

Executive Committee Agenda

Date: Tuesday, July 3, 2012
 Time: 10:00 am
 Location: Islands Trust - Victoria
 200 - 1627 Fort Street, Victoria, BC

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9.	CLOSED SESSION	
10.	NEXT MEETING AND ADJOURNMENT	

Date/Time: May 7-8, 2012

Location: Islands Trust Victoria Office

Members Present: Sheila Malcolmson, Chair
David Graham, Vice Chair
Ken Hancock, Vice Chair
Peter Luckham, Vice Chair

Staff Present: Linda Adams, Chief Administrative Officer
David Marlor, Director, Local Planning Services
Lisa Gordon, Director, Trust Area Services
Cindy Shelest, Director, Administrative Services
Clare Frater, Policy Analyst
Laura Stringer, Communications Specialist
Marie Smith, Executive Coordinator and Recorder

Call to Order/Approval of Agenda

The meeting was called to order at 1:05 pm. Chair Sheila Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

By General Consent, the Executive Committee approved the agenda as presented.

1. Communications Planning Session

1.1 Session Outline

Trust Area Services Lisa Gordon introduced the session, outlining the roles of staff, Trust units and the Executive Committee as defined in the Communications policy. She expressed the need to clarify roles, foundational discrepancies, public engagement vs public relations and Trust wide level communications vs local planning level.

Executive Committee members and senior staff provided roundtable comments about the importance of communications planning, role responsibility and the issues they saw as important requiring clarification and attention.

1.2 Public engagement survey (Trustees and Planners Jan 2012)

The results of the January 2012 Public Engagement Survey completed by trustees and staff was reviewed and discussed. The Executive Committee agreed that the survey results could be shared with the respondents.

1.3 Public engagement (LTCs and Trust Council recent samples)

Staff provided samples of various local and trust wide publications for information and noted that when the Sharepoint program was implemented later this year, that it will provide the portal for these and other resources to be available online by all trustees and staff.

1.4 New media tools (which ones, objectives, resources, monitoring)

Executive Committee members reviewed and commented on the documentation provided about the use of various media tools.

1.5 New Website

Staff presented an update on the status of the new website and discussed timing, launch publicity and budget needs with Executive Committee members.

1.6 Local Trust Committee communications template (implementation guidelines)

The Director of Local Planning Services was requested to ensure that communication documents are being displayed for the public at all local trust committee meetings.

1.7 Trust Council Strategic Plan (public engagement)

Staff presented a draft Public Consultation Plan that outlines the methods to promote, receive and consider public input about the draft Strategic Plan. Discussion followed on giving the public enough information to be informed about the draft Strategic Plan and the context to the degree of input to promote.

1.8 Communications work plan 2012-2013

1. High, Medium and Low Priority Initiatives
 - a. Are the priorities about right or do they need to be adjusted?
 - b. Are there any key initiatives/items missing?
 - c. Are there any items that should be removed?

Executive Committee members reviewed and commented on the work plan initiatives by high, medium and low priorities, and directed staff to make adjustments as discussed. Staff will revise the Communications strategy and return it for consideration at a future Executive Committee meeting.

1.9 Video Project Focus

Staff provided a verbal update on the status of and issues surrounding the Seniors Video Project.

It was Moved and Seconded:

That the Executive Committee authorize staff to negotiate a conclusion with the contractor for the Seniors Video Project and to report back with the results, including budget remaining.

CARRIED

The meeting recessed at 5:30 p.m.

The meeting reconvened at 10:45 am., May 8, 2012.

Additions to the Agenda:

6.2.10 – Agenda Management

By General Consent, the agenda was approved as presented.

2. Previous Meeting/Coordination Topics

1. Minutes of Previous Meetings

- a. April 17, 2012

By General Consent, the Executive Committee approved the April 17, 2012 Executive Committee Meeting Minutes, as presented.

- b. April 30, 2012

By General Consent, the Executive Committee approved the April 30, 2012 Executive Committee Meeting Minutes, as presented.

2. Follow-up Action List (review during Director Updates)

Provided for information.

3. Administrative Services (C. Shelest)

1. Updates

- 1.. Director's Update/Follow up Action List Review

Director of Administrative Services Cindy Shelest updated the Executive Committee on her follow up action list items and current activities.

2. Other

- 1. EScribe Meeting Management System Demonstration

Staff provided a verbal briefing on the rationale and decision to purchase a meeting management system. Executive Committee members received a brief online demonstration of the eScribe system which will be gradually implemented in 2012 for use by staff and trustees.

- 2. Allocation of Local Trust Committee Project Funding

Executive Committee members requested a written briefing from staff regarding policy guidelines and process for local trust committees wanting to do something different with approved project budget funds. Staff will report back at a future meeting.

4. Local Planning Services (D. Marlor)

1. Updates

- 1. Director's Update/Follow up Action List Review

Director of Local Planning Services David Marlor updated the Executive Committee on his follow up action list items and current activities.

- 2. Local Trust Committee Chairs

Executive Committee members provided verbal updates on recent activities in their roles as local trust committee chairs.

It was Moved and Seconded:

That the Executive Committee request the Local Planning Committee to consider adding Tidal Power and Ocean Based Geothermal Exchange to its work program.

CARRIED

2. Other

1. Thetis Island LTC Bylaw No. 91 (APC)

This bylaw is a new Advisory Planning Commission (APC) bylaw that will propose to add a Special Projects Advisory Planning Commission for the Associated Islands Bylaw Review project.

It was Moved and Seconded:

That the Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 91, cited as "Thetis Island Local Trust Committee Advisory Planning Commission Bylaw, 2012", under Section 24 of the Islands Trust Act.

CARRIED

2. Saturna Island LTC Bylaw No. 106

This bylaw will amend Section 2 of the Advisory Planning Commission Bylaw, Appointment of Members, Subsection (a), by changing "eight" members to "seven" members.

It was Moved and Seconded:

That the Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 106, cited as "Saturna Island Local Trust Committee Advisory Planning Commission Bylaw, 2005, Amendment No. 1, 2012", under Section 24 of the Islands Trust Act.

CARRIED

3. Mayne Island LTC Bylaw No. 156

This bylaw will establish the ability for bylaw enforcement officers to issue fines for minor land use bylaw violations. Disputed tickets are heard by an adjudicator and not a judge. This bylaw includes a schedule listing penalties for various offences of the land use bylaw. It also establishes discounts for completion of compliance agreements negotiated with a screening officer and early payment discounts.

It was Moved and Seconded:

That the Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 156, cited as ""Mayne Island Local Trust Area Bylaw Enforcement Notification Bylaw, No. 156, 2011", under Section 24 of the Islands Trust Act.

CARRIED

4. BC Food Systems Network re:invite to July 5-8, 2012 Gathering on Gambier Island

Staff was directed to forward the invitation to the Gambier Island Local Trust Committee for their information.

5. Fee Sponsorship Application Form

Staff presented and Executive Committee provided suggested changes to a proposed Fee Sponsorship Application form and checklist. The form will be formatted as a template and circulated to Local Planning Services staff; the checklist will be a resource for planning staff and applicants when it is appropriate to make an application to have development application fees sponsored by the Executive Committee.

Closed Session

It was Moved and Seconded:

That the meeting be closed to the public at pursuant to s. 90(1) (i) of the Community Charter to discuss matters related to solicitor-client privilege and that staff attend the meeting.

CARRIED

The meeting closed to the public at 1:30 pm.

The meeting reopened to the public at 1:50 pm.

5. **Trust Area Services** (L. Gordon)

1. **Updates**

1. Director's Update/Follow up Action List Review

Director of Trust Area Services Lisa Gordon updated the Executive Committee on her follow up action list items and current activities.

2. **Other**

1. Kinder Morgan Letter re Update on Trans Mountain Pipeline project

Staff will post the April 12, 2012 letter from Kinder Morgan President Ian Anderson to Chair Malcolmson on the website.

2. Port Metro Vancouver Container Capacity report (p. 9)

Staff provided a verbal update on the current status of the proposed Deltaport Terminal, Road and Rail Improvement Project, which is part of the Port of Metro Vancouver PMV's Container Capacity Improvement Program. PMV's response to our November 2011 letter, a chart detailing PMV's responses to public comments received during the Project Description review period, was provided for information. Staff will post a link to this chart on the website.

3. Apr 25 WCMRC Oil Spill Exercise Debrief

A written report on the Western Canada Marine Response Corporate (WCMRC) – Oil Spill Exercise, attended by Trustees Sue French and Mike Jones and Policy Analyst Clare Frater on April 25th, was provided for information. Recommendations from the attendees included sending Islands Trust representatives to the June 5-6 exercise in Richmond.

4. WCMRC Oils Spill Exercise, June 5-6, 2012, Richmond

The Executive Committee recommended extending invitations to Trustee Peter Johnston, a Southern Gulf Islands trustee representative and a Bowen Municipal Trustee. Chair Sheila Malcolmson and Vice Chair Peter Luckham will also be attending. Staff will advise WCMRC of up to five trustees attending on behalf of the Islands Trust and recommend they extend invitations to First Nations and Capital Regional District representatives.

5. Invite WCMRC/IOSA to September Trust Council

Staff asked Executive Committee members about its interest to hold an oil spill response session at the September Trust Council meeting on Bowen Island that could include representatives from WCMRC and the Island Oil Spill Association (IOSA). Staff was requested to prepare a proposed session outline for review at the next meeting.

6. Trustee Dodds request for UBCM Resolution re Improvement District Taxation

Executive Committee members reviewed a request from Trustee Jeanine Dodds to consider taking the issue of Improvement District taxation forward to the UBCM Convention. Discussion followed and it was agreed that this issue was not appropriate to consider for a UBCM resolution at this time. Chair Malcolmson will respond to Trustee Dodds directly.

7. Legislative change request re Trust Fund Board Name Change

This item was deferred to the next Executive Committee meeting, following Trust Fund Board discussion on this issue at its May 17 meeting.

8. Draft RFD for Trust Council re Tankers

The Executive Committee reviewed the draft Request for Decision (RFD) regarding Tanker Traffic in the Trust Area and proposed changes to the recommendation and text. A revised RFD and background documentation will be presented for consideration at the next Executive Committee meeting.

9. Species at Risk Local Govt Working Group update

Staff advised that the Islands Trust Fund staff have been attending these land use planning focussed sessions; noting that planning staff are the intended audience. The Local Planning Services Director has been asked to consider representatives to participate in future.

This topic will be included in the next draft of the Strategic Plan.

10. June Council - First Nations Session Outline

Staff requested Executive Committee's direction on whether to distribute the facilitator's pre-training survey to trustees, recommending not to. The Executive Committee concurred with this recommendation. Staff will provide the First Nations Task Force's Needs Assessment to the facilitator for preparing the session. A final version of the session outline package will be presented at the next Executive Committee meeting.

6. **Executive** (L. Adams)

1. **CAO Update/Followup Action List Review**

Chief Administrative Officer Linda Adams updated the Executive Committee on her follow up action list items and current activities.

2. Other

1. Executive Committee Bylaw Approval Process – initial outline

Staff presented a chart detailing a proposed process for Executive Committee approval of local trust committee bylaws.

It was Moved and Seconded:

That the Executive Committee approve the Executive Committee Bylaw Approval Process and References and request the Local Planning Services Director to circulate the document to all Local Planning Services staff.

CARRIED

2. Coastal Community Network – request for participation

The Executive Committee reviewed a request from the Coastal Community Network (CCN) asking for endorsement for the Islands Trust to participate as a sustaining member of the CCN's Board of Directors. Staff advised they do not recommend endorsing the CCN's proposed recommendations.

It was Moved and Seconded:

That the Executive Committee request staff to prepare a reply for the Chair's signature advising that the Islands Trust are not interested in participating in the Coastal Community Network.

CARRIED

3. Invitation to Local Government workshop re: National Marine Conservation Area

The Executive Committee agreed to the Islands Trust being involved in this workshop, to be held May 24 in Sidney. Vice Chair Peter Luckham and CAO Linda Adams will plan to attend. Vice Chair Ken Hancock will be attending as a member of the Gulf Islands National Park Reserve Advisory Board.

4. AVICC Attendance Costs

Staff clarified that travel costs for Trustee Gary Steeves to attend meetings in his role as a Member at Large on the Association of Vancouver Island Coastal Communities (AVICC) Board, not covered by AVICC, would be paid for by the Islands Trust.

