____ DAY OF _____ 20____

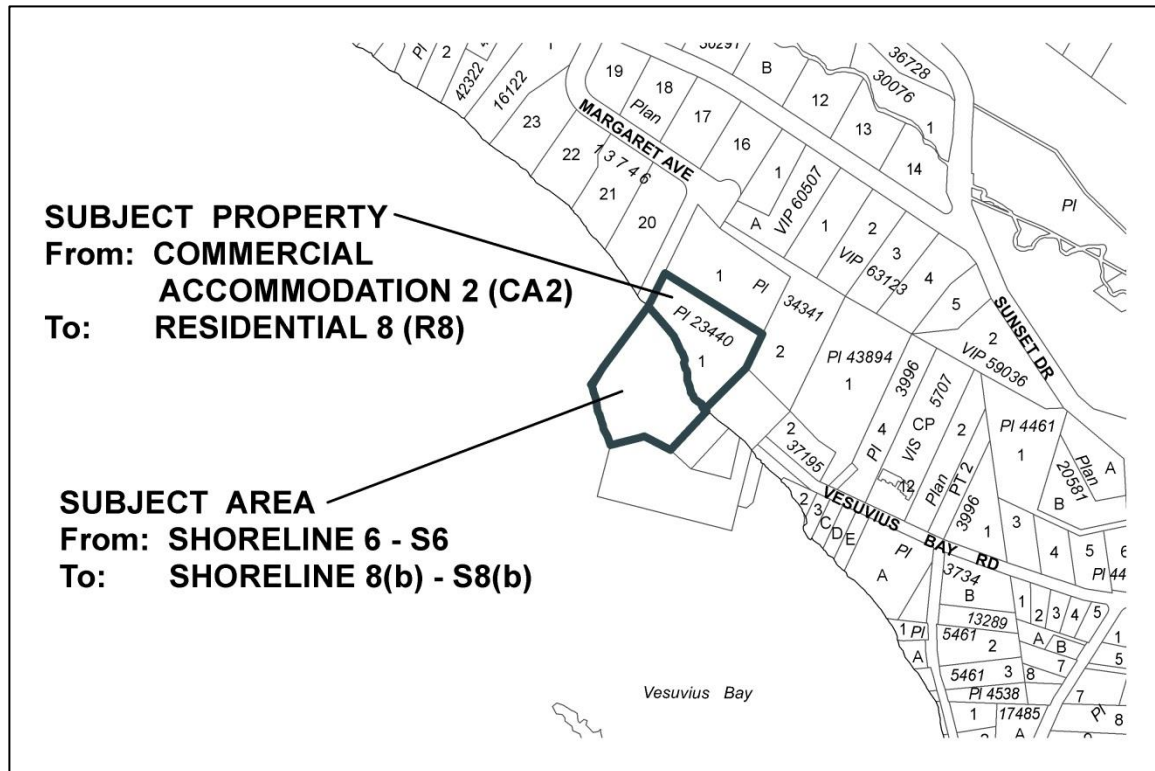
ADOPTED THIS _____ DAY OF _____ 20____

Chair

Secretary

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 503**

Plan No. 1





Engagement Topic/Proposal: Salt Spring Island Local Trust Committee Proposed Bylaws No. 502 & 503

Proposed Bylaw No. 502 amends Salt Spring Island Official Community Plan Bylaw No. 434 to remove the subject property from Development Permit Area 2, Non-Village Commercial and Industrial.

Proposed Bylaw No. 503 amends Land Use Bylaw No. 355 to change the zoning of the subject property from Commercial Accommodation Zone CA2 to Residential Zone R8

Schedule:

Step 1	2017-07-20 Response 2017-08-16	Engagement strategy plan reviewed to Eric Nicholls at MMAH
Step 2	2017-07-25	Legislative Clerk Claire Olivier/Daniela Murphy (LC) sends Bylaw Referral including referral form, staff report, draft bylaws via email to First Nations and Tribes listed below.
Step 3	2017-09-13	Follow up phone call from LC to all FN to ensure receipt of the referral and to provide a base explanation
Step 4	2017-09-13	LC refers any issues to Planner S. Wright
Step 5		Planner Wright responds as required to FN and Tribes and consults with E. Nicholls at MMAH as needed.
Step 6		Planner Wright may provide FU email to all FN and Tribes if a broader clarification is required.
Step 7		Planner Wright coordinates further FN, Tribe engagement including site visits and consults with MMAH if required.
Step 8	2017-11-30	Planner Wright presents staff report and bylaw to Salt Spring Island Local Trust Committee (SSI LTC) for consideration of 2 nd reading and resolution to hold a PH
Step 9		Planner Wright may recommend a resolution to initiate a subsequent referral to FN and Tribes if considerable changes were made to the bylaw after 1st referral.
Step 10		Steps 1 to 7 are repeated if a further referral is necessary
Step 11		If the bylaw advances to 2 nd Reading and Public Hearing without further referral, LC advises FN and Tribes that did not respond or that may require feedback that a Public Hearing has been scheduled and that no further info may be received on its conclusion.
Step 12	2017-12-21	Planner Wright presents a post-public hearing staff report for consideration of third reading to the SSI LTC.
Step 13	2017-12-21	LC forwards Bylaw at 3 rd Reading to the Islands Trust Executive Committee for their consideration.
Step 14		Once Executive Committee approval received, LC forwards bylaw referral to E. Nicholls at MMAH.
Step 15		Once MMAH approves, and bylaw is subsequently adopted, LC sends file closure correspondence to FN and Tribes.

First Nation: Cowichan Tribes			
First Nation Contact Name(s) and Position/Title(s): Candace Charlie, Referral Coordinator			
Phone: 250-748-3196		Fax:	Email: Candace.charlie@cowichantribes.com
Date	Communication	Method (e.g. phone/email)	Comments / Follow-up (e.g. identified interests, proposed measures)
Jul 25 2017	Referral of proposed bylaws	email	
Jul 26/17	Response received	Mail	Approval recommended subject to conditions in their response

First Nation: Halalt First Nation			
First Nation Contact Name(s) and Position/Title(s): Elie Enns			
Phone: 250-246-4736		Fax:	Email: manager@halalt.org
Date	Communication	Method (e.g. phone/email)	Comments / Follow-up (e.g. identified interests, proposed measures)
Jul 25 2017	Referral of proposed bylaws	email	
Aug 14, 2017	Response received from Jack Smith	Email	See substantive response letter dated August 14, 2017

First Nation: Lake Cowichan First Nation			
First Nation Contact Name(s) and Position/Title(s): Carole Livingstone			
Phone: 250-749-3301		Fax:	Email: adminlkcw@shaw.ca
Date	Communication	Method (e.g. phone/email)	Comments / Follow-up (e.g. identified interests, proposed measures)
Jul 25 2017	Referral of proposed bylaws	email	
Sept 13/17	Uploaded to Knowledgekeeper system	internet	
Sept 13/17	Follow up	Phone	

First Nation: Lyackson First Nation			
First Nation Contact Name(s) and Position/Title(s): Kathleen Johnnie (2016), Linda Aidnell, Referral Coordinator			
Phone: 250-246-5019		Fax:	Email: Linda Aidnell
Date	Communication	Method (e.g. phone/email)	Comments / Follow-up (e.g. identified interests, proposed measures)
Jul 25 2017	Referral of proposed bylaws	email	

Sept 2017	Follow Up	Phone	Referral coordinator advised that they would not respond to this and other bylaw referrals unless we provide resource capacity. Difficult verbal conversation with Linda Aidnell.
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First Nation: Malahat Nation			
First Nation Contact Name(s) and Position/Title(s): Robert Sagmeister (2016)			
Phone:	250-743-3231	Fax:	Email: referrals@malahatnation.com
Date	Communication	Method (e.g. phone/email)	Comments / Follow-up (e.g. identified interests, proposed measures)
Jul 25 2017	Referral of proposed bylaws	email	
Aug 16/17	E. Nichols from the Ministry	Email	Advised that in the future we could decide not to include Malahat in referrals related to this particular bylaw.
Sept 6, 2017	Heather Adams, referrals coordinator for Malahat FN	Email	See substantive response received.

First Nation: Pauquachin First Nation			
First Nation Contact Name(s) and Position/Title(s): no referral coordinator specifically at the time - Bonnie (2016), Daren Mead Miller? (2017)			
Phone:	250-656-0191	Fax:	Email: reception@pauquachin.com
Date	Communication	Method (e.g. phone/email)	Comments / Follow-up (e.g. identified interests, proposed measures)
Jul 25 2017	Referral of proposed bylaws	email	
Sept 13, 2017	Follow Up	Phone Call	

First Nation: Penelakut Tribe			
First Nation Contact Name(s) and Position/Title(s): Denise James			
Phone:	250-246-2321	Fax:	Email: denisej@penelakut.ca
Date	Communication	Method (e.g. phone/email)	Comments / Follow-up (e.g. identified interests, proposed measures)
Jul 25 2017	Referral of proposed bylaws	email	
Sept 13 2017	Follow Up	Phone Call	
Sept 28 2017	Spoke to Denise James	Phone Call	Confirmed interests unaffected unless there is further soil disturbance and or paving beyond the proposed uphill septic field.

