Executive Committee
Agenda

Date: Wednesday, August 15, 2018
Time: 10:00 am
Location: Islands Trust Office Meeting Room
#1-500 Lower Ganges Road, Salt Spring Island, 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 5 - 5

3. ADOPTION OF MINUTES

3.1 July 18, 2018 6 - 12

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow Up Action List 13 - 18

4.2 Director/CAO Updates

4.3 Local Trust Committee Chair Updates

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 North Pender Island Local Trust Committee Bylaws

5.1.1 North Pender Island LTC Bylaw No. 216 (OCP amendment) and No. 217 (LUB amendment) - RFD 19 - 50

THAT the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 216, cited as "North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2018," in accordance with Section 27 of the *Islands Trust Act*.

THAT the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 217, cited as "North Pender Island Land Use Bylaw 103, 1996, Amendment No. 1, 2018," in accordance with Section 27 of the *Islands Trust Act*.

5.2 Galiano Island Local Trust Committee Bylaws

5.2.1 Galiano Island LTC Bylaw No. 265 (OCP amendment) and No. 266 (LUB amendment) - RFD 51 - 83

THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 265, cited as Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 2, 2017 in accordance with Section 27 of the *Islands Trust Act*.

THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 266, cited as Galiano Island Land Use Bylaw, 1999, Amendment No. 2, 2017 in accordance with Section 27 of the *Islands Trust Act*.

5.3 Bowen Island Municipality Bylaws

5.3.1 Bowen Island Municipal Bylaw No. 466 (LUB amendment) - RFD 84 - 93

THAT the Executive Committee advise Bowen Island Municipality that Bylaw No. 466 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 466, 2018" is not contrary to or at variance with the Islands Trust Policy Statement.

5.4 Gambier Island Local Trust Committee Bylaws

5.4.1 Gambier Island LTC Bylaw No. 150 (APC amendment) - RFD 94 - 101

THAT the Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 150, cited as "Gambier Island Local Trust Committee Advisory Planning Commission Bylaw, 2018", under Section 27 of the *Islands Trust Act*.

5.5 Hornby Island Local Trust Committee Bylaws

5.5.1 Hornby Island LTC Bylaw No. 156 (meeting procedures bylaw amendment) - RFD 102 - 108

THAT the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 156, cited as "Hornby Island Local Trust Committee Meeting Procedure Bylaw No. 156, Amendment No. 1, 2018" in accordance with Section 27 of the *Islands Trust Act*.

5.6 Denman Island Local Trust Committee Bylaws

5.6.1 Denman Island LTC Bylaw No. 230 (fees bylaw amendment) - RFD 109 - 116

THAT the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 230, cited as "Denman Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018", in accordance with Section 27 of the *Islands Trust Act*.

6. TRUST COUNCIL MEETING PREPARATION

6.1 Executive

6.1.1 September Trust Council - draft schedule 117 - 117

6.1.2 Association of Denman Island Marine Stewards - delegation 118 - 118

6.2 Trust Area Services

6.3 Local Planning Services

6.4 Administrative Services

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.1.1 Executive

7.1.2 Trust Area Services

7.1.2.1 Trans Mountain Pipeline Open Letter - Briefing 119 - 120

7.1.2.2 Anchorage strategy re temporary freighter anchorages in the SGI - RFD 121 - 124

That the Executive Committee adopts the following advocacy strategy that includes:

1. An opinion editorial about anchorage issues for local and regional newspapers;
2. Letter to the Minister of Transport Canada conveying community group and Islands Trust concerns over communication and processes associated with the Interim Protocol for the Use of Southern B.C. Anchorages; and
3. Roundtable meeting about anchorages to bring together interested community groups, First Nations, industry, Transport Canada and stakeholders.

7.1.3 Local Planning Services

7.1.3.1 LPS Review - Briefing 125 - 127

7.1.4 Administrative Services

7.2 Executive Committee Initiated

7.2.1 Executive

7.2.2 Trust Area Services

7.2.3 Local Planning Services

7.2.3.1 LTC Agenda Model - Briefing 128 - 132

7.2.4 Administrative Services

8. NEW BUSINESS

8.1 Executive/Trust Council

8.1.1 Western Pacific Marine re sewage discharge near Lasqueti Island

8.2 Trust Area Services

8.2.1 LTC Chairs Report on Local Advocacy Topics

8.3 Local Planning Services

8.3.1 Regulation of Cannabis Production and Retail Sales and Non-Medical Cannabis Retail License Application Fees - update 133 - 139

See item 2.2.1 agenda context notes

8.4 Administrative Services

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	Pamela Goldsmith-Jones rural designation support re Community Futures	140 - 140
11.2	Roger Girouard - DFO re standby rescue tug	141 - 141
11.3	Line Robert - ICEC re funding eligibility	142 - 142
11.4	Vancouver Island Economic Summit Conference - Oct 24 & 25	143 - 148
11.5	The Compass UBCM Newsletter August 8, 2018	149 - 149
11.6	The Compass UBCM Newsletter July 25, 2018	150 - 150
11.7	The Compass UBCM Newsletter July 18, 2018	151 - 151

12. WORK PROGRAM

12.1 Review and amendment of current work program 152 - 153

13. NEXT MEETING

The next Executive Committee meeting will be held 8:45 AM September 5, 2018 in the Victoria office boardroom.

14. ADJOURNMENT

Executive Committee
Agenda – Context Notes
For meeting of August 15, 2018

Revised: August 10, 2018

Agenda No.	From	Context Notes
4.2	CAO	Updates to EC will include preparation for UBCM, orientation preparation for Trust Council 2018-2022 and the Victoria Office renovations.
7.1.3.1	CAO/DLPS	This briefing is the initial reporting to Executive Committee regarding the Local Planning Service Review. Staff will review the broad assumptions and outcomes of the Review and anticipate commentary from EC. A subsequent Business Case has been developed for a future EC meeting with full details.
7.2.3.1	DLPS	Attached is a draft of the model Local Trust Committee Agenda for discussion purposes. Following discussion by Executive Committee, staff will finalise and bring back to EC as an RFD to Trust Council.
8.3.1	DLPS	This template Staff Report regarding upcoming Cannabis legislation is attached for information. As of 2018-08-08 Denman, Gabriola, Hornby, and Lasqueti LTCs have received and considered this report. Each have adopted the recommended standing resolution and requested staff to amend the fees bylaw to include a fee for Cannabis referrals. This report, or one substantially similar, will be provided to all other local trust committees at their next available meeting. All local trust committee should have received and considered this report by the end of September 2017 in advance of Cannabis legalization expected to occur on October 17, 2018.
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.

DRAFT

Executive Committee
Minutes of Regular Meeting

Date:	**July 18, 2018**
Location:	**Islands Trust Victoria Boardroom** **200-1627 Fort Street, Victoria, BC**
Members Present:	**Peter Luckham, Chair** **George Grams, Vice-Chair** **Susan Morrison, Vice-Chair** **Laura Busheikin, Vice-Chair**
Staff Present:	**Clare Frater, Acting Chief Administrative Officer - Director, Trust Area Services** **David Marlor, Director Local Planning Services** **Lori Foster, Executive Coordinator/Recorder**
Regrets:	**Russ Hotsenpiller, Chief Administrative Officer** **Julia Mobbs, Director of Administrative Services**

1. CALL TO ORDER

The meeting was called to order at 8:46 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

For consideration to add the following:

11.9 MP Pamela Goldsmith-Jones re Northern Housing Needs Assessment Report

2.2 Approval of Agenda

By General Consent, the agenda was approved as amended.

2.2.1 Agenda Context Notes

For information.

3. ADOPTION OF MINUTES

3.1 June 6, 2018

By General Consent the June 6th, 2018 minutes were adopted as presented.

3.2 June 15, 2018

By General Consent the June 15th 2018 minutes were adopted as presented.

3.3 June 19, 2018

The following amendments were presented for consideration:

Page 16, the spelling of Minister Robinson's first name from Selena to Selina.

By General Consent the June 19th 2018 minutes were adopted as amended.

3.4 Resolutions without Meeting Report
For information.

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow up Action List
Staff provided updates and answered questions on outstanding items on the Follow up Action List.

Director of Local Planning Services (DLPS) Marlor answered questions on the pending cannabis legislation, the BC Farm Industry Review Board code of practice regarding aquaculture operations and the housing reports as legislation if adopted by individual local trust committees and the possibility of exemption for smaller islands. DLPS Marlor will look into this possible exemption.

Vice-Chair Busheikin commented that item 6 regarding the committees review was lacking specifics. Acting CAO Frater noted this.

4.2 Director/CAO Updates
Acting Chief Administrative Officer (CAO) Frater noted she would follow up on CAO Hotsenpiller's invitation to the Squamish Nation to the September Trust Council on Keats Island.

4.3 Local Trust Committee Chair Updates
Vice-Chairs reported on recently attended meetings for the local trust committees they chair.

Vice-Chair Morrison noted the New Brighton dock issue that Trustee Stamford has brought to the Gambier Island Local Trust Committee.

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 Salt Spring Island LTC Bylaw No. 508 (SS-RZ-2107.7) Harbour House Hotel – RFD
Chair Luckham reviewed the background of the bylaw and a letter from the Cowichan Tribes.

Discussion ensued regarding whether the application complied with the Policy Statement, concerns with receiving last minute correspondence and the local trust committee obtaining a possible legal opinion.

EC-2018-103
It was Moved and Seconded,
that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 508, cited as Salt Spring Island Land Use Bylaw, 1999, Amendment No. 6, 2017, in accordance with Section 27 of the *Islands Trust Act*.

CARRIED
Vice –Chair Busheikin Opposed

The meeting recessed for a break at 9:35 a.m.
The meeting reconvened at 9:45 a.m.

6. TRUST COUNCIL MEETING PREPARATION

6.1 Post June Trust Council

6.1.1 June 2018 Decision Highlights

Discussion took place about removing acronyms and trustee names from the document.

EC-2018-104
It was Moved and Seconded,
that the Executive Committee approve the June 2018 Decision Highlights, as amended, and direct staff to forward to subscribers and post to the website.

CARRIED

6.1.2 June Trust Council Minutes

The following items from the minutes were discussed:

- Item 3.3 –grammar in second paragraph,
- Item 7.5 regarding TC-2018-056 –concern that the defeated motion did not list trustees opposed.

The Executive Coordinator stated she will review the audio recording for clarification.

By General Consent the minutes were received for information and forwarded to September Trust Council.

6.1.3 Roundtable

In general, Executive Committee's review of June Trust Council was positive.

Items discussed included the effectiveness and accuracy of clickers for collecting information, the suggestion of a plenary session to further discuss *Islands Trust Act* amendments, reconsideration of evening presentations at Trust Council dinners and addressing local trust committee issues at Trust Council town hall sessions, and the need to allow sufficient time for deeper and broader discussion with invited guests.

By General Consent, staff were directed to send letters of thanks to the Chair and CEO of the Agricultural Land Commission for attending June Trust Council.

6.1.4 Trustee Comments/Feedback

None

6.2 September Trust Council - Preliminary Schedule

Discussion took place regarding Squamish Nation providing a community presentation. Travel logistics to Keats Island were also discussed.

6.3 Trust Council Follow Up Action List
For information.

6.4 Continuous Learning Plan
By General Consent, the Executive Committee requested staff add to the potential topics list for future sessions:

- Islands Trust Conservancy, and,
- Incorporation of the 2018-2027 Regional Conservation Plan information into local trust committee/island municipality official community plans.

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.1.1 Executive

None

7.1.2 Trust Area Services

7.1.2.1 Trans Mountain Pipeline Expansion opposition – open letter and associated campaign planning – Briefing

Communications Specialist, Andrew Templeton and Acting CAO Frater reviewed the briefing.

Topics discussed included:

- Karen Wristen from Living Oceans Society to be contracted to act in an advisory capacity until the end of September,
- Possible Supreme Court judgment expected soon and desire to get messaging out before decision,
- Contacting San Juan Country for support,
- Social media messaging to get our partners to endorse and pickup message.

7.1.2.2 Advocacy strategy regarding temporary freighter anchorages in the SGI- RFD

South Pender Island Trustee, Bruce McConchie presented a Power Point providing background on the anchorages issue and requested that an advocacy strategy be developed to reduce and possibly eliminate the anchorages in the Salish Sea.

EC-2018-105
It was Moved and Seconded,
that the Executive Committee direct staff to research the current state of anchorage developments and provide Executive Committee with an advocacy strategy.

CARRIED

The meeting was recessed for lunch at 12:06 p.m.
The meeting reconvened at 12:40 p.m.

7.1.3 Local Planning Services
None

7.1.4 Administrative Services
None

7.2 Executive Committee Initiated

7.2.1 Executive

7.2.1.1 UBCM Minister Meeting Requests – Briefing
Discussion took place about the upcoming UBCM Whistler conference and the need to send out breakfast invitation reminders to guests and think about themes.

Received for information.

7.2.2 Trust Area Services
None

7.2.3 Local Planning Services
None

7.2.4 Administrative Services
None

8. NEW BUSINESS

8.1 Executive/Trust Council

8.1.1 Development of a Management Plan for Grace Islet – RFD
Acting CAO Frater reviewed the request for decision.

EC-2018-106
It was Moved and Seconded,
that Islands Trust write to the Nature Conservancy of Canada and indicate support for the Cowichan Tribes, Penelakut Tribe, Tsartlip First Nation, Tsawout First Nation, Lyackson First Nation, Tseycum First Nation, and Pauquachin First Nation in their management of Grace Islet in partnership with the Nature Conservancy of Canada, and respectfully decline the opportunity for the Islands Trust to sign on to any new management agreement.

CARRIED

8.2 Trust Area Services
None

8.3 Local Planning Services

8.3.1 South Pender Historical Society Funding Request – RFD
DLPS Marlor reviewed the request for decision noting this is a second request from the society.

EC-2018-107
It was Moved and Seconded,
that Executive Committee rescind resolution EC-2018-54 and that Executive Committee authorize a grant of up to $1000 to the South Pender Historical Society to support printing costs to produce a booklet depicting the early history of church life on South Pender.

CARRIED

8.4 Administrative Services
None

9. CLOSED MEETING
EC-2018-108
It was Moved and Seconded,
That the meeting be closed to the public and staff subject to Sections 90(1)(c) of the Community Charter in order to consider matters related to labour relations or other employee relations.

CARRIED

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING
There was no report from the closed meeting.

11. CORRESPONDENCE (for information unless raised for action)

11.1 Thank you re EC Application Sponsorship North Pender PICSS
Received for information.

11.2 AVICC July Updates
Received for information.

11.3 J. Bowers re Standby rescue tug
Received for information.

11.4 R. Hawkins re Standby rescue tug
Received for information.

11.5 Powell River Regional District renamed to qathet Regional District
Received for information.

11.6 UBCM - The Compass - June 20
Received for information.

11.7 UBCM - The Compass - June 27
Received for information.

11.8 UBCM - The Compass - July 11
Received for information.

11.9 MP Pamela Goldsmith-Jones re Northern Housing Needs Assessment Report
Received for information.

12. WORK PROGRAM

12.1 Review and amendment of current work program
The proposed Islands Trust Act Amendments – distilled down to five items. CAO Hotsenpiller will provide advice on next steps in the coming months.

13. NEXT MEETING
The next Executive Committee business meeting will be held August 15, 2018 at the Salt Spring Island office.

14. ADJOURNMENT
By General Consent, the meeting was adjourned at 1:00 p.m.

_____
Peter Luckham, Chair

Certified Correct

_____
Lori Foster, Executive Coordinator/Recorder

Islands Trust

Print Date: August 10, 2018

Follow Up Action Report

Executive Committee

Chief Administrative Officer

No	Activity	Activity	Responsibility	Target Date	Status
1	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
2	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
3	28-Feb-2018	The Executive Committee request staff provide a report on the Connected Coast broadband project initiated by the Strathcona Regional District and Citywest.	Russ Hotsenpiller	05-Sep-2018	On Going
4	19-Jun-2018	Trust Council amend the Continuous Learning plan by removing the Legal and Governance topic, "subdivision authority and bare land strata" and keeping the *Water Sustainability Act*.	Russ Hotsenpiller	31-Jul-2018	Done
5	19-Jun-2018	Trust Council maintain the status quo (re council committees) and direct that specific improvements: trustee remunerations, maintaining working groups and electronic communications, be considered within the current structure to improve various service elements.	Russ Hotsenpiller	11-Sep-2018	On Going
6	06-Jun-2018	Staff to determine which projects or priorities, if any, should be addressed under Executive Committee agenda sections 8.1 and 8.2.	Russ Hotsenpiller	18-Jul-2018	Done

Follow Up Action Report

7	18-Jul-2018	Write to the Nature Conservancy of Canada and indicate support for the Cowichan Tribes, Penelakut Tribe, Tsartlip First Nation, Tsawout First Nation, Lyackson First Nation, Tseycum First Nation, and Pauquachin First Nation in their management of Grace Islet in partnership with the Nature Conservancy of Canada, and respectfully decline the opportunity for the Islands Trust to sign on to any new management agreement.	Russ Hotsenpiller	05-Sep-2018	On Going

Director, Local Planning Services

No	Activity	Activity	Responsibility	Target Date	Status
1	28-Feb-2018	The Executive Committee request staff review the agenda policy for the local trust committees and bring a report back to the Executive Committee.	David Marlor	11-Apr-2018	Done
2	11-Apr-2018	That the Executive Committee request staff provide a report on the local trust committee agenda format.	David Marlor	29-Jun-2018	Done
3	02-May-2018	Re: Cannabis legislation, send a briefing note to LTC's on how to approach the legislation.	David Marlor	04-Jun-2018	On Going
4	06-Jun-2018	Fee amendment - for First Nations site visits - request Staff to bring back to Executive Committee after Trust Council.	David Marlor	26-Jul-2018	On Going
5	18-Jul-2018	Rescind resolution EC-2018-54 and that Executive Committee authorize a grant of up to $1000 to the South Pender Historical Society to support printing costs to produce a booklet depicting the early history of church life on South Pender.	David Marlor	15-Aug-2018	Done

Islands Trust

Print Date: August 10, 2018

Follow Up Action Report

Director, Trust Area Services

No	Activity	Activity	Responsibility	Target Date	Status
1	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
2	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	16-Aug-2017	On Going
3	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
4	11-Apr-2018	That the Executive Committee request staff to prepare an explanatory leaflet articulating its position with regard to the application of special property tax requisitions within local trust areas.	Clare Frater Julia Mobbs	29-Jun-2018	On Going
5	19-Jun-2018	That Item 1. First Nations training and workshops be removed from the follow-up action report with the understanding that this is ongoing Trust Council work.	Clare Frater	31-Jul-2018	Done
6	06-Jun-2018	Prepare a print copy of the housing needs assessment for the Minister.	Clare Frater	20-Jul-2018	Done

Follow Up Action Report

7	19-Jul-2018	Staff to set up the following minister meetings for the September UBCM conference: Premier of British Columbia, John Horgan, Minister of Transportation and Infrastructure, Clare Trevena, Minister of Environment and Climate Change , George Heyman, Minister of Indigenous Relations and Reconciliation, Scott Fraser, Minister of Municipal Affairs and Housing, Selina Robinson.	Clare Frater	13-Jul-2018	On Going
8	18-Jul-2018	The Executive Committee direct staff to research the current state of anchorage developments and provide Executive Committee with an advocacy strategy.	Clare Frater	10-Oct-2018	On Going

Islands Trust

Print Date: August 10, 2018

Follow Up Action Report

Executive Coordinator

No	Activity	Activity	Responsibility	Target Date	Status
1	18-May-2018	That the Executive Committee support the attendance of Chair Luckham and one staff member for the October 3rd and 4th Salish Sea Shared Waters Forum in Bellingham.	Lori Foster	18-Sep-2018	On Going
2	06-Jun-2018	Request staff forward this correspondence re MoTI /LOA roads standards to Trust Programs Committee for consideration of the work on these services.	Lori Foster	19-Jun-2018	Done
3	19-Jun-2018	That Trust Council adopt the minutes of the March 13-15 Trust Council as amended.	Lori Foster	31-Jul-2018	Done
4	18-Jul-2018	June 6 and 15 minutes adopted as presented. June 19 minutes adopted as amended.	Lori Foster	15-Aug-2018	Done
5	18-Jul-2018	Add to the potential topics list for future sessions on the Continuous Learning Plan - Islands Trust Conservancy and the incorporation of the 2018-2027 Regional Conservation Plan information into local trust committee/island municipality official community plans.	Lori Foster	15-Aug-2018	Done
6	18-Jul-2018	Send thank you letters to ALC CEO and Chair for attending June Trust Council.	Lori Foster	15-Aug-2018	On Going

Follow Up Action Report

Legislative Services Manager

No	Activity	Activity	Responsibility	Target Date	Status
1	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 Lori Foster	16-Mar-2018	On Going

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: NP Bylaws 216 & 217
Secondary Suites

DATE OF MEETING:	August 15, 2018
TO:	Islands Trust Executive Committee
FROM:	Justine Starke, Island Planner
SUBJECT:	North Pender Island Local Trust Committee – Bylaws 216 & 217

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 216, cited as "North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2018," in accordance with Section 27 of the *Islands Trust Act*.**

2. **THAT the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 217, cited as "North Pender Island Land Use Bylaw 103, 1996, Amendment No. 1, 2018," in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

North Pender Island Local Trust Committee has referred Bylaw Nos. 216/217 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

Communication to **North Pender Island Local Trust Committee** regarding the Executive Committee decision by **September 6, 2018** .