5. June 2012 Council Program

Provided for review and comment, prior to issuing with the Council news release,

6. Council Delegation Requests – de Graaf, McLaughlin

By General Consent, the Executive Committee approved delegation requests from Ramona deGraaf and Pat McLaughlin to address Trust Council at its June meeting. Staff will advise the delegates of their 10 minute limit to present to Council, including questions from trustees.

7. Mayor of Bowen – invite to June Trust Council

This item was deferred to the May 15 teleconference.

8. Trustee Busheikin – Continuing education suggestions

Staff will add Trustee Busheikin's suggestions to the long list of the Continuous Learning Plan.

9. Draft Islands Trust Minutes Guidelines

Reviewed and comments provided. Final version and session outline will be reviewed at the next Executive Committee meeting.

3. Work Program

1. Executive Committee – current work program

Provided for information.

By General Consent, the meeting adjourned at 4:15 p.m. Next meeting: May 28-29, 2012.

Sheila Malcolmson, Chair

Marie Smith, Executive Coordinator and Recorder

Date/Time: Monday May 28-29, 2012

Location: Islands Trust Victoria Office

Members Present: Sheila Malcolmson, Chair
David Graham, Vice Chair
Ken Hancock, Vice Chair
Peter Luckham, Vice Chair

Staff Present: Linda Adams, Chief Administrative Officer
David Marlor, Director, Local Planning Services
Lisa Gordon, Director, Trust Area Services
Cindy Shelest, Director, Administrative Services
Marie Smith, Executive Coordinator (Recorder)

1. CALL OF ORDER

The meeting was called to order at 11:15 a.m. Chair Sheila Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

Remove: 3.1.1. May 7-8, 2012 minutes

Add: 8.1 Minister Lekstrom re: Velo City Conference 2012 - Attendance Funding

By General Consent, the Executive Committee approved the agenda as amended.

3. MINUTES OF MEETING/FOLLOWUP

3.1 Minutes of Previous Meetings

No items.

3.2 Follow-up Action List

Provided for information.

4. LOCAL PLANNING SERVICES (D. Marlor)

4.1 Updates

4.1.1 Director's Update

Director of Local Planning Services David Marlor updated the Executive Committee on his follow up action list items and current activities.

b. Local Trust Committee Chairs

Executive Committee members provided verbal updates on recent activities in their roles as local trust committee chairs.

4.1.3 Local Planning Committee Update

Vice Chair David Graham provided a verbal update on the recent Local Planning Committee meeting.

4.2 Other

4.2.1 Lasqueti Island LTC Bylaw No. 88

Lasqueti Island Local Trust Committee Bylaw No. 88 is a new base bylaw that will establish and provide regulations for Lasqueti advisory planning commissions.

It was Moved and Seconded:

That the Executive Committee approve Lasqueti Island Local Trust Committee Bylaw No. 88, cited as "Lasqueti Island Local Trust Committee Advisory Planning Commission Bylaw, 2012", with the following corrections: LTC be replaced with LTA, Municipal Act be replaced with Local Government Act, under Section 24 of the Islands Trust Act.

CARRIED

4.2.2 Galiano Island LTC Bylaw No. 228 (Notice Enforcement)

This bylaw would establish the ability for bylaw enforcement officers to issue fines for minor land use bylaw violations. Disputed tickets are heard by an adjudicator and not a judge. This bylaw includes a schedule listing penalties for various offences of the land use bylaw. It also establishes discounts for completion of compliance agreements negotiated with a screening officer and early payment discounts.

It was Moved and Seconded:

That the Executive Committee approve Galiano Island LTC Bylaw No. 228, cited as "Galiano Island Local Trust Area Bylaw Enforcement Notification Bylaw, No. 228, 2011" under Section 24 of the Islands Trust Act.

CARRIED

The meeting recessed at 12:05 pm.

The meeting reconvened at 1:50 pm.

4.3 Trust Council Items

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for review and consideration at its June 2012 meeting:

4.3.1 Local Planning Session Outline

As presented.

4.3.2 Director of Local Planning Services Report

As presented.

4.3.3 Local Planning Committee Report

As presented.

4.3.4 Integrated Watershed and Shoreline Mapping Project RFD

As amended.

4.3.5 Encouraging Domestic Wind Power Technology RFD

As presented.

4.3.6 Local Planning Services Three Year Plan Briefing

As presented.

4.3.7 Riparian Areas Regulation Implementation – Briefing

As presented.

4.3.8 Bylaw Enforcement Investigations Report – Briefing

As amended.

5. EXECUTIVE/TRUST COUNCIL (L. Adams)

5.1 Updates

5.1.1 CAO's Update

Chief Administrative Officer Linda Adams updated the Executive Committee on her follow up action list items and current activities.

5.2 Other

5.2.1 Strategic Plan – Council Committee and Trust Fund Board Input

5.3 Trust Council Items

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for review and consideration at its June 2012 meeting:

5.3.1 Chief Administrative Officer's Report

As presented.

5.3.2 Executive Committee Report

As presented.

5.3.3 Decision and Information Items Agenda

As presented.

5.3.4 Islands Trust Council Follow Up Action List

As presented.

5.3.5. Strategic Planning Session

As presented.

5.3.6 Current Strategic Plan Update

As presented.

5.3.7 Strategic Plan Proposed Objectives and Strategies RFD

As amended.

5.3.8 Islands Trust Minutes Guidelines – RFD

As amended.

5.3.9 Trust Council Indemnification Bylaw No. 145 – RFD

As amended.

5.3.10 Trust Council Plan for Continuous Learning 2011-2014

As presented.

5.3.11 Priorities Chart

As presented.

5.3.12 Draft September 2012 Council Program

As presented.

5.3.13 Delegation Requests – T. Varzeliotis, M. Sketch, M. Venton

As presented. Staff will advise delegates of their limit of 10 minutes to address Council, including questions from trustees.

5.3.14 Closed Session Outline

As presented.

5.3.15 San Juan County Session Outline

As amended.

5.3.16 Draft March 2012 Council Minutes

As amended.

The meeting recessed at 4:35 p.m.

The meeting reconvened at 9:15 am, Tuesday, May 29, 2012.

CLOSED SESSION

It was Moved and Seconded:

That the meeting be closed to the public pursuant to s. 90(1) (b),(c), (g) and (i) of the Community Charter to discuss matters related to awards, labour relations and other employee relations, litigation or potential litigation and solicitor-client privilege and that staff attend the meeting.

CARRIED

The meeting closed to the public at 9:15 a.m.

The meeting reopened to the public at 9:25 am.

6. TRUST AREA SERVICES (L. Gordon)

6.1 Updates

6.1.1 Director's Update

Director of Trust Area Services Lisa Gordon updated the Executive Committee on her follow up action list items and current activities.

6.1.2 Trust Programs Committee Update

Vice Chair Ken Hancock provided a verbal update on the recent Trust Programs Committee meeting.

6.1.3 Trust Fund Board Update

Vice Chair Peter Luckham provided a verbal update on the recent Trust Fund Board meeting.

6.2 Other

6.2.1. D. Anderson re Chair remarks in Oil Spill Preparedness article

Staff was directed to prepare a reply for the Chair's signature thanking him for his remarks, including a link to existing Chair Correspondence on this issue.

6.3 Trust Council Items

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for review and consideration at its June 2012 meeting:

6.3.1 First Nations Relations Session Outline

As amended.

6.3.2 Director of Trust Area Services Report

As amended.

6.3.3 Trust Programs Committee Report

As presented.

6.3.4 Trust Fund Board Report

As presented.

6.3.5 Natural Area Protection Tax Exemption Certificate Application RFD

As presented.

6.3.6 Tanker Traffic Expansion RFD

As amended.

6.3.7 National Marine Conservation Area Briefing

As presented.

6.3.8 2011-2012 Annual Report RFD

As presented.

6.3.9 Islands Trust Policy Statement Options RFD

As amended.

6.3.10 Legislative Monitoring Chart Briefing

As presented.

6.3.11 Draft Advocacy Policy Briefing

As presented.

6.3.12 Community Stewardship Awards Briefing

As presented.

7. ADMINISTRATIVE SERVICES (C. Shelest)

7.1 Updates

7.1.1 Director's Update

Director of Administrative Services Cindy Shelest updated the Executive Committee on her follow up action list items and current activities.

7.2 Other

No items.

7.3 Trust Council Items

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for review and consideration at its June 2012 meeting:

7.3.1 Director of Administrative Services Report

As presented.

7.3.2 Financial Planning Committee Report

As presented.

7.3.3 March 31/12 Audited Financial Statement and Report RFD

As presented.

8. NEW BUSINESS

8.1 Minister Lekstrom re: Velo City Conference 2012 - Attendance Funding

Executive Committee members reviewed a letter from Minister of Transportation Blair Lekstrom offering funding to cover registration fees for local government representatives to attend the Velo City Conference in June 2012 in Vancouver. Chair Malcolmson will advise trustees about the opportunity to apply for funds as a local trustee and to work with the Grants Administrator if they are interested in attending.

9. CLOSED SESSION

Addressed earlier in the meeting.

10. NEXT MEETING AND ADJOURNMENT

The Meeting adjourned at 2:08 p.m. Next meeting: June 12, 2012

Sheila Malcolmson, Chair

Marie Smith, Executive Coordinator and Recorder



Executive Committee Minutes of Meeting

Date/Time: Tuesday, June 12, 2012 **Location:** Pender Islands Community Hall

Members Present: Sheila Malcolmson, Chair
David Graham, Vice Chair
Ken Hancock, Vice Chair
Peter Luckham, Vice Chair

Staff Present: Linda Adams, Chief Administrative Officer
Marie Smith, Executive Coordinator and Deputy Secretary

1. CALL OF ORDER

The meeting was called to order at 12:00 p.m. Chair Sheila Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

Item 3.1.1 – Salt Spring Island LTC Bylaw 456 was deferred to the July 3 meeting. By General Consent, the agenda was approved as amended.

3. LOCAL PLANNING

No items.

4. NEW BUSINESS

No items.

5. NEXT MEETING AND ADJOURNMENT

The meeting adjourned at 12:05 p.m. Next meeting: July 3, 2012 in Victoria, BC

Sheila Malcolmson, Chair, Islands Trust Council

Marie Smith, Executive Coordinator and Recorder

SECTION 24 RESOLUTION WITHOUT MEETING

Staff To Complete RWM Number: 105-12

The following matter is considered urgent and necessary in order to submit a resolution for consideration at the 2012 Union of BC Municipalities Convention, due June 30, 2012.

It was Moved by Vice Chair Peter Luckham and Seconded:

That the Executive Committee approve forwarding the *resolution entitled "Industry Funding for BC Oil Spill Prevention, Preparedness and Response"* to the Union of BC Municipalities (UBCM) for consideration at the 2012 UBCM Convention.

Please vote on the above motion by completing the ballots below:

☒ IN FAVOUR

☐ OPPOSED

Sheila Malcolmson
Signature/Phone/Email Approval

June 28, 2012
Date

☒ IN FAVOUR

☐ OPPOSED

Peter Luckham
Signature/Phone/Email Approval

June 28, 2012
Date

☒ IN FAVOUR

☐ OPPOSED

Ken Hancock
Signature/Phone/Email Approval

June 28, 2012
Date

☒ IN FAVOUR

☐ OPPOSED

David Graham
Signature/Phone/Email Approval

June 28, 2012
Date

IN ACCORDANCE WITH THE ISLANDS TRUST
VOTING REGULATION, THE CHAIR DECLARED
THE ABOVE NOTED RESOLUTION

CARRIED
Carried or Defeated

CHAIR'S Signature

Date

RECEIVED BY THE ISLANDS TRUST SECRETARY

Date

SECRETARY'S or DESIGNATE'S Signature

RECORDING STAFF'S Signature (if applicable)

June 19, 2012

Dear Executive Committee,

Re: Seeking Ministerial Support for Islands Trust Fund's name change

At their May 17th meeting, the Trust Fund Board passed the following motion:

Resolution # TFB 12/1303

It was MOVED and SECONDED that the Trust Fund Board request that the Executive Committee have Trust Council Chair Sheila Malcolmson write a letter to the Minister of Community, Sport and Cultural Development requesting changes to the *Islands Trust Act* that will restructure and rename the Islands Trust Fund.