First Nation: Hul'quminum Treaty Group (For Information Only)			
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First Nation Contact Name(s) and Position/Title(s): Robert Morales			
Phone: 250-245-4660		Fax:	Email: htg-rmorales@shaw.ca
Date	Communication	Method (e.g. phone/email)	Comments / Follow-up (e.g. identified interests, proposed measures)
Jul 25 2017	Referral of proposed bylaws	email	

First Nation: Semiahmoo First Nation			
First Nation Contact Name(s) and Position/Title(s): Joanne			
Phone: 604-536-3101		Fax:	Email: semiahmoojoanne@gmail.com
Date	Communication	Method (e.g. phone/email)	Comments / Follow-up (e.g. identified interests, proposed measures)
Jul 25 2017	Referral of proposed bylaws	email	
Sept 2017	Email no longer valid		
Sept 21, 2017	Follow Up	Phone	Left message and asked for new contact information – no response received to date.

First Nation: Stz'uminus (Chemainus) First Nation			
First Nation Contact Name(s) and Position/Title(s): Chenoa			
Phone: 250-924-2444		Fax:	Email: referrals@coastsalishdevcorp.com
Date	Communication	Method (e.g. phone/email)	Comments / Follow-up (e.g. identified interests, proposed measures)
Jul 25 2017	Referral of proposed bylaws	email	
Oct 6, 2017	Follow Up	Phone	Spoke to coordinator Chenoa, she advised interests unaffected.

First Nation: Tsartlip First Nation			
First Nation Contact Name(s) and Position/Title(s): Karen Harry			
Phone: 250-652-3988		Fax:	Email: admin@tsartlip.com
Date	Communication	Method (e.g. phone/email)	Comments / Follow-up (e.g. identified interests, proposed measures)
Jul 25 2017	Referral of proposed bylaws	email	
Sept 13 2017	Follow up	Email	Unable to reach by phone, sent follow up email

First Nation: Tsawout First Nation			
First Nation Contact Name(s) and Position/Title(s): Gwen Underwood			
Phone: 250-652-9101		Fax:	Email: shaysema@tsawout.ca (2016) landsmanager@tsawout.ca (2017)
Date	Communication	Method (e.g. phone/email)	Comments / Follow-up (e.g. identified interests, proposed measures)
Jul 25 2017	Referral of proposed bylaws	email	
Sept 13, 2017	Follow Up	Email	Unable to reach by phone, sent follow up email

First Nation: Tsawwassen First Nation			
First Nation Contact Name(s) and Position/Title(s): Ben Bisset (2017) - Sonya Howard (2016)			
Phone: 604-943-2112		Fax:	Email: reception@tsawwassenfirstnation.com
Date	Communication	Method (e.g. phone/email)	Comments / Follow-up (e.g. identified interests, proposed measures)
Jul 25 2017	Referral of proposed bylaws	email	
Sept 13 2017	Follow Up	Email	Unable to reach by phone, sent email

First Nation: Tseycum First Nation			
First Nation Contact Name(s) and Position/Title(s): Chief Tanya Jimmy			
Phone: 250-656-0858	Fax:	Email: chief@tseycum.ca	
Date	Communication	Method (e.g. phone/email)	Comments / Follow-up (e.g. identified interests, proposed measures)
Jul 25 2017	Referral of proposed bylaws	email	
Sept 13/17	Follow up	Phone call	Left extensive message.

First Nation: Te'Mexw Treaty Association (for information only)			
First Nation Contact Name(s) and Position/Title(s): Stacey Joseph			
Phone: 250-360-2202		Fax:	Email: sjoseph@temexw.org
Date	Communication	Method (e.g. phone/email)	Comments / Follow-up (e.g. identified interests, proposed measures)
Jul 25 2017	Referral of proposed bylaws	email	



Islands Trust Council Minutes of Quarterly Meeting

Date:	December 5-7, 2017
Location:	Victoria Marriott Inner Harbour 738 Humboldt Street, Victoria
Members Present:	
Executive Committee:	Peter Luckham, Chair (Thetis) Laura Busheikin, Vice Chair (Denman) George Grams, Vice Chair (Salt Spring) Susan Morrison, Vice Chair (Lasqueti)
Local Trustees:	David Critchley, Denman Melanie Mamoser, Gabriola Heather O'Sullivan, Gabriola Sandy Pottle, Galiano George Harris, Galiano Dan Rogers, Gambier Kate Louise Stamford, Gambier Alex Allen, Hornby (December 5-6, 2017) Tony Law, Hornby Tim Peterson, Lasqueti Brian Crumblehulme, Mayne Jeanine Dodds, Mayne Dianne Barber, North Pender Derek Masselink, North Pender (December 6-7, 2017) Bruce McConchie, South Pender Wendy Scholefield, South Pender Peter Grove, Salt Spring Paul Brent, Saturna Lee Middleton, Saturna Ken Hunter, Thetis Island
Municipal Trustees:	Sue Ellen Fast, Bowen Alison Morse, Bowen
Regrets:	N/A
Staff Present:	Russ Hotsenpiller, Chief Administrative Officer David Marlor, Director, Local Planning Services Cindy Shelest, Director Administrative Services (December 5, 2017) Clare Frater, Director, Trust Area Services Carmen Thiel, Legislative Services Manager Emma Restall, Executive Coordinator/Recorder

1. CALL TO ORDER

Trust Council received a welcome to the territory from Chief Andy Thomas of Esquimalt Nation. Christine Sam of Songhees Nation was assisted by Ed Thomas of Esquimalt Nation in performing a Blessing ceremony. Florence Dick of the Songhees Nation, who helped to facilitate the ceremonies, spoke to Trust Council about meaningful reconciliation.

The meeting was called to order at 1:22 p.m. Chair Luckham acknowledged that the meeting was being held in Coast Salish First Nations territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

17.2 Trust Council Response to Transport Canada Draft OPP Consultation Process

2.2 Approval of Agenda

By general consent the agenda was approved as amended.

3. GENERAL BUSINESS ARISING

3.1 Resolutions Without Meeting

None

3.2 September 2017 Trust Council Minutes

By general consent the Islands Trust Council adopted the minutes of the September 2017 Trust Council meeting with the following amendments:

- Section 4.5 was revised to include clarification that the referendum resulted in a vote against incorporation;
- Section 14 was revised to include the word “by” after “MOVED” and “SECONDED”; and
- Section 15.1.2 was revised to remove reference to the Climate Leadership conference location, as it was incorrectly listed as being on Bowen.

3.3 Trust Council Follow Up Action List

Provided for information.

There was discussion over the creation (in response to the Salt Spring referendum) of a committee tasked with looking into potential governance or operational changes that could be adopted in order to improve the delivery and integration of services delivered to the Islands Trust Area, which included membership and schedule of meetings.

Cindy Shelest joined the meeting at 1:40pm

Trustee Jeanine Dodds joined the meeting at 1:45pm

4. BUDGET SESSION

Trustee Grove invited Cindy Shelest to provide an overview of the draft 2018-2019 budget.

A question and comment period ensued.

TC-2017-065

It was MOVED by Trustee Brent and SECONDED by Trustee Mamoser,
that Trust Council reduce the Local Planning Committee toolkit budget
from \$40,000 to \$25,000.

CARRIED

There was discussion over:

- the rationale behind the decision to revert back to the use of laptops vs iPads or individual devices;
- the need for additional funding towards a Victoria office renovation; and
- the options of increasing taxes vs spending contingency funds.

TC-2017-066

It was MOVED by Trustee Brent and SECONDED by Trustee Harris,
that Trust Council advocate a 3.5% increase rather than a 2% increase
for the 2018/19 budget.

Trustees speaking in favour brought up the following points:

- A more substantial increase would mean transferring less from surplus (\$300,000 instead of \$400,000).
- A higher increase would put the next Trust Council into a better position to make important decisions.

Trustees opposed to the motion raised the following points:

- A 2% tax increase would provide enough to fund everything in the budget, but a higher increase can't be justified.
- Some budget items are one-time expenditures that are appropriate to fund from surplus.
- There could be concern raised by constituents.
- Rather than taxing for more, the tax dollars that have already been collected should be spent.
- This tax amount could become the baseline for future Councils, but that amount is not needed on a continual basis.
- The increase was originally proposed at 1% but was increased to 2% at the Financial Planning Committee after a similar discussion.

It was suggested that consideration of this motion be deferred to the March meeting; however, Cindy Shelest advised that this Budget would go to public consultation and it is important that any significant changes be communicated at this time to allow public comment.

The question on the motion was then called.

DEFEATED

Trustee Brent in favour

TC-2017-067

It was MOVED by Trustee Peterson and SECONDED by Trustee Hunter,

that Trust Council reduce the 2% increase to a 1% increase for the 2018/19 budget.

Trustees speaking in favour indicated that this is a minor increase that seems to be on the table due to consideration of public perception.

Trustees opposed to the motion raised the following points:

- The current Council lived with constraints that the next Council should not have to live with.
- This motion would mean breaking even, and the surplus fund would be at the recommended balance. This would not give any opportunity to the next Council to work on any Strategic Plan initiatives.