Other

None

PURPOSE

North Pender Island Local Trust Committee Bylaws 216 and 217 are intended to permit and regulate secondary suites as accessory dwellings permitted within primary dwellings on North Pender Island

North Pender Island Local Trust Committee Bylaw Nos. 216/17

Bylaw 216 is an amendment to the Official Community plan to enable and make specific reference to secondary suites. It proposes a new general residential policy: "Accessory housing options such as secondary suites may be permitted as a way to increase the stock of rental housing without negatively impacting the rural sense of place or the carrying capacity of the island," and includes various other policies to implement this. Bylaw 216 also proposes to amend the Temporary Use Permit guidelines to discourage secondary suites from being used as short term vacation rentals.

Bylaw 217 is a land use bylaw amendment that defines secondary suites as a self-contained dwelling unit located within the principal dwelling on a lot.

The North Pender Island Local Trust Committee (LTC) added Secondary Suites as a focus under its Top Priority work program on November 24, 2016. Targeted stakeholder consultation was conducted through 2017 and a Community Information Meeting was held on October 21, 2017. Bylaws 216 and 217 were given First Reading on January 30, 2018, at which time the LTC also endorsed the Islands Trust Policy Statement Checklist. The bylaws were given second reading on April 26, 2018 and were the subject of a public hearing on June 26, 2018. The bylaws received third reading and were referred to Executive Committee on June 26, 2018.

Issues Relating To Provincial Interest

There are no issues relating to the Provincial interest identified.

Issues Relating To First Nation Interest

Bylaw Nos. 216 and 217 were referred to 13 First Nations on February 15, 2018. Staff also did a follow-up by telephone on June 5, 2018. There were no issues raised by First Nations through this process.

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 216 and 217.

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 Nos. 216 and 217 are contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the North Pender Island Local Trust Committeeon steps needed to address the specified issues.

Submitted By:	Justine Starke, RPP, Island Planner	July 24, 2018
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. 216
7. Bylaw No. 217
8. First Nations follow-up Tracking

Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: North Pender Island Local Trust Committee Bylaw No.: NP-216

Bylaw Type: Official Community Plan Bylaw

Date of resolution referring bylaw to Executive Committee: 26-Jun-2018

☒ Bylaw Submission Checklist attached

☒ Policy Statement Checklist attached*
* not required for administrative bylaws

☒ Summary of Bylaw Intent Attached

Recieved by Islands Trust Secretary:

Signature: _____ Date: _____
Secretary

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 numberically 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 _____

Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: North Pender Island Local Trust Committee Bylaw No.: NP-217

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: 26-Jun-2018

☒ Bylaw Submission Checklist attached

☒ Policy Statement Checklist attached*
* not required for administrative bylaws

☒ Summary of Bylaw Intent Attached

Recieved by Islands Trust Secretary:

Signature: _____ Date: _____
Secretary

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 numberically 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 _____

Islands Trust

Print Date: July 24, 2018

Bylaw: NP-216

Trust Area: North Pender Island Local Trust Committee
Type: Official Community Plan Bylaw
Bylaw No.: NP-216
Application No.:
Trust Initiated: Yes

Proofread By:

Clerk: Yes
Planner: Yes
Technical Staff: Yes

First Reading Date: 30-Jan-2018
Bylaw Sent to Referrals: Yes
Date Proposed Bylaw to Web:

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: 12-Jun-2018
File complete and ready for Public review: Yes

Public Hearings:

Location: Anglican Parish Hall, Pender Island
Proofread By: Lloyd-deRosario, Sharon

Legal Paper: Gulf Island Driftwood
First Publish Date: 13-Jun-2018
Second Publish Date: 20-Jun-2018

Alternate Paper:
First Publish Date:
Second Publish Date:

Mailout Date:
Delivery Notices: 12-Jun-2018
Date Public Hearing Held: 26-Jun-2018
Second Reading Date: 26-Apr-2018
Third Reading Date: 26-Jun-2018

Islands Trust

Print Date: July 24, 2018

Bylaw: NP-217

Trust Area: North Pender Island Local Trust Committee
Type: Land Use Bylaw
Bylaw No.: NP-217
Application No.:
Trust Initiated: Yes

Proofread By:

Clerk: No
Planner: Yes
Technical Staff: No

First Reading Date: 30-Jan-2018
Bylaw Sent to Referrals: Yes
Date Proposed Bylaw to Web: 01-Feb-2018

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: 12-Jun-2018
File complete and ready for Public review: Yes

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Location: Anglican Parish Hall, Pender Island
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Date Public Hearing Held: 26-Jun-2018
Second Reading Date: 26-Apr-2018
Third Reading Date: 26-Jun-2018

Islands Trust

Print Date: July 24, 2018

Referrals: Bylaw NP-216

Agency	Sent	Received
Tsartlip First Nation PO Box 70: Harry, Karen Comment:	15-Feb-2018	
Tsawwassen First Nation 1926 Tsawwassen Drive: Bisset, Ben Comment:	15-Feb-2018	
Tseycum First Nation 1210 Totem Lane: Jones, Tanya Comment:	15-Feb-2018	
Pauquachin First Nation 9010 West Saanich Road: Henry, Darlene Comment:	15-Feb-2018	
Tsawout First Nation PO Box 121, 7725 Tetayut Road: Underwood, Gwen Comment:	15-Feb-2018	
Malahat First Nation - Te'mexw Treaty Association 110 Thunder Road: Adams, Heather Comment: Malahat Nation"s interests are unaffected and we have no objection to the passing of the bylaws.	15-Feb-2018	05-Apr-2018
Lake Cowichan First Nation 313B Deer Road: Livingstone, Carole Comment: LCFN defer to other Nations where title and governing authorities interests are directly affected.	15-Feb-2018	15-Feb-2018
Penelakut Tribe Box 360: James, Denise Comment:	15-Feb-2018	
Stz'uminus First Nation 12611A Trans Canada Hwy: Akey, Chenoa Comment:	15-Feb-2018	
Semiahmoo First Nation 16049 Beach Rd: Council, Chief & Comment:	15-Feb-2018	
Cowichan Tribes Chief and Council: Flemming, Tracey Comment:	15-Feb-2018	
Halalt First Nation Chief and Council: Smith, Jack	15-Feb-2018	

Referrals: Bylaw NP-216

Agency	Sent	Received
Comment:		
Lyackson First Nation Chief and Council: Aidnell, Linda Comment:	15-Feb-2018	
Thetis Island Local Trust Committee Northern Office: Morrison, Susan Comment: Interests unaffected by bylaw	15-Feb-2018	27-Feb-2018
BC Assessment Authority Policy, Audit and Legal Services: McIntyre, Cathie Comment:	14-Feb-2018	
Agricultural Land Commission Rm. 133 4940 Canada Way: Bednard, Gordon Comment: Approval recommended as bylaw appears consistent with the ALC regs.	14-Feb-2018	19-Feb-2018
Capital Regional District - All Referrals J. Arnet 625 Fisgard Street: Coordinator, Referrals Comment: CRD Integrated Water Services - Approval not recommended due to reason outlined.	14-Feb-2018	05-Mar-2018
Pender Island Fire Rescue PO Box 61: Boyte, Charlie Comment: Approval recommended subject to conditions outlined.	14-Feb-2018	13-Mar-2018
Galiano Island Local Trust Committee 200 - 1627 Fort Street: Busheikin, Laura Comment: Interests Unaffected by bylaw	14-Feb-2018	05-Mar-2018
Ministry of Forests, Lands and Natural Resource Operations - Water Protection # 142 - 2080A Labieux Road: Lapcevic, Pat Comment:	14-Feb-2018	
Mayne Island Local Trust Committee Islands Trust: Luckham, Peter Comment: Interests unaffected by bylaw	14-Feb-2018	26-Feb-2018
Salt Spring Island Local Trust Committee 1 - 500 Lower Ganges Road: Luckham, Peter Comment: Interests unaffected by bylaw	14-Feb-2018	01-Mar-2018
Saturna Island Local Trust Committee 200 - 1627 Fort Street: Busheikin, Laura Comment: Interests unaffected by bylaw	14-Feb-2018	08-Mar-2018
Trincomali Improvement District 7903 Trincoma Place: MacDonald, Mel	14-Feb-2018	30-Mar-2018

Referrals: Bylaw NP-216

Agency	Sent	Received
Comment: Do not wish to have secondary suites in TID		
Razor Point Improvement District 6612A Harbour Hill Road: Challis, Lynda Comment: Interests unaffected by bylaw	14-Feb-2018	14-Mar-2018
South Pender Island Local Trust Committee 200 - 1627 Fort Street: Luckham, Peter Comment: Interests unaffected by bylaw	14-Feb-2018	20-Feb-2018
North Pender Advisory Planning Commission 37187 Schooner: Mills, Dean Comment:	14-Feb-2018	
Outer Gulf Islands RCMP 4419 Bedwell Harbour Road: Lesperance, Marc Comment:	14-Feb-2018	
Islands Trust, Bylaw Enforcement 200 - 1627 Fort Street: Drew, Miles Comment:	14-Feb-2018	
School District No. 64 (Gulf Islands) 112 Rainbow Road: Scotvold, Rod Comment:	14-Feb-2018	

Islands Trust

Print Date: July 24, 2018

Referrals: Bylaw NP-217

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School District No. 64 (Gulf Islands) 112 Rainbow Road: Scotvold, Rod Comment:	14-Feb-2018	

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaws No. 216 (OCP) & 217 (LUB) - LTC Authorization Res. Date: January 30, 2018 :

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

G:\LPS\Policy Statement\Policy Statement Directives Only Checklist Form.doc

Bylaw: NP-216

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: 26-Jun-2018

Reading:

Bylaw: NP-217

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 .

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Comments

Completed By:

Status

Date Resolution Referred to Exective Committee: 26-Jun-2018

Reading:

PROPOSED

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 216

A BYLAW TO AMEND NORTH PENDER ISLAND OFFICIAL COMMUNITY PLAN
BYLAW NO. 171, 2007

The North Pender Island Local Trust Committee enacts in open meeting assembled as follows:

1. CITATION

   This Bylaw may be cited for all purposes as "North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2018".

2. SCHEDULES

   North Pender Island Official Community Plan No. 171, 2007, is amended as shown on Schedule 1, attached to and forming part of this bylaw.

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	30th	DAY OF	JANUARY	2018
READ A SECOND TIME THIS	26th	DAY OF	APRIL	2018
PUBLIC HEARING HELD THIS	26th	DAY OF	JUNE	2018
READ A THIRD TIME THIS	26th	DAY OF	JUNE	2018

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____ 20____

APPROVED BY THE MINISTER COMMUNITY, SPORT AND CULTURAL DEVELOPMENT THIS

_____ DAY OF _____ 20____

ADOPTED THIS _____ DAY OF _____ 20____

_____ _____

Chair **Secretary**

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 216

SCHEDULE 1

The North Pender Island Official Community Plan No. 171, 2007, is amended by:

1. Inserting a new policy Residential 2.1.H:

   "2.1.H Accessory housing options such as secondary suites may be permitted as a way to increase the stock of rental housing without negatively impacting the rural sense of place or the carrying capacity of the island."

2. Inserting a new Rural Residential land use policy 2.1.1.10:

   "2.1.1.10: Secondary suites may be permitted within principal dwellings with the intent of providing long term rental housing options for residents. A maximum of one secondary suite, limited in floor area, shall be permitted per lot."

3. Inserting a new Rural land use policy 2.1.2.9:

   "2.1.2.9: Secondary suites may be permitted within principal dwellings with the intent of providing long term rental housing options for residents. A maximum of one secondary suite, limited in floor area, shall be permitted per lot."

4. Inserting a new Agricultural land use policy 2.2.26 and renumbering subsequent policies accordingly:

   "2.2.26: Secondary suites may be permitted within principal dwellings with the intent of providing long term rental housing options for residents. A maximum of one secondary suite, limited in floor area, shall be permitted per lot."

5. Removing the title of Part 6: Temporary Commercial and Industrial Use Permits and replacing it with "Temporary Use Permits."

6. Removing the subtitle of Part 6: Temporary Commercial and Industrial Use Permit Policies" and replacing it with "Temporary Use Permit Policies."

7. Adding a new policy 6.4.14:

   "6.4.14 A temporary use permit may not be issued for a short term vacation rental within a secondary suite."

PROPOSED

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 217

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. 1, 2018".

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 1.1 – Definitions, is amended by adding the following:
   "Secondary suite" means an accessory, self-contained dwelling unit, located within the principal dwelling on a lot and having a lesser floor area than the principal dwelling unit.

   2.2 Part 3 – General Regulations is amended by adding a new Section 3.18 as follows:

   "3.18 Secondary Suites

   3.18.1 There is a maximum of one secondary suite permitted per lot.

   3.18.2 A secondary suite shall be entirely located within the building that contains the principal dwelling.

   3.18.3 The maximum floor area for a secondary suite is 90m^2 (968 ft^2) and it must not exceed 40 per cent of the floor area of the principal dwelling.

   3.18.4 The entrance to a secondary suite from the exterior of the building must be separate from the entrance to the principal dwelling unit.

   3.18.5 A secondary suite must not be subdivided from the principal dwelling unit under the *Land Title Act* or the *Strata Property Act*."

   3.18.6 A secondary suite may not be used as a short term vacation rental or a bed and breakfast home business.

   2.3 Subsection 6.1.2 – Off Street Parking, is amended by adding a new row (b) to Table 2, as follows, and re-alphabetizing accordingly:

TABLE 2: Off-Street Parking Requirements Continued		
	Use	**Minimum Number of Parking Spaces Required**
(b)	Secondary Suite	1 Space

2.4 Section 8.1 (Rural Residential (RR) Zone) is amended by inserting a new clause 8.1.2(1)(f) as follows:

"(f) secondary suite"

2.5 Article 8.1.3(1) is amended by adding ", one secondary suite" so that it reads, "There may not be more than one dwelling, one secondary suite and one cottage on any lot."

2.6 Subsection 8.1.8 - Site Specific Regulations, is amended by adding "(f)" to item (1) of Column 3 of the Site Specific Zone Reference RR(a).

2.7 Subsection 8.1.8 – Site Specific Regulations, is amended by adding a new Site Specific RR(b) as follows:

Column 1	*Column 2*	*Column 3*
Site-Specific Zone Reference	**Legal Description**	**Site Specific Regulations**
RR(b)	Trincomali Improvement District	Despite 8.1.2(1)(f) secondary suites are not permitted.

2.8 Section 8.2 (Rural (R) Zone) is amended by inserting a new clause 8.2.2(1)(e) as follows:

"(e) secondary suite"

2.9 Article 8.2.3(1) is amended by adding ", one secondary suite" so that it reads, "There may not be more than one dwelling, one secondary suite and one cottage on any lot."

2.10 Subsection 8.2.8 - Site Specific Regulations, is amended by adding "one secondary suite" to item (2) in Column 3 of the Site Specific Zone Reference R(b) .

2.11 Subsection 8.2.8 - Site Specific Regulations, is amended by adding "(f)" to item (2) of Column 3 of the Site Specific Zone Reference R(c).

2.12 Section 8.3 (Agricultural (AG) Zone) is amended by inserting a new clause 8.3.2(1)(f) as follows:

"(f) secondary suite"

2.13 Subsection 8.3.8 - Site Specific Regulations, is amended by adding "and (f)" to Column 3 of the Site Specific Zone Reference AG(a).