We have prepared draft letter that we hope will assist in the development of a letter for the Minister of Community, Sport and Cultural Development (attached).

On behalf of the board, I thank you for your ongoing support in our pursuit of this important legislative change.

Sincerely,



Jennifer Eliason
Manager, Islands Trust Fund

Draft letter for the Minister of Community, Sport and Cultural Development

I am writing on behalf of Trust Council and the Trust Fund Board to seek your support for legislative amendments to the *Islands Trust Act* to improve the operational efficiencies and further the important work of the Islands Trust Fund. These changes are necessary to ensure that the Trust Fund Board can effectively build the strategic partnerships and raise the funds needed to act quickly to protect rare ecosystems in the Islands Trust Area in perpetuity.

Twenty-five percent of the globally-imperiled Coastal Douglas-fir biogeoclimatic zone is in the Islands Trust Area, and considering the current and future impacts of climate change, the work of the Islands Trust Fund has never been more important.

In June 2011, members of the Islands Trust Executive Committee met with you and one of the topics discussed was the possibility of changing the Islands Trust Fund's name through a legislative amendment. Over the Islands Trust Fund's 22 year history, the name and corporate structure have been repeatedly been identified as barriers to effective fundraising and organizational growth. I am writing to reiterate our request for changes to the *Islands Trust Act* that will eliminate these barriers, and to seek your support for bringing our request forward.

Corporate Structure

The legislative change we have requested would replace two legal entities, the Islands Trust Fund and Trust Fund Board, with one – the Island's Trust Conservancy. The unusual corporate structure of the Islands Trust Fund and Trust Fund Board has been identified as a cause of confusion, making effective fundraising challenging. The *Islands Trust Act* (part 6) sets out the responsibilities and powers of the Trust Fund Board. These include the administration and management of the Islands Trust Fund and its property, but in fact, it is the Trust Fund Board that has the ability to own and dispose of land. The Islands Trust Fund is a statutory trust, but holds no real property. There are no further provisions in the *Act* referencing the Islands Trust Fund's legal nature. Creating one organization and assigning it corporate powers would clarify its purpose, streamline financial and accounting procedures, and enable us to effectively carry out our mandate.

Name

The organizational name, "Islands Trust Fund", does not accurately describe the function and purpose of the land conservation arm of the Islands Trust. The Board first requested legislative change to achieve a name change in 1996. Strategic planning and stakeholder surveys continue to indicate that the name is a source of confusion, and in 2010 the Trust Fund Board reconfirmed their commitment to seek a name change. The Trust Fund Board's preferred name "Islands Trust Conservancy" maintains the link to the Islands Trust and the *Islands Trust Act*, yet much more accurately describes the work that is undertaken to preserve and protect the unique environment of the Islands Trust Area.

Both the Trust Fund Board and Trust Council have passed resolutions supporting a request for legislative change to address both name and corporate structure issues. These changes would greatly assist efforts to develop our brand, communicate and fundraise effectively, and improve operation efficiencies. This in turn will enable greater conservation success in the islands, preserving and protecting unique island environment for the benefit of all British Columbians.



Islands Trust

Strategic Plan (2011-2014)

DRAFT Public Consultation Plan – 2012

Goal

That Trust Council receives and considers comprehensive and direct public input during June and July 2012 regarding the strategic objectives and strategies that make up Trust Council's draft Strategic Plan for the 2011-2014 term.

Audience

1. Trust Area residents
2. Trust Area property owners
3. Trust Area organizations
4. Bowen Island Municipality
5. Staff (re status of process)
6. Trust Fund Board donors

Messages

1. That the Islands Trust Council develops a strategic plan each term to focus its resources on objectives that it believes are of most significance.
2. That the development of a strategic plan enables the Islands Trust Council to carry out its provincial object in a cost effective, coordinated and accountable manner
3. That the Islands Trust Council is now developing a revised strategic plan for the 2011-2014 term.
4. That the Islands Trust Council is seeking public input as to the significance of those objectives it has currently identified as priorities.
5. That public input is important as the Islands Trust cannot devote resources to all issues that may arise and therefore wants to focus on those of most significance to islanders.
6. That the Islands Trust Council is making additional efforts to consult with the public as part of the development of its strategic plan.
7. That the Islands Trust Council will consider all public input received before adopting a strategic plan in September 2012.
8. That to ensure that the Islands Trust Council can adequately consider all public input, it must be submitted by July 31, 2012 to centralized addresses.
9. That input can be submitted in a variety of ways, as described in a news release and website materials.

Public Consultation Plan and Methods

Methods	Person responsible	Cost	Content Focus / Key message	Audience	Due Date (e.g. for approval)	Publication Date
News release (and follow-up interviews)	SM (add LG to contact?)	Nil	As above, with links to more information on website	General public	SM approved	July 4
E-mail	LG	Nil	Announcing news release and website	Subscribers	July 4	July 4
Web page	LA/LG/LS	Nil	- FAQ re strategic planning - Process of strategic plan development - Glossary of strategic planning terms - Link to current strategic plan - Draft list of potential objectives and strategies endorsed for public input 4 ways to provide input - Dedicated email address - Canada Post - PlaceSpeak / Discussion Board / Survey - Delegation @ Trust Council - Call LG @ 450-5174	Trust Area residents, property owners and organizations	July 3	July 4
Article for staff newsletter	LA	Nil	General information about strategic planning process and current status	Staff	April 27	May 2
Poster / graphic design	Contractor + local posting		\$2000 budget	General public		July 4
Ads	LG		\$2000 budget – Drifwood, Island Tides, Sounder, Shingle, Undercurrent + on-line ads			July 4
Letter	SM (LA)	Nil	Soliciting input to strategic plan	BIM Council	May 11	May 11

DRAFT July 4, 2012

2012-XX-IT

ISLANDS TRUST COUNCIL SEEKS INPUT ON STRATEGIC PRIORITIES

VICTORIA — The Islands Trust Council is seeking public input to help set strategic priorities for the 2011-2014 term of office. Details are available from the Islands Trust website at www.islandstrust.bc.ca/strategicplan.cfm. Trust Council will review all the submissions and consider how to proceed at its September 11-13 public meeting on Bowen Island.

Sheila Malcolmson, Chair of Trust Council announced the consultation phase by explaining that “Trust Council needs to focus its work this term on a few important priorities, and we want to know what really matters to islanders. Which of the ten proposed objectives are best for the next few years? Is there anything missing?”

Malcolmson added that the draft now circulating is based on what trustees have already heard from islanders and from discussions at committee meetings over the last six months. “To make the best use of our budget and staff time, we need to set specific and realistic objectives to focus on during our term. We are asking the public to get formally involved in offering advice.”

The ten objectives are based on the three primary goals in the Islands Trust Policy Statement: 1) Ecosystem preservation and protection; 2) stewardship of island resources; 3) sustain island character and healthy communities; and the overarching goal 4) to do this work in cooperation with others.

The ten objectives proposed by Council for discussion are:

- Protect the natural environment of islands
- Protect coastal and marine ecosystems
- Reduce the impacts of climate change
- Protect the quality and quantity of water resources
- Protect and restore community and socio-economic diversity
- Increase local food production
- Enhance community economic sustainability and security
- Strengthen relations with First Nations
- Improve organizational cost and operational effectiveness
- Enhance community engagement and participation

Islanders can have their say in four ways: 1) write via fax, mail or e-mail: strategicplan@islandstrust.bc.ca ; 2) address Trust Council in person; 3) complete a survey; and 4) participate in an online discussion. The latter two options are hosted at PlaceSpeak, a new way for people to engage in community issues. Chair Malcolmson explained that, “in response to islanders’ requests for an online discussion forum, we are piloting PlaceSpeak. Several local governments and other groups are already using PlaceSpeak to host place-based discussions, and we hope islanders will help us test-drive the system this month.”

“All written input received by the end of July will be considered by Trust Council’s committees in August, so I hope islanders can complete the survey this month. Input received after that will go to the Trust Council meeting in September and be considered before Council finalizes the strategic plan,” Malcolmson said.

The Islands Trust Council is a federation of local government bodies representing 25,000 people living within the Islands Trust Area. The Islands Trust is responsible for preserving and protecting the unique environment and amenities of the Islands Trust Area through planning and regulating land use, development management, education, cooperation with other agencies, and land conservation. The area covers the islands and waters

between the British Columbia mainland and southern Vancouver Island. It includes 13 major and more than 450 smaller islands covering 5200 square kilometres.

- 30 -

CONTACT

Sheila Malcolmson

Chair, Islands Trust Council

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Islands Trust Council Strategic Priorities

Frequently Asked Questions (yellow highlight marks future hyperlinks)

What is a strategic plan?

A strategic plan determines what an organization wants to achieve over the next few years and how it's going to get there. It focuses on new projects and making changes and improvements, rather than on maintaining core operations which continue regardless. A strategic plan allows an organization to achieve more by focusing finite resources on its top priorities; it guides budget decisions, work programs and staffing.

What's the difference between a strategic task and a core operation?

Maintaining our **existing** website is an example of a core operation. However, redesigning and launching a **new** website (as we are currently doing) is a strategic task, designed to achieve Council's objective of improving communications with the public.

Our Provincial Mandate

"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 Act

Does the Islands Trust have a strategic plan now?

Yes. Trust Council adopts a strategic plan each term and adopted the **current one** in 2009. Using our provincial mandate, Council identifies key goals and objectives for the medium to long term, along with strategies for achieving each objective. For each strategy, the strategic plan identifies detailed activities, timelines and resource needs. The plan assigns responsibility for each activity and defines how progress will be measured. Trust Council receives quarterly progress reports on each activity in its strategic plan.

Why develop a new strategic plan?

With each new term of office, islanders elect trustees with new ideas about how to fulfill the legislated mandate of the Islands Trust. Although work continues on some activities in last term's strategic plan, the Islands Trust has achieved many of those objectives. New objectives are now emerging or becoming more important. The strategic planning process allows trustees to debate their priorities and to agree upon specific and realistic goals for what to accomplish during their term.

How does the Islands Trust create a strategic plan?

The Islands Trust follows a process common to many organizations, beginning with a mission and some long term goals. The Islands Trust *mission* is the same as its provincial mandate, defined by the **Islands Trust Act**. Trust Council adopted its primary *goals* when it adopted the **Islands Trust Policy Statement**. Each term, Trust Council identifies *objectives* and *strategies* to help it achieve its primary goals, and this term Council is adding a step to formally ask you what you think. [This diagram](#) outlines the process.

Where is Trust Council now in the process of developing a plan?

The process of developing a new strategic plan began right after the elections in November 2011. So far, trustees have reflected on current circumstances and what they've heard from constituents. They have had several discussions about priorities – during Trust Council meetings, Council committee meetings and at local trust committee meetings. Based on those discussions, Trust Council has identified **10 potential objectives** that may be its priorities this term. Council wants to hear from the public about those *objectives* before its next meeting. Council wants to know if islanders share these priorities or have other priorities. Council is also interested in hearing about the most effective *strategies* for achieving important *objectives*.

What's the difference between a goal, an objective, a strategy and an activity?

Goals, objectives and strategies can be confused. A *goal* describes WHAT you want to achieve, over a long period and usually doesn't change much over time. An *objective* also describes WHAT you want to accomplish, but is a smaller piece of a larger goal. A strategy describes HOW you could achieve your objectives. To give an example that people might be more familiar with, imagine you have a *goal* to visit every province and territory in Canada. You might then set some short term *objectives* – like visiting Newfoundland in 2013, and Saskatchewan in 2014. To achieve your first objective, you could then develop a *strategy* to fly to Newfoundland for a three-week visit. Your *strategy* might include individual *activities* like saving for air fare, booking a flight, and arranging accommodations. Once you had visited Newfoundland, you could then focus on your next objective of visiting Saskatchewan. [Click here](#) to read our glossary, if you want to learn more about the words we use in strategic planning.

What are the Islands Trust's long term goals?