DEFEATED

Trustees Hunter, Mamoser, Scholefield, Grams, Busheikin, Pottle, Peterson and Middleton in favour

TC-2017-068

It was MOVED by Trustee Grove and SECONDED by Trustee Grams,
that the 2018/19 budget be put to public consultation.

CARRIED

The meeting recessed for a break at 3:00 p.m. and reconvened at 3:20 p.m.

It was agreed to consider item 6 ahead of item 5.

6. ADMINISTRATIVE SERVICES

6.1 Director of Administrative Services Report
Provided for information.

6.2 Financial Planning Committee Work Program Report

By general consent the Islands Trust Council approved the top priorities of the Financial Planning Committee Work Program Report as amended.

6.3 2017/18 Forecast - Briefing
Provided for information.

6.4 Revisions to Policy 6.5.3 Procurement Policy - RFD

TC-2017-069

It was MOVED by Trustee Grove and SECONDED by Trustee Busheikin,
that the Islands Trust Council amend Policy 6.5.3 Purchasing Procedure and rename it Procurement Policy to update it for several items raised by Trustees and Staff since the policy was last updated in March 2014.

CARRIED

6.5 2016/17 Allocated Financial Statements – Briefing
Provided for information.

6.6 Quarterly Financial Report - RFD

TC-2017-070

It was **MOVED** by Trustee Groves and **SECONDED** by Trustee Morse, that the Islands Trust Council approve the September 30, 2017 Quarterly Financial Report as presented.

CARRIED

**6.7 Revisions to Policy 7.2.vi Municipal Tax Requisition Calculation - RFD
TC-2017-071**

It was **MOVED** by Trustee Grove and **SECONDED** by Trustee Rogers, that the Islands Trust Council amend Policy 7.2.vi Municipal Tax Requisition Calculation to incorporate Mapping Services expenses into Information Services expenses, subject to referral to the Bowen Island Municipality under section 4.3 of the Islands Trust/Bowen Islands Municipality protocol agreement.

CARRIED

Chair Luckham acknowledged Cindy Shelest's recent departure from the Islands Trust and her immense contributions over the years.

5. EXECUTIVE

5.1 Chief Administrative Officer's Report

CAO Hotsenpiller reviewed internal and external organizational matters.

5.2 Executive Committee Work Program

The top priorities in the work program were:

1. *Islands Trust Act* amendments;
2. Oil spill and shipping safety;
3. Revisions to Crown Land protocol agreements and letters of understanding; and
4. First Nations relationship building.

By general consent the Islands Trust Council approved the top priorities of the Executive Committee Work Program Report as amended.

5.3 Continuous Learning Plan

Trust Council reviewed the Continuous Learning Plan and received it for information.

5.4 Strategic Plan Quarterly Update

CAO Hotsenpiller answered questions regarding the Quarterly Update.

5.5 Amendments to Trust Council Meeting Procedure Bylaw - RFD

TC-2017-072

It was **MOVED** by Trustee Morrison and **SECONDED** by Trustee Allen, that Islands Trust Council Bylaw No. 171, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 4, 2017" be read a first time.

CARRIED

TC-2017-073

It was **MOVED** by Trustee Busheikin and **SECONDED** by Trustee Harris,

that Islands Trust Council Bylaw No. 171, cited as “Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 4, 2017” be read a second time.

CARRIED

TC-2017-074

It was MOVED by Trustee Grams and SECONDED by Trustee Crumblehulme,

that Islands Trust Council Bylaw No. 171, cited as “Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 4, 2017” be read a third time.

CARRIED

5.6 Revised Trust Council 2018 Meeting Dates

TC-2017-075

It was MOVED by Trustee Grams and SECONDED by Trustee Crumblehulme,

that Islands Trust Council establish the meeting schedule for 2018 and a Special Meeting in January of 2019 as presented.

CARRIED

5.7 Islands Trust Act Amendments – Briefing

CAO Hotsenpiller gave an overview of the *Islands Trust Act* Session outline scheduled for Wednesday, December 6th.

Trustee Law raised the importance of the name and corporate status change of the Trust Fund Board.

5.8 Islands Trust Vision Statement – RFD

Trustees discussed the proposed vision statements as well as new suggestions. No decision was made at this time.

7. TRUST AREA SERVICES

7.1 Director of Trust Area Services Report

Director Frater highlighted several points in the report, which was provided for information.

7.2 Trust Programs Committee Work Program Report

The top three priorities in the work program were:

1. Protect Quality and Quantity of Water Resources;
2. Amend Crown Land Cooperation Agreements; and
3. Review the Islands Trust Policy Statement.

By general consent the Islands Trust Council approved the top priorities of the Trust Programs Committee Work Program Report.

7.3 Trust Fund Board Report

Trustee Law gave a brief overview of the upcoming priorities of Trust Fund Board.

7.4 Legislative Monitoring Report – Briefing

Provided for information.

7.5 Islands Trust Fund 2018-2022 Plan – RFD

TC-2017-076

It was MOVED by Trustee Fast and SECONDED by Trustee Grams,
that the Islands Trust Council endorse the Islands Trust Fund Five Year Plan.

CARRIED

7.6 Policy Statement Amendment Project Update – Briefing

Provided for information.

7.7 Geoduck Advocacy Strategies – Briefing

Provided for information.

The meeting recessed for the day at 5:45 p.m.

Wednesday, December 6, 2017

The meeting reconvened at 8:32 a.m. with 26 trustees present.

Chair Luckham acknowledged San Juan County Councillors Bill Watson, Rick Hughes and Jamie Stephens who had joined the meeting for the day's sessions.

It was agreed to consider item 9 ahead of item 8.

9. ISLANDS TRUST ACT SESSION

CAO Hotsenpiller gave an overview of the open session and noted that to honour the members of the public who were in attendance, it had been decided to record their suggestions and comments as well but that a public consultation process will take place in the future.

The open session ended at 10:15 a.m. Discussion over process of requesting these changes ensued.

The order of the agenda resumed at item 8.

8. LOCAL PLANNING SERVICES

8.1 Director of Local Planning Services Report

Provided for information.

8.2 Local Planning Committee Work Program Report

The top three priorities in the work program were:

1. Community Housing Needs;

2. Shoreline Marine Planning; and
3. Land Use Consultation for Radio Communication Towers.

8.3 Bylaw Enforcement – Briefing Received for information

The meeting recessed for a break at 10:33 a.m. and reconvened at 10:50 a.m.

It was agreed to consider items 10 and 11 ahead of item 8.4.

10. OCEAN PROTECTION PLAN SESSION

Chair Luckham introduced two guests from the Coast Guard who joined the session in person: Tim McCann and Sarah Hughes; and Lorraine Gill and Vija Poruks from Transport Canada, who joined the session via teleconference.

Lorraine Gill gave a presentation about the five-year national Ocean Protection Plan.

A question and comment period ensued and included the following points:

- A request for San Juan County to be included and/or consulted in the plan and that asset deployment in Sidney be considered.
- The need for consideration to be given to vessel speed.
- Concern over the coastal environmental baseline program limiting their study to only the ports and not more sensitive marine ecosystems in a variety of areas especially at or near gulf island locations and anchorages.
- Identifying the responsible party for oil spills and the cost recovery process.

Lorraine Gill confirmed that these concerns and requests will be addressed in future dialogue sessions and echo many comments that have already been received.

Jeff Johnson of Transport Canada joined the meeting via teleconference.

Discussion included the following:

- Funding assessment to be completed for derelict vessel removal.
- BC Ferries inclusion in discussions on how to ameliorate the noise of vessels.
- Establishment of a baseline for acoustical signatures.
- The need to address sewage dumping from vessels.

Vija Poruks gave a presentation titled “Anchorages Initiative.”

Discussion points included:

- Concerns that the \$500,000 consultation budget was not realistic.
- Draft Interim protocol and guidelines for vessels at anchor.
- Moratorium on adding new anchorages – until review is completed there will be no action to formally establish new anchoring locations. Anchoring is not prohibited in law so there could be situations where vessel masters choose to anchor at a specific location and currently Transport Canada does not have authority to regulate that.
- Strategies for reducing the need for anchorages and wait times such as expanding port boundaries and ship capacity.

- Transport Canada is not in a position to monitor, manage control or enforce compliance but it is something to consider in the future.
- Intent to develop local area spill response plans in the south coast and ideas about collaborative way to conduct spill response plans.

The meeting recessed for a break at 1:00 p.m. and reconvened at 2:00 p.m.

11. DELEGATIONS AND TOWN HALL

- 11.1** Michael Sketch of Pender Island spoke regarding the significance of the joint confederation and federation governance model in preserving and protecting Trust Area agricultural soil ecosystems.
- 11.2** Peter Lamb and Patricia Lockie of Salt Spring Island spoke on behalf of the Salt Spring Island group “Positively Forward” in support of governance, legislative and other changes that would allow the Trust to better implement its mandate and offered suggestions regarding *Islands Trust Act* amendment process.

Brian Crumblehulme joined the meeting at 2:19 p.m.

11.3 TOWN HALL

11.3.1 Marion Cumming Board of the Salish Sea Biosphere Initiative

Ms. Cumming voiced her concerns over the Kinder Morgan Pipeline and anchorages.

11.3.2 Ray Zimmerman

Mr. Zimmerman gave a response to the Ocean Protection Plan session, which included:

- concern over the information given regarding Transport Canada not having authority over anchorages;
- concern that the fund is inadequate if there is a bad oil spill; and
- species at risk not being given proper consideration.