2.14 Schedule "D" – Zoning Map, is amended by changing the zoning classification of the Trincomali Improvement District, 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	30th	DAY OF	JANUARY	2018
READ A SECOND TIME THIS	26th	DAY OF	APRIL	2018
PUBLIC HEARING HELD THIS	26th	DAY OF	JUNE	2018
READ A THIRD TIME THIS	26th	DAY OF	JUNE	2018

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

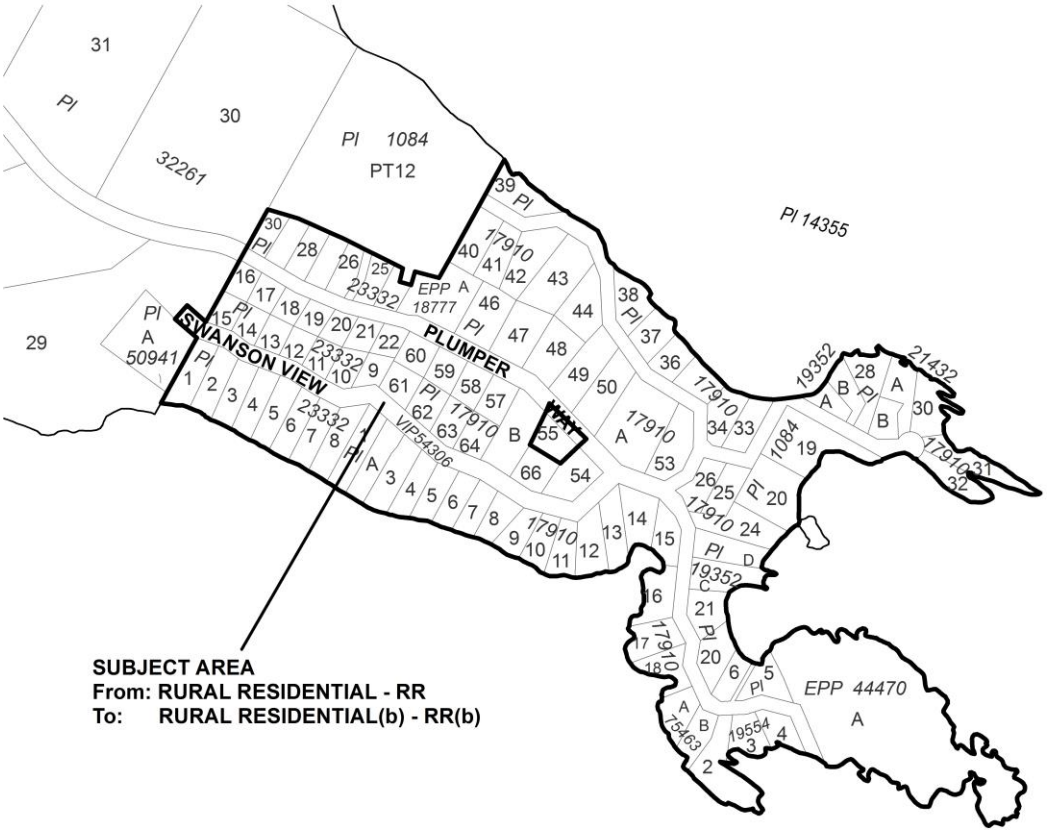
ADOPTED THIS _____ DAY OF _____ 20____

_____ _____

Chair **Secretary**

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 217

Plan No. 1



First Nation Engagement

Referral of: __Bylaw No. 216 & 217

First Nation: Cowichan Tribes

Date	Comment/Action	Initial
Feb. 15/18	Sent Letter of Notification re Bylaw Amendments	SLD
June 5/18	Left msg re PH & inviting comments -returned my call and had me resend referral to Candace Charlie to review – done - no comments or concerns	SLD

First Nation: Halalt First Nations

Date	Comment/Action	Initial
Feb. 15/18	Sent Letter of Notification re Bylaw Amendments	SLD
June 5/18	Left msg re PH & inviting comments	
	No response	

First Nation: Lake Cowichan First Nation

Date	Comment/Action	Initial
Feb. 15/18	Sent Letter of Notification re Bylaw Amendments	SLD
Feb. 15/18	defer to the First Nation(s) whose traditional territory fronts this area; retain the right to revise this assessment should LCFN identify greater interests.	SLD

First Nation: Lyackson First Nation

Date	Comment/Action	Initial
Feb. 15/18	Sent Letter of Notification re Bylaw Amendments	SLD
June 5/18	Under direction from LFN not to call	SLD
	No response	

First Nation: Malahat First Nation

Date	Comment/Action	Initial
Feb. 15/18	Sent Letter of Notification re Bylaw Amendments	SLD
Apr. 5/18	Interests are unaffected and we have no objection to the passing of the bylaws.	SLD

First Nation: Pauquachin First Nation

Date	Comment/Action	Initial
Feb. 15/18	Sent Letter of Notification re Bylaw Amendments	SLD
June 5/18	Left msg re PH invited comments	SLD
	No response	

First Nation: Penelakut Tribe

Date	Comment/Action	Initial
Feb. 15/18	Sent Letter of Notification re Bylaw Amendments	SLD
June 5/18	Left msg re PH & inviting comments	SLD
June 13/18	Commented that they defer to local FN and would like any further info or decision made moving forward	SLD

First Nation: Semiahmoo First Nation

Date	Comment/Action	Initial
Feb. 15/18	Sent Letter of Notification re Bylaw Amendments	SLD
June 5/18	Left msg re PH & inviting comments	SLD
	No response	

irst Nation: Stz'uminus First Nation

Date	Comment/Action	Initial
Feb. 15/18	Sent Letter of Notification re Bylaw Amendments	SLD
June 5/18	Under direction from SFN not to call	SLD
	No response	

First Nation: Tsartlip First Nation

Date	Comment/Action	Initial
Feb. 15/18	Sent Letter of Notification re Bylaw Amendments	SLD
June 5/18	Left msg re PH & inviting comments	SLD
	No response	

First Nation: Tsawout First Nation

Date	Comment/Action	Initial
Feb. 15/18	Sent Letter of Notification re Bylaw Amendments	SLD
June 5/18	Contact person is no longer employed there and no other person was available to speak with me.	SLD
	No response	

First Nation: Tsawwassen First Nation

Date	Comment/Action	Initial
Feb. 15/18	Sent Letter of Notification re Bylaw Amendments	SLD
June 5/18	Resent referral for comment	SLD
	No response	

First Nation: Tseycum First Nation

Date	Comment/Action	Initial
Feb. 15/18	Sent Letter of Notification re Bylaw Amendments	SLD
June 5/18	Spoke with Chief Jimmy advising to have a look over the referral again prior to PH date and respond if have any concerns. She agreed	SLD
	No response	

U:\LOCAL TRUST COMMITTEES\North Pender\Bylaws\Referrals\Bylaws No. 216 & 217 (Sec. Suites)\First Nations Referral\First Nation Followup tracking.docx

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: GL-RZ-2017.1 (Stevens)

DATE OF MEETING:	August 15, 2018
TO:	Islands Trust Executive Committee
FROM:	Robert Kojima, Regional Planning Manager
SUBJECT:	Galiano Island Local Trust Committee – Bylaws 265 & 266

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 265, cited as Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 2, 2017 in accordance with Section 27 of the *Islands Trust Act*.**

2. **THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 266, cited as Galiano Island Land Use Bylaw, 1999, Amendment No. 2, 2017 in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTOR'S COMMENTS

Galiano Island Local Trust Committee has referred Bylaws No. 265 and 266 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaws as they are 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 Galiano Island Local Trust Committee regarding the Executive Committee decision by August 22, 2018.

Other

None

PURPOSE

Galiano Island Local Trust Committee Bylaw No. 265 (Attachment 6) is intended to amend the OCP Land Use Map to re-designate a portion of the property from Forest to Forest Industrial.

Galiano Island Local Trust Committee Bylaw No. 266 (Attachment 7) is intended to amend the Land Use Bylaw to create a new Forest Industrial zone which would permit:

- Excavation contractors' workshops and yards
- Gravel processing and storage
- One accessory dwelling for the owner or operator of a principal use

It would also rezone a portion of the property – containing an existing unlawful dwelling, contractor's yard, and a gravel pit area, to the new Forest Industrial (A) zone.

In addition, the applicant is prepared to grant a covenant to the LTC and the Ministry of Transportation, as a condition of adoption of the bylaws, that would establish reserved areas for future highway dedication and/or emergency access routes, an option to purchase (for a dollar) the reservation area by the Province, and provides for the Province to acquire the reservation area as a highway. MoTI would only exercise the option once access is required to lands beyond resulting from subdivision. Any portions of the reserved area that may not be required by the Ministry for a highway, would be granted as a statutory right of way for emergency access and as a trail. The covenant would also prohibit future subdivision and restrict hours of operation of the business.

BACKGROUND

Galiano Island Local Trust Committee Bylaws No. 265 and 266

The rezoning application would legalize existing industrial and residential uses on the district lot, currently zoned to allow forestry only, by re-designating and rezoning a portion of the property to a Forest Industrial zone to allow limited contractor yard uses and one accessory dwelling. In addition, and consistent with OCP transportation policies, the applicant has agreed to grant a s.219 covenant to the LTC and the Ministry of Transportation that would reserve areas of the property for future highway dedication at the time that MoTI requires access to lands beyond. The covenant would also ensure that any of the reserved areas not required by MoTI for highway, should be granted as a statutory right-of-way for emergency access and trails.

The bylaws received First Reading on February 5, 2018 and Second Reading on June 11, 2018. A public hearing was held on July 9th, and the bylaws received Third Reading at the same meeting. The LTC determined that the bylaws are not contrary to or at variance with the Islands Trust Policy Statement on February 5, 2018. (Attachment 4).

Issues Relating To Provincial Interest

No concerns have been raised by provincial agencies. The Ministry of Transportation and Infrastructure has indicated that it is willing to be a grantee of the s. 219 covenant for future highway dedication.

Issues Relating To First Nation Interest

None

Issues Relating To Resources and Enforcement

Adoption of the bylaws would resolve a long-standing enforcement file

Public Comments

None at date of writing

Staff Comments

Staff recommend approval of the bylaws: the rezoning would legalize a long-standing use that provides an important service to the community, and would provide for future highway dedication across a key district lot, providing future access to a number of lots on the east side of Galiano. The LTC considers the bylaws consistent with the Islands Trust Policy Statement directive policies.

RELEVANT POLICY

- Section 27 of the *Islands Trust Act*
- Islands Trust Policy Statement Directive Policies

ALTERNATIVE

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

   THAT the Executive Committee request that staff advise Galiano Island Local Trust Committee in writing that the Executive Committee considers that Bylaws No. 265 and 266 are contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Galiano Island Local Trust Committeeon steps needed to address the specified issues.

Submitted By:	Robert Kojima, Regional Planning Manager	July 17, 2018
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. 265
7. Bylaw No. 266
8. First Nations follow-up Tracking

Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Galiano Island Local Trust Committee Bylaw No.: GL-265

Bylaw Type: Official Community Plan Bylaw

Date of resolution referring bylaw to Executive Committee: 09-Jul-2018

☒ Bylaw Submission Checklist attached

☒ Policy Statement Checklist attached*
* not required for administrative bylaws

☒ Summary of Bylaw Intent Attached

Recieved by Islands Trust Secretary:

Signature: _____ Date: _____
Secretary

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 numberically 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 _____

Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Galiano Island Local Trust Committee Bylaw No.: GL-266

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: 09-Jul-2018

☒ Bylaw Submission Checklist attached

☒ Policy Statement Checklist attached*
* not required for administrative bylaws

☒ Summary of Bylaw Intent Attached

Recieved by Islands Trust Secretary:

Signature: _____ Date: _____
Secretary

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 numberically 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 _____

Islands Trust

Print Date: July 19, 2018

Bylaw: GL-265

Trust Area: Galiano Island Local Trust Committee
Type: Official Community Plan Bylaw
Bylaw No.: GL-265
Application No.: GL-RZ-2017.1
Trust Initiated: No

Proofread By:

Clerk: No
Planner: No
Technical Staff: No

First Reading Date: 05-Feb-2018
Bylaw Sent to Referrals: Yes
Date Proposed Bylaw to Web: 12-Jun-2018

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: 13-Jun-2018
File complete and ready for Public review: Yes

Public Hearings:

Location: north Community Hall, Galiano Island
Proofread By: Lloyd-deRosario, Sharon

Legal Paper: Gulf Island Driftwood
First Publish Date: 27-Jun-2018
Second Publish Date: 04-Jul-2018

Alternate Paper: The Active Page
First Publish Date: 01-Jul-2018
Second Publish Date:

Mailout Date: 18-Jun-2018
Delivery Notices: 25-Jun-2018
Date Public Hearing Held: 09-Jul-2018
Second Reading Date: 11-Jun-2018
Third Reading Date: 09-Jul-2018

Islands Trust

Print Date: July 19, 2018

Bylaw: GL-266

Trust Area: Galiano Island Local Trust Committee
Type: Land Use Bylaw
Bylaw No.: GL-266
Application No.: GL-RZ-2017.1
Trust Initiated: No

Proofread By:

Clerk: No
Planner: No
Technical Staff: No

First Reading Date: 05-Feb-2018
Bylaw Sent to Referrals: Yes
Date Proposed Bylaw to Web: 12-Jun-2018

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: 13-Jun-2018
File complete and ready for Public review: Yes

Public Hearings:

Location: North Community Hall, Galiano Island
Proofread By: Lloyd-deRosario, Sharon

Legal Paper: Gulf Island Driftwood
First Publish Date: 27-Jun-2018
Second Publish Date: 04-Jul-2018

Alternate Paper: The Active Page
First Publish Date: 01-Jul-2018
Second Publish Date:

Mailout Date: 18-Jun-2018
Delivery Notices: 25-Jun-2018
Date Public Hearing Held: 09-Jul-2018
Second Reading Date: 11-Jun-2018
Third Reading Date: 09-Jul-2018

Islands Trust

Print Date: July 19, 2018

Referrals: Bylaw GL-265

Agency	Sent	Received
BC Assessment Authority Policy, Audit and Legal Services: McIntyre, Cathie Comment:	20-Feb-2018	
Capital Regional District Planning & Protective Services Building Inspection Division Headquarters: Gutierrez, Robert Comment:	20-Feb-2018	
Galiano Island Parks & Recreation commission 1 - 720 Active Pass Drive: Andrusiak, Ed Comment: Approval Recommended subject to conditions outlined - see comments	20-Feb-2018	05-Apr-2018
Ministry of Municipal Affairs and Housing Intergovernmental Relations and Planning Division: Nicholls, Eric Comment:	20-Feb-2018	
Galiano Island Fire Department RR #2, Site 46 Comp 23: Harris, Karen Comment: Interests unaffected by bylaw	20-Feb-2018	20-Feb-2018
Pauquachin First Nation 9010 West Saanich Road: Henry, Darlene Comment:	20-Feb-2018	
Tsartlip First Nation PO Box 70: Harry, Karen Comment:	20-Feb-2018	
Tsawwassen First Nation 1926 Tsawwassen Drive: Bisset, Ben Comment: No concerns; RK responded to question re: archeological studies.	20-Feb-2018	20-Mar-2018
Island Health Health Protection and Environmental Services: Dyck, Erwin Comment:	20-Feb-2018	
Galiano Advisory Planning Commission 176 Guston Road: Anderson, Sheila Comment: Received APC report - see comments	20-Feb-2018	30-Apr-2018
Tsawout First Nation PO Box 121, 7725 Tetayut Road: Underwood, Gwen Comment:	20-Feb-2018	
Lake Cowichan First Nation 313B Deer Road: Livingstone, Carole Comment: Defers to Nations whose title & governing authorities are directly affected	20-Feb-2018	07-Jun-2018

Referrals: Bylaw GL-265

Agency	Sent	Received
Penelakut Tribe Box 360: James, Denise Comment:	20-Feb-2018	
Ministry of Transportation and Infrastructure Saanich Area Office: Sherratt, Grace Comment: No objections and no additional requirements for approval.	20-Feb-2018	06-Mar-2018
Ministry of Forests, Lands, Natural Resource Operations and Rural Develo - Crown Lands and Resources 1080-A Labieux Road: Harvey, Mark Comment:	20-Feb-2018	
Mayne Island Local Trust Committee Islands Trust: Luckham, Peter Comment: Interests unaffected by bylaw	20-Feb-2018	26-Mar-2018
Salt Spring Island Local Trust Committee 1 - 500 Lower Ganges Road: Luckham, Peter Comment: Interests unaffected by bylaw	20-Feb-2018	01-Mar-2018
North Pender Island Local Trust Committee Islands Trust: Grams, George Comment: Interests unaffected by bylaw	20-Feb-2018	26-Apr-2018
Thetis Island Local Trust Committee Northern Office: Susan, Morrison Comment:	20-Feb-2018	
Stz'uminus First Nation 12611A Trans Canada Hwy: Akey, Chenoa Comment:	20-Feb-2018	
Semiahmoo First Nation 16049 Beach Rd: Council, Chief & Comment:	20-Feb-2018	
Cowichan Tribes Chief and Council: Flemming, Tracey Comment: No comments	20-Feb-2018	07-Jun-2018
Halalt First Nation Chief and Council: Smith, Jack Comment:	20-Feb-2018	
Capital Regional District - All Referrals J. Arnet 625 Fisgard Street: Coordinator, Referrals Comment:	20-Feb-2018	
Lyackson First Nation	20-Feb-2018	

Referrals: Bylaw GL-265

Agency	Sent	Received
Chief and Council: Aidnell, Linda		
Comment:		

Islands Trust

Print Date: July 19, 2018

Referrals: Bylaw GL-266

Agency	Sent	Received
BC Assessment Authority Policy, Audit and Legal Services: McIntyre, Cathie Comment:	20-Feb-2018	
Capital Regional District Planning & Protective Services Building Inspection Division Headquarters: Gutierrez, Robert Comment:	20-Feb-2018	
Galiano Island Parks & Recreation commission 1 - 720 Active Pass Drive: Andrusiak, Ed Comment:	20-Feb-2018	05-Apr-2018
Ministry of Municipal Affairs and Housing Intergovernmental Relations and Planning Division: Nicholls, Eric Comment:	20-Feb-2018	
Galiano Island Fire Department RR #2, Site 46 Comp 23: Harris, Karen Comment: Interests unaffected by bylaw	20-Feb-2018	20-Feb-2018
Pauquachin First Nation 9010 West Saanich Road: Henry, Darlene Comment:	20-Feb-2018	
Tsartlip First Nation PO Box 70: Harry, Karen Comment:	20-Feb-2018	
Tsawwassen First Nation 1926 Tsawwassen Drive: Bisset, Ben Comment: No concerns; RK responded to question re: archeological studies.	20-Feb-2018	20-Mar-2018
Island Health Health Protection and Environmental Services: Dyck, Erwin Comment:	20-Feb-2018	
Galiano Advisory Planning Commission 176 Guston Road: Anderson, Sheila Comment:	20-Feb-2018	
Tsawout First Nation PO Box 121, 7725 Tetayut Road: Underwood, Gwen Comment:	20-Feb-2018	
Lake Cowichan First Nation 313B Deer Road: Livingstone, Carole Comment: Defers to Nations whose title & governing authorities are directly affected	20-Feb-2018	07-Jun-2018
Penelakut Tribe	20-Feb-2018	

Referrals: Bylaw GL-266

Agency	Sent	Received
Box 360: James, Denise Comment:		
Ministry of Transportation and Infrastructure Saanich Area Office: Sherratt, Grace Comment: No objections and no additional requirements for approval.	20-Feb-2018	06-Mar-2018
Ministry of Forests, Lands, Natural Resource Operations and Rural Develo - Crown Lands and Resources 1080-A Labieux Road: Harvey, Mark Comment:	20-Feb-2018	
Mayne Island Local Trust Committee Islands Trust: Luckham, Peter Comment: Interests unaffected by bylaw	20-Feb-2018	26-Mar-2018
Salt Spring Island Local Trust Committee 1 - 500 Lower Ganges Road: Luckham, Peter Comment: Interests unaffected by bylaw	20-Feb-2018	01-Mar-2018
North Pender Island Local Trust Committee Islands Trust: Grams, George Comment: Interests unaffected by bylaw	20-Feb-2018	26-Apr-2018
Thetis Island Local Trust Committee Northern Office: Susan, Morrison Comment:	20-Feb-2018	
Stz'uminus First Nation 12611A Trans Canada Hwy: Akey, Chenoa Comment:	20-Feb-2018	
Semiahmoo First Nation 16049 Beach Rd: Council, Chief & Comment:	20-Feb-2018	
Cowichan Tribes Chief and Council: Flemming, Tracey Comment: No comments	20-Feb-2018	07-Jun-2018
Halalt First Nation Chief and Council: Smith, Jack Comment:	20-Feb-2018	
Capital Regional District - All Referrals J. Arnet 625 Fisgard Street: Coordinator, Referrals Comment:	20-Feb-2018	
Lyackson First Nation Chief and Council: Aidnell, Linda	20-Feb-2018	

Referrals: Bylaw GL-266

Agency	Sent	Received
Comment:		
Tseycum First Nation 1210 Totem Lane: Jimmy, Chief Tanya	20-Feb-2018	
Comment:		

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw and File No: 265 (OCP) & 266 (LUB)
GL-RZ-2017.1 (Stevens)
LTC Endorsement:

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.
✓	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	**Wildlife and Vegetation**
	4.4	**Freshwater Resources**
N/A	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	**Coastal Areas and Marine Shorelands**
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	**Soils and Other Resources**
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the

		protection of productive soils.

PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	**Aesthetic Qualities**
N/A	**5.1 3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	**Growth and Development**
N/A	**5.2.3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
N/A	**5.2.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
N/A	**5.2.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	**5.2.6**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	**Transportation and Utilities**
N/A	**5.3.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
	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.
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.
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**
N/A	**5.8.6**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

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

Bylaw: GL-265

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: 09-Jul-2018

Reading:

Bylaw: GL-266

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: 09-Jul-2018

Reading:

PROPOSED

GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 265

A BYLAW TO AMEND GALIANO ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 108, 1995

The Galiano Island Local Trust Committee enacts in open meeting assembled as follows:

1. CITATION

   This Bylaw may be cited for all purposes as "Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 2, 2017".