The Islands Trust has three major goals that are described in the **Islands Trust Policy Statement**:

- To Preserve and Protect Ecosystems
- To Steward Island Resources
- To Sustain Island Character and Healthy Communities

A fourth goal relates to how we work towards those goals – in cooperation with others. Different parts of the Islands Trust have different tools for achieving those goals. For example, local trust committees can use land use planning and regulatory tools or encourage voluntary stewardship. Trust Council can work to influence other levels of government. The Islands Trust Fund Board can seek donations of land, covenants, and cash to support Islands Trust's conservation goals.

What's an example of a strategic objective?

Here's one example of how the Islands Trust might work toward healthy communities. It could set an *objective* of protecting and restoring socio-economic diversity in the Trust area. To achieve that *objective*, it could adopt a *strategy* of increasing the supply of affordable housing. This *strategy* could be achieved through a number of *activities*, such as a local trust committee amending its bylaws to approve zoning for seniors' housing complexes.

Why is advocacy part of the strategic plan? Isn't the Islands Trust just a land use planning agency?

Each part of the Islands Trust works towards the mandate with different tools. Land use planning and regulation is the responsibility of the thirteen local trust committees and Bowen Island Municipality. The **Islands Trust Act** also gives the Islands Trust Council the responsibility for advocating on behalf of islanders by making recommendations about our mandate to other levels of government. In recent years, Trust Council has responded to islanders' requests by increasing its capacity to do this work. Some examples of recent advocacy work include representations about ferry fares, oil spill hazards, derelict vessels and water management. [Click here](#) to learn more about the Islands Trust's advocacy work, or subscribe to Chair correspondence and news releases.

What kind of ideas are you looking for now?

At this stage in its strategic planning process, Trust Council is particularly interested in your ideas about its **draft list of objectives**. Do you think these are the right objectives for the next few years? Is there anything missing? While this would be the most useful feedback at this point, please also share your ideas about strategies or activities that would help achieve the objectives that are important to you.

What does this have to do with my local trust committee / island municipality?

Local trust committees and Bowen Island Municipality have their own priorities for local projects. Trust Council's strategic priorities do not dictate what those local priorities should be. Instead, Council's priorities focus on challenges common to several island communities. By working together, sharing knowledge and dedicating resources to address common issues, individual island communities can achieve better results. A trust-wide strategic plan based on local public consultation is one tool Trust Council has to achieve local goals.

How and when can I give you my ideas?

You can have your say about Council's strategies priorities in several ways. You can send an email to strategicplan@islandstrust.bc.ca. You can write a letter to: ****. You can participate in an online discussion and complete a survey at [PlaceSpeak](#). If you want your input to be considered by Council's committees, and worked into the agenda package for Trust Council we need it by the end of July. You can appear in person before Trust Council at its September quarterly meeting on Bowen Island. There will be time for in-person delegations on Wednesday, September 12. You can request a spot by emailing Marie Smith at msmith@islandstrust.bc.ca or by writing to her at: ****.

Why should I get involved?

Because you care about your island, your community and the wider region. Your feedback will make Trust Council aware of the most important community concerns.

What will happen to my ideas?

Your ideas will be part of a public meeting package going to Trust Council and its standing committees. Trustees will carefully consider all input during these meetings before adopting the strategic plan for the 2011-2014 term. Once the most important objectives and strategies are adopted, Trust Council will consider more detailed activities, timelines, resource needs and progress measures. Council will continue to welcome input on amending its strategic plan over the course of its term. Trust Council's strategic objectives may require new budget allocations on a one-year or ongoing basis and these would be debated as part of the annual budget cycle.

What does strategic planning cost the taxpayer?

Trust Council undertakes its strategic planning process with assistance from existing staff. The only external costs are those used to advertise the process and invite input from the public. Twenty percent or \$4000 of Trust Council's annual communication budget has been allocated for this purpose. If Trust Council decides that it wants to carry out strategies that require new resources on a one-year or on-going basis, it would debate this as part of the annual budget cycle, after hearing public views on the topic. Having a strategic plan saves tax dollars in the long run, by giving clear direction on Council's priorities for spending.

What is PlaceSpeak and why are you using it?

PlaceSpeak is a new online way for people to engage in community issues. Several local governments and other groups are already using it to host discussions about a range of topics. In response to islanders' requests for an online discussion forum, we are test-driving PlaceSpeak as a way for islanders to speak their minds about Islands Trust projects. It allows you to be as anonymous as you wish, while verifying your authenticity as a contributor. Unlike anonymous surveys and petitions, we hope PlaceSpeak will enable islanders to have a constructive and meaningful community discussion. We also hope it will give trustees a high level of confidence in the validity of online surveys and discussion. Please have a look and let us know what you think. Whether you decide to comment through PlaceSpeak or another way, we are interested in knowing what you think of the tool. To sign up or get more information about PlaceSpeak, visit us at ***

Strategic Planning -- Definitions

Strategic Plan

- A high level plan that outlines an organization's mission and key objectives for the medium to long term, and sets out strategies for achieving the goals and objectives.
- Typically, a strategic plan covers a three to ten-year timeframe. In the case of the Islands Trust, we have undertaken strategic planning exercises that correspond to a term of office (three years), with some on-going strategies and actions.

Mission (Object)

- A broad statement of what an organization does, why it does it and who it does it for. In the case of the Islands Trust, our 'mission' is our provincial object:
"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."

Goal

- A general statement of desired results to be achieved over an unspecified period of time.
- For the purposes of our current strategic planning exercise, we have taken the three goals from the Islands Trust Policy Statement and added a fourth that responds to the statement in the object about working in cooperation with others.

Objective

- A more precise statement of specific results to be achieved over a specified time.
- For the purposes of our current strategic planning exercise, we have identified some potential objectives that have been grouped according to four goals and are related to objectives identified in the Islands Trust Policy Statement
- Typically, a local government should have between seven and twelve objectives at any one time.
- While an organization's mission and goals may remain relatively constant, objectives may change more frequently as some objectives are achieved, new ones emerge and priorities change.
- For the purposes of our current strategic planning exercise, some potential objectives have been identified without particular time frames. As discussions continue, the number of objectives should be reduced and each objective should be made more specific both in terms of what is to be achieved and when.

Strategy

- The actions that describe how objectives are to be achieved. Strategies are made up of a set or group of activities.

Activities

- The actions, steps, projects or initiatives undertaken by an organization to carry out a strategy.

Measurement

- A process of assessing progress in achieving objectives

Strategic Planning - General Framework





Islands Trust

Preserving Island
communities, culture
and environment

Our Provincial Mandate

“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 Act

Islands Trust — Strategic Plan Potential Objectives and Strategies for 2011-2014 *Discussion Draft for Public Consultation*

The Trust Area

The Trust Area covers the islands and waters between the British Columbia mainland and southern Vancouver Island, including Howe Sound and as far north as Comox. This is a unique and special place composed of 13 major islands and more than 450 smaller islands covering approximately 5200 square kilometres.

The beauty, tranquility, and unique natural environment of the islands in the Strait of Georgia and Howe Sound have given the area national recognition. The islands support strong communities characterized by a mix of lifestyles, livelihoods and individuals. Island residents bring unique skills, viewpoints and sense of place together to sustain a tradition of community involvement.

Our Council

The Islands Trust Council is made up of the 26 locally-elected officials of the Trust Area who are responsible for land use decisions in their island communities. Our Council has a unique mandate from the province to preserve and protect the environment and amenities of the area. It meets quarterly to make decisions about overall policy, staff resources and budget. Our current Council was elected for a 3-year term during BC Local General Elections in November 2011. Their term will end in November 2014.

Strategic Plan Development

The Islands Trust Policy Statement is partially implemented through Council's Strategic Plan, now in development. By adopting a Strategic Plan, Council can focus its finite resources on the issues of most importance to islanders. Once Council adopts a Strategic Plan, the plan influences many other decisions about things like work programs, resource allocation and budget. When it is complete, Trust Council's Strategic Plan will identify **goals** and **objectives** (primarily based on the Islands Trust Policy Statement). It will also include **strategies** that the Islands Trust could use to reach the **objectives** it has set. For each **strategy**, the Strategic Plan will identify detailed actions, timelines, resource needs and progress measures.

Council's process for developing its Strategic Plan is illustrated on the following page. So far, trustees have had several discussions about priorities – during Trust Council meetings, Council committee meetings and at local trust committee meetings. Based on those discussions, Trust Council has now identified 10 potential **objectives** that may be priorities this term. Before developing the Strategic Plan further, Council is now seeking input from the public.

The Discussion Draft shown on the following pages identifies the 10 potential objectives Trust Council has identified to date. They are grouped according to the broad goals found in the Islands Trust's Object and Policy Statement. The draft also includes some examples of **strategies** and **activities** that could help achieve the potential **objectives** and identifies which parts of the Islands Trust could take responsibility for the various **strategies** and **activities** identified.

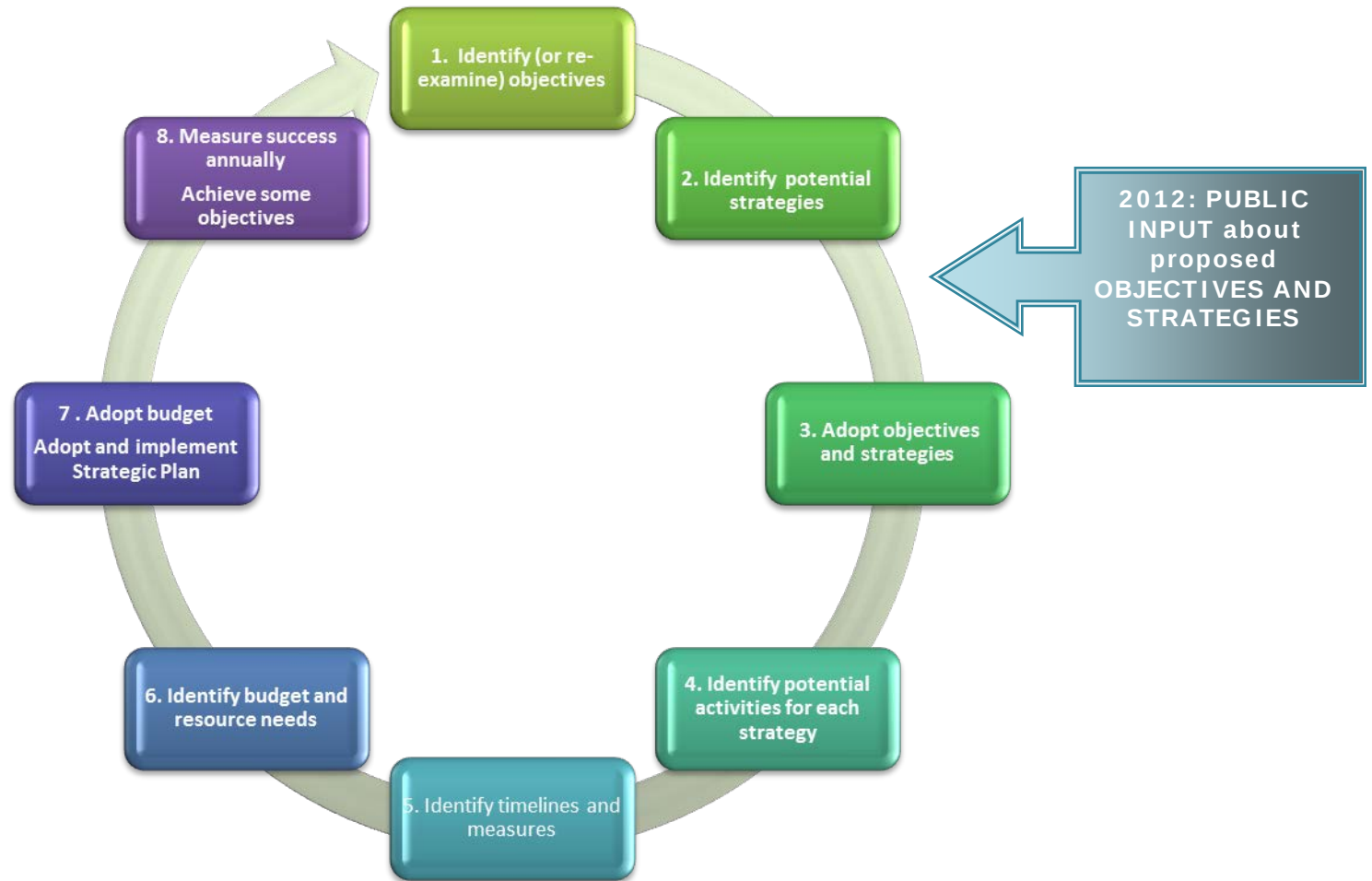
Following input from the public about **objectives** over the summer, Council's three standing committees will consider a further draft of the Strategic Plan in August and make recommendations to Trust Council. At its next meeting in September, Trust Council will adopt a Strategic Plan that will guide development of its 2013-14 budget. After that, it will receive quarterly updates about progress in achieving its Strategic Plan.