11.3.3 Chris Straw of Gabriolans Against Freighter Anchorages Society

Mr. Straw reiterated what Mr. Zimmerman expressed and added his frustration over the Ocean Protection Plan and lack of legislation and regulation in place to govern anchorages.

11.3.4 Joan Russow

Ms. Russow spoke about the United Nations Declaration on the Rights of Indigenous Peoples – article 19 as well as her concerns over the Kinder Morgan Pipeline.

11.3.5 Akasha Forest of Galiano Island

Ms. Forest expressed her appreciation for the Blessing from First Nations and desire to see Trust Council’s relationships with First Nations continue and improve.

TC-2017-077

MOVED by Trustee Scholefield and SECONDED by Trustee Mamoser, that Trust Council allow five minutes for Town Hall participants.

It was pointed out that Trust Council has to be willing to potentially work past the scheduled adjournment time to catch up on agenda items if there are many attendees interested in speaking at a Town Hall.

CARRIED

Trustee Morse made the suggestion that the Executive Committee consider changing the session name to "Comments from the Public" rather than "Town Hall."

The meeting recessed for a break at 3:01 p.m. and reconvened at 3:15 p.m.

The order of the agenda resumed at item 8.4

8. LOCAL PLANNING SERVICES

8.4 Amendments to Policy 4.1.13 – Guidelines For Executive Committee Sponsorship or Local Trust Committee Initiated Development Applications – RFD

TC-2017-078

It was MOVED by Trustee Morrison and SECONDED by Trustee Peterson,

that Trust Council adopt amended Policy 4.1.13 [Guidelines for Executive Committee Sponsorship or Local Trust Committee Initiated Development Applications] to allow the Executive Committee to consider up to 100% sponsorship of applications by taxpayer supported entities.

CARRIED

12. NATIONAL MARINE CONSERVATION AREA SESSION

Chair Luckham introduced James Gordon, Project Manager, Protected Areas Establishment Branch, Parks Canada; and Lisa Joe, First Nations Coordinator, Protected Areas Establishment Branch, Parks Canada.

James Gordon displayed a Parks Canada video and gave a presentation on the Proposed National Marine Conservation Area Reserve establishment process.

Trustee Grove joined the meeting at 3:44 p.m.

Trustees asked a number of questions about the process and the plan but were advised that the process was still in early stages and answers to many of the questions asked were not available at this time. Before answers can be given, Parks Canada must first make a decision on feasibility.

James Gordon agreed to provide alerts to trustees of key dates affecting the Gulf Islands and welcomed continued input and discussion.

Lisa Joe gave an outline of the First Nations consultation process for the Proposed National Marine Conservation Area Reserve establishment process.

13. **SAN JUAN COUNTY SESSION**

Councillors Watson, Hughes and Stephens gave a presentation on issues of mutual interests between our communities such as vessel management, killer whale/salmon recovery plans, First Nations relationships, cross-border economic initiatives and updating out trans-border agreement.

Discussion points included:

- Fish farms legislation;
- Rationale and effectiveness of having a three-councillor system;
- Vessel traffic risk assessment, and ports and waterway safety assessment;
- Affordable housing initiative in San Juan County that includes having more rental than ownership options; and
- Lodging taxes imposed in San Juan County on short term stays (under 30 days) with revenue going towards community.

TC-2017-079

It was MOVED by Trustee Mamoser and SECONDED by Trustee Crumblehulme,

that Trust Council ask the Executive Committee to consider a joint letter with San Juan County asking Transport Canada to provide a stand-by rescue tug in Sidney that could be available at Turn Point.

CARRIED

Thursday, December 6, 2017

The meeting reconvened at 8:30 a.m. with 25 trustees present. Regrets: Trustee Alex Allen (Hornby).

It was agreed to consider item 17 ahead of item 14.

17. **NEW BUSINESS**

17.1 Islands Trust Standards of Conduct Policy 2.7 – RFD

TC-2017-080

It was MOVED by Trustee Rogers and SECONDED by Trustee Critchley, that Trust Council amend the policy as recommended below to affirm the right of Trustees to comment publicly about local political matters that substantively affect the Trust Area as a whole or other Local Trust Areas:

2.7 As an elected official, respect local autonomy and avoid becoming publicly involved in the local politics or controversial issues that are local in nature in an area outside a local trust area or island municipality that he or she represents unless the local political issue could affect other Local Trust Areas or the Trust as a whole.

Trustees in favour of the motion:

- The present policy is an unreasonable restraint on freedom of speech.
- Trustees have a responsibility to the public to answer questions. There should be increased discretion but do not need to be silenced.
- Too much control is being exercised over opinions and actions.
- The position of the Islands Trust that was stated in the Transition Plan did

not seem to reflect the opinion of trustees, so there should be empowerment to speak out.

- Freedom of speech is messy, but it is crucial.
- Being approached by media and individuals for personal opinion and having to give a “no comment” response gives the wrong impression.
- Trustees should be able to voice their opinion as long as clarity is given that it is a personal opinion and does not represent the view of Trust Council as a whole.

Trustees opposed:

- A decision of Council is a decision of Council and should be respected as such regardless of whether you have individually voted against it.
- Trustees are elected as members of an entity; local trust committee meetings are the place to bring up individual island concerns.
- There is a difference between having freedom of speech and having privileged freedom of speech.
- Trustees should have the same right to speak as a member of the public.
- There should be a mechanism put in place to handle this issue going forward rather than a broad policy put in place due to one specific issue.

CAO Hotsenpiller clarified that on future issues, trustees would still have to discuss a general position of Council and what is appropriate in each situation. The question on the motion was then called.

CARRIED

Trustees Morse, Busheikin, Grams, Dodds, Law, Brent opposed

17.2 Trust Council response to Transport Canada’s Draft Interim Protocols regarding Southern Gulf Island anchorage and Trust Council participation in the Oceans Protection Plan consultation process

TC-2017-081

It was MOVED by Trustee McConchie and by SECONDED by Trustee Peterson,

that Trust Council direct the Executive Committee to prepare, by the December 15th deadline, a response to the request from Transport Canada regarding its draft Interim Anchorages Protocol for anchorages in the South Coast of B.C.

This response will include:

- 1 - Support of the following objectives outlined by Yvette Meyers, Executive Director Oceans Protection Plan
 - a) Maximizing the usage of existing anchorages within port authorities;
 - b) Addressing where possible, concerns about audio and visual disturbances;
 - c) Creating certainty for ship operators through specific procedures and protocols;
 - d) Minimizing impacts on coastal communities through the active

- management of anchorage assignments;
- e) Suspending the creation of new anchorages until such time as the formal process has identified selection criteria, e.g., those proposed for the west coast of Gabriola Island will not be used)
- f) Identifying the elements of research to develop a long-term management approach for the BC South Coast

2 - A recommendation that Transport Canada move quickly to create legislation to enable enforcement of these protocols and future directives.

There was discussion over the need for flexibility in drafting the letter.

TC-2017-082

It was MOVED by Trustee Fast and by SECONDED by Trustee Dodds,
That the motion be amended by removing everything below the first paragraph.

CARRIED

Trustees Middleton, Grove, Scholefield and Dodds opposed

The vote was called on the amended motion,

CARRIED

There was discussion on Transport Canada's Community Participation Funding Program.

Trustee Pottle left the meeting at 9:56 a.m.

The meeting recessed for a break at 9:56 a.m. and reconvened at 9:59 a.m.

14. CLOSED MEETING

TC-2017-083

It was MOVED by Trustee Morrison and SECONDED by Trustee Fast,
that the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the *Community Charter* in order to consider matters related to employee relations, litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.

CARRIED

The meeting was closed to the public at 10:00 a.m. and reopened at 10:50 a.m. The order of business on the agenda resumed at item 15.

15. SUMMARY/UPDATE

15.1 Trustee Updates

15.1.1 BC Ferries (Ferry Advisory Committee Chairs)

- Hornby Island Ferry Advisory Committee: Cable ferry had to swap out an engine, which only took nine hours due to having a stand-by engine. An additional sailing has been added for Hornby.

- Coastal Chairs group met with Minister Trevena to discuss their interest in a review of the Governance model, a 25% fare reduction, and community consultation in respect to fares and schedules.
- An increase in responsiveness of BC Ferries has been noticed.
- Sea level rise has impacted BC Ferries' infrastructure.

Trustee Morse left the meeting at 11:04 a.m.

15.1.2 First Nations

- Positive work is being done to restore the relationship between Poet's Cove and First Nations.
- Local grassroots community interest has been generated in improving First Nations relations on Saturna Island and has resulted in the raising of a 13 moons sign in front of the church.
- There is a strong community initiative on Gabriola called "From Truth to Reconciliation," which regularly showcases guest speakers.

15.1.3 Gulf Islands National Park Reserve Advisory Committee (Trustee Masselink)

- Ongoing discussions with Parks Canada regarding staff difficulty in implementing a management plan.
- There was discussion at a November 11, 2017 meeting regarding the evolution of the Parks Advisory Board and garnering support from the superintendent.
- Trustee Masselink expressed his desire for Trust Council to become more engaged and exercise its authority over this issue.
- Trustee Scholefield gave an overview of a recent beaver management issue on South Pender Island, which attracted significant attention through social media.