2. Galiano Island Local Trust Committee Bylaw No.108, cited for all purposes as "Galiano Island Official Community Plan Bylaw No. 108, 1995, is amended as shown on Schedule 1, attached to and forming part of this bylaw

READ A FIRST TIME THIS	5TH	DAY OF	FEBRUARY	2018
READ A SECOND TIME THIS	11TH	DAY OF	JUNE	2018
PUBLIC HEARING HELD THIS	9TH	DAY OF	JULY	2018
READ A THIRD TIME THIS	9TH	DAY OF	JULY	2018

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

APPROVED BY THE MINISTER MUNICIPAL AFFAIRS AND HOUSING THIS _____ DAY OF 20____

ADOPTED THIS _____ DAY OF _____ 20____

_____ **Chair**

_____ **Secretary**

GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 265

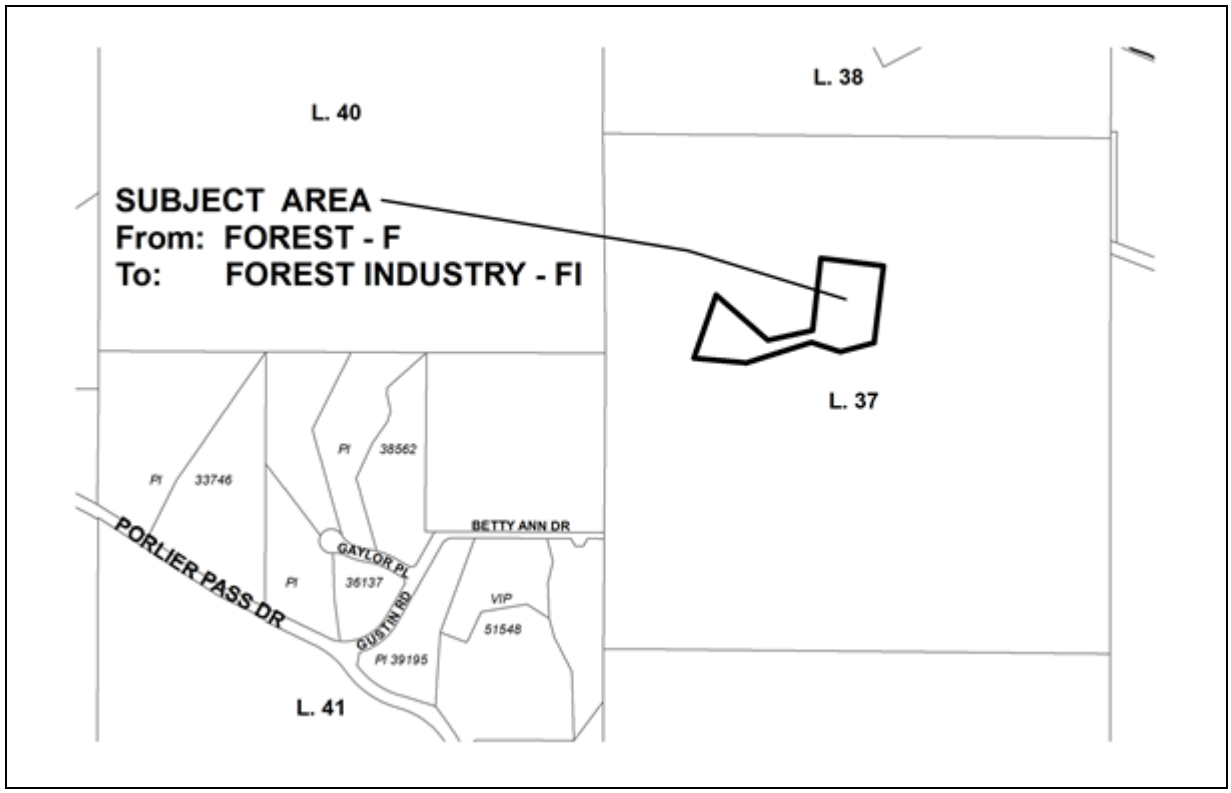
SCHEDULE 1

1. The Galiano Island Official Community Plan No. 108, 1995, is amended as follows:

    1.1 Schedule “B” – LAND USE DESIGNATIONS is amended by changing the land use designation of a portion of District Lot 37, Galiano Island, Cowichan District (PID 006-622-527) as shown on Plan No. 1 attached to and forming part of this bylaw,

GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 265

PLAN NO. 1



PROPOSED

GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 266

A BYLAW TO AMEND GALIANO ISLAND LAND USE BYLAW NO. 127, 1999

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

1. Citation

   This bylaw may be cited for all purposes as "Galiano Island Land Use Bylaw, 1999, Amendment No. 2, 2017".

2. Galiano Island Local Trust Committee Bylaw No. 127, cited as "Galiano Island Land Use Bylaw, 1999," is amended as shown on Schedules No. 1 and 2 attached to and forming part of this bylaw.

READ A FIRST TIME THIS	5TH	DAY OF	FEBRUARY	2018
READ A SECOND TIME THIS	11TH	DAY OF	JUNE	2018
PUBLIC HEARING HELD THIS	9TH	DAY OF	JULY	2018
READ A THIRD TIME THIS	9TH	DAY OF	JULY	2018

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

ADOPTED THIS _____ DAY OF _____ 20____

_____ _____

Chair **Secretary**

GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 266

SCHEDULE NO. 1

1. Bylaw No 127 is amended as follows:

1.1 Section 4.1 of Part 4, “CREATION AND EXTENT OF ZONES” is amended by the insertion of a new zone entry Forest Industrial (A) (FI(A)) below Forest Industrial.

1.2 Section 9, ECONOMIC ACTIVITY ZONES is amended by the insertion of a new Zone 9.6 (B) as follows:

“9.6(B) Forest Industrial Zone A – FI(A)

The intent of the FI(A) zone is to permit limited industrial uses and an accessory dwelling within a prescribed area of a forest lot.

Permitted Uses

9.6(B)1 In the Forest Industrial FI(A) zone the following uses are permitted, subject to the regulations set out in this section and the general regulations set out in Parts 2 and 3, and all other uses are prohibited.

9.6(B).1.1 excavation contractors' workshops and yards
9.6(B).1.2 gravel processing and storage
9.6(B).1.3 one self-contained accessory dwelling unit for the owner or operator of a principal use

Permitted Density

9.6(B).2 Lot coverage must not exceed 20% of any zoned area.
9.6(B).3 Not more than one dwelling is permitted on each lot.

Permitted Height

9.6(B).4 No building or structure for a use permitted by this section may exceed 9 metres in height. Accessory buildings and structures must not exceed one storey and a height of 5 metres

Minimum Setbacks

9.6(B).5 Buildings and structures must be sited at least 6.0 metres from a zone boundary

Minimum Lot Size

9.6(B).7 No lot having an area less than 2.24-hectare may be created by subdivision.”

GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 266

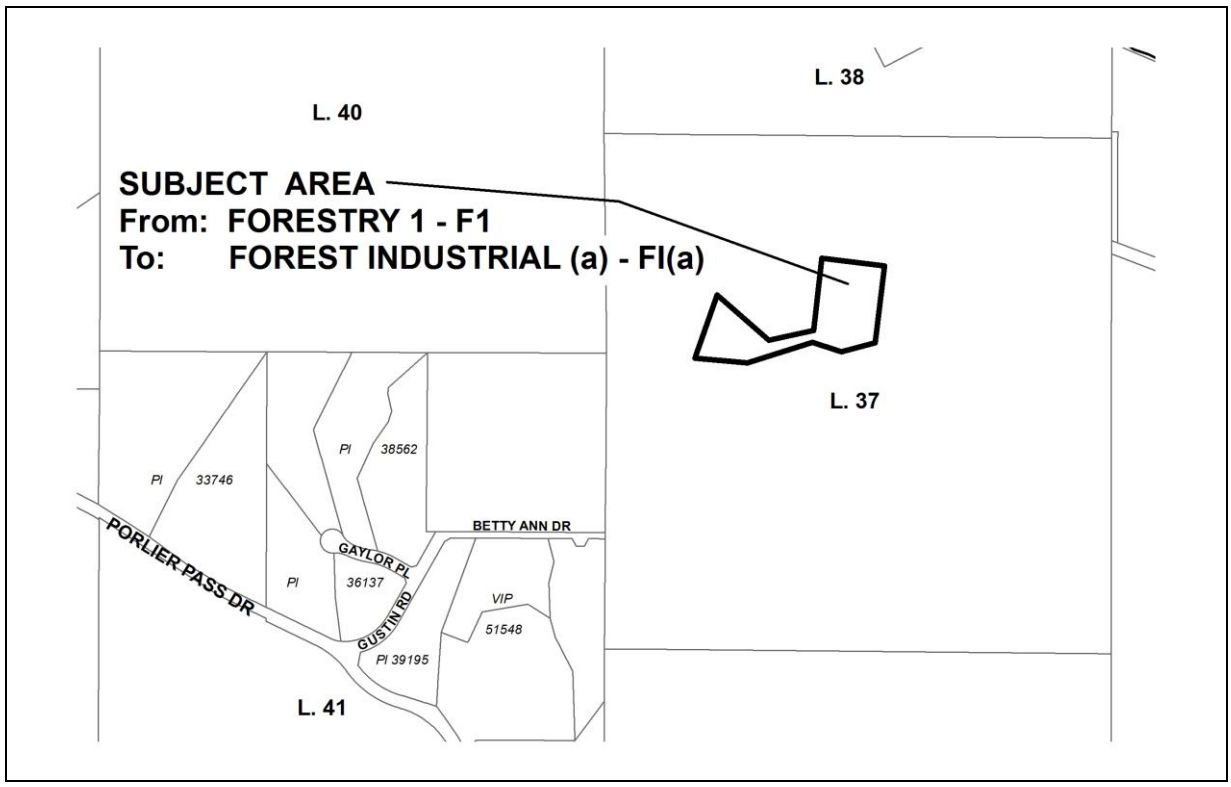
SCHEDULE NO. 2

2. Bylaw No. 127 is amended as follows:

2.1 **Schedule "B" – (Zoning Sheet South)** is amended by changing the zoning classification of a portion of District Lot 37, Galiano Island, Cowichan District (PID 009-622-527) from Forest 1 (F1) to Forest Industrial (FI(A)) as shown on Plan No. 1 attached to and forming part of this bylaw.

GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 266

PLAN NO. 1



First Nation Engagement

Referral of: Galiano Bylaws No. 265 & 266 (OCP & LUB Amendments)
Re: GL-RZ-2017.1(Stevens)

First Nation: Cowichan Tribes

Date	Comment/Action	Initial
Feb. 21/18	Emailed referral package - No response	SLD
June 7/18	Phoned to advise of PH & invite comments - Resent referral to Candice Charlie - No comments	SLD

First Nation: Halalt

Date	Comment/Action	Initial
Feb. 21/18	Emailed referral package - No response	SLD
June 7/18	Phoned to advise of PH & invite comments - Left msg to call back if have concerns - No response	SLD

First Nation: Lake Cowichan

Date	Comment/Action	Initial
Feb. 21/18	Emailed referral package - No response	SLD
June 7/18	Phoned to advise of PH & invite comments - Defers to authoritative Nations directly affected	SLD

First Nation: Lyackson

Date	Comment/Action	Initial
Feb. 21/18	Emailed referral package - No response	SLD
June 7/18	As of Nov. 2017 - No longer call for comments No response	SLD

First Nation: Pauquachin First Nation

Date	Comment/Action	Initial
Feb. 21/18	Emailed referral package - No response	SLD
June 7/18	Phoned to advise of PH & invite comments - Left msg to call back if have concerns No response	SLD

First Nation: Penelakut Tribe

Date	Comment/Action	Initial
Feb. 21/18	Emailed referral package - No response	SLD
June 7/18	Phoned to advise of PH & invite comments - Left msg to call back if have concerns No response	SLD

First Nation: Semiahmoo

Date	Comment/Action	Initial
Feb. 21/18	Emailed referral package - No response	SLD
June 7/18	Phoned to advise of PH & invite comments - Left msg to call back if have concerns No response	SLD

First Nation: Stz'uminus

Date	Comment/Action	Initial
Feb. 21/18	Emailed referral package - No response	SLD
June 7/18	As of Mar. 7/18 – no longer call for comments No response	SLD

First Nation: Tsartlip First Nation

Date	Comment/Action	Initial
Feb. 21/18	Emailed referral package - No response	SLD
June 7/18	Phoned to advise of PH & invite comments - Left msg to call back if have concerns No response	SLD

First Nation: Tsawwassen First Nation

Date	Comment/Action	Initial
Feb. 21/18	Emailed referral package	SLD
Mar. 20/18	Responded - No concerns; -Victoria Williams communicated with Robert Kojima re: question – any archeology studies or stream beds on site – satisfactorily answered. - No concerns	SLD

First Nation: Tsawout First Nation

Date	Comment/Action	Initial
Feb. 21/18	**Emailed referral package** - **No response**	**SLD**
June 7/18	**Phoned to advise of PH & invite comments** **- resent referral to Cathy Webster** **No response**	**SLD**

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REQUEST FOR DECISION

ISLAND MUNICIPALITY BYLAW SUBMISSION

File No.: 08-3020-20-01 BIM_BL_466

DATE OF MEETING:	August 15, 2018
TO:	Islands Trust Executive Committee
FROM:	Kim Stockdill, Island Planner
SUBJECT:	Bowen Island Municipality – LUB Amendment Bylaw No. 466

RECOMMENDATION

1. **THAT the Executive Committee advise Bowen Island Municipality that Bylaw No. 466 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 466, 2018" is not contrary to or at variance with the Islands Trust Policy Statement.**

IMPLICATIONS OF RECOMMENDATION

Organizational - None

Financial - None

Policy - None

Implementation/Communications - Communication to Bowen Island Municipality regarding the Executive Committee decision by September 7, 2018.

Other - None

PURPOSE

Bowen Island Municipality Bylaw No. 466 (Attachment 1) is intended to amend the Bowen Island Land Use Bylaw to reinstate a section of the bylaw that was removed by an earlier bylaw amendment (LUB Amendment Bylaw No. 335, 2013).

BACKGROUND

Bowen Island staff would like to reinstate the following Section that was accidentally removed from the Land Use Bylaw: "Community dock, neighbourhood dock and moorage shall be located such that it will not limit use of or physically divide a beach, or negatively impact eelgrass meadows, kelp beds, clam beds or mussel beds."

The proposed Land Use Bylaw amendment will reinstate the above section while adding two new requirements (noted in bold below):

Proposed Section 4.13.1(1):

"Any *community dock, private moorage facility or group moorage facility* shall be located such that it will not:

(a) Physically divide a beach;

(b) Impede pedestrian access along the beach portion of the foreshore;

(c) Limit or restrict public use of a beach; or

(d) Negatively impact eelgrass meadows, kelp beds, clam beds or mussel beds."

The bylaw has received 1st Reading on July 9, 2018 and is out on referral for comment.

Issues Relating To First Nation Interest

From the staff reports received from the Bowen Island Municipality, staff have made no comment regarding any First Nations engagement with this land use bylaw amendment. 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). Bowen Island Municipality has considered the Islands Trust Policy Statement Directives Policies Checklist and has indicated how the Municipality has addressed relevant policies (see Attachment 2). Staff is of the opinion that other Islands Trust policy Statement polices are not applicable to this amendment bylaw.

Based on a review of the proposed Bylaws No. 466, Bowen Island staff reports, and the ITPS Checklist, Islands Trust staff concludes that the Bylaws No. 466 is not contrary to or at variance with the Islands Trust Policy Statement.

KEY ISSUES/CONCEPTS

- Referral of Land Use Bylaw No. 466 under s.15 of the Letters Patent
- Written response to Bowen Island Municipality required by September 7, 2018 (45 days after date of receipt of the referral on July 25, 2018).
- Comments from Executive Committee limited to whether or not Bylaw No. 466 is contrary to or at variance with the Islands Trust Policy Statement.
- Staff considers that Bylaw No. 466 is not contrary to or at variance with the ITPS.

RELEVANT POLICY

- Islands Trust Policy Statement Directive Policies

- Islands Trust Policy 1.3.i [Policy Statement Implementation Policy]
- Bowen Island Municipality Letters Patent

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. 466 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 466, 2018" is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], triggering notification of the Minister.

Submitted By:	Kim Stockdill, Island Planner	August 1, 2018
Concurrence:	David Marlor, Director of Local Planning Services	August 1, 2018

ATTACHMENTS

1. Bylaw No. 466 – LUB Amendment Draft
2. BIM ITPS Directives Only Checklist

BOWEN ISLAND MUNICIPALITY
BYLAW No. 466, 2018

A Bylaw to amend Bowen Island Municipality Land Use Bylaw No. 57, 2002

WHEREAS *Bowen Island Land Use Bylaw No. 57, 2002* establishes zoning classifications and regulations for land and water within the Bowen Island Municipality;

AND WHEREAS the Council of the Municipality wishes to minimize negative impacts from development of docks or moorage facilities and to protect the natural and scenic values of the coastline of the Municipality;

AND WHEREAS the Council of Bowen Island Municipality deems it necessary to amend "Bowen Island Municipality Land Use Bylaw No. 57, 2002";

THEREFORE, Council, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 466, 2018".

2. "*Bowen Island Land Use Bylaw No. 57, 2002*" is hereby amended, by deleting the following from section 4.13.1(1) under Conditions of Use:

	WG 1	**WC 1**	**WCi**
Any Community dock, *Private moorage facility or group moorage facility* shall be located such that it will not impede pedestrian access along the beach portion of the foreshore, or negatively impact eelgrass meadows, kelp beds, clam beds or mussel beds	♦		♦

and substituting the following:

	WG 1	**WC 1**	**WCi**
Any *Community dock*, *private moorage facility* or *group moorage facility* shall be located such that it will not: (a) Physically divide a beach; (b) Impede pedestrian access along the beach portion of the foreshore; (c) Limit or restrict public use of a beach; or (d) Negatively impact eelgrass meadows, kelp beds, clam beds or mussel beds.	♦		♦

READ A FIRST TIME this 9th day of July, 2018

READ A SECOND TIME this ____ day of _____, 2018

Public Hearing held this ____ day of _____, 2018;

READ A THIRD TIME this ____ day of _____, 2018; AND

FINALLY ADOPTED this ____ day of _____, 2018

_____	_____
Murray Skeels	Sophie Idsinga
Mayor	Interim Deputy Corporate Officer

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw No. 466, 2018

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**
✓	**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.

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**
✓	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.

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.
N/A	**5.2.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
N/A	**5.2.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	**5.2.6**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	**Transportation and Utilities**
N/A	**5.3.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	**5.3.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	**5.3.6**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	**5.3.7**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	**Disposal of Waste**
N/A	**5.4.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

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

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

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: 3040-20-01 (GM APC Bylaw)

DATE OF MEETING:	August 15, 2018
TO:	Islands Trust Executive Committee
FROM:	Ann Kjerulf, Regional Planning Manager
SUBJECT:	Gambier Island Local Trust Committee – Bylaw No. 150 (APC Bylaw)

RECOMMENDATION

THAT the Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 150, cited as "Gambier Island Local Trust Committee Advisory Planning Commission Bylaw, 2018", under Section 27 of the *Islands Trust Act*.

DIRECTORS COMMENTS

The Gambier Island Local Trust Committee (LTC) has referred Bylaw No. 150 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw.

IMPLICATIONS OF RECOMMENDATION

Organizational: Bylaw No. 150 provides the ability to establish Advisory Planning Commissions for the Gambier Island Local Trust Committee.