Islands Trust

Strategic Planning Process Diagram



Policy Statement Goal 1: Ecosystem Preservation and Protection...

POTENTIAL OBJECTIVE	POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES (to be determined)	WHO WOULD WORK ON IT?*		
1.1 PROTECT the natural environment of islands	Encourage voluntary stewardship of natural environment	Support conservation education Share information about best practices Improve mapping of special areas Education and outreach about private land conservation Support island-based land trusts	TPC	TFB	
	Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area	Seek confirmation from Bowen Island Municipality regarding interest in NAPTEP program Seek support from Metro Vancouver RD, subject to Bowen Island Municipality interest	TPC	TFB	BIM***
	Protect fish habitat by implementing <i>Riparian Areas Regulation</i>	Improve mapping of riparian areas Adopt new bylaws to implement <i>Riparian Areas Reg.</i>	LPC/LTCs**/BIM***		
	Establish reliable, adequate and sustainable funding for the Islands Trust Fund	Seek legislative change regarding TFB corporate status and name	TFB*		EC
	Establish core conservation areas to protect biodiversity priorities	Engage in fundraising and outreach to secure funds Protect property with high biodiversity	TFB*		
	Use land use planning tools and decisions to increase protection of special areas	Develop policy, official community plan and land use bylaws that include protective measures for biodiversity Participate in local government working group to develop model land use planning tools that protect species and ecosystems at risk	LPC/LTCs**/BIM***		
1.2 PROTECT coastal and marine ecosystems	Encourage understanding of shoreline processes and voluntary stewardship of coastal and marine ecosystems	Support improved nearshore mapping Education and outreach about stewardship options	TPC	TFB*	
	Advocate for protection of the Salish Sea and Howe Sound from oil spills, derelict vessels and industrialization	Chair correspondence regarding oil spill protection Participate in derelict vessel working group	EC		
	Advocate for appropriate regulation of aquaculture	Pursue collaboration with Department of Fisheries and Oceans regarding shellfish regulations through local government advisory committees	EC	LTCs**	
	Advocate for regulation of marine sewage		EC		
	Participate in planning for National Marine Conservation Area (NMCA)	Attend NMCA workshops and consultation opportunities	EC		
	Use land use planning tools and decisions to improve protection of coastal areas		LPC/LTCs**/BIM***		
1.3 REDUCE the impacts of climate change	Use land use planning tools and decisions to help communities adapt to expected climate change impacts		LPC/LTCs**/BIM***		
	Use land use planning tools and decisions to reduce GHG emissions and foster energy-efficient communities	Use new development permit tools to foster energy efficient community development	LPC/LTCs**/BIM***		

*See list of abbreviations on last page

Policy Statement Goal 2: Stewardship of Island Resources...

POTENTIAL OBJECTIVE	POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES (to be determined)	WHO WOULD WORK ON IT?*	
2.1 PROTECT quality and quantity of water resources	Encourage understanding and voluntary stewardship of water resources	Develop educational materials about water resource concerns Hold community meetings to discuss local water resource concerns and encourage local stewardship actions	TPC	LPC
	Advocate for provincial <i>Water Act</i> reform		EC	
	Use land use planning tools and decisions to protect water quality and quantity	Amend OCPs to include new policies about water resource protection Amend LUBs to include new regulations aimed at protection of water quality and quantity Develop model Development Permit Areas that LTCs and BIM may consider in regards to water conservation	LPC/LTCs**/BIM***	

Policy Statement Goal 3: Sustain Island Character and Healthy Communities...

POTENTIAL OBJECTIVE	POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES (to be determined)	WHO WOULD WORK ON IT?*	
3.1 PROTECT and RESTORE community socio-economic diversity	Use land use planning tools and decisions to improve the availability of affordable/accessible/appropriate housing	Amend OCPs to include affordable housing policies Amend LUBs to improve availability of affordable housing Streamline application process for affordable housing projects	LPC/LTCs**/BIM***	
3.2 INCREASE local food production	Use land use planning tools and decisions to increase local food security and farmland protection	Amend OCPs to include food security and farmland protection policies Amend LUBs to improve food security	LPC/LTCs**/BIM***	
3.3 ENHANCE community economic sustainability and security	Use land use planning tools and decisions to support economic opportunities compatible with conservation of resources and protection of community character	Audit LUBs to identify and address barriers to appropriate economic development	LPC/LTCs**/BIM***	
	Create linkages between islands and Regional Districts to share effective & appropriate economic development models		TPC	
	Advocate for sustainable, affordable and appropriate ferry service	Continue advocacy program regarding ferry fares and service.	EC	TPC)

*See list of abbreviations on last page

Goal 4: In cooperation with others...

POTENTIAL OBJECTIVE	POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES (to be determined)	WHO WOULD WORK ON IT?*	
4.1 STRENGTHEN relations with First Nations	Develop a First Nations consultation strategy		TPC	
	Improve consultation/engagement with First Nations during land use referrals	Trustee workshop on working with aboriginal peoples	LPC/LTCs**/BIM***	
4.2 IMPROVE organizational cost and operational effectiveness	Confirm effective Local Planning Services (LPS) application processing service delivery	Identify terms of reference for a review of application processing (e.g. as a pilot project for one application type for one local trust committee) Identify options for amending service delivery Recommend changes to service delivery	LPC/LTCs**	
	Confirm a fair distribution of Trust Area Services to Bowen Island Municipality	Identify Bowen Island Municipality needs for services provided by Trust Area Services unit Identify improved opportunities for Bowen Island Municipality to access services proved through Trust Area Services unit	TAS	FPC
	Review budget setting methodology	Identify terms of reference for budget setting methodology Identify options for amending the budget setting method Recommend changes to the budget-setting methodology	FPC	
	Improve cost-recovery from development application fees	Develop model fees bylaw for consideration by LTCs Consider adoption of amended fees bylaws.	LPC/LTCs**	
4.3 ENHANCE community engagement and participation	Develop new tools and strategies to communicate about and encourage community engagement in land use planning processes	Launch improved website Improve availability and accessibility of meeting agendas and minutes	LPC/LTCs**/BIM***	
	Improve opportunities for public consultation before local land use decisions	Trustee workshop on best practices in public engagement	LPC/LTCs**/BIM***	
	Improve opportunities for public consultation before Trust Council decisions	Improve availability and accessibility of meeting agendas and minutes	EC	
	Increase transparency about how the Islands Trust Policy Statement is used	Review Trust Council policies regarding Policy Statement implementation	EC	TPC

* subject to decisions of Trust Fund Board

**subject to decisions of local trust committees

***subject to decisions of Bowen Island Municipality

Abbreviations:

BIM – Bowen Island Municipality
EC – Executive Committee
FPC – Financial Planning Committee
GHG – Green House Gases
LPC – Local Planning Committee

LPS – Local Planning Services
LTC – Local Trust Committee
LUB – Land Use Bylaw
NAPTEP – Natural Area Protection Tax Exemption Program
OCP – Official Community Plan

RD – Regional District
TAS – Trust Area Services
TFB – Trust Fund Board
TPC – Trust Programs Committee

For more information, contact:

Sheila Malcolmson, Chair,
 Islands Trust Council
 email smalcolmson@islandstrust.bc.ca
 telephone 250.247.8078

Linda Adams, Chief Administrative Officer,
 Islands Trust
 email ladams@islandstrust.bc.ca
 telephone 250.405.5151

Visit our website at
www.islandstrust.bc.ca

Colour Key for last column:

Colour	Potential committee / unit / body taking lead for a potential strategy
	Local Planning (through Local Planning Committee, Local Planning Services staff, Local Trust Committees or Bowen Island Municipality)
	Trust Programs Committee or Trust Area Services staff
	Executive Committee
	Trust Fund Board or Islands Trust Fund staff
	Financial Planning Committee



Have your say! We're listening.

@
strategicplan
@islandstrust.bc.ca


Islands Trust Council
200-1627 Fort St
Victoria BC V8R 1H8


PlaceSpeak
www.placespeak.com

Learn more


www.islandstrust.bc.ca
/strategicplan.cfm


(250) 405-5174

Find us fast:



The Islands Trust Council wants to know what issues you think are the most important for it to work on during this term.

For example, we hear people say they want us to protect the natural environment – on land and sea – and they want sustainable economies and healthy communities. People also want the Islands Trust to be cost effective.

Trust Council is considering ten objectives for this term. We want to know what matters most to you. Did we miss something important to you?

The Islands Trust Council will consider your input in public and decide about a strategic focus during its next meeting in September.

Join the discussions today!

*Please have your say by the **end of July**. The Islands Trust Council will read everything it receives, make it public, and decide about a strategic plan during its next public meeting in September.*





Islands Trust

**Islands Trust Presentation Proposal
to the Union of British Columbia Municipalities
for the 2012 Convention**

Title:

Role of Local Government during Spill Response

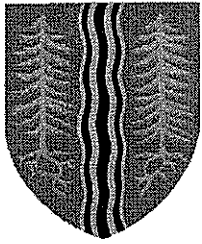
Description: (clinic or workshop)

Islands Trust Council Chair Sheila Malcolmson will introduce the session. Graham Knox, manager of the provincial Environmental Emergency Program will follow with an overview of: roles and responsibilities during oil spills and hazardous material incident responses; the differences in response management between natural disaster incidents and oil spills where a responsible party (spiller) is required to manage the incident; how local governments can participate and engage in the spill response activities; and an overview of current challenges and opportunities for improving spill prevention, preparedness, response and recovery in the province.

Presenters:

Sheila Malcolmson, Chair, Islands Trust Council

Graham Knox, Manager, Environmental Emergency Program, Ministry of Environment



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June 21, 2012

To UBCM Member Municipalities

Re: Protection of Fish Habitat in Waterways

The Village of Gold River Council at its June 18, 2012 regular meeting received correspondence from the City of North Vancouver regarding Protection of Fish Habitat in Waterways, and following discussion, the Village of Gold River Council passed the following motion:

WHEREAS the Village of Gold River has made significant investments in the protection of fish habitat in waterways that pass through our community and on the waterfront; and

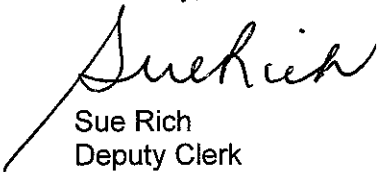
WHEREAS the protection of natural habitats (fish habitat included) is an important value for the people of our community and in our Official Community Plan;

NOW THEREFORE BE IT RESOLVED THAT the Village of Gold River call upon the Federal Government to abandon proposed changes to Section 35 (1) of the Fisheries Act that would see the removal of provisions banning or limiting activities that result in the "harmful alteration, disruption or destruction of fish habitat",

AND THAT this resolution be forwarded to the Federal and Provincial Ministers of Fisheries and Agriculture, to the North Island MP and MLA and to all UBCM member municipalities.

Council has respectfully requested that the federal government consider abandoning proposed changes to section 35(1) of the Fisheries Act that would see the removal of provisions banning or limiting activities that result in the "harmful alternation, disruption or destruction of fish habitat".

Sincerely,



Sue Rich
Deputy Clerk

cc: Honourable Keith Ashfield, Federal Minister of Fisheries & Oceans
Honourable Don McRae, Minister of Agriculture
John Duncan, MP, Vancouver Island North
Claire Trevena, MLA, North Island

From: Gary Steeves
Sent: June-26-12 10:03 AM
To: Sheila Malcolmson; Peter Luckham; Ken Hancock; David Graham
Subject: First Nations Relationship

Dear Executive

I think I made the point if this e-mail at the Trust Council meeting but I was working hard to just hang in there so perhaps I'd better make my pitch in writing.