15.1.4 Salt Spring Island Watershed Protection Authority (SSIWPA) (Vice Chair Grams)

- Trustee Grams gave an overview of his report.

15.1.5 Howe Sound Community Forum

- Trustee Stamford gave an overview of the October 13th Community Forum, which focused on forestry and industrial activities.
- The Vancouver Aquarium, David Suzuki Foundation and the Coastal Oceans Research Institute have produced a document called "Ocean Watch," which describes the current situation in Howe Sound. The document makes recommendations on actions that should be taken. A task force was created to tackle these recommended actions.

15.1.6 Freighter Roundtable Update

Discussed at other points throughout the meeting.

15.2 Priorities Chart

By general consent the Islands Trust Council adopted the Priorities Chart as presented.

15.3 Proposed March 2018 Trust Council Agenda Program

Provided for information.

15.4 Disposition of Delegations and Town Hall Requests

No motions were proposed.

16. CORRESPONDENCE

18. NEXT MEETING – March 13, 2017 on Salt Spring Island

3.4 Trustee Round Table

Trustees participated in a round table session to discuss common issues, concerns and successes.

Chair Luckham recognized the passing of Laurie Gourlay on November 14, 2017. Council expressed gratitude and admiration for Mr. Gourlay, who was recognized as an incredible advocate for the environment and the Salish Sea.

Trustee Crumblehulme acknowledged the passing of Ann Johnston of Mayne Island. She was recognized for her strong involvement with the purchase and protection of St. John Point as well as her involvement in and dedication to many other important initiatives on Mayne Island.

Trustees Paul Brent, Peter Grove and Melanie Mamoser were nominated as members of the Trust Programs Committee's new working group on governance. A meeting will be scheduled via Resolution Without Meeting, for early 2018 for the committee to discuss the parameters for the working group and establish a regular meeting schedule.

19. ADJOURNMENT

The meeting adjourned at 11:50 a.m.

Peter Luckham, Chair

Certified Correct

Emma Restall, Recorder

REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** January 17, 2018
From: Trust Area Services **Date Prepared:** January 11, 2018
SUBJECT: AVICC/UBCM RESOLUTION SELECTION (Annual Item)

RECOMMENDATION: That the Executive Committee direct staff to draft a resolution and backgrounder requesting that AVICC/UBCM support the Island Trust's request for DFO to conduct an ecosystem-based study of potential and cumulative impacts of the Integrated Geoduck Management Framework 2017 on the health of the Salish Sea.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Submitting resolutions to AVICC and UBCM has historically been an effective advocacy method. Successful resolutions trigger advocacy support from UBCM staff and usually result in a well-considered response from the affected Ministry or Department. Depending on the resolution(s) submitted, the Executive Committee may wish to consider additional advocacy such as a proposing a related session for UBCM or a meeting with a minister.

This year, staff received only one suggested idea in response to the AVICC call for resolution: regarding geoduck aquaculture.

Trust Council has identified a policy preference this matter as evidenced by their support of the November 22, 2017 Executive Committee resolution, *"that DFO: undertake, as a priority, an ecosystem-based study of potential and cumulative impacts of the Integrated Geoduck Management Framework 2017 on the health of the Salish Sea"*. Given this position of Trust Council, staff recommend that Islands Trust request that AVICC/UBCM endorse the development of an ecosystem based study of cumulative impacts of the Integrated Geoduck Management Framework 2017 on the health of the Salish Sea.

1 PURPOSE:

To choose whether or not to direct a resolution to AVICC for their nomination to UBCM.

2 BACKGROUND:

On November 20, 2017 the Islands Trust received the annual AVICC call for resolutions and nominations (attached). As per section 4.1 of the Islands Trust policy 6.12.ii on UBCM/AVICC Membership and Resolutions, Trust Area Services staff solicited resolution ideas from senior staff, planners and Trust Fund Board staff.

In past years the Islands Trust has suggested successful resolutions such as:

- Preventing Rigid Foam Pollution in the Marine Environment (2017)
- Assessment and Mitigation of Marine Shipping Risks and Impacts in the Salish Sea (2016)
- Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) funding (2015);
- Derelict & Abandoned Vessels (2013);
- Industry Funding for Oil Spill Prevention, Preparedness & Response (2012);

- Southern Strait of Georgia National Marine Conservation Area Reserve (2010) and Derelict & Abandoned Vessels, Barges & Docks (2010);
- A Minor Routes Strategy for Coastal Ferry Service (2007).

It is possible for Islands Trust to submit more than one resolution. Staff do not recommend proposing more than two resolutions in any one year due to the resulting workload and the difficulty in advocating for more than two topics at one convention. In the past the Executive Committee has supported selected resolutions by suggesting/organizing complementary AVICC/UBCM sessions and by requesting and/or attending Minister meetings to discuss the proposed topic. When selecting a resolution, the Executive Committee should be guided by section 4.2 of the Islands Trust policy 6.12.ii on UBCM/AVICC Membership and Resolutions:

All Islands Trust bodies that develop resolutions for consideration at AVICC and UBCM conventions must ensure that their resolutions address topics within their legislated jurisdiction and are consistent with the Islands Trust Policy Statement.

Executive Committee members should also consider that UBCM guidelines suggest that issues identified in resolutions should be relevant to other local governments across the province.

The following topic was suggested for Islands Trust's 2018 resolution:

Source	Topic	Rationale Provided	Staff advice
Trustee David Critchley	Geoduck clam aquaculture	Resolution for UBCM member municipalities to support Islands Trust request that the DFO Minister undertake, as a priority, an ecosystem-based study of potential and cumulative impacts of the Integrated Geoduck Management Framework 2017 on the health of the Salish Sea (and include staff report/summary on potential impacts of geoduck aquaculture in submission to AVICC).	Chair Luckham wrote to Minister LeBlanc, on January 2, 2018 requesting the study. It may be helpful to have other local governments supporting the Islands Trust request.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Drafting a resolution and preparing a one-page backgrounder will take up to one day of the Director Trust Area Service or Senior Policy Advisor's time for each topic selected. Some topics may require other staff time to research or proofread and even legal advice. There is no significant project that would be displaced by this work if only one topic is chosen. If the geoduck resolution is supported, including suggestion to include the Staff Report on potential impact of geoduck aquaculture, then an additional ½ day of work is required to prepare a reference list for the staff report.

FINANCIAL: None.

POLICY: No implications for existing policy.

IMPLEMENTATION/COMMUNICATIONS: If the Executive Committee selects a resolution, staff will include a draft resolution and backgrounder on the February 7, 2018 Executive Committee agenda. The resolution and background report must be submitted to AVICC by February 14, 2018.

FIRST NATIONS: Staff are unaware of FN position regarding a DFO study. First Nations have interests in two different aspects of the geoduck clams fishery, which sometimes overlap: wild geoduck fishery and geoduck aquaculture.

OTHER:

4 RELEVANT POLICY(S):

- [Islands Trust Act](#), Section 3
The object of the trust is to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia.
- [Policy 6.12.ii UBCM/AVICC Membership and Resolutions](#)

5 ATTACHMENT:

- 1) November 20, 2017 AVICC Call for resolutions and nominations

RESPONSE OPTIONS

Recommendation:

That the Executive Committee direct staff to draft a resolution and backgrounder requesting that AVICC/UBCM support the Island Trust's request for DFO to conduct an ecosystem-based study of potential and cumulative impacts of the Integrated Geoduck Management Framework 2017 on the health of the Salish Sea.

Alternative:

- 1) That the Executive That the Executive Committee not propose a resolution to AVICC/UBCM.
- 2) That the Executive Committee select different resolutions for AVICC/UBCM.

Prepared By: Karen Hurley, TAS

Reviewed By/Date: Clare Frater, Director, Trust Area Services, January 11, 2018
Russ Hotsenpiller, CAO, January 11, 2018



TO: AVICC Corporate Officers
FROM: Liz Cookson
DATE: November 17, 2017
RE: AVICC Resolutions Notice;
Call for Nominations for AVICC Executive Committee;
Call for Presentations

The following message and attachment were emailed through your local government contacts with a request to forward on to your Mayor and Council or Chair and Board, your CAO and yourselves. So as to ensure that there is no inadvertent lack of communication, I am sending you this copy via regular mail.

Resolutions Notice and Call for Nominations

Attached is the Resolutions Notice and the Call for Nominations for the AVICC Executive. Covering the two documents is a memo from President Marcotte on behalf of Executive seeking members' continued assistance in strengthening the resolutions process.

Please note this year's resolution and nomination deadline is **Wednesday, February 14, 2018**. Background reports and documentation are required for each resolution, and this information will be made available to AVICC members through the website for review.

Call for Presentations – 2018 AVICC AGM & Convention

Members are encouraged to submit proposals for sessions they would like to see included in the 2018 AGM & Convention, especially if they relate to resolutions they expect to forward on new policy topics. Proposals may be submitted online by November 30 using the submissions form on avicc.ca

2017 AVICC AGM & Convention Minutes

The Minutes of the 68th Annual Convention held April 7-9, 2017 in Campbell River are posted on the website at <http://avicc.ca/category/resources/agmconvention-minutes/>. The minutes are considered draft until approved by the membership at next year's Convention. Also posted on the website are copies of PowerPoint presentations for various sessions held within the Convention program, and the disposition of Resolutions from the Convention.