Financial: Bylaw No. 150 should have no financial implications for the Local Trust Committee.

Policy: Bylaw No. 150 is consistent with Islands Trust Council Policy

Implementation/Communications: Communication to Gambier Island Local Trust Committee regarding the Executive Committee decision is requested by **September 26, 2018**.

PURPOSE

The purpose of this Request for Decision is to permit the Gambier Island Local Trust Committee to appoint one or more Advisory Planning Commissions to advise the Local Trust Committee on all matters referred by the Local Trust Committee respecting land use, the preparation and adoption of an Official Community Plan or a proposed bylaw or permit that may be enacted or issued under Part 14 of the *Local Government Act*. Proposed Bylaw No. 150 includes standardized language for APC bylaws and is consistent with the current legislation authorizing the establishment of APCs.

BACKGROUND

At the Gambier Island Local Trust Committee meeting on June 28th, 2018, Bylaw No. 150 was given first, second and third readings.

Issues Relating To Provincial Interest: N/A

Issues Relating To Resources and Enforcement: N/A

Issues Relating To First Nation Interest: N/A

Public Comments to Executive Committee: N/A

STAFF COMMENTS

Staff is recommending approval of Bylaw No. 150. Advisory Planning Commissions will support Local Trust Committee activities by receiving referrals on matters respecting land use, community planning or proposed bylaws and permits under Part 14 of the *Local Government Act*.

KEY ISSUES/CONCEPTS

- Open and transparent governance
- Public engagement in local government decision-making
- Efficiency

RELEVANT POLICY

- Section 27 of the *Islands Trust Act*
- 1.3.i Policy Statement Implementation Policy

Submitted By:	Ann , MCIP, RPP Island Planner	August 8, 2018
Concurrence:	David Marlor, MCIP, RPP Director, Local Planning Services	Select Date.

ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. Bylaw No. 150

Bylaw: GM-150

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: Claire Olivier

Status

Date Resolution Referred to Exective Committee: 28-Jun-2018

Reading: 28-Jun-2018

Third Reading

Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Gambier Island Local Trust Committee Bylaw No.: GM-150

Bylaw Type: Advisory Planning Commission Bylaw

Date of resolution referring bylaw to Executive Committee: 28-Jun-2018

☒ Bylaw Submission Checklist attached

☐ Policy Statement Checklist attached*
* not required for administrative bylaws

☒ Summary of Bylaw Intent Attached

Recieved by Islands Trust Secretary:

Signature: _____ Date: _____
Secretary

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 numberically 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 _____

PROPOSED

GAMBIER ISLAND TRUST COMMITTEE
BYLAW NO. 150

A BYLAW TO ESTABLISH ADVISORY PLANNING COMMISSIONS FOR THE GAMBIER ISLAND LOCAL TRUST AREA PURSUANT TO THE *LOCAL GOVERNMENT ACT* AND THE *ISLANDS TRUST ACT*

The Gambier Island Trust Committee, being the Local Trust Committee having jurisdiction on and in respect of the Gambier Island Local Trust Area in the Province of British Columbia, pursuant to the *Islands Trust Act*, enacts as follows:

1. Establishment

a) The Gambier Island Local Trust Committee may appoint one or more Advisory Planning Commissions to advise the Local Trust Committee on all matters referred by the Local Trust Committee respecting land use, the preparation and adoption of an Official Community Plan or a proposed bylaw or permit that may be enacted or issued under Part 14 of the *Local Government Act*.

2. Appointment of Members

a) The Local Trust Committee may, by resolution, appoint up to nine members to an Advisory Planning Commission (APC) to serve an initial two-year term, and may reappoint those members for a second two-year term.

b) At least two thirds of APC members must be residents of the Local Trust Area.

c) The Local Trust Committee may, by resolution, remove a member of an APC at any time.

d) If a member is removed or resigns from an APC, the Local Trust Committee may, by resolution, appoint a new member to serve the balance of the term of the appointment.

3. Roles

a) The APC members must, from among the members, elect a Chairperson, a Deputy Chairperson and a Secretary, during the first meeting after their appointment.

b) The Chairperson will:

i) Receive referrals from the Local Trust Committee and, in response, determine when and where meetings will be held;

ii) Ensure that meetings are conducted in accordance with the requirements of this Bylaw and the *Local Government Act*;

iii) Sign meeting minutes to certify that they are true and correct following approval by the APC.

iv) Record a member's declaration of conflict of interest or potential conflict of interest, once a member has declared it;

v) In the absence of the Secretary, act in the role of Secretary or appoint another member of the APC to act in the role of Secretary.

c) The Deputy Chairperson will:

i) Undertake the duties listed in 3b) above, in the Chairperson's absence.

d) The Secretary will:

i) Assist the Chairperson, as needed, to arrange meetings;

ii) Ensure that public notice is posted or public advertisements are placed in advance of APC meetings;

iii) Except where the Islands Trust has retained a professional minute taker to support the APC, record and maintain legible minutes of all APC meetings; forward copies of draft minutes to the Islands Trust office; ensure minutes are approved by the APC at a subsequent meeting; and provide copies of adopted minutes to the public upon request;

iv) Inform the Local Trust Committee of the resignation of any APC member, within thirty (30) days of the resignation.

4. Referrals

a) An APC will receive referrals on matters respecting land use, community planning or proposed bylaws and permits under Part 14 of the *Local Government Act*, which are referred directly to the Commission by the Local Trust Committee.

b) A meeting on any particular referral must be held not more than (40) days after the date of receipt of that referral unless the Local Trust Committee has requested a response by an earlier specified date.

c) Although the recommendations must be received by the Local Trust Committee, the Local Trust Committee is not bound by the recommendations.

5. Notice of Meeting

a) An employee of the Islands Trust must provide documentation associated with any referral from the Local Trust Committee to all members of the APC.

b) The Secretary must send a notice of meeting including a description of all referrals to be discussed to each member at least five (5) calendar days prior to the meeting.

c) The Secretary must ensure an applicant is notified of the date, time and place of the meeting at which his or her application or proposal will be discussed, at least five (5) calendar days prior to the meeting.

d) The Secretary must ensure the Local Trustees and the employee of the Islands Trust noted in 5a) are notified of each meeting at least five (5) calendar days prior to the day of the meeting.

e) The Secretary must post the notice of meeting indicating the date, time, and place of any APC meeting at least five (5) calendar days prior to the meeting on a bulletin board on Gambier Island that is accessible to the public; such bulletin board to be the same as is used by the Local Trust Committee for the posting of any scheduled Local Trust Committee meeting.

6. Conduct of Meeting

a) All deliberations of the APC must take place in a meeting, and all meetings must be held in a public facility and must be open to the public.

b) A quorum is the lessor of three members or 50% of those appointed.

c) The Chairperson is to convene the meeting and may adjourn the meeting from time to time.

d) If the APC is considering an amendment to an Official Community Plan or a bylaw, or the issue of a permit, the applicant for the amendment or permit is entitled to attend the meeting and to be heard.

e) If an applicant or agent fails to appear, despite being duly notified, deliberations and recommendations may be made in the applicant's absence.

f) At the request of any APC member, the Chairperson must invite an elected official, Islands Trust staff, or member of the public present at the meeting to comment on the matters before the Commission.

g) The APC must not receive development proposals or other applications directly from applicants.

h) The APC must not consult directly with other government agencies or organizations.

i) If the Chairperson considers that another person at the meeting is acting improperly and in a manner that is disrupting the deliberations of the APC, the Chairperson may order that person expelled from the meeting.

7. Notice of Recommendation

a) If the Local Trustees did not attend an APC meeting, they may request a verbal report from the Chairperson at a subsequent meeting of the Local Trust Committee.

b) All APC recommendations shall be recorded as part of the meeting minutes, and may be recorded as resolutions, provided that where requested by any member, all dissenting opinions are also recorded.

c) Where the Islands Trust has retained a professional minute taker to support the APC, the draft minutes will be forwarded directly to the Islands Trust office within seven (7) days of an APC meeting. An Islands Trust staff member will then forward them to the Chair and Secretary for inclusion in the next APC agenda for review and adoption.

d) Where a professional minute taker has not been retained, all APC recommendations must be forwarded by the Secretary to the Local Trust Committee and to the Islands Trust Office, within seven (7) days of an APC meeting.

8. Transition

a) "Gambier Island Local Trust Committee Advisory Planning Commission Bylaw, 2010", is repealed.

9. Citation

a) This Bylaw may be cited as "Gambier Island Local Trust Committee Advisory Planning Commission Bylaw, 2018".

READ A FIRST TIME THIS	28TH-	DAY OF	JUNE	, 2018
READ A SECOND TIME THIS	28TH	DAY OF	JUNE	, 2018
READ A THIRD TIME THIS	28TH	DAY OF	JUNE	, 2018
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS				
	-	DAY OF	-	, 2018
ADOPTED THIS	____	DAY OF	_____	, 2018

_____ _____

SECRETARY CHAIRPERSON

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: 3040-20-01 (HO Administrative Bylaw)

DATE OF MEETING:	August 15, 2018
TO:	Islands Trust Executive Committee
FROM:	Ann Kjerulf, Regional Planning Manager
SUBJECT:	Hornby Island Local Trust Committee – Bylaw No. 156

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 156, cited as "Hornby Island Local Trust Committee Meeting Procedure Bylaw No. 156, Amendment No. 1, 2018" in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTOR'S COMMENTS

Hornby Island Local Trust Committee has referred Bylaw No. 156 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: Bylaw No. 156 replaces Sections 2 and 10 of base Bylaw No. 118 and further introduces new sections which provide the ability to conduct electronic meetings.

Financial: Bylaw No. 156 should have no financial implications for the Local Trust Committee.

Policy: Bylaw No. 156 is consistent with Islands Trust Council Policy.

Implementation/Communications

Communication to the **Hornby Island Local Trust Committee** regarding the Executive Committee decision is requested by **September 21, 2018**.

Other

None.

PURPOSE

Hornby Island Local Trust Committee Administrative base Bylaw No. 118 is being amended to introduce greater flexibility in establishing the Local Trust Committee regular yearly meeting schedule, calling meetings when the Chair or alternate is absent and introducing the ability to conduct electronic meetings.

BACKGROUND

Hornby Island Local Trust Committee Bylaw No. 156

The Hornby Island Local Trust Committee gave first, second and third reading to Bylaw No. 156 on August 3, 2018.

Issues Relating To Provincial and First Nation Interests: N/A

Issues Relating To Resources and Enforcement: N/A

Public Comments to Executive Committee: N/A

Staff Comments

Staff is recommending that Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 156.

KEY ISSUES/CONCEPTS

In summary, this Bylaw provides the following:

- Greater flexibility in establishing a schedule of the date, time and place of regular meetings.
- Greater flexibility in calling a meeting during the Chairperson or alternate Chair's absence.
- The addition of new sections to introduce the subject of "Electronic Meetings".

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]

Submitted By:	Ann Kjerulf, MCIP RPP Regional Planning Manager	August 8, 2018
Concurrence:	David Marlor, MCIP RPP Director, Local Planning Services	Select Date.

ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. Bylaw No. 156

Bylaw: HO-156

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: Claire Olivier

Status

Date Resolution Referred to Exective Committee: 03-Aug-2018

Reading:

Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Hornby Island Local Trust Committee Bylaw No.: HO-156

Bylaw Type: Meeting Procedure Bylaw

Date of resolution referring bylaw to Executive Committee: 03-Aug-2018

☒ Bylaw Submission Checklist attached

☐ Policy Statement Checklist attached*
* not required for administrative bylaws

☒ Summary of Bylaw Intent Attached

Recieved by Islands Trust Secretary:

Signature: _____ Date: _____
Secretary

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 numberically 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 _____

PROPOSED

HORNBY ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 156

A Bylaw to Amend the Hornby Island Local Trust Committee Meeting Procedure Bylaw

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

1. Hornby Island Local Trust Committee Meeting Procedure Bylaw No. 118, 2004, is amended as follows:

1.1 By deleting section 3. In its entirety and replacing it with the following:

"3. At the first regular meeting of the first year and the last meeting of each of the subsequent calendar years, following a general election, or by Resolution Without Meeting, the Local Trust Committee shall establish a schedule of the date, time and place of regular Local Trust Committee meetings for the following calendar year, of which there shall be at least two, and the schedule shall be posted on a notice board on island that is accessible to the public and in the Northern Office of the Islands Trust."

1.2 By deleting section 10 in its entirety and replacing it with the following:

"10. In the event that neither the Chairperson nor the alternate member of the Local Trust Committee appointed by the Chair of the Trust Council is present within one half hour of the scheduled time of a regular or special meeting, the Director of Local Planning Services, or his or her designate, shall call the meeting to order and the remaining trustees shall determine which of them shall act as Chairperson."

1.3 In Section 6, second line of the paragraph, delete the word "day" and insert the word "date".

1.4 By adding the following new sections after section 16, and by renumbering section 17 and section 18 to become section 29 and section 30 respectively:

"ELECTRONIC MEETINGS

17. A special meeting of the Local Trust Committee to deal with urgent new business may be conducted entirely by means of audio or audio-visual electronic communication facilities if a majority of the members of the Local Trust Committee have agreed by resolution that the meeting may be conducted in this way and provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.

18. An individual Local Trust Committee member who is not at the physical location of a special Local Trust Committee meeting or a regular Local Trust Committee meeting may choose to participate by means of audio or audio-visual electronic communication facilities, provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.

19. At a regular Local Trust Committee meeting, not more than one Local Trust Committee member may participate by means of electronic communication facilities.

20. An individual member of the Local Trust Committee may not participate by means of electronic communication facilities in two consecutive regular meetings of the Local Trust Committee.

21. The Local Trust Committee may waive the restrictions in sections 19 and 20 by unanimous resolution, provided the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.

22. Local Trust Committee members who use electronic communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.

23. A member of the Local Trust Committee may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.

24. Where a member of the Local Trust Committee is participating in a meeting through electronic communication facilities, the facilities must enable all meeting participants to hear, or watch and hear, each other and must provide notice when participants join or leave the meeting.

25. Where a member of the Local Trust Committee is participating in a meeting through electronic communication facilities, the facilities must enable the public to hear, or watch and hear, all meeting participants at a place specified in the meeting notice, unless the meeting has been properly closed to the public.

26. For the duration of an electronic meeting that is open to the public, the Director of Local Planning Services, or his or her designate, must attend at the place specified in the meeting notice.

27. If communication is lost to one or more electronic participants during a meeting:

    27.1 the affected participants will attempt to reestablish the link and, in the interim, will be deemed to have left the meeting, and this will be recorded in the minutes;

    27.2 if there is not a quorum, the Local Trust Committee Chair or person presiding will call a recess until the link is reestablished; and

    27.3 if, after 15 minutes, a link cannot be reestablished and there is not a quorum of Local Trust Committee members, the meeting will be deemed adjourned and the item under discussion at the time of loss of communication will be added to the next Local Trust Committee meeting agenda.

28. The costs of electronic participation in a Local Trust Committee meeting will be borne by the Hornby Island Local Trust Committee if the Local Trust Committee member is participating from a location within Canada or has otherwise received the approval of the majority of Local Trust Committee members."

2. This bylaw may be cited as “Hornby Island Local Trust Committee Meeting Procedure Bylaw No. 156, Amendment No. 1, 2018”.

READ A FIRST TIME THIS 3RD DAY OF AUGUST , 2018

READ A SECOND TIME THIS 3RD DAY OF AUGUST , 2018

READ A THIRD TIME THIS 3RD DAY OF AUGUST , 2018

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
DAY OF , 201X

ADOPTED THIS DAY OF , 201X

CHAIRPERSON

SECRETARY

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: 3050-01 (Bylaw 230)
(Denman Fees Bylaw)

DATE OF MEETING:	August 15, 2018
TO:	Islands Trust Executive Committee
FROM:	Ann Kjerulf, Regional Planning Manager
SUBJECT:	Denman Island Local Trust Committee – Fees Bylaw No. 230

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 230, cited as "Denman Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018", in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

The Denman Island Local Trust Committee has referred Bylaw No. 230 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 consistent with Islands Trust Council Policy 5.6.i. – Application Processing Services.

IMPLICATIONS OF RECOMMENDATION

Organizational

Denman Island LTC Bylaw No. 230 would add a fee for the processing of Liquor and Cannabis Regulation Branch (LCRB) non-medical cannabis retail license applications.

Financial

The proposed fee of $2,000 is intended to recover costs associated with processing the application, which would include staff analysis and report preparation, and public consultation in accordance with the LTC standing resolution for processing applications for LCRB non-medical cannabis retail license applications.

Policy

The proposed fee is consistent with Islands Trust Council Policy 5.6.i – Application Processing Services.

Implementation/Communications

Communication to Denman Island Local Trust Committee regarding the Executive Committee decision by August 29, 2018

Other

None

PURPOSE

Denman Island Local Trust Committee Bylaw No. 230, cited as "Denman Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018", (Attachment 6) is intended to amend the Denman Island LTC Fees Bylaw to include a fee for processing LCRB non-medical cannabis retail license applications.

BACKGROUND

Denman Island Local Trust Committee Bylaw No. 230

Bylaw No. 230 was given three readings by the Denman Island LTC on August 7, 2018 (Attachment 3).

Issues Relating To Provincial Interest

Pending the final adoption of the *Cannabis Act*, the LCRB will be the licensing authority for non-medical cannabis retail license applications.

Issues Relating To First Nations Interests

None

Issues Relating To Resources and Enforcement

The proposed fee of $2,000 is intended to offset both direct and indirect costs of processing applications for non-medical cannabis retail licenses.

Public Comments

None

Staff Comments

On June 26, 2018, the LTC endorsed a Standing Resolution for processing non-medical cannabis retail license applications and requested that staff prepare a draft bylaw to amend the Denman Island LTC Fees Bylaw in order to add a fee for these types of applications.

The current Denman LTC fee for liquor license applications is $825, consistent with the Trust Council Model Application Fee Schedule. The proposed fee for non-medical cannabis retail license applications is $2,000, comprised of a base application fee of $1,000 and a public consultation fee of $1,000. The base fee of $1,000 is equivalent to $825 adjusted for inflation (approximately 19% from 2007 to 2018). The additional $1,000 would partially offset direct and indirect costs associated with public consultation required in accordance with the LTC Standing Resolution (i.e. costs for public consultation including advertising and holding a community information meeting).

Proposed Bylaw No. 230 is consistent with Islands Trust council Policy 5.6.i, which is intended to distinguish services along a continuum from property tax subsidy to applicant cost responsibility. It provides the parameters for application processing services by which service levels can be distinguished as a basis for preparing the Fees Bylaw and Schedule. The policy directs staff to provide a processing service to applicants in response to applications primarily funded by fees paid by applicants. While the actual costs of processing an application may be less than or greater than the established fee for that application, the policy directs that application fees be based on the average processing costs for various application types. These costs are calculated as the product of staff labour costs multiplied by processing time, adding to this other direct costs such as mapping expenses,

advertising costs, meeting and minute taker costs, and travel costs, and indirect costs such as general administration and overhead.

KEY ISSUES/CONCEPTS

- Fairness
- Fiscal responsibility

RELEVANT POLICY

- Section 27 of the *Islands Trust Act*
- Islands Trust Policy 5.6.i [Application Processing Services]

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	August 9, 2018
Concurrence:	David Marlor, MCIP, RPP Director of Planning Services	Select Date.

ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. Proposed Bylaw No. 230

Bylaw: DE-230

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
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: 07-Aug-2018

Reading:

Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Denman Island Local Trust Committee

Bylaw No.: DE-230

Bylaw Type: Fees Bylaw

Date of resolution referring bylaw to Executive Committee: 07-Aug-2018

☒ Bylaw Submission Checklist attached

☐ Policy Statement Checklist attached*
* not required for administrative bylaws

☒ Summary of Bylaw Intent Attached

Recieved by Islands Trust Secretary:

Signature: _____ Date: _____
Secretary

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 numberically 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 _____

PROPOSED

DENMAN ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 230

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

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

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

1. Citation:

   This bylaw may be cited for all purposes as "Denman Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018".

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

READ A FIRST TIME THIS	7th	DAY OF	AUGUST	, 2018
READ A SECOND TIME THIS	7TH	DAY OF	AUGUST	, 2018
READ A THIRD TIME THIS	7TH	DAY OF	AUGUST	, 2018

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

DAY OF , 201X

ADOPTED THIS DAY OF , 201X

Chair **Secretary**

Denman Island Local Trust Committee

Bylaw No. 230

Schedule 1

1. Part 3, **Application Fees**, Section 3.1, **TABLE 4 – Other Applications**, is deleted in its entirety and replaced with the following:

TABLE 4 – Other Applications		
Column 1		**Column 2**
1.	Board of Variance	$990
2.	Strata Conversion	$1,100
3.	Liquor & Cannabis Regulation Branch – Liquor Licensing Applications	$825
4.	Liquor & Cannabis Regulation Branch – Non-Medical Cannabis Retail License Applications	$2,000

2. Part 3, **Application Fees**, Sections 3.3 through 3.6 are deleted and replaced with the following:

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

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

3.4 Subject to Section 3.2 and Section 3.3, if an application is not processed for any reason, the Islands Trust must refund to the applicant the application fee.

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

DRAFT

Trust Council Quarterly Meeting Schedule
September 18-20, 2018
Barnabas Retreat Centre, Keats Island

DRAFT

Tuesday, September 18		Wednesday, September 19		Thursday, September 20	
Saturna	Lv 6:15 AM Arrive 9:20 AM	**7:30**	**Breakfast**	**7:30**	**Breakfast**
Mayne	Lv 7:50 AM Arrive 9:20 AM	8:30	**New Business Items***	8:30	**Closed Meeting**
Galiano	Lv 8:25 AM Arrive 9:20 AM	9:00	**Administrative Services**	9:15	**Summary/Updates**
Penders	Lv 7:15 AM Arrive 9:20 AM		Director's Report		Trustee Updates
Salt Spring	Lv 6:25 AM Arrive 9:20 AM	*	FPC Work Program Report		Priorities Chart
Victoria	Lv 8:00 AM Arrive 9:35 AM	9:30	**Lessons Learned 2014 -2018**		November TC Draft Agenda Program
North	Lv Nanaimo 8:45 AM Arrive HSB 10:15 AM		Roundtable	**10:00**	**Break**
ALL	Lv HSB via Water Taxi 10:45 AM	**10:45**	**Break**	10:15	**Correspondence**
12:00	**Executive Committee Meeting**	11:00	**Trust Area Services**	11:00	**Adjournment (approx.)**
12:30	**Lunch**		Director's Report		
1:30	**Call to Order and Approval of Agenda**		TPC Work Program		
1:35-2:00	First Nation Address		Islands Trust Conservancy Report		
	RWMs	**12:00**	**Lunch Tour**		**Departures**
*	Adoption of Minutes	1:00	**Community Presentations**	ALL	Leave Keats via Water Taxi 12:00 PM Arrive HSB 12:30 PM
	FUAL		Howe Sound Biosphere Region Initiative Society	North	TBD
	Trustee Round Table	2:00	**Delegations & Town Hall**	South	TBD
3:00	**Break**		Association for Denman Island Marine Stewards	Victoria	TBD
3:15	**Executive**	**3:00**	**Break**		
	CAO's Report	3:15	**Implications of the Water Sustainability Act**		
	EC Work Program		Senior Fresh Water Specialist William Shulba		
	Continuous Learning Plan				
	Strategic Plan Quarterly Update				
4:30	**Local Planning Services**				
	Director's Report				
*	LPC Work Program	4:00			
5:15	**Adjourn for the day**	5:00	**Adjourn for the day**		
6:00	**Dinner with Former Trustees -**	6:00	**Dinner**		
	Barnabas Retreat		Molly's Reach, Gibsons (tentative)		

* Denotes resolution/decision items

Members of the public are invited to attend all sessions except any closed meetings and meals.

BRIEFING

To:	**Executive Committee**	**For the Meeting of:**	August 15, 2018
From:	**Lori Foster**	**Date Prepared:**	August 8, 2018
SUBJECT:	**ADIMS Delegation Request for September Trust Council**		

PURPOSE:
To inform the Executive Committee of a delegation request for presentation at the September quarterly Trust Council meeting on Keats Island, put forth by the Association of Denman Island Marine Stewards (ADIMS), to present on the importance of the Trust continuing to materially support the Baynes Sound/Lambert Channel Ecosystem Forum.

BACKGROUND:
From: "Dorrance` Woodward"
Date: July 24, 2018 at 10:36:38 AM PDT
Subject: request for delegation spot for Sept TC

Dear Trust Staff,

The Association for Denman Island Marine Stewards, (ADIMS), wishes to appear as a delegation at the September Trust Council meeting on Keats Island.

Our presentation would focus on the importance of the Trust continuing to materially support the Baynes Sound/Lambert Channel Ecosystem Forum. We understand from our LTC that this topic will be discussed by the TC, and a decision made, one way or the other.

Would you consider the possibility of allowing us to have more than the standard ten minutes presentation time? We would want to answer questions from Trustees, and that could extend beyond those ten minutes. An extra few minutes would be helpful, if it can be given.
At this point the agenda for the TC has not been posted, and we're not sure when we would be scheduled. Indeed, it's not clear just how we would conveniently get to Keats Island.
Please get back to us on our request, and, if possible, with advice about travelling to Keats Island.
With respect,

Dorrie Woodward
Chair, ADIMS

Prepared By: Lori Foster, Executive Coordinator

Reviewed By/Date: Russ Hotsenpiller, CAO/August 9, 2018

BRIEFING

To:	Executive Committee	**For the Meeting of:**	August 15, 2018
From:	Clare Frater	**Date Prepared:**	August 9, 2018

SUBJECT: **Trans Mountain Pipeline Expansion opposition – open letter and associated campaign planning update**

PURPOSE:

To provide an update regarding development of the open letter in opposition to the Trans Mountain Pipeline expansion, and the associated communications campaign.

BACKGROUND:

In June 2018 the Islands Trust Council voted to:

1. Invite trustees to be signatories to an open letter to the federal government defining why Islands Trust Council opposes the expansion of the Trans Mountain pipeline and supports the action of the Province of British Columbia in seeking to protect our environment, our coast, and our coastal waters,
2. Invite San Juan County councillors be invited to be co-signatories to the open letter,
3. Develop a communications strategy and materials.

At the July 18, 2018 meeting, the Executive Committee approved a plan for developing the open letter and associated communications strategy.

Open Letter

Staff continues to draft the open letter and will provide it to the Executive Committee as a late item for feedback.

Associated communications strategy

The communication strategy is being developed to garner national attention and to engage local communities.

At this time, staff plan on recommending that, at a bare minimum, the Islands Trust:

- issue a news release about the open letter;
- develop and seek placement for an opinion editorial in Ottawa Citizen or other newspaper expanding on the open letter;
- develop key messages for use by spokespeople during interviews;
- develop a webpage about the open letter with supporting information and links.

If there is a strong desire to showcase the letter locally, this approach could also be supplemented by paid ads in the Gulf Islands Driftwood, Bowen Undercurrent, and Gabriola Sounder which would cost in the range of $3,000 - $3,500.

Staff continues to investigate the costs and resources associated with other potential elements and methods, including social media options.

Since the July 18, 2018 Executive Committee meeting:

- Staff has executed a contract with the Living Oceans Society for support with refining the core messaging of the open letter and campaign advice.

- Chair Luckham has spoken with MP Elizabeth May to discuss her research into the federal government's agreement to purchase the Trans Mountain pipeline and to discuss potential factors that would influence the timing of the campaign. The Director of Trust Area Services and the Communications Specialist were on the conference call. The Chair has also spoken with MP Sheila Malcolmson.

- Staff has spoken with a well-respected opinion researcher who has agreed to provide advice and feedback on the wording and tone of the open letter as well as the creation of possible initiatives that would help ensure that the letter reached a national audience. Among his preliminary advice is that the Trust/San Juan County would have difficulty generating traction for any campaign without a Facebook platform. He felt that a well-coordinated Facebook strategy would potentially pay bigger dividends than traditional paid advertising. Both the opinion researcher and the individual from Living Oceans stressed video – short and focussed – as the most effective way of engaging audiences online.

- Staff has also spoken with contacts in non-profit agencies who could support Islands Trust messaging. The response has been enthusiastically positive, especially about the trans-boundary partnership story, and confidence that this would provide a fresh perspective to the debate. Allies have proactively provided suggestions for maximising effectiveness of the letter which have ranged from requesting a meeting with the Prime Minister with the Islands Trust and San Juan County Chairs in Ottawa, to developing a webpage with links to evidence that supports our messaging to regular release of videos that convey the open letter themes.

ATTACHMENT(S):

1. DRAFT Open Letter to Prime Minister re opposition to Trans Mountain Pipeline expansion. (late item).

FOLLOW-UP:

Staff plans to incorporate feedback from Executive Committee members and then circulate the draft open letter to trustees and San Juan councillors to ask if there is any content in the letter that would prevent them from signing on. Once feedback has been received staff will provide the final letter content to the Executive Committee for approval by RWM and then will send to San Juan County for approval.

Staff continues to investigate the costs and resources associated with other potential campaign methods outlined at the July 18, 2018 Executive Committee meeting including social media options. Staff will bring further advice to the Executive Committee at a special meeting or on September 5, 2018.

Prepared By: Andrew Templeton, Communications Specialist
Reviewed By/Date: Clare Frater, Director, Trust Area Services, August 10, 2018

REQUEST FOR DECISION

To:	Executive Committee	**For the Meeting of:**	August 15, 2018
From:	Clare Frater, TAS	**Date Prepared:**	August 10, 2018

SUBJECT: **Advocacy strategy regarding temporary freighter anchorages in the Southern Gulf Islands**

RECOMMENDATION:
That the Executive Committee adopts the following advocacy strategy that includes:

1. An opinion editorial about anchorage issues for local and regional newspapers;
2. Letter to the Minister of Transport Canada conveying community group and Islands Trust concerns over communication and processes associated with the Interim Protocol for the Use of Southern B.C. Anchorages; and
3. Roundtable meeting about anchorages to bring together interested community groups, First Nations, industry, Transport Canada and stakeholders.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
Executing this strategy as proposed will assist the Islands Trust in maintaining the profile of anchorage-related issues. The timing of the release of the opinion editorial on anchorages will need to be managed to ensure that message remains distinct from the Trans Mountain campaign messages. The Chair will be the primary public resource in execution of the strategy.

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1 PURPOSE:

To consider an advocacy strategy that will enable the Islands Trust to raise the profile of anchorage-related issues with the public and media, influence Transport Canada to make anchorage solutions a high-priority and to engage and empower community groups.

2 BACKGROUND:

Islands Trust Council has worked with affected residents, to encourage actions to minimize noise and light pollution in anchorages. This work supports the Islands Trust Policy Statement policy 5.1.2 which states: the intensity of noise and lighting in and through the Trust Area should be compatible with community character. The Islands Trust has also raised concern about ships drifting close to land during storms, putting the vessel and surrounding ecosystems at risk, as happened three times in the Plumper Sound anchorage between 2009 and 2011.On February 8th, 2018 Transport Canada issued the "Interim Protocol for the Use of Southern B.C. Anchorages (attached). This interim protocol will expire on August 8, 2018.

On June 19, 2018, Trust Council considered a trustee sponsored RFD and directed the Executive Committee to amend its work program to include "Advocacy regarding temporary freighter anchorages in the Southern Gulf Islands" as a Top Priority for the remainder of the current term.

On July 18, 2018, the Executive Committee directed staff to research the current state of anchorage developments and provide Executive Committee with an advocacy strategy. Staff has reviewed options discussed during the July 18, 2018 Executive Committee meeting and the information provided in a PowerPoint presentation by Trustee McConchie and are recommending

that Executive Committee adopt an advocacy strategy that i) raises the profile of anchorage-related issues with the public and media, ii) influences Transport Canada to make anchorage solutions a high-priority and iii) engages and empowers community groups.

The initial components of the strategy are recommended to be an opinion editorial for local and regional newspapers; a letter to the Minister of Transport Canada conveying community group and Islands Trust concerns over communication and processes associated with the Interim Protocol; and a roundtable meeting about anchorages to bring together interested community groups, First Nations, industry, Transport Canada and stakeholders**.** Staff will continue monitoring media and liaising with allies to identify further advocacy opportunities which may be suggested to the Executive Committee via RWM or special meeting.

On July 26, 2018, by resolution without meeting, the Executive Committee requested the Chair to write a letter to Transport Canada requesting that the Interim Anchorages Protocol be extended by three months to ensure there is sufficient reliable data upon which to base future anchorage management recommendations.

3 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL:
The recommendation will require about five-six days of staff time, which will fit within the current time allocation for advocacy.

FINANCIAL:
The roundtable is expected to cost up to $2,000 to cover facility rental, catering and trustee travel expenses. As required, related expenses can be paid through the Trust Area Services communications, contract and staff travel budgets and the Executive Committee travel budget.

POLICY:
None.

IMPLEMENTATION/COMMUNICATIONS:
The opinion editorial messaging will focus on the ecology and the character of the Trust Area and the inappropriateness of using the region as an industrial parking lot for vessels. It will acknowledge the efforts that have been made to date but will call for a greater long-term vision and commitment by all parties to solve the problems in a systemic way. The letter will highlight projected growth in shipping traffic and vessel size, mention the trans-boundary request for a rescue tug (to be available for vessels dragging anchor) and mention the Islands Trust's 2016 UBCM resolution calling for Transport Canada to assess the cumulative risks and impacts associated with projected vessel traffic increases in the Salish Sea and develop an innovative 20-year mitigation plan. The Chair could notify community groups of his intent to provide an opinion editorial and encourage them to echo the key messages with letters to the editor.

For the Chair letter, staff will ask community groups to provide a summary of their current concerns with the interim protocol, Transport Canada communication methods and the Ocean Protection Plan and will then draft a letter to the Minister of Transport Canada that conveys this input, as appropriate and where consistent with the Trust's regional mandate. The letter will also contain a request that in order to increase transparency and accountability the Islands Trust be invited to be an observer to the Transport Canada/Port of Vancouver and industry anchorage working group meetings.

Staff will organize a roundtable meeting about anchorages to bring together interested community groups, First Nations, industry, Transport Canada and stakeholders. This will include identification of participants (ideally no more than 30), securing a venue, issuing invitations, developing an agenda and reporting back to participants.

Timing of the three actions will depend somewhat on Executive Committee decisions regarding timing of the Trans Mountain campaign.

FIRST NATIONS:
This could result in greater relationship building with First Nations and create opportunities to understand synergies, concerns and knowledge sharing on use of anchorage areas and areas of related concerns for First Nations.

OTHER:
None.

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.

Islands Trust Policy Statement Part 1: Roles and Responsibilities section
The Islands Trust Council cannot effectively implement the Policy Statement without the support of all stakeholders. Assistance, cooperation and collaboration are required from local trust committees, island municipalities, the Trust Fund Board, the Provincial Government, other government agencies, non-government organizations, communities, First Nations, property owners, residents and visitors.

Islands Trust Policy Statement policy 3.1.9:
Trust Council encourages actions and programs of other government agencies which place priority on the side of protection for Trust Area ecosystems when judgment must be exercised; protect the diversity of native species and habitats in the Trust Area, and prevent pollution of the air, land and fresh and marine waters of the Trust Area.
- Advocacy Policy 6.10.iii

5 ATTACHMENT(S):
None.

RESPONSE OPTIONS

Recommendation:
That the Executive Committee adopts the following advocacy strategy that includes:
1. An opinion editorial about anchorage issues for local and regional newspapers;
2. Letter to the Minister of Transport Canada conveying community group and Islands Trust concerns over communication and processes associated with the Interim Protocol for the Use of Southern B.C. Anchorages; and
3. Roundtable meeting about anchorages to bring together interested community groups, First Nations, industry, Transport Canada and stakeholders.

Alternative:

1. Direct staff/Chair to undertake only items 1, 2 or 3.
2. Direct staff/Chair to undertake other actions
3. No actions at this time.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Russ Hotsenpiller, CAO, August 10, 2018

BRIEFING

To:	Executive Committee	**For the Meeting of:**	August 15, 2018
From:	**David Marlor, DLPS**	**Date Prepared:**	August 8, 2018
SUBJECT:	**Local Planning Services Review**		

PURPOSE:

The purpose of this briefing note is to identify problems in providing local planning services to local trust committees and Local Planning Committee, and to offer conceptual approaches to improvements.

BACKGROUND:

In June, September and December 2017 the Director of Local Planning Services reported to Trust Council indicating that management and Local Planning Services staff will be reviewing the current staffing arrangement and means to provide planning services to local trust committees.

In July 2017 the management team approved a Community Charter that included a process for one-on-one discussion with trustees and staff, a review of data, and provision of a report with recommendations on ways to improve serve delivery in Local Planning Services. The overall goals of the review were:

1. to recognize high demand for and need to retain Island (senior) Planners;
2. to accommodate changes in needs since the 2007 review; and
3. to ensure Local Planning Services is providing efficient and effective service.

In fall of 2017 the Director of Local Planning Services conducted interviews with trustees and staff.

ANALYSIS:

Looking to the future, Local Planning Services envisions a robust planning organisation that is committed to delivering a bright future for the Islands Trust, where communities and First Nations work together to help shape policies and regulations mindful of community needs, aboriginal rights and title and changing environmental sensitivities.

Over the past 20 years, local planning services have been delivered using the same model of a dedicated planner for each local trust committee. Depending on workload, in some instances two or three local trust committees share one planner, and in others more than one planner provides service to an island. While this approach appears to ensure that planners know the community and issues, it is increasingly difficult to continue this approach while meeting changing needs of the communities.

After analysing the 2017 interviews with Staff and trustees, and the data (application volumes, number of projects, planner time tracking results), the following issues have become more apparent with the current system.

Work demands vary by local trust area, geographic area and time. Application volumes vary by local trust area over time, and in some instances overwhelm the assigned planner; the current system of assigned planner per island makes it difficult to adjust to the changes in demand. Pressure to process applications quickly result in more time being taken up by current planning at the expense of local trust committee project work. The volume and complexity of applications and referrals has increased, taking up more of the planner time, usually at the expense of local trust committee projects. Under the current system, the planners face pressure to turn applications around quickly as well as pressure to complete work on local trust committee projects. With more than 30 First Nations in the Trust Area, First Nations Engagement affects all aspects of planning and requires substantial staff resources.

There are too many local trust committee projects. The current policy of three priorities per local trust committee creates too many project priorities to adequately undertake given available resources and does not reflect needs of individual communities. There is little incentive for local trust committees to link work program to strategic plan objectives, resulting in work being undertaken that does not further the Islands Trust Strategic Plan.

We are unbalanced in budgeting. Up to the year 2017 local trust committee project budgets were prepared as requested by local trust committees up to 18 months in advance of the new fiscal year. The result was that the funds were often significantly underspent, or diverted to other needs. While we have made changes to this approach, there is still a gap in consideration of approval of the funds and resources for local trust committee projects in relation to Trust Council priorities.