I really appreciated the First Nations Relationship session. Thank you for bringing that forward. I read carefully the material provided to Council and listened to our presenter Bob Joseph. Based on all of that I have a few recommendations:

1. The Working Group outcomes seem to be more in keeping with the development of a "To Do" List for staff and seems more of an orientation for staff than a work plan Trustees, either individually or collectively. This is not a bad thing, it is just an incomplete situation. Identifying what the Islands Trust needs done, getting proper direction to staff and making sure staff are able to make process is all good stuff but Trustees need direction on how to support the work of the staff and Working Group and contribute to the development of healthy relationships with First Nations.
2. The content and common sense of the Joseph presentation should not be allowed to drift off into the ether. Some sort of follow-up to this presentation is required. Perhaps the Working Group could consider what is appropriate.
3. I think what the Working Group should consider is the development of strategic plan with routine, everyday tactical steps that Trustees can utilize when it is appropriate or necessary.
4. And finally we need to use less bureaucratic language and emphasize that this topic is about building human relationships and sharing social as opposed to professional interaction.

Hope this feedback helps. And thank you for your excellent work on this matter.

-----Original Message-----

From: Mike Jones

Sent: Sunday, June 17, 2012 7:55 PM

To: Sheila Malcolmson

Cc: David Graham; Ken Hancock; Peter Luckham; Clare Frater

Subject: Marine Advocacy Idea

Hi Sheila,

I'd like to let the EC know about an idea I had about our marine advocacy. While at the 10000T oil spill exercise, I had a chance to talk to the Island Tug and Barge representatives. They take marine shipping safety very seriously, but unfortunately their methods are the exception and not the rule. While talking to their representatives, I was told about industry shipping standards that allow for a much higher chance of an oil spill than is necessary. I believe that it would be in our best interest to sit down with Island Tug and Barge and come up with some specific requests we can make to the government to increase marine shipping safety. This would be a good event which to invite various First Nations groups. We could use the opportunity to develop a joint advocacy program with them in order to better protect our waters. I would suggest talking to Simon Smith [si606212@yahoo.ca], as he attended both oil spill exercises as the only First Nations representative.

I believe this could be an excellent, low cost way to work on both our marine advocacy and First Nations relations effectively. If we come up with a few very specific requests, with the help of the First Nations and AVICC, we may be able to greatly improve shipping safety in our waters.

If you have any questions, or if I can be of any assistance, please let me know.

Mike

Memorandum to: Sheila Malcomson

From: Peter Grove

Copy: George Grams, Linda Adams, Leah Hartley

Date: June 18, 2012

Re: Ideas bank. A proposal to improve communication between the trust and the community.

I understand from Linda Adams that a proposal will soon be brought to the Executive Committee to consider including, on the new website, a section for interaction on specific topics with the public, using a service called PlaceSpeak (see below). This may well fit with the suggestion raised by Dr. Varzeliotis for an “ideas bank”.

He suggests that the “Ideas bank”, posted on the new website, could provide an easily accessible means of communicating ideas to the Local Trust Committee, in a public manner. Those who wish to, would post their ideas on the Bank for anyone to see. It could also be called a “suggestions box”. Comments from others would be added.

It is not intended that a debate with the Trust or Trustees then result on this page. The purpose is to ensure that the idea is made public and has been submitted for anyone to see. It would provide a means for public ideas and discussions with no constraints as to time and place.

I understand that the Trust experimented with a Facebook page recently, with unfortunate consequences. It was used by some as a place to rant inappropriately, and was consequently removed. This would be a serious concern for some form of “free for all” Ideas Bank.

As an alternative, but still on the same page of soliciting feedback and ideas from the public, Linda Adams advises me that staff have been looking at a site called

“PlaceSpeak” (www.placespeak.com). It could be used by the Trust on its website to get feedback on specific ideas and projects. Those submitting must register and their registration information is checked by the system before they have access.

While this is not as liberal an approach as one might like to see, I do believe that we must be realistic and have built in constraints. Consequently I think that the PlaceSpeak option is attractive and should be considered seriously.

Linda Adams has raised the potential concern that we do not currently have a lot of staff time available to moderate discussions. For this and other reasons, I gather Staff is recommending that we 'test drive' PlaceSpeak as a public engagement tool during the Strategic Planning process. That would allow us to evaluate its effectiveness, time demand, etc.

I encourage the Executive to give serious consideration to Staff's proposal on the subject, when it is received.

Enbridge Northern Gateway Project

Joint Review Panel

File OF-Fac-Oil-N304-2010-01 01
27 June 2012

To: All Parties to the Northern Gateway Project and Interested Persons

**Northern Gateway Pipelines Inc.
Enbridge Northern Gateway Project
Updated Hearing Schedule**

The Joint Review Panel for the Enbridge Northern Gateway Project (Panel) has collected more than 90 percent of the oral evidence and 70 percent of the oral statements in locations within the proposed project area. All community hearings for oral statements in the proposed project area will be completed by 11 August 2012.

As previously announced, the questioning phase of the final hearings will start on 4 September 2012. The Panel expects this phase to be completed by December 2012. The Panel will hear the remaining oral statements in Vancouver, Victoria and Kelowna in January and February 2013. Final argument will take place in March and April 2013. Based on this timeline, the Panel expects to issue its report and findings on the proposed project by December 2013.

Hearing Schedule

Experience to date has shown that less time and fewer hearing days than initially scheduled are needed to hear from registered participants. Because of this, the Panel has decided that in communities in the proposed project area where less than 15 registered participants have scheduled their oral statement by the deadline, oral statements will only be received via:

- teleconference during another community hearing location; or
- attendance at another community hearing location.

In this situation, the Process Advisory Team will be in contact with those affected to make the necessary arrangements. Alternately, participants may submit a written letter of comment by 31 August 2012.

Arrangements to hear oral statements from registered participants in the Hazelton area will be announced shortly.

Location	Venue	Date and Start Time
Grande Prairie, AB	Quality Hotel and Conference Centre 11201 – 100 th Avenue	Completed
Comox, BC	Comox Community Centre 1855 Noel Avenue	Completed
Klemtu, BC	Klemtu Community Hall	Completed

Location	Venue	Date and Start Time
Smithers, BC	Hudson Bay Lodge and Convention Centre 3251 East Highway 16	Completed
Terrace, BC	Kitsumkalum Community Hall 14295 Highway 16 West	Completed
Prince Rupert, BC	North Coast Meeting and Convention Centre 240 – 1 st Avenue West	Completed
Old Massett, BC	Old Massett Community Hall 348 Eagle Avenue	Completed
Skidegate, BC	Skidegate Community Hall 102 Front Street	Completed
Kitamaat Village, BC	Haisla Recreation Centre 1538 Jassee	Completed
Prince George, BC	Prince George Civic Centre 808 Civic Plaza	9 July 2012 Starting at 1:00 p.m. 10 July 2012 Starting at 9:00 a.m.
Edmonton, AB	Wingate Inn Edmonton West Hotel 18220 - 100 th Avenue	11 July 2012 Starting at 2:00 pm
Burns Lake, BC	Island Gospel Fellowship Church 810 Highway 35	17 July 2012 Starting at 9:00 a.m.
Fort St. James, BC	Sowchea Elementary School 2649 Sowchea Bay Road	19 July 2012 Starting at 9:00 a.m.
Bella Bella, BC	Denny Island Community Centre	26 July 2012 Starting at 9:00 a.m. 27 July 2012 Starting at 1:00 p.m.
Calgary, AB	National Energy Board Hearing Room 444 Seventh Avenue S.W.	1 August 2012 Starting at 1:00 p.m.
Port Hardy, BC	Port Hardy Civic Centre 7450 Columbia Street	7 August 2012 Starting at 7:00 p.m. 8 August 2012 Starting at 9:00 a.m.
Comox, BC	Comox Community Centre 1855 Noel Avenue	10 and 11 August 2012 Starting at 9:00 a.m.
Hartley Bay, BC	Cancelled	Participants have been contacted to arrange a date and time for their oral statements
Bella Coola, BC	Cancelled	Participants have been contacted to arrange a date and time for their oral statements

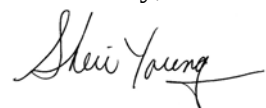
Location	Venue	Date and Start Time
Victoria, BC	To be confirmed	7 January 2013 Starting at 7:00 p.m. 8 January 2013 Starting at 9:00 a.m. 9 January 2013 Starting at 1:00 p.m. 10 and 11 January 2013 Starting at 9:00 a.m. 19 to 22 February 2013 (if required)
Vancouver, BC	To be confirmed	14 January 2013 Starting at 7:00 p.m. 15 January 2013 Starting at 9:00 a.m. 16 January 2013 Starting at 1:00 p.m. 17 and 18 January 2013 Starting at 9:00 a.m. 31 January, 1 February and 4 to 8 February 2013 (if required)
Kelowna, BC	To be confirmed	28 January 2013 Starting at 1:00 p.m. 29 January 2013 Starting at 9:00 a.m.

The online scheduling tool is now available to schedule your oral statement for all remaining community hearings for oral statements. Please see the Panel's website at <http://gatewaypanel.review-examen.gc.ca/clf-nsi/prtcptngprcss/rsttmnt-eng.html> for information on how to schedule your oral statement using the online scheduling tool, including scheduling deadlines.

For planning purposes, please note that the deadline to schedule oral statements for the community hearing sessions in Victoria, Vancouver and Kelowna is 30 September 2012.

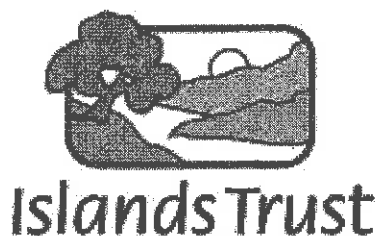
The Process Advisory Team is available to answer any questions regarding oral statements and the joint review process. They may be contacted by email at GatewayProcessAdvisor@ceaa-acee.gc.ca, by toll free telephone at 1-866-582-1884, or toll free fax at 1-877-288-8803.

Yours truly,



Sheri Young
Secretary to the Joint Review Panel

c.c. List of Registered Oral Statement Participants
Canadian Environmental Assessment Agency Project Mailing List



Local Trust Committee Bylaws Submission for Executive Committee Approval

Local Trust Committee: Salt Spring Island Local Trust Committee

Bylaw No: SS-456

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: Jun-07-2012

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

Received by Islands Trust Secretary:

Signature: Carmen Thiel
Secretary

Date: June 27, 2012

Deadline for Executive Committee decision (one month after receipt by Secretary,
as determined pursuant to the *Interpretation Act*): July 28, 2012

Date bylaw will appear on Executive Committee agenda: July 3, 2012

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

Distribution: Executive Committee _____
Director, LPS _____
Local Trust Committee: _____
Planner: _____
Planning Clerk: _____



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Telephone **250.537.9144** Fax 250.537.9116

Toll Free via Enquiry BC in Vancouver 604.660.2421. Elsewhere in BC **1.800.663.7867**

Email ssiinfo@islandstrust.bc.ca

Web www.islandstrust.bc.ca

Date	June 7, 2012	File Number	SS-456
To	Executive Committee		
From	Stefan Cermak Planner 2, Salt Spring Island Planning Team		
Re	Summary of Bylaw Intent		

Summary of Proposal

Proposed Bylaw 456 is a proposed amendment to the Salt Spring Island Land Use Bylaw that would rezone 154-164 Kings Lane from a split commercial/residential (C5/R6) zone to a modified community facility (CF-1 (d)) zone. The rezoning would permit health care facilities, accessory retail sales, and dwelling units located above a permitted use. The rezoning would also establish new parking criteria for medical clinics.

Background

This application has followed the following process:

Oct. 6, 2011	LTC considered application; sent early referral to agencies and advisory groups regarding possible transportation and sewer concerns; directed work to consider additional dwellings, restriction of uses, and increased pathways
Oct. 20, 2011	APC considered application; recommended dwelling units and new parking standards
Oct. 20, 2011	AAC considered application; recommend maintaining buffer
Jan. 5, 2012	LTC considered application; gave 1 st reading; sent to referrals pending receipt of Traffic Impact Assessment
May 17, 2011	LTC considered application; gave 2 nd reading; sent to Community Information Meeting and Public Hearing
June 6, 2012	Community Information Meeting and Public Hearing
June 7, 2012	LTC consideration; Bylaw amendment to ensure a vegetative screen is maintained between subject property and neighbouring ALR lands; gave 3 rd reading to amended bylaw

Staff Comments

The proposed bylaw complies with the Trust Policy Statement and the Salt Spring Island OCP.