525 Government St, Victoria, BC V8V 0A8
Email: avicc@ubc.ca • Tel: 250-356-8122 • Fax: 250-356-5119 • www.avicc.ca

Representing Local Government on Vancouver Island, Sunshine Coast, Powell River and Central Coast



TO: Mayors and Councils, Chairs and Boards
Chief Administrative Officers, Corporate Officers

FROM: President Mary Marcotte

DATE: November 17, 2017

RE: **RESOLUTIONS NOTICE;
CALL FOR NOMINATIONS FOR AVICC EXECUTIVE COMMITTEE**

Attached is the Resolutions Notice and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Wednesday, February 14, 2018**.

Both AVICC and UBCM members strongly believe in the value of resolutions debate and continually seeks ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates.

We have asked for members' assistance in bringing forward resolutions for consideration at the Area Association as opposed to submitting them directly to UBCM.

Members are concerned that some of the resolutions being considered are too general or focus on topics that are not local government responsibilities. Another concern is that bringing forward too many resolutions detracts from debate on the most important issues.

Please continue to ensure that resolutions that are being brought forward are specific and focus on new issues of provincial or AVICC-wide interest (refer to the UBCM Resolutions database at www.ubcm.ca). Resolutions that already support existing UBCM policy will normally be included in the resolutions block where they are not debated separately.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.

Sincerely,

Director Mary Marcotte
President, AVICC

525 Government St. Victoria, BC V8V 0A8
Email avicc@ubcm.ca • Tel: 250-356-5122 • Fax: 250-356-5119 • www.avicc.ca

Representing Local Government on Vancouver Island, Sunshine Coast, Powell River and Central Coast



2018 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 14, 2018**

SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:
AVICC
525 Government Street
Victoria, BC
V8V 0A8

AND

2. One copy submitted as a Word document by email to avicc@ubcm.ca
 - The resolution should not contain more than two "whereas" clauses; and
 - Separate background documentation must accompany each resolution submitted, and will be shared with the membership on the AVICC website.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 11, 2018**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

UBCM RESOLUTIONS PROCESS

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS FROM THE UBCM

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being requested*. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. *Address one specific subject in the text of the resolution.*

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

3. Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i **Supplementary Memo:**

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii **Council/Board Report:**

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution. This could result in the resolution being returned and having to be resubmitted as a late resolution.

4. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. Check legislative references for accuracy.

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

6. For resolutions that will be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

7. Avoid repeat resolutions.

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

MODEL RESOLUTION

SHORT TITLE: _____

Sponsor's Name _____

WHEREAS _____

AND WHEREAS _____

THEREFORE BE IT RESOLVED that _____

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____

AVICC
525 Government Street
Victoria, BC V8V 0A8
Telephone: 250-356-5122
email: avicc@ubcm.ca

AVICC AGM & Convention – April 13-15, 2018 – Victoria



2018 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River, the Central Coast and the North Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca

A nomination and consent form should be used for all nominations (attached or on the website).

The Chair of the 2018 Nominating Committee will be Past President Barbara Price, Councillor, Town of Comox.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,
Nominations Must Be Received By
FEBRUARY 14, 2018**

4. AT CONVENTION

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

5. FURTHER INFORMATION

Background information on responsibilities and meeting dates are available from the AVICC office or on the website.

All other inquiries should be directed to:

**Past President Barbara Price, Chair
2017 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Email: avicc@ubcm.ca

NOMINATIONS FOR THE 2018-19 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Current Local Gov't Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution. I also agree to provide the following information to avicc@ubcm.ca by **Wednesday, February 14, 2018**.

- Photo in digital format
- Biographical information of approximately 300 words

Printed Name: _____

Current Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

Return To: Past President Barbara Price, Chair, Nominating Committee, AVICC
525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

"The directors may exercise all the powers and do all the acts and things that the Society may exercise and do..."

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative

COMMITTEES

The President may appoint Executive members to adhoc sub-committees as required. The Nominating Committee is currently the only standing committee and is typically comprised of the Past President and the Executive Coordinator.

OVERSEEING OF ASSOCIATION'S REGULAR ACTIVITIES AND GUIDANCE TO CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. An Executive Coordinator based in Victoria's Local Government House provides the key functions. The President or their delegate is responsible for overseeing the regular activities of the Association and providing direction to the Executive Coordinator.

3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday preceding the Annual Convention (afternoon)

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings via teleconference typically occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem for meals and incidentals are provided for in-person Executive Meetings. For the meeting preceding the annual Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.

BRIEFING

To:	Executive Committee	For the Meeting of:	January 17, 2018
From:	Trust Area Services	Date Prepared:	January 10, 2018
SUBJECT:	Policy Statement Amendment Process Update		

PURPOSE: To inform Executive Committee on the current activities in the Policy Statement Amendment process.

BACKGROUND:

The Policy Statement amendment project will focus on amending the Policy Statement's introductory and definitions sections. After initial conversations with First Nations, the Trust will undertake a broader public engagement process.

At the November 22, 2017 meeting, Executive Committee adopted the Policy Statement Engagement Plan, which outlines the many activities that will be part of the Policy Statement amendment process, including the direction to engage with First Nations prior to the broader public.

First steps in the process are underway:

On November 20, 2017 Chair Peter Luckham sent a letter to thirty First Nations, who have asserted Aboriginal rights and title, and/or treaty rights to the islands, inviting them to engage with Islands Trust about the Policy Statement amendment process. The letter invites First Nations to have an open dialogue with Islands Trust about strategic directions and represents part of Islands Trust's efforts towards reconciliation by inviting early and meaningful input, and building respectful relationships.

To date, two First Nations have responded positively about being involved in the Engagement Process:

1. Councillor Joni Olsen, Tsartlip First Nation
2. Chief William Seymor and referrals staff, Cowichan Tribes.

Chair Luckham and Russ Hotsenpillar are meeting with the Cowichan Nation Alliance staff referrals group on January 12, 2018 to discuss ways to engage with Islands Trust within the Policy Statement amendment process.

The Engagement Plan suggests that staff wait 45 days for a response from First Nations and after that time, telephone follow-up calls will be made. Forty-five days calendar would have been January 4, 2018. Due to the long holiday season within this period of time, extra days have been added to this waiting period. Staff will begin to call First Nations offices in the near future.

Clarity will be sought regarding the meeting with Councillor Joni Olsen, and others of the Tsartlip First Nation, including: date, who is attending, how the discussion will be documented, and protocols to be observed. This process will inform upcoming engagement meetings with First Nations.

Next steps will also include the development of a communications plan for the engagement process, which will involve the new Communications Specialist who began his employment January 2, 2017.

ATTACHMENTS:

None

FOLLOW-UP:

Staff will continue to brief Executive Committee on the Policy Statement engagement process on a regular basis.

Prepared By: Karen Hurley, Trust Area Services

Reviewed By/Date: Clare Frater, Director, Trust Area Services, January 10, 2018

David Marlor

From: David Marlor
Sent: Thursday, December 14, 2017 11:13 AM
To: Daniel Martin
Cc: David Marlor
Subject: RE: BIM Referral - OCP and LUB amendment for 'Lot 1'

Hi Daniel

I understand that this referral was sent to Islands Trust staff under s.3.12 of the Islands Trust Bowen Island Municipality protocol agreement.

I have reviewed the documentation. Before sending the OCP and LUB to the Executive Committee for comment after first reading and prior to public hearing, please ensure that Bowen Island Municipality has considered the bylaws in relation to the Islands Trust Policy Statement Directives Only policies. In particular, I suggest attention be paid to the following:

Policy 3.1.3 – [protection of environmentally sensitive areas]. Are there any sensitive ecosystems identified on Lot 1 that should be protected?

Policy 3.3.2 – [protect further loss or degradation of freshwater bodies or water course]. A stream is identified in the staff report. The Municipality should ensure the stream is protected by an appropriate setback or other measures. I am not clear if this stream is potentially fish bearing. If it is, it should also be compliant with the Riparian Areas Regulation.

Policy 4.1.4 – [identification and preservation of farmland]. The information provided in the staff Report regarding the exclusion application does not address protection of farmland (e.g. does not indicate if other land will be included to offset the exclusion, or other method to protect farmland, or how this exclusion furthers protection of farmland generally).

Policy 4.1.6 – [address adjacent properties to minimise any adverse effects on agricultural land]. This appears to be addressed by the reference in the staff report to the ALC guidelines, provided the land use bylaw is compliant with those guidelines.

Policy 4.4.2 – [address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have problem with the quality or quantity of freshwater]. I am not clear if the Community Lands has an issue with water or not, but I would recommend that this be specifically addressed.

4.6.3 – [address protection of productive soil]. In relation to the exclusion from the ALR, I am not clear on the class of soil. If it is productive, would need to address that in relation to this policy.

5.2.3 – [address policies related to the aesthetic, environmental and social impacts]. This appears to have been addressed by use of development permits, siting regulations and affordable housing requirements.