We have difficulty attracting and maintaining professional staff. Attraction and retention of staff is hard to sell when working on the same island and being verbally attacked by the public. Staff retention would be boosted by more fluidity in the role assignments and improvements in the meeting working environment. We have had situations where it has been difficult to hire planners, especially planners with senior experience. This is partly due to a high demand for planners around the province, and also the cost of living, and the compensation we are able to offer. Under the current system we are not particularly nimble at covering gaps that occur when we have planner vacancies, and these vacancies often unfairly impact the local trust committee(s) to which that planner is assigned.

Current modern planning approach to support Islands Trust object seems to benefit from specializations. Environmental limitations and social needs are increasingly focusing the community lens on balancing growth with the ability of the environment to handle that growth. This requires more specialisation in the organisation. The current specialization positions in Local Planning Services (First Nations, Freshwater) are transitional that cannot easily be implemented under the current system. Other specialisations (such as environmental planner, social planner, graphic design) are missing and difficult to implement under the current staffing system.

Interactions with community are changing. With on-line social media becoming more important, interactions have become shorter and more immediate. In some instances social media posts can be influential on the community and detrimental to the planning process if they go uncorrected. This results in planners that are dedicated to local trust committees getting drawn into a level of debate that the organization cannot sustain. While a majority of trustees prefer a dedicated planner for their local trust area, changing approaches to public interaction makes this approach less and less viable. The Island Planner is often undertaking administrative work that does not use their full capacity as a senior planner.

We do not have a long range planning management system. Current structure does not lend itself to prioritization of Official Community Plan management. Official community plans are not being updated on a regular rotation, leading to several official community plans that are out of date by up to 35 years; this further leads to applications to amend them, or one-off projects to update sections of them.

Silos between Trust Area Services and Local Planning Services are built-into our system by structure. In practice this is not how we want to work together. There are many areas of mutual concern and points for collaboration between Local Planning Services, Trust Area Services and the Islands Trust Conservancy. Local trust committee projects would benefit, in some instances, from a regional approach looking at not just planning solutions, but other solutions such as advocacy. An example of the silo approach is with the current Grants Manager position that is limited to working on grants for local trust committees. As grant deadlines rarely match local trust committee project needs, very few grants are applied for. Another example is where planning work is currently undertaken locally, whereas savings in time and resources could be realised by having one planner, or team of planners work on similar projects and applications regionally. There is a need to go beyond planning and undertake other functions such as delegated authority from Trust Council or local advocacy on issues of importance to the local trust area. Under the current system there are no resources to undertake this work.

NEXT STEPS:

Following an analysis of the data, we will identify changes that would benefit the organisation and address the above issues. These changes are conceptually:

- reorganise local planning services to work as teams across regional offices and breakdown silos, to support opportunities for specialisation and broader professional expertise, and to support local advocacy;
- build into the system a managed approach to updating and maintaining all 20 official community plans on a rotational basis;
- significantly increase planning resources to the Local Planning Committee;
- develop metrics for measuring performance on applications and projects, and a system to report out on those metrics;
- transfer grants function and housing agreement administration to Trust Area Services;
- establish an annual budget for First Nations engagement;
- review job profiles and classifications and establish and maintain an approved "As and When" auxiliary planners list; and
- recommend Trust Council amend relevant Policies (6.2.1 and 6.7.1 and 6.10.1) on work programs and local advocacy.

A detailed report on with recommendations will be provided to the Executive Committee in September 2018.

ATTACHMENT(S):

1. **None**

FOLLOW-UP:

1. Full report to Executive Committee in September 2018.
2. As directed by the Executive Committee

Prepared By: **David Marlor, DLPS**

Reviewed By: **Russ Hotsenpiller, CAO**
Robert Kojima, Regional Planning Manager

BRIEFING

To:	**Executive Committee**	**For the Meeting of:**	August 15, 2018
From:	**David Marlor, Director of Local Planning Services**	**Date Prepared:**	August 9, 2018
SUBJECT:	**Local Trust Committee Model Agenda Format**		

PURPOSE:
To provide a consistent regular business meeting agenda format across all local trust committees.

BACKGROUND:
At its regular business meeting on February 28, 2018 the Executive Committee passed the following resolution:

> ***EC-2018-027***
> ***It was MOVED and SECONDED,***
> *that the Executive Committee request staff review the agenda policy for the local trust committees and bring a report back to the Executive Committee.*

In response to a request from the Thetis Island Local Trust Committee, at its regular business meeting on May 11, 2018, the Executive Committee passed the following resolution:

> **EC-2018-053**
> **It was MOVED and SECONDED,**
> that the Executive Committee request staff provide a report on the local trust committee agenda format.

Attached is a draft model agenda format and draft policy language for discussion purposes. The purpose of the draft model agenda format is to:

- ensure that all local trust committee meeting agendas contain the required content;
- ensure that the focus of the agenda is the business of the local trust committee;
- ensure that the most important business items are earlier on the agenda;
- provide for orderly consideration of the business items by the local trust committee, and
- provide reasonable opportunities for public input.

Trust Council has not adopted a model agenda format for local trust committees. Trust Council has the following two policies:

- 4.1.2 - Local Trust Committee Meeting Guidelines
- 4.1.3 – Local Trust Committee Meeting Procedures Bylaw

The Local Trust Committee Meeting Guidelines policy provides supplemental guidelines on quorum and rules of order for local trust committee meetings. The Local Trust Committee Meeting Procedures Bylaw policy provides a model meeting procedures bylaw for local trust committee meetings. All local trust committees have adopted bylaws substantially in accordance with this model bylaw.

A model agenda format could be included in either the Local Trust Committee Meeting Guidelines policy, or in the Local Trust Committee Meeting Procedures Policy (in this case the agenda format would be included in the model local trust committee meeting procedures bylaw).

The draft agenda format includes provision for a single "town hall" session that should be located in the middle or near the end of the agenda. The reason for this is to establish that the meeting is primarily a business meeting of the local trust committee to conduct business. While opportunity for public input during the meeting is appropriate, it should be managed in the context of the primary function of the meeting. Placing a "town hall" at the beginning of the meeting can have the effect of shifting the focus from the local trust committee business to the community concerns.

The draft agenda format includes provision for a "closed meeting" that should be located at the end of the meeting to reduce disruption to the meeting flow. If a decision item on the agenda requires in-camera discussion, closed session can be moved up on the agenda.

The draft agenda format includes optional provision for Public Hearing and Community Information Meetings. These are on the agenda near the beginning and should occur before the business items.

The draft agenda format includes reports near the end of the agenda. They are located hear as they are the least important business of the local trust committee (compared to considering development applications and work program projects).

Following discussion with the Executive Committee, staff will draft the appropriate policy amendments and by back a Trust Council Request for Decision to for the Executive Committee to consider on September 5, 2018.

ATTACHMENT(S):

1. Draft policy and model agenda format.

FOLLOW-UP:

1. Staff will bring a Request for Decision with recommendations to the Executive Committee meeting of September 5, 2018.
2. As requested by the Executive Committee.

Prepared By: David Marlor, Director of Local Planning Services

Reviewed By/Date: Russ Hotsenpiller, CAO/August 9, 2018

Policy:	
Approved By:	
Approval Date:	
Amendment Date(s):	
Policy Holder:	

Local Trust Committee Agenda Format

Note: The following is draft language for inclusion in either 4.1.2 - Local Trust Committee Meeting Guidelines or 4.1.3 – Local Trust Committee Meeting Procedures Bylaw.

Purpose

To provide consistency for local trust committee agendas.

Scope

Applies to all local trust committees.

A. Definitions

n/a

B. Principles

1 Local Trust Committee meetings are business meetings of the local trust committee and intended for the local trust committee to receive reports and make decisions.

2 That major decision items should be relatively early in the agenda and routine items later.

3 The town halls sessions are intended for brief comments and questions from the public and should not be an alternative to community information meetings and public hearings.

C. Agenda Format Procedures

4 All Local Trust Committee regular business meeting agendas will include all of the substantive items shown in the model agenda in Attachment 1.

5 Order of business should be as close to the model agenda in Attachment 1, though modifications as indicated below may be made:

a. Town Hall session is an optional open session for public input. This session should be limited to one location on the agenda, either near the middle of the agenda or near the end, whichever is preferable to the local trust committee.

b. The Closed Meeting is located at the end of the agenda in the model as it is the least disruptive location to hold a closed meeting; however, if there is a need for in-camera discussion before consideration of an agenda item, the Closed Meeting session may be moved to the beginning or close to the beginning of the agenda.

c. A break, for meetings of two hours or longer, is not shown, but should be included in preparation of the agenda.

6 The agenda should include the approximate time for major item based on the estimated amount of time required to present and discuss each item. The time is for guidance only and a note to this effect should be included at the bottom of the agenda.

D. Legislated References

n/a

E. Attachments/Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

Attachment 1: Model Local Trust Committee Regular Business Meeting Agenda

Attachment 1:

Model Local Trust Committee Regular Business Meeting Agenda

The following contains the items that must be included in a local trust committee regular business meeting. These are in the recommended order. The actual format of the agenda will be set by eScribe.

_____ Island Local Trust Committee

Regular Meeting Agenda

Date: _____

Time: _____

Location: _____

1. Call to Order	Time	Pages
2. Approval of Agenda	Time	Pages
3. Minutes 3.1. Regular business meeting minutes (previous meeting) 3.2. Section 26 – Resolutions-without-meeting 3.3. Advisory Planning Commission Minutes	Time	Pages
4. Business Arising from Minutes 4.1. Follow-up Action List	Time	Pages
5. Community Information Meeting (optional)		
6. Public Hearing (optional)	*Time*	*Pages*
7. Applications and Referrals	Time	Pages
8. Local Trust Committee Projects	Time	Pages
9. Delegations	Time	Pages
10. Town Hall (optional)	*Time*	*Pages*
11. Correspondence	Time	Pages
12. New Business	Time	Pages
13. Reports	Time	Pages
13.1. Chair's Report		
13.2. Trustee Reports		
13.3. Islands Trust Conservancy Report		
13.4. Electoral Area Director Report (optional)		
13.5. Applications Report		
13.6. Adopted Policies and Standing Resolutions		
14. Work Program	Time	Pages
14.1. Top Priorities		
14.2. List of Projects		
15. Closed Meeting (optional)	*Time*	*Pages*
16. Rise and Report (optional)		
17. Up Coming Meetings		
18. Adjournment	Time	Pages

STAFF REPORT

File No.: 6500-20
(LTC Cannabis Regulation)

DATE OF MEETING:	Select date.
TO:	Local Trust Committees
FROM:	Name Choose an item.
COPY:	David Marlor, Director of Local Planning Services
SUBJECT:	Regulation of Cannabis Production and Retail Sales and Non-Medical Cannabis Retail License Application Fees

RECOMMENDATION

1. **That the** Name of Local Trust Committee . **adopt the following standing resolution with respect to the processing of non-medical cannabis retail license applications:**

> - Proposed or amended licenses for non-medical cannabis retail establishments require an application to the local trust committee.
> - The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical.
> - The public consultation process shall be determined by the local trust committee after initial review of the proposal.
> - However, as a minimum, the local trust committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information:
>   - Name of the applicant and a description of the proposal in general terms
>   - The location of the proposed establishment and the subject site
>   - The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered.
>   - The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application
>   - How public comments may be submitted to the local trust committee.

2. **That the** Name of Local Trust Committee . **request that staff prepare a draft bylaw to amend the fees bylaw to specify a fee for Liquor Control and Licensing Branch non-medical cannabis retail license applications, in the amount of $2,000.**

DRAFT FOR INFORMATION

REPORT SUMMARY

This report provides information to local trust committees regarding the proposed *Cannabis Act* and describes options for the regulation of cannabis production and non-medical cannabis retail sales. The LTC is asked to consider:

- Adopting a standing resolution to process Liquor Control and Licensing Branch (LCLB) non-medical cannabis retail applications;
- Amending the LTC fees bylaw to include a specific fee for the processing of LCLB non-medical cannabis retail applications;
- As an option, reviewing its land use regulations applicable to cannabis production and retail sales.

BACKGROUND

Regulatory Framework

Cannabis Act

The proposed *Cannabis Act*[1] would provide a framework for the production, distribution, sale and possession of cannabis, which would be jointly regulated by federal, provincial and local governments across Canada. Under the *Cannabis Act*, the federal government's primary responsibilities would include licensing both medical and non-medical cannabis producers, regulating the industry (advertising, marketing, and promotion), and determining health and safety standards (e.g. potency and ingredients). Provinces and territories would license and oversee the distribution and retail sale of cannabis.[2]

Until the adoption of the *Cannabis Act*, the *Access to Cannabis for Medical Purposes Regulation (ACMPR)* released 2016[3] remains the authority for lawful cannabis production and possession; cannabis may be grown by registered persons or licensed producers for medical purposes; and retail distribution of cannabis in dispensaries and storefronts is illegal.[4]

The *Cannabis Act* includes a broad definition of cannabis:

- Any part of the cannabis plant, other than mature stalks that do not contain leaves, flowers or seeds, the cannabis plant fibre, or the plant root.
- Any substance or mixture of substances that contains or has on it any part of a cannabis plant.
- Any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

Marihuana is a form of cannabis. "Cannabis" is preferable to "marihuana" for the regulatory context.[5]

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[1] Proposed *Cannabis Act*. http://www.parl.ca/DocumentViewer/en/42-1/bill/C-45/third-reading
[2] FCM. 2018. Municipal Guide to Cannabis Legalization. https://fcm.ca/Documents/issues/Cannabis-Guide-EN.pdf
[3] The *Access to Cannabis for Medical Purposes Regulation* replaced the *Marihuana for Medical Purposes Regulation.*
[4] FCM. 2018. Municipal Guide to Cannabis Legalization. https://fcm.ca/Documents/issues/Cannabis-Guide-EN.pdf
[5] IBID.

BC Cannabis Control and Licensing Act

The *BC Cannabis Control and Licensing Act (BCCLA)*, proclaimed on May 31, 2018, establishes provincial control over the sale, supply and possession of non-medical cannabis, and establishes licensing of private cannabis retailers, including registration and training requirements for those who will work in cannabis retail. The *Act* outlines restrictions on the possession, personal cultivation and consumption of cannabis by adults and prohibitions for minors.

The *BCCLA* requires notification to the local government or Indigenous nation for the area in which a retail establishment is proposed to be located or is located.

Upon receipt of notification, the applicable local government or Indigenous nation must take into account any prescribed criteria and, in the prescribed circumstances, gather the views of residents by one or more of the following methods:

a) By receiving written comments in response to a public notice of the application;
b) By conducting a public hearing in respect of the application;
c) By holding a referendum;
d) By using another method the local government or Indigenous nation considers appropriate.

The BCCLA further states that a licence must not be issued or amended unless the local government or Indigenous nation for the area gives a recommendation that the licence be issued or amended.[6]

In BC, the wholesale distribution of non-medical cannabis will be solely through the Liquor Distribution Branch (LDB). The LDB will be the operator of government-run retail stores and the Liquor Control and Licensing Branch (LCLB) will be responsible for licensing and monitoring the retail sector using a mixed public/private model.

Local Government Land Use Authority

Local governments have delegated authority from the Province, through the *Local Government Act (LGA)*, to regulate, through zoning regulations, the location, size, and siting of cannabis businesses.

LTCs may have previously amended their bylaws to provide regulations for the location, size or siting of cannabis (marihuana) production facilities. The Gabriola Island Land Use Bylaw (LUB) for example, stipulates:

- Permitted uses in the Agriculture (AG) zone include: "Indoor production of medical marihuana licenced under the *Marihuana for Medical Purposes Regulation* on lots in the Agricultural Land Reserve".
- The maximum *height of buildings* in the Agricultural Land Reserve used exclusively for a Medical Marihuana Production Facility licenced under the Marihuana for Medical Purposes Regulation is 15.0 metres (49 feet); and
- The minimum setback for buildings, structures and fencing used for the indoor production of medical marihuana licenced under the *Marihuana for Medical Purposes Regulation* is 30 metres (98.4 feet) from any lot line and 150 meters (492.13 feet) from any school or park.

Notably, "the production of marihuana in accordance with the *Marihuana for Medical Purposes Regulations"* was previously a permitted farm use in the ALR under the *Agricultural Land Reserve (ALR) Use, Subdivision and Procedure Regulation, BC Reg. 171/2002.* However, this regulation was amended on July 13, 2018 by removing the outright permission and replacing it with a provision allowing "the lawful production of cannabis" if

[6] *Cannabis Control and Licensing Act*. https://www.leg.bc.ca/parliamentary-business/legislation-debates-proceedings/41st-parliament/3rd-session/bills/progress-of-bills

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produced either outdoors in a field, or inside a structure that (i) has a soil base or (ii) existed or was being constructed for the purpose of growing crops before July 13, 2018.

ANALYSIS

Issues and Opportunities

Land Use (Zoning) Authority

Local trust committees are responsible for good governance through land use regulation. This involves consideration for the types and locations of land uses in their communities, and specific regulations to mitigate the potential for land use conflict. It is up to individual LTCs to determine to what extent land use regulation is needed and what, if any, amendments should be undertaken to their LUBs.

In accordance with the proposed *Cannabis Act*, LTCs have the ability to regulate the location, size, and siting of cannabis production and retail sales. This may occur in a variety of ways:

1. Permissive zoning

   Cannabis retail sales would theoretically be permitted in all zones where retail uses are permitted (including home occupations allowing retail) if the applicable Land Use Bylaw permits retail sales and the definition of retail sales is liberal or absent.

   Similarly, liberal LUB regulations may allow cannabis production anywhere agriculture is permitted (depending on the LUB definition of agriculture and in which zones agriculture is permitted). Cannabis production is, as noted earlier, a permitted farm use in the ALR (subject to BC Reg. 171/2002).

2. Prohibitive Zoning

   Cannabis retail sales could be prohibited in all zones if the applicable Land Use Bylaw included a regulation such as "Cannabis retail sales are prohibited in all zones" and a distinct definition of "cannabis retail sales".

   Cannabis production could be prohibited outside the ALR (although the federal government will retain exclusive authority to license producers).

3. Discretionary Zoning

   Cannabis retail sales may be permitted in select zones (e.g. commercial zones) and/or a minimum distance from other cannabis retail sales establishments or other land uses (e.g. dwellings, schools, parks, museums, libraries, or medical facilities).

   Cannabis production could be limited to select zones (e.g. industrial zones). Within the ALR, LTCs may regulate the siting, size and height of buildings for agricultural production.

The LTC should consider whether or not it would like to pursue LUB amendments to strengthen its regulatory control with respect to the zoning and siting of cannabis retail sales or cannabis (or other agricultural) production facilities. This may occur through a resolution to add an LUB review project to the projects list or top priorities list.

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Fees Bylaw

LTCs have the ability to charge fees for processing applications for LCLB non-medical cannabis retail licenses or license amendments. This requires that LTCs include an applicable fee in their LTC fees bylaws. Staff note that the majority of LTCs currently require an $825 fee for "Liquor Control Licensing Branch" applications, with the exception of Hornby ($750), Gabriola ($850) and Lasqueti (no fee).

The application fees collected for review of LCLB applications are used to offset staff time and any news advertising in relation to the review of the applications. Generally, the fees collected for LCLB applications are insufficient to cover the costs of processing applications where the views of residents are gathered, particularly if a Community Information Meeting is held, prior to the LTC making a recommendation to the LCLB.

Staff recommend that each LTC enact a fee for LCLB cannabis retail applications. In anticipation of a high degree of public interest and corresponding staff resources and costs to process these applications, it is recommended that this fee be distinct from and higher than the LTC's standard fee for LCLB applications. Staff note that the Regional District of Nanaimo has recently amended their fees bylaw to include a fee of $4,000 for processing non-medical cannabis license applications. LTCs and the public may, however, view inordinately high fees as being unfair or intentionally prohibitive. For this reason, staff are recommending a lesser fee in the amount of $2,000; this is more in line with the 2004 Trust Council Model Fee for LCLB applications, following a CPI adjustment, and would offset some costs associated with staff application review, public notification, and conducting a public meeting.