Recommendation

Staff recommend that the Executive Committee approves Salt Spring Island Proposed Bylaw No. 456, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 1, 2012".

**Bylaw: SS-456**

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 Legistaltive 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	Staff will provide Local Trust Committees (LTC) and Executive Committee with advice regarding proposed Official Community Plan (OCP) amendments that may require additional staff resources for administration or enforcement and will confirm the availability of those resources before bylaw adoption.
No Resources Required	B.10	Staff will provide Local Trust Committees and Executive Committee with advice regarding any proposed Land Use Bylaw (LUB) or other regulatory amendment that may require additional staff resources for administration or enforcement and will confirm the availability of those resources before bylaw adoption.

Comments:

Completed By: Stefan Cermak

All administrative procedure bylaws are considered to be in compliance with the policy statement and the object of the Islands Trust.

Status:

**Date Resolution Referred to
Exective Committee:**

Jun-07-2012

Readings:

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Proposed Bylaw No.: Proposed Bylaw 456
 File No.: SS-RZ-2011.4

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECK LIST

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

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

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

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Part III Policies for Ecosystem Preservation and Protection

CONSISTENT	NO.	DIRECTIVE POLICY
	3.1	Ecosystems
N/A	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
N/A	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
✓	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
N/A	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
N/A	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.
✓	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

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

		land uses.
✓	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
CONSISTENT	NO.	DIRECTIVE POLICY
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.
✓	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.

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
✓	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
✓	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
✓	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
✓	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
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

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

		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
✓	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	

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:
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Islands Trust

Bylaw: SS-456

Referrals

Agency	Sent	Received
Agricultural Land Commission Rm. 133 4940 Canada Way : Cheetham, Roger Comments:	Mar-16-2012	
BC Ambulance Services Room 103 : Purssell, Nancy Comments:	Mar-16-2012	
Capital Regional District Building Inspection : Inspection, Building Comments:	Mar-16-2012	
North Salt Spring Waterworks District 761 Upper Ganges Road : Hutton, Trevor Comments: Interests unaffected.	Mar-16-2012	Mar-26-2012
R.C.M.P. 401 Lower Ganges Road : Willis, Daniel Comments:	Mar-16-2012	
Salt Spring Fire-Rescue 105 Lower Ganges Road : Bremner, Tom Comments:	Mar-16-2012	
SSI Parks & Recreation Commission 145 Vesuvius Bay Road : Ruurs, Kees Comments: Approval recommended subject to conditions: Recommend a slightly different trail layout; to be discussed with applicant.	Mar-16-2012	Mar-26-2012
Ministry of Transportation and Infrastructure Saanich Area Office : O'Brien, Debbie Comments: Approval recommended subject to: 1) Completed access permit application w/detailed site plan outlining internal traffic movements, access location, building location(s), parking layout. 2) Post-develop. drainage to be kept to pre-development flows. Detailed drainage plan to be submitted to MOT for review and approval prior to construction. 3) MOT reviewed the traffic impact assessment and accepts the findings of the report	Mar-16-2012	May-02-2012
Vancouver Island Health Authority Health Protection and Environmental Services : Laughlin, Christopher Comments: Interests unaffected	Mar-16-2012	Mar-27-2012
Capital Regional District - Environmental Services PO Box 1000, 625 Fisgard Street : Tanton, Tim Comments:	Mar-16-2012	
SSI Transportation Commission 145 Vesuvius Bay Road : Ruurs, Kees Comments: Approval subject to conditions outlined in the correspondence received from D.	Mar-16-2012	Apr-12-2012

McLennan of the SSI Transportation Commission dated April 12, 2012.

BYLAW REFERRAL FORM RESPONSE SUMMARY



- ☐ Approval Recommended for Reasons Outlined Below
- ☒ Approval Recommended Subject to Conditions Outlined Below
- ☐ Interests Unaffected by Bylaw
- ☐ Approval Not Recommended Due to Reason Outlined Below

1. Completed access permit application for the development which includes a detailed site plan outlining the internal traffic movements, access location, building location(s), parking layout.
2. Post-development drainage is to be kept to pre-development flows. A detailed drainage plan is to be submitted to the Ministry of Transportation & Infrastructure for review and approval, prior to construction.
3. The Ministry of Transportation & Infrastructure has reviewed the Traffic Impact Assessment prepared by Burt & Associates dated February 22, 2012, and accept the findings of this report.

Salt Spring Island Local Trust Area
(Island)

456
(Bylaw Number)

D. O'Brien
(Signature)

Sr. District Development Technician
(Title)

May 2, 2012
(Date)

Ministry of Transportation
& Infrastructure
(Agency)

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 456**

**A BYLAW TO AMEND “SALT SPRING ISLAND LAND USE BYLAW, 1999”,
BEING BYLAW NO. 355**

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

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

1. By inserting in Subsection 9.4.4 the following new Community Facilities 1 Zone Variation (d) – CF1(d) as an Exception in a Particular Location:

“Zone Variation – CF1(d)

Despite all other regulations of this bylaw the only *principal* uses permitted within lands zoned CF1(d) are:

- (a) *Public* hospitals, clinics and health care facilities.
- (b) *Public schools*, pre-schools and *child day care* centres.
- (c) Performing and visual art centres.
- (d) *Public Service uses*.

Despite all other regulations of this bylaw the only *accessory uses* permitted within lands zoned CF1(d) are:

- (a) *Indoor retail sales accessory* to another permitted *use*.
- (b) *Dwelling units accessory* to, and located above, another permitted *use*.

The following regulations apply:

- (a) A *vegetation screen* not less than 7.5 metres must be provided and maintained between the subject property and lands within the Agricultural Land Reserve unless within a BC Hydro right-of-way.”

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

2. By inserting in Table 3 of Subsection 7.1 the following new Minimum Number of *Parking Spaces* for Automobiles, Disabled Parking and Bicycles for Community Facilities:

Medical Clinics	1 per 32.5 m ²	5%*	1 per 250 sq.m. floor area
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3. By changing the zoning classification of Lot 2, Section 4, Range 3 East, North Salt Spring Island, Cowichan District, Plan 23507 from Commercial 5 (C5) and Residential 6 (R6) to Community Facilities 1 (d) - CF1(d) as shown on Plan No. 1, attached to and forming part of this bylaw, and by making such alterations to Schedule "A" to Bylaw No. 355 as are required to effect this change.
2. This Bylaw may be cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 1, 2012".

READ A FIRST TIME THIS 5th DAY OF January , 2012

READ A SECOND TIME THIS 17th DAY OF May , 2012

PUBLIC HEARING HELD THIS 6th DAY OF June , 2012

READ A THIRD TIME THIS 7th DAY OF June , 2012

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
DAY OF , 20__

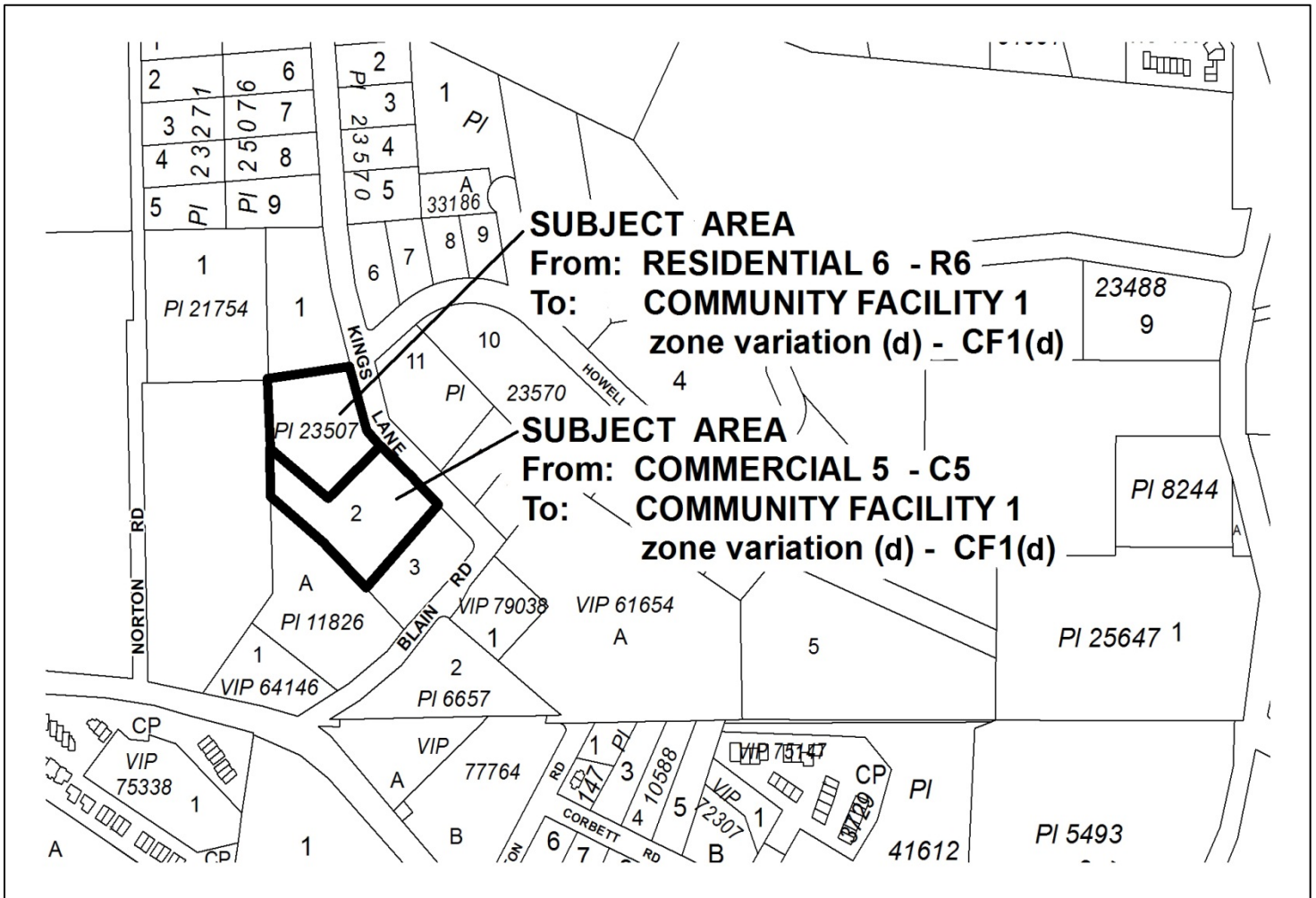
ADOPTED THIS DAY OF , 20__

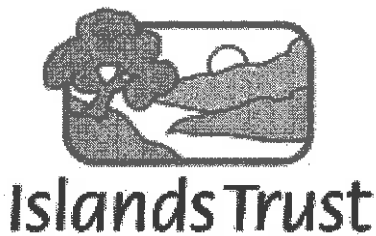
SECRETARY

CHAIRPERSON

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 456**

Plan No. 1





Local Trust Committee Bylaws Submission for Executive Committee Approval

Local Trust Committee: Salt Spring Island Local Trust Committee

Bylaw No: SS-457

Bylaw Type: Official Community Plan Bylaw

Date of resolution referring bylaw to Executive Committee:

☒ Bylaw Submission Checklist attached

☒ Policy Statement Checklist attached*

* not required for administrative bylaws

☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: Carmen Ghil
Secretary

Date: June 27, 2012

Deadline for Executive Committee decision (one month after receipt by Secretary,
as determined pursuant to the Interpretation Act*): July 28, 2012

Date bylaw will appear on Executive Committee agenda: July 3, 2012

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

Distribution: Executive Committee _____
Director, LPS _____
Local Trust Committee: _____
Planner: _____
Planning Clerk: _____



Memorandum

1-500 Lower Ganges Road Salt Spring Island, BC V8K 2N8

Telephone (250) 537-9144 FAX: (250) 537-9116

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC 1.800.663.7867

ssiinfo@islandstrust.bc.ca www.islandstrust.bc.ca

Date: June 26, 2012

Bylaws 457, 458 & 459

File No. SS-RZ-2008.3

To: Executive Committee of Islands Trust

From: Leah Hartley, Regional Planning Manager, Salt Spring Team

Re: **Proposed Bylaws 457, 458 and 459 – Summary of Bylaw Intent**

Slegg Lumber – 201-225 Beddis Road, Salt Spring Island

Purpose:

Proposed Bylaw 457 would amend the Salt Spring Island Official Community Plan Bylaw 434 future land use designation from Agriculture (A) to Industrial and Commercial Services (I) and would further amend the Official Community Plan to extend Non-Village Commercial and Industrial (Development Permit Area 2) provisions to the westerly portion of the subject property.