5.2.4 – [address potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of environment, natural amenities, resources and community character]. This appears to have been addressed by use of development permits and siting regulations.

Please contact me if you have any questions.

David Marlor, MCIP, RPP

Director of Local Planning Services

Islands Trust

200 1627 Fort Street, Victoria, BC V8R 1H8

Phone 250-405-5169

Enquiry BC Toll-free call 1-800-663-7867

or from the lower mainland 604-660-2421

From: Daniel Martin [<mailto:DMartin@bimbc.ca>]

Sent: Thursday, November 16, 2017 1:34 PM

To: David Marlor

Subject: BIM Referral - OCP and LUB amendment for 'Lot 1'

Hello David,

Bowen Island Municipality is considering amendments to the Official Community Plan and the Land Use Bylaw with respect to a parcel of municipally owned land known as 'Lot 1.' As a part of the early and ongoing consultation, at the November 14th Council Meeting Council referred this application to the Islands Trust, among other agencies, for comment on the proposed amendments.

I have attached the Staff Report from that meeting, which includes draft amendment bylaws. Please let me know if you have any questions, or if there is more information I can provide.

Thank you,

Daniel Martin

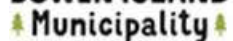
Island Community Planner

Bowen Island Municipality

981 Artisan Lane, Bowen Island, BC V0N 1G2

dmartin@bimbc.ca

[604-947-4255](tel:604-947-4255)

BOWEN ISLAND
 **Municipality**

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DATE OF MEETING: January 17, 2018
TO: Islands Trust Executive Committee
FROM: Jason Youmans, Island Planner
SUBJECT: South Pender Island Local Trust Committee Funding Request for Heritage and History Pamphlets

PURPOSE

The South Pender Historical Society is seeking South Pender Island Local Trust Committee (LTC) support to develop publications concerning the Island's geologic, First Nations and settler history. The LTC has forwarded this request for funding to the Islands Trust Executive Committee under Section 8(2)(h) of the *Islands Trust Act*. At its November 14, 2017 meeting the South Pender LTC passed the following resolution:

"That the South Pender Island Local Trust Committee request staff to forward the South Pender Historical Society's request for financial support for a First Nations reconciliation event and historical pamphlets to Islands Trust Executive Committee for consideration pursuant to Section 8(2)(h) of the Islands Trust Act." (November 14, 2017)

While the LTC's resolution includes a request to support a reconciliation event, the LTC also resolved at that meeting to apply for Community-to-Community funding through the UBCM to support a reconciliation event at Poets Cove Resort. Thus, the Executive Committee need not consider event funding as this will be dealt with through a subsequent local trust committee C-to-C application.

Therefore, the Historical Society is seeking from the Executive Committee:

- \$825 to fund the South Pender Historical Society's pamphlet about the Church of the Good Shepherd and Memorial Garden, and
- up to \$2,000 to fund the South Pender Historical Society's pamphlet on the history of Bedwell Harbour.

BACKGROUND

In early November 2017, the South Pender Historical Society approached the South Pender Island Local Trust Committee for assistance in the development of two publications celebrating South Pender history. The first is a brochure about the Church of the Good Shepherd and its Memorial Garden (see Appendix 1). The second is a brief history of Bedwell Harbour (see Appendix 2). At its November 14 meeting, The LTC noted that it could not provide grants to the Historical Society, but did note that the *Islands Trust Act* authorizes Trust Council to fund such activities.

Specifically, the following articles of the *Islands Trust Act* are relevant:

Responsibilities of Trust Council

8(2) For the purpose of carrying out the object of the trust, the trust council may

(f) engage in activities to gain knowledge about the history and heritage of the trust area and to increase public awareness, understanding and appreciation of that history and heritage,

(g) conserve heritage property,

(h) support and give financial assistance to activities referred to in paragraphs (f) and (g) that are undertaken by others,

The SPLTC has Heritage Conservation as a top priority project. The scope of its Heritage Conservation project involves exploring heritage protection options for the Church of the Good Shepherd. SPLTC also has First Nations Reconciliation as a priority project, and a pamphlet concerning the history of Bedwell Harbour undertaken per the Historical Society's proposed methodology (see Appendix 2) is consistent with this project's objectives.

Neither of the initiatives being proposed by the South Pender Historical Society can be supported with funding from LTC expenses, which are limited by legislation and policy to supporting the work of the LTC. Staff have suggested that funding support could be provided under the authority of Section 8(2)(h) of the *Islands Trust Act*, which states that Trust Council may give support and financial assistance to activities undertaken by others to increase public awareness, understanding and appreciation of history and heritage. Given the absence of policy with respect to this section of the *Islands Trust Act*, staff are requesting that Executive Committee review and indicate its support for the request.

See Appendices 1 and 2 for South Pender Historical Society's proposals concerning proposed pamphlets. A covering letter to the South Pender LTC from the Historical Society is attached as Appendix 3.

Submitted By:	Jason Youmans, Island Planner	November 7, 2017
Concurrence:	David Marlor, Director, Local Planning Services	Select Date.

ATTACHMENTS

1. Church of the Good Shepherd pamphlet proposal
2. History of Bedwell Harbour pamphlet proposal
3. South Pender Historical Society Covering Letter

From: civicinfo@civicinfo.bc.ca
Sent: Tuesday, August 15, 2017 6:19 PM
To: Clare Frater
Subject: 2017 UBCM Convention - Minister of Municipal Affairs and Housing, Minister's Meeting, September 25 - 29, 2017



Thank you for registering for the

2017 UBCM Convention - Minister of Municipal Affairs and Housing, Minister's Meeting, September 25 - 29, 2017.

This is an automated response, detailing the information we have received from you. You do not need to reply to this email.

When September 25 - 29, 2017 Where Vancouver Convention Centre, East Building, 2nd Level - Room 20 1055 Canada Pl Vancouver, BC View map	LOCAL GOVERNMENT INFORMATION	
	Name of Local Government:	Islands Trust (Islands Trust)
	Primary Contact Person:	CLARE FRATER
	Phone:	250-405-5192
	Cell:	250-888-6577
	Email:	cfrater@islandstrust.bc.ca
	Primary Contact Person (at Convention):	RUSS HOTSENPILLER
	Phone (at Convention):	250-405-5160
	Cell (at Convention):	250-893-8981
	Email (at Convention):	rhotsenpiller@islandstrust.bc.ca
	DETAILS OF YOUR REQUESTED MEETING	
	List People From Your Organization Who Are Attending:	Peter Luckham, Chair, Laura Busheikin, Vice-Chair George Grams, Vice-Chair, Susan Morrison, Vice-Chair Russ Hotsenpiller, CAO Clare Frater, Director, Trust Area Services
	Topic #1:	Salt Spring incorporation referendum result, investigating possible amendments to the Islands Trust Act, and next steps for the Islands Trust.
	Topic #2:	Need for the Province to amend legislation so that local governments can directly enforce violations of development permit area requirements.
	Topic #3:	Need for a new affordable housing program suited to low-density island communities.
	SUBMIT BRIEFING NOTE NOW	
	Issue #1	
	Topic:	Next steps for the Islands Trust: Salt Spring incorporation referendum result and investigating possible amendments to the Islands Trust Act.
	Background:	An incorporation Yes vote may require a fundamental reorganizing of how the Trust delivers regional and local planning services. A No result will require addressing the imbalances/issues behind incorporation efforts. Trust Council also has a strategic priority to investigate the possibility of amending the Islands Trust Act to modernize its authorities, acknowledge First Nations, recognize climate change, strengthen the Islands Trust Fund, and better integrate services
	Request:	Development of a meaningful and supportive relationship between the Ministry of Municipal Affairs and Housing and the Islands Trust as we contemplate a new future for the Islands Trust.
	Issue #2	
	Topic:	Lack of authority for local governments to enforce violations of the Local Government Act relating to development permit areas.
	Background:	Currently the only enforcement method is by way of civil proceeding in B.C. Supreme Court which is impractical. We are requesting that local governments be enabled to issue municipal ticket information or bylaw violation notices for contraventions of the prohibition on altering land in designated development permit areas, or contrary to

	issued development permits. In early 2016, the Islands Trust shared a legal opinion with Ministry staff proposing potential legislative and other solutions.
Request:	In response to UBCM resolution (2011-B45), the Ministry committed to respond to the issue but no solution has been provided. Provincial legislation is needed that enables local governments to directly enforce violations of development permit area requirements.
Issue #3	
Topic:	Need for a new affordable housing program suited to low-density island communities.
Background:	Existing affordable housing programs tend to be a poor fit for our growth-restricted, low-density island communities. There is a need for a tailored approach that recognizes the unique circumstances of island communities that recognizes that the majority of affordable housing options are provided by individual homeowners and farmers.
Request:	Development of a dedicated affordable housing program geared towards low-density island communities where the majority of affordable housing options are provided by individual homeowners and farmers.
Your meeting request has been received by the Ministry of Municipal Affairs and Housing. For questions, please contact Nicole Sidney at 778-698-3203 or via email at CSCD.UBCM.MeetingRequests@gov.bc.ca.	