Staff can proceed with the preparation of a draft bylaw to amend the LTC fees bylaw; this would require minimal staff time. Such a bylaw amendment would require three readings, and approval by the Executive Committee prior to final adoption. No public hearing would be required.

As an aside, LTCs may consider whether or not there are other application fees which are either absent or require adjustment and could be included in a fees bylaw amendment.

Consultation Requirements

The *BCCLA* does impose a responsibility onto local governments and Indigenous nations to consider applications referred by the Liquor Control and Licensing Branch (LCLB) in accordance the *BCCLA*. In doing this, each LTC should turn its mind to the "prescribed criteria", and option to gather the views of local residents under "prescribed circumstances".

The evaluation criteria and/or a policy for considering such applications may be formalized through the adoption of a standing resolution. Staff have recommended the following standing resolution, which may be amended (either prior to initial adoption or from time to time):

- Proposed or amended licenses for non-medical cannabis retail establishments require an application to the local trust committee.
- The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical.
- The public consultation process shall be determined by the local trust committee after initial review of the proposal.
- However, as a minimum, the local trust committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is

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proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information:

- Name of the applicant and a description of the proposal in general terms
- The location of the proposed establishment and the subject site
- The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered.
- The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application
- How public comments may be submitted to the local trust committee.

RATIONALE FOR RECOMMENDATION

Local trust committees may be referred cannabis license applications. Because a consultation process is not specifically prescribed through provincial legislation or LTC bylaws, staff are recommending that LTCs adopt a standing resolution to deal with these types of applications. LTCs would have the flexibility to readily amend such a standing resolution over time to adapt to their community's unique needs. Furthermore, because of the likelihood that these applications will attract significant public interest and involve significant staff resources to process, staff are recommending that LTCs amend their fees bylaws to include a specific fee for LCLB cannabis retail applications, which is distinct from and higher than liquor license applications.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

1. **Adopt an Amended Standing Resolution**

   Should the LTC wish to proceed with a standing resolution, it may adopt an amended resolution in lieu of the recommended resolution.

2. **Proceed with Land Use Bylaw Amendments**

   The LTC may wish to pursue amendments to its LUB. This would require that a project be added to the projects list or top priorities list and for the project to be scoped and funded. Staff still recommend that a standing resolution be passed to address applications which may be received prior to adoption of LUB amendments. Should the LTC wish to pursue an LUB review project, the following resolution may be passed:

   That the Name of Local Trust Committee . add to its [Projects/Top Priorities List], "Review of land use regulations for cannabis production and retail sales".

3. **Request further information**

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NEXT STEPS

A standing resolution adopted by the LTC would take effect immediately. Fees bylaw amendments would require preparation of an administrative bylaw amendment, three readings, and approval by the Executive Committee prior to adoption.

Submitted By:	Name, Credentials Title	June 7, 2018

REFERENCES

- Proposed *Cannabis Act*. http://www.parl.ca/DocumentViewer/en/42-1/bill/C-45/third-reading
- Municipal Guide to Cannabis Legalization. https://fcm.ca/Documents/issues/Cannabis-Guide-EN.pdf
- *Access to Cannabis for Medical Purposes Regulation* http://laws.justice.gc.ca/eng/regulations/SOR-2016-230/page-1.html
- *Cannabis Control and Licensing Act*. https://www.leg.bc.ca/parliamentary-business/legislation-debates-proceedings/41st-parliament/3rd-session/bills/progress-of-bills

DRAFT FOR INFORMATION

House of Commons
Chambre des communes
CANADA

Pamela Goldsmith-Jones

Member of Parliament
West Vancouver - Sunshine Coast - Sea to Sky Country

July 12, 2018

The Honourable Navdeep Bains, P.C., M.P.
Minister of Innovation, Science and Economic Development
House of Commons
Ottawa, ON
K1A 0A6

Dear Minister Bains,

Thank you for your ongoing commitment to the innovative economic development of rural communities in British Columbia. As a representative of a riding that is both urban and rural, I write in support of the resolutions adopted by the Islands Trust Council on June 20, 2018:

> That Trust Council request the Chair to write to the federal Minister of Innovation, Science and Economic Development, responsible for Western Economic Diversification of Canada, to request that the Minister designate all islands in the Islands Trust Area as eligible for Community Futures funding and other granting program for rural communities.

The economic development of rural communities is a priority for our government. Rural and remote communities in my riding are looking for ways to strengthen their economies and provide a better quality of life. Access to the Community Futures fund will provide entrepreneurs and small business owners in my riding an opportunity to grow and compete.

Thank you for your consideration.

Sincerely,

P. Goldsmith-Jones

Pamela Goldsmith-Jones, M.P.
West Vancouver-Sunshine Coast-Sea to Sky Country

cc: Mayor Murray Skeels, Bowen Island Municipality
Councillor Maureen Nicholson, Metro Vancouver Director
Peter Luckham, Chair, Islands Trust Council

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Fisheries and Oceans Canada
Pêches et Océans Canada

Canadian Coast Guard
Garde côtière canadienne

Assistant Commissioner
Western Region
Commissaire adjoint
Région de l'Ouest

JUL 18 2018

Dear Mr. Luckham and Mr. Watson:

The Honourable Marc Garneau, Minister of Transport, has forwarded to the Honourable Dominic LeBlanc, Minister of Fisheries, Oceans and the Canadian Coast Guard, a copy of your correspondence of May 31, 2018, regarding a standby rescue tug in Sidney, British Columbia. I have been asked to respond on the Minister LeBlanc's behalf.

Under the auspices of the Ocean Protection Plan, the Government of Canada will create a world-leading marine safety system that strengthens responsible shipping and protects Canadian waters through new preventive response measures such as provision of offshore emergency tow vessels.

These emergency towing vessels will address the immediate gap in offshore tow capacity responding to large commercial vessels disabled off the coast of British Columbia. Efforts are underway to lease two off-shore emergency tow vessels to provide this service in the near future. Once in operation, the emergency towing vessels will patrol the waters off the west coast Vancouver Island and the Haida Gwaii and Hecate straits and Dixon Entrance areas.

The Coast Guard is currently conducting a towing needs assessment to help understand and identify gaps and capabilities in the current coast-wide towing strategy. The Towing Needs Assessment is a review of all key documents, reports, and reviews that are trending in the industry on the west coast and lessons learned from similar international studies. The Coast Guard will engage and seek feedback from Indigenous peoples, stakeholders, academics, as well as industry and international partners on to seek views and concerns related to emergency towing on the west coast. The assessment will inform requirements for long term towing capacity on the coast of British Columbia. The Coast Guard has been provided a copy of your letter for consideration and inclusion in towing needs analysis.

Thank you for writing. I trust that my response has addressed your concerns.

Yours sincerely,

Roger Girouard
Assistant Commissioner
Western Region
Canadian Coast Guard

c.c: The office of the Honourable George Heyman, M.L.A.
British Columbia's Minister of Environment and Climate Change Strategy

Canada

July 20, 2018

RECEIVED
JUL 25 2018
ISLANDS TRUST

Susan Morrison, Acting Chair
Islands Trust Council
P200-1627 Fort Street
Victoria, BC V8R 1H8

Dear Ms. Morrison,

We would like to thank you for including us in your correspondence, dated July 11, 2018 to Premier John Horgan requesting that the Province include Salt Spring Island and the Southern Gulf Island as eligible for Island Coastal Economic Trust funding programs.

The letter will be shared with the ICET Board of Directors at their next scheduled board meeting.

If you have any questions regarding the Island Coastal Economic Trust, please do not hesitate to contact me at 250-871-7797 or by email at line.robert@islandcoastaltrust.ca

Yours sincerely,

Line Robert
Chief Executive Officer

2018 ECONOMIC SUMMIT

SCHEDULE

VANCOUVER ISLAND ECONOMIC ALLIANCE

WEDNESDAY, OCTOBER 24 – DAY ONE

8:30 AM — BONUS SESSION

Tech Showcase

With a focus on "at" or "near revenue" products & services this year's showcase will feature 7 local companies who have successfully moved past early-stage prototyping on their march to commercialization.

10:30 AM — TRADESHOW OPENS

Watch for updates …

12:00 PM — OPENING LUNCHEON

2018 Economic Report

Presenter – Susan Mowbray, Senior Economist, MNP

Sponsored by **MNP**

1:30 PM — FOUR CONCURRENT SESSIONS

#1 It's All Good! 'Island Good' – Reporting Pilot Project Results & Detailing Phase II

- Dan Dagg, Hot House Marketing, Moderator
- Watch for Details…

Sponsored by **BC SALMON FARMERS ASSOCIATION**

#2 Marijuana – Weeding through the medical issues and upcoming legalization challenges

- Matthew Larsen, Associate, Fasken, Martineau, DuMoulin LLP, Moderator
- Dr. Paul Farnan, Clinical Associate professor, UBC

- James Gould, Managing Partner, HHGB Lawyers

#3 Futurescape 2.0 – Now What?

- Graham Truax, Executive in Residence, Innovation Island, Moderator
- Anya MacLeod, Thoughtexchange
- Shawn Adrian, Input Logic
- Damir Wallener, EIO Diagnostics

Sponsored by **ISLAND COASTAL ECONOMIC TRUST**

#4 Spotlight - Pulling Together - Partnerships & Collaboration in the Alberni-Clayoquot

- Pat Deakin, Economic Development Office, City of Port Alberni, Moderator
- David McCormick, Director, Public Relations & Business Development, Port Alberni Port Authority
- Trevor Cootes, Councilor, Huu ay aht First Nation
- Josie Osborne, Mayor, District of Tofino

3:00 PM TRADESHOW – NETWORKING BREAK

With a full 30 minutes between afternoon sessions, you'll have plenty of time to grab a coffee and network in the Tradeshow.

3:30 PM FOUR CONCURRENT SESSIONS

#5 Entrepreneurs Panel – The Agony and Ecstasy of Growing a Successful Business

- Clemens Rettich, Senior Manager, Business Consulting, Grant Thorton, Moderator
- Riot Brewing
- Westholme Tea Company
- Promac Group
- VMAC
- Watch for Details…

Sponsored by **DOUGLAS MAGAZINE**

#6 Marine Renewable Energy – What's Working & What Isn't on Vancouver Island

- Randall Heidt, VP, Strategic Initiatives, North Island College

- Voytek Klaptocz, Managing Director, MAVI Innovations
- Watch for Details…

#7 #METOO – Mitigating & Managing Harassment in the Workplace

- Katie Bishop, District VP, TD Commercial Banking, Moderator
- Christine Willow, Partner, Chemistry Consulting
- Al Siebring, Councilor, District of North Cowichan
- Lisa Southern, Barrister & Solicitor, Southern Law

Sponsored by **FASKEN**

#8 Island Wood – New Horizons for Value-Added Manufacturing

- Watch for updates …

Sponsored by **THE INLAND GROUP**

5:30 PM COCKTAIL HOUR

Watch for updates …

6:30 PM SUMMIT DINNER, WELCOME & PRESENTATION

Watch for updates …

8:30 PM DESSERT RECEPTION

Watch for updates …

THURSDAY, OCTOBER 25 – DAY TWO

7:00 AM TRADESHOW OPENS

7:30 AM BREAKFAST KEYNOTE

Watch for updates …

9:00 AM FOUR CONCURRENT SESSIONS

#9 Foreign Trade, Part I

- Watch for updates …

#10 Cannabis – Business Development and Economic Impact

- Peter Guo, MNP, Moderator
- Philippe Lucas, VP, Patient Research and Access, Tilray
- Jeff Guignard, Executive Director, Alliance of Beverage Licensees BC
- Michael Tan, Executive Director, Cannabis Division, BC Liquor Distribution Branch

#11 The Future of Electric Transportation – It's impact on Our Lives and Infrastructure

- John Hankins, Executive Director, Mid-Island Business Initiative, Moderator
- Dale Littlejohn, Executive Director, Community Energy Association
- Rory Gattens, Business development Manager, Western Canada, Flo

#12 Marine Sector – Labour Challenges & Career Opportunities Abound

- Mark Collins, CEO, BC Ferries
- Captain Joanne McNish, Regional Direct, Fleet, Canadian Coast Guard
- Watch for Details…

10:30 AM TRADESHOW – NETWORKING BREAK

With a full 30 minutes between afternoon sessions, you'll have plenty of time to grab a coffee and network in the Tradeshow.

11:00 AM FOUR CONCURRENT SESSIONS

#13 Economic and Cultural Catalyst of Indigenous Tourism

- JP Obaggy, Tourism Development Officer, Homalco First Nation, Moderator
- Nicole Vaugeois, Associate VP, VIU
- Anthony Everett, CEO, Tourism Vancouver Island
- Watch for Details…

#14 Safe Communities – Essential for Everyone

- Catherine Holt, CEO, Victoria Chamber, Moderator
- David LaBerge, Corporal, RCMP
- Don Evans, Executive Director, Our Place Society
- Don Hatton, Principal, Hatton Insurance Agency

#15 Foreign Trade – Part II

- Bill Collins, Principal, CollinsWorks Ventures
- John McCannel, principal, JAM Strategies
- Katrin Harry, Principal, ABM/Raven Events
- Watch for Details…

#16 Marine Response – Federal Infrastructure Investment in Coastal BC – Where? When? How? Who? What?

- David Heap, Regional Director, Integrated Business Management, Canadian Coast Guard
- Watch for Details…

12:30 PM CLOSING LUNCHEON & PRESENTATION

Watch for updates …

2:00 PM 12TH ANNUAL 'STATE OF THE ISLAND' ECONOMIC SUMMIT CONCLUDES

Coming soon …

2:30 PM **BONUS SESSION**

Watch for updates …

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THE COMPASS

News and information from the Union of BC Municipalities

August 8, 2018

Cannabis Retail Information for Local Governments

On October 17, 2018, non-medical cannabis will be legal in Canada. In anticipation of federal legalization, the Province has passed legislation to provide for legal, controlled access to non-medical cannabis in British Columbia. Information is also available regarding local governments' role in licensing non-medical cannabis retail stores. Read More

Course in Community Energy Management

The Community Energy Association (CEA) and BC Institute of Technology (BCIT) are offering a six-week online course in community energy management in the fall of 2018. Read more

EAD Forum: Open Microphone Topics

Chair Art Kaehn, Regional District of Fraser-Fort George, invites Electoral Area Directors to attend the EA Meet and Greet at UBCM Convention on Monday evening, September 10th, to help identify open microphone topics for the EAD Forum on Tuesday morning. Read More

New Invasive Species White Paper

The Invasive Species Council of British Columbia's (ISCBC) Local Government Network provides coordination, dialogue, resources, and other opportunities for local governments working on invasive species management. Supported by the ISCBC's Local Government Network, local government staff from across the province have collaborated to produce an *Invasive Species White Paper - Call to Action*. Read more

Funding and Resources Update

Each month we provide an update on UBCM funding programs and information on other programs or resources that may be of interest to local governments and First Nations. Read More

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THE COMPASS

News and information from the Union of BC Municipalities

Over $53 Million Transferred to BC Communities

The next transfer of allocated funding from the Federal Gas Tax Fund will be distributed to BC local governments over the next 30 days. The Community Works Fund (CWF) is delivered twice annually to all local governments in British Columbia to support local priorities. The current allocation will distribute $53,723,444.47 in federal funding.

Provincial Update on Ride Sharing

Transportation Minister Claire Trevena has announced that the Province will increase the number of taxis throughout the province while easing the way for ride-sharing services by Fall 2019. The Province's direction comes in response to a report and recommendations from industry expert Dan Hara who consulted with industry and stakeholders last fall. Read More

Phase 2 Funding Announced for Connectivity

The Province has announced funding for local governments, internet service providers and community organizations to support and expand high-speed internet access. This round of funding will include two streams: Connectivity Infrastructure Strategy Funding and Last-Mile Project Funding. The Northern Development Initiative Trust will administer both programs. Read More

Executive Meeting Highlights

Executive members met on July 11-13, 2018, in Richmond to hold their quarterly Committee and board meetings. In addition to a full complement of Committee meetings, the July Executive meeting agenda provides closure on a number of year-end matters but also establishes direction for the year ahead through the proposed annual work plan. Executive members also reviewed over 200 resolutions submitted for consideration at the 2018 Convention. Read More

Deadline for Executive Nominations

The deadline for advance nominations of local elected officials to serve on UBCM's Executive is Tuesday, July 31. For information about the positions open for nomination, the procedures, Executive member responsibilities, as well as a nomination form, please see the Call for Nominations. Read More

Attracting New Doctors through Community Collaboration

July 25, 2018

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Ius Laboris Canada
MathewsDinsdale
Practical Advice From Labour & Employment Experts
mathewsdinsdale.com

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THE COMPASS

News and information from the Union of BC Municipalities

Executive Resolution on Greyhound

In response to the decision by Greyhound to withdraw bus service throughout BC and across the Prairies, the UBCM Executive will be bringing forward a Special Resolution to the 2018 UBCM Convention seeking provincial and federal government support to find a national transportation solution. Executive members endorsed the direction at their July 13th Executive meeting. Read more

Legislative Changes Proposed for Alternate EA Directors

UBCM's Ad-Hoc Committee on Alternate 'Unelected" Electoral Area Directors has completed its deliberations and conveyed its recommendations for legislative changes to the Minister of Municipal Affairs and Housing. The Ad-Hoc Committee was established in April 2017 to discuss the issue of alternate "unelected" directors. Read more

Policing Communication Portal Launched

UBCM and the Ministry of Public Safety and Solicitor General have partnered to develop a local government policing communications portal. This portal is intended to provide UBCM members with broad background information regarding policing in British Columbia. Read more

Consultation on Recycle BC's Program Plan

Recycle BC is conducting a second phase of consultation on an updated product stewardship program plan for packaging and printed paper. Stakeholder feedback may be provided to Recycle BC up to September 6th, 2018. Read more

Medal of Citizenship Nominations

Nominations are welcomed for British Columbia's Medal of Citizenship. The award recognizes persons who have acted in a particularly generous, kind or selfless manner for the common good without expectation of reward. Read more

July 18, 2018

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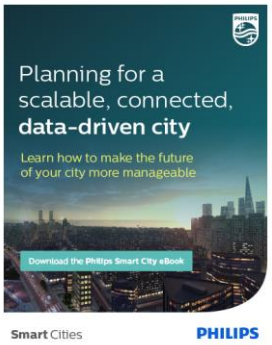

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Islands Trust

Top Priorities

Executive Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Trans Mountain Communications Strategy	Create an open letter to the federal government, AND THAT San Juan County councillors be invited to be co-signatories to the open letter; AND ask staff to prepare a communication strategy and materials about the expansion of the Trans Mountain pipeline.	20-Jun-2018	Clare Frater	
2	Anchorages Advocacy Strategies	Prepare advocacy strategy options relating to temporary freighter anchorages in the Trust Area and remain as a priority for the remainder of the current term.	20-Jun-2018	Clare Frater	
3	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.	26-Oct-2016	Russ Hotsenpiller	

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
Improve communications about the Islands Trust object and history	Implement adopted communications plan for 2015/16	30-Aug-2017
Review the Islands Trust Policy Statement	Undertake a First Nations and public engagement process to prepare for Policy Statement amendment topics.	06-Jun-2018
Revisions to Crown Land protocol agreements and letters of understanding	Meeting held with BIM, LPS, TAS, MAH formerly CSCD and FLNRO.	19-Jun-2014
Oil Spill and Shipping Safety	Chair letters and participation on inter-agency working groups.	01-Apr-2014