Proposed Bylaw 458 would amend the Salt Spring Island Land Use Bylaw 355 to add a new Industrial 1 zone variation (In1(b)) to permit uses of an agricultural produce storage and distribution center, and to change the split zoning designation of the easterly portion of the site from Industrial 3 (In3) and Agriculture 1 (A1) to the new In1(b).

Proposed Bylaw 459 would amend the Salt Spring Island Land Use Bylaw 355 to add a new Industrial 1 zone variation (In1(c)) to permit uses of a building supply center with a lot coverage not exceeding 20% of the lot area, and to change the split zoning designation of the westerly portion of the site from Industrial 3 (In3) and Agriculture 1 (A1) to the new In1(c).

Proposal:

Following decision of the Agricultural Land Commission to conditionally exclude lands from ALR, Beddis Developments Ltd applied to rezone the site to support development of a new building supply center for Slegg Lumber on westerly portions of the site, and to create a separate zone that would apply to a new parcel subdivided along the easterly portion of the site for community use as an agricultural produce storage and distribution center.

Background:

After the applicant entered into arrangements for cost recovery allowing the services of a planning consultant to be dedicated to this application, the planning review followed the following process:

Sept 1, 2011 LTC considered the Official Community Plan and zoning amendment application for the first time, including consideration of the ALC decision, and several technical reports submitted with the application. These include a traffic impact analysis, a report by Qualified Environmental Professional, a geotechnical report, a storm drainage design, and a contaminated site investigation. The LTC directed staff to prepare the three recommended bylaws, referred the application to the Salt Spring Island Advisory Environment Committee, the Agriculture Advisory Committee and the Advisory Planning Commission, directed staff to initiate consultation with affected agencies

(including CRDs Salt Spring Island Transportation Commission) and First Nations. LTC further directed staff to work with the applicant to develop measures to protect the riparian area and ravine on the site, and to ensure vegetative buffering between the site and remaining ALR lands on surrounding properties.

Feb 2, 2012 LTC considered the application and responses received from the initial consultation referrals and gave first reading to the bylaws. The LTC directed staff to refer the bylaws and the staff report with synopsis of initial consultation to the advisory committees and to referral agencies including First Nations. The LTC further directed staff to prepare an outline of the measures that would be attached to zoning approval, to future development permits, to other agency requirements (such as through the subdivision process), or to other mechanisms intended to address the social and environmental considerations associated with the proposed development. Lastly, the LTC requested Ministry of Transportation and Infrastructure to implement some of the measures recommended in the initial traffic impact assessment and supported by the Transportation Commission. MoTI subsequently agreed to the LTC request.

April 5, 2012 LTC received the responses to referrals, including a first response from Lyackson First Nation recommending a BC Heritage Inspection (for potential archaeological sites). The applicant had immediately commissioned such a study with the results to be released imminently. Included in the agency referral responses was support for the bylaws by the Agricultural Land Commission and confirmation that an agreement between the property owner and the Salt Spring Island Farmland Trust concerning transfer of the eastern parcel would be overseen by the Land Commission following adoption of the bylaws.

LTC gave 2nd reading to the bylaws, directed staff to schedule a public hearing, directed that results of the archaeological study and date of the public hearing be shared with First Nations, and directed staff to prepare for LTC consideration at public hearing several conditions to be met prior to bylaw adoption. Subsequently, the applicant attended to some of the conditions, including preparation of a covenant to protect the riparian area and the ravine, and commissioning of a traffic analysis concerning left turns at the intersection of Beddis and Fulford Ganges Road. The traffic analysis was provided to Capital Regional District and to MoTI in advance of public hearing, but no new responses were received.

Community information sessions had been advertised and held by the applicant on March 1 and March 10, 2011. A community information meeting was held by the applicant on March 29, 2012. The Local Trust Committee hosted a community information meeting on the afternoon of May 30, 2012 in advance of the evening public hearing. At the May 30 meeting, several neighboring owners suggested amendments to the bylaw 458, in order to prohibit abattoir and composting as principal uses. Several neighbors enquired about storm drainage measures which were to be implemented in a companion environmental development permit.

May 30, 2012 LTC held a Public Hearing on the three bylaws. It received the second traffic analysis, the heritage investigation, a staff report recommending that the ALR buffer be achieved through a setback regulation to be added to the zoning bylaw, rather than by covenant, and final comments received by First Nations indicating that interests had been met.

June 7, 2012 LTC amended Bylaw 458 with agreement of the applicant and the Farmland Trust to restrict composting to an accessory use and to remove abattoir as a permitted use. LTC amended Bylaw 459 with agreement of the applicant to establish a 15 m building setback when abutting a lot in the ALR.

Further on June 7, 2012, LTC considered the Policy Statement Directives Only Checklist as attached to this report; gave third reading to the OCP Bylaw 457 and the two companions zoning amendment bylaws 458 and 459; and referred the bylaws to executive committee for consideration of approval. It referred bylaw 457 to the Ministry of Community, Sport and Cultural Development for approval.

Lastly, LTC gave approval to a vegetative buffer covenant that will be registered on title prior to adoption of the bylaws.

Issues:

The proposal is a significant development for Salt Spring Island and the applicant worked to address concerns or issues as they arose through the planning review process. Most issues were addressed by time of the public hearing or through the subsequent bylaw amendments. One outstanding issue related to intersection improvements and while the applicant was willing to consider measures in response to the Salt Spring Transportation Commission recommendations, the Ministry of Transportation and Infrastructure was of a consistent view that improvements at the intersection of Fulford Ganges Road and Beddis Road were not necessary. In light of this perspective, it was of general consensus that traffic issues are outside of the ability of the applicant to resolve.

Recommendation:

Staff recommend that the Executive Committee of Islands Trust approves Salt Spring Island Proposed Bylaw 457, cited as "Salt Spring Island Official Community Plan, 2008, Amendment No. 1, 2012" (SS-RZ-2008.3 – Landworks Consultants Ltd. – Beddis Developments – 201-225 Beddis Road, Salt Spring Island).

Staff recommend that the Executive Committee of Islands Trust approves Salt Spring Island Proposed Bylaw 458, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2012" (SS-RZ-2008.3 – Landworks Consultants Ltd. – Beddis Developments – 201-225 Beddis Road, Salt Spring Island).

Staff recommend that the Executive Committee of Islands Trust approves Salt Spring Island Proposed Bylaw 459, cited as "Salt Spring Island Land use Bylaw, 1999, Amendment No. 3, 2012" (SS-RZ-2008.3 – Landworks Consultants Ltd. – Beddis Developments – 201-225 Beddis Road, Salt Spring Island).

**Bylaw: SS-457**

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 Legistaltive 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	Staff will provide Local Trust Committees (LTC) and Executive Committee with advice regarding proposed Official Community Plan (OCP) amendments that may require additional staff resources for administration or enforcement and will confirm the availability of those resources before bylaw adoption.
No Resources Required	B.10	Staff will provide Local Trust Committees and Executive Committee with advice regarding any proposed Land Use Bylaw (LUB) or other regulatory amendment that may require additional staff resources for administration or enforcement and will confirm the availability of those resources before bylaw adoption.

Comments:

Completed By: Leah Hartley

All administrative procedure bylaws are considered to be in compliance with the policy statement and the object of the Islands Trust.

Status:

**Date Resolution Referred to
Exective Committee:**

Jun-07-2012

Readings:


Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaws 457, 458, and 459; File No: SS-RZ-2008.3

The following symbols in the table indicate:

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

Explanatory notes are added in bold and italics text

Part III Policies for Ecosystem Preservation and Protection

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

	3.4	Coastal and Marine Ecosystems
N/A	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas
N/A	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes

PART IV: Policies for the Stewardship of Resources

CONSISTENT	NO.	DIRECTIVE POLICY
	4.1	Agricultural Land
✓	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
✓	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
✓	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
CONSISTENT	NO.	DIRECTIVE POLICY
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
✓	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.
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.
✓	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
✓	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
✓	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities

✓	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
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:



Islands Trust

Bylaw: SS-457

Referrals

Agency	Sent	Received
Agricultural Land Commission Rm. 133 4940 Canada Way : Cheetham, Roger Comments: Bylaw amendment is linked to ALC Resolution 1906/2009 and will help give effect to Commission's decision. No suggested changes.	Feb-17-2012	Mar-14-2012
Capital Regional District Building Inspection : Inspection, Building Comments: Interests unaffected.	Feb-17-2012	Feb-20-2012
Fisheries and Oceans Canada Suite 200 - 401 Burrard Street : Russell, Rob Comments:	Feb-17-2012	
Ministry of Environment BC Environment - Management Services : Caskey, Marlene Comments: No longer reviewing site-specific referrals, as Ministry's 'Develop With Care Guidelines' document is expected to address most development-related questions.	Feb-17-2012	Apr-02-2012
R.C.M.P. 401 Lower Ganges Road : Willis, Daniel Comments:	Feb-17-2012	
Salt Spring Fire-Rescue 105 Lower Ganges Road : Bremner, Tom Comments:	Feb-17-2012	
SSI Parks & Recreation Commission 145 Vesuvius Bay Road : Ruurs, Kees Comments: Interests unaffected.	Feb-17-2012	Feb-21-2012
Tsawwassen First Nation 1926 Tsawwassen Drive : Dion, Tina Comments: Interests unaffected.	Feb-17-2012	Feb-28-2012
Ministry of Agriculture PO Box 9099, Stn. Prov. Govt. : Kline, Rob Comments:	Feb-17-2012	
Chamber of Commerce 121 Lower Ganges Road : Neale, Paul Comments:	Feb-17-2012	
Ministry of Transportation and Infrastructure Saanich Area Office : O'Brien, Debbie Comments: Interests unaffected.	Feb-17-2012	Feb-21-2012
Tsawout First Nation PO Box 121, 7725 Tetayut Road : Underwood,	Feb-17-2012	

Gwen

Comments:

SSI Water & Sewer Commission
: Ruurs, Kees

Feb-17-2012

Comments:

Vancouver Island Health Authority
Health Protection and Environmental Services :
Laughlin, Christopher

Feb-17-2012

Comments:

Tseycum First Nation
1210 Totem Lane : Reith, Aaron

Feb-17-2012

Comments:

Pauquachin First Nation
9010 West Saanich Road : Henry, Danny

Feb-17-2012

Comments:

Tsartlip First Nation
PO Box 70 : Harry, Karen

Feb-17-2012

Comments:

Hul'qumi'num Treaty Group
12611-B Trans Canada Highway : Chief
Negotiator, Attn: Referrals

Feb-17-2012

Comments:

Malahat First Nation - Te'mexw Treaty Association
110 Thunder Road : Reith, Aaron

Feb-17-2012

Comments:

Cowichan Tribes
5760 Allenby Rd : Attn: Referrals, Chief & Council

Feb-17-2012

Comments:

Halalt First Nation
7973 Chemainus Rd : Attn: Referrals, Chief &
Council

Feb-17-2012

Comments:

Lake Cowichan First Nation
313B Deer Road : Attn: Referrals, Chief & Council

Feb-17-2012

Comments:

Lyackson First Nation
7973A Chemainus Road : Attn: Referrals, Chief &
Council

Feb-17-2012

Feb-20-2012

Comments: See response for subjects of concern, including: heritage conservation and inland archaeological sites, greenhouse gas emissions & energy efficiency.

Stz'uminus First Nation
12611 A Trans Canada Hwy : Coordinator,
Referrals

Feb-17-2012

Comments:

Capital Regional District - Environmental Services
PO Box 1000, 625 Fisgard Street : Tanton, Tim

Feb-17-2012

Comments:

SSI Transportation Commission
145 Vesuvius Bay Road : Ruurs, Kees

Feb-17-2012

Feb-23-2012

Comments: See SSITC Resolution