From: Russ Hotsenpiller <rhotsenpiller@islandstrust.bc.ca>
Date: 2018-01-09 2:46 PM (GMT-08:00)
To: Christine.White@gov.bc.ca
Cc: Emma Restall <erestall@islandstrust.bc.ca>, Peter Luckham <pluckham@islandstrust.bc.ca>
Subject: Request for a Meeting with Minister Robinson by the Islands Trust

Christine,

Thank you for our conversation yesterday regarding the Islands Trust meeting with the Minister as soon as is convenient. The Trust has had a formidable last couple of years as it manages service delivery under the uncertainty of the incorporation of Salt Spring Island. The results of the referendum present new opportunities for the Islands Trust and for the Provincial Government and it is very import to Peter Luckham, Chair of the Islands Trust, and Trust Council, that we achieve a meeting to discuss the future of the Trust during this important period.

People in attendance would be Peter Luckham, Chair; Laura Busheikin, Vice-Chair; George Grams, Vice-Chair; Susan Morrison, Vice-Chair; and Russ Hotsenpiller, CAO.

Specifically we wish to discuss:

- a Trust Council strategic priority to investigate amending the *Islands Trust Act* to modernize its authorities, acknowledge First Nations, recognize climate change, strengthen the Islands Trust Fund, and to better integrate services.
- Development of a cooperative approach between the Province, Capital Regional District, MOT, the Islands Trust and Salt Spring community in integrating service delivery and reducing the recurrent cycle of governance uncertainty.
- The issue of land use authority of the Islands Trust over the surface of the water as it extends to regional districts within the Trust Area.
- Recommitment by the Province to rename the Islands Trust Fund as the soonest opportunity. This is a long standing and deeply felt request of the Islands Trust that would further the work of the Trust Fund in a variety of ways.

We are available at the Ministers convenience and are hoping for enough time to discuss these matters fully. If further briefing materials are required they can be provided.

Thank you for your assistance, we look forward to meeting with the Minister soon.

RJH

Russ Hotsenpiller
Chief Administrative Officer
Islands Trust
200-1627 Fort Street
Victoria BC V8R 1H8
In Victoria 250-405-5160
Enquiry BC Toll-free call 1-800-663-7867
or from the Lower Mainland 604-660-2421

Websites: www.islandstrust.bc.ca | www.islandstrustfund.bc.ca
Preserving Island communities, culture and environment since 1974

December 13, 2017

Honourable George Heyman
Minister of Environment and Climate Change Strategy
PO Box 9047 Stn Prov Govt
Rm 112, Parliament Buildings
Victoria, BC V8W9E2

Dear Honourable Heyman,

Re: Prevention of Quagga and Zebra Mussels

On behalf of the Town of Oliver we write to express our concern about the threat of Quagga and Zebra mussels. Sicamous submitted a resolution at UBCM that was endorsed requesting more funding from the Provincial Government to increase awareness and Education for the threat of Quagga and Zebra mussels into BC Lakes.

The effects to ALL BC Lakes would be devastating:

- Zebra and quagga mussels filter water to the point where food sources such as plankton are removed, altering food webs. This also causes clearer water, allowing sunlight to penetrate deeper, increasing growth of aquatic vegetation. One mussel can produce one million mussels per year.
- Impact fish and wildlife by increasing toxic algal blooms.
- Large colonies affect spawning areas, impacting the survival of fish eggs.
- Affects recreational activities by cutting swimmers feet as a result of their sharp shell
- Non-reversible once infested with mussels, all BC Lakes will be contaminated and there is currently no solution to destroy them.
- Cost to British Columbia will be Billions, to government, taxpayers and businesses if mussels manage to get into our eco-system
- Eco-system compromised, water intakes plugged, fish destroyed, beaches destroyed
- No long-term research provided on drinking water quality
- Negative tourism impact

Solutions:

- Guard the borders - cost British Columbia Millions to guard the borders 24/7 365 days per year to prevent infestation or Boat border crossing hours, that work.
- Train border patrols – this is a serious issue, they must collect the correct information from boaters (of all kinds such as zodiacs, blow up paddle boards)
- More conservation officers, with more authority
- This is no longer a campaign, it should now be a department of the government with funding to continue prevention
- This is no longer a provincial problem, it is a federal problem, lakes that are contaminated in Canada should not be allowed to let boats leave without

- inspection to prevent contaminating other lakes.
- Transport Canada should now prevent float planes from hopping provinces and states
- Education – Major Media campaign announcing BC's commitment to keep our waters pristine. TV, Billboards, News paper, social media
- All Municipalities and Regional Districts should run a banner on their website home pages – "British Columbia is Committed to keeping their lakes Quagga and Zebra Mussel free. Please respect our Lakes and boarder crossing patrols, STOP at the boat inspection stations". This should have a link to a website explaining the seriousness of this issue, and explain fines for breaking the law by transporting invasive species.
- All British Columbia tourism sites should also announce and run the banner on their sites. Tourism will stay healthy if BC lakes stays healthy.
- Boaters registration, should include education
- Immediate allocations of funds dedicated to research, to enable BC biologists to work on a solution with Manitoba & US studies research groups. Let's work on removing them, together.
- Collaborate with infested US bordering Lakes on research and prevention of cross contamination.
- Collaborate with Alberta and Saskatchewan to stay mussel free

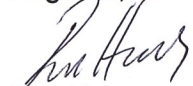
Funding:

BC government will find the funds (billions) if we lose the battle against mussels, as we'll need to manage the problem. This is how can we help fund the prevention now (millions):

- Out of province user pay at all BC boat ramps
- Lake passes for BC boaters
- All fines are allocated back to the program
- Boat registration increase some funding back to project

Thank you for your consideration of this issue.

Regards,



Ron Hovanes,
Mayor

Cc: Mark Zarcharias, Deputy Minister (via email: DM.ENV@gov.bc.ca)
Wendy Booth, UBCM President (via email: wndbooth@gmail.com)
UBCM Members (CivicInfo)



Unified Command Training Workshop

Who Should Attend

Anyone who could represent a government agency, institution, organization or private company which has some element of authority, jurisdiction, or responsibility over an incident. Unified Command (UC) provides a process to enable institutions and agencies with different legal, geographic, and functional responsibilities to coordinate, cooperate, and communicate, to ensure an effective response.

Course Overview

SpillConsult will run ICS Unified Command Workshops which provides an overview of the concepts, principles and protocols of ICS and how the Unified Command can be applied to incident responses with Canada. The Workshops will be scenario based utilizing the virtual world of Komoko and real places. Over the one day workshop the delegates will be taken through the lifecycle of an incident from initial response, through the transition, and into an expanded Incident Management Team (IMT) and how the Unified Command (UC) provides a process to enable institutions and agencies with different legal, geographic, and functional responsibilities to coordinate, cooperate, and communicate, to ensure an effective response.

The course will cover:

- Incident management systems
- What is Unified Command (UC)
- The Response framework in BC /Canada (BC Government, CCG, First Nations etc.)
- Expectations and Responsibilities of UC
- How Decisions are made in UC
- Challenges and issues
- Key Command Checklist items – decisions

Course Duration

2 days

Delegate pre-training knowledge assumptions

None.



Dates:

WCMRC has arranged for SpillConsult to run this Unified Command Course two times in 2018.

- **April 12-13th on Vancouver Island**
- **November 1-2 in Vancouver**

Costs:

The cost is \$550 per delegate and will include— free online ICS (on the WCMRC portal), two experienced ICS trainers, Incident Management Handbook (IMH), USB of resource, multi-use ICS notebook, pencil, use of all training resources and Unified Command Workshop Attendance certificate.

All course fees can be directed to:

Bruce McKenzie—Regional Manager, SpillConsult

Tel: +1 250 924 7793

Cell: +1 250 740 5055

brucemckenzie@spillconsult.com



Top Priorities

Executive Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Islands Trust Act Amendments	Investigate possibility of amendments to the Islands Trust Act to broaden the Islands Trusts ability to serve its communities and to strengthen its mandate to preserve and protect, including seeking legislative change of Trust Fund name.	26-Oct-2016	Russ Hotsenpiller	
2	Oil Spill and Shipping Safety	Chair letters and participation on inter-agency working groups	01-Apr-2014	Clare Frater	
3	Revisions to Crown Land protocol agreements and letters of understanding	Meeting held with BIM, LPS, TAS, CSCD and FLNRO.	19-Jun-2014	Clare Frater	
4	First Nations Relationship Building	Working on implementing Project Charter through various initiatives, supporting LTCs on First nations engagement.	31-Aug-2016	David Marlor Clare Frater	

Projects

Executive Committee

Description	Activity	R/Initiated
Advocate to reduce negative impacts of shellfish aquaculture practices	Develop project charter and budget requests to build organizational capacity (knowledge and time) related to shellfish aquaculture advocacy	16-Aug-2017
Advocate for management of abandoned and derelict vessels	Continue to advocate for senior government solutions to abandoned and derelict vessels	30-Aug-2017



Islands Trust

Print Date: January 11, 2018

Executive Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
	Review the Islands Trust Policy Statement	Undertake a First Nations and public engagement process to prepare for Policy Statement amendment topics			30-Aug-2017
	Advocate to reduce impacts of other industrial marine activities	Advocate to reduce impacts of freighter anchorage activities			30-Aug-2017
	Improve communications about the Islands Trust object and history	Implement adopted communications plan for 2015/16			30-Aug-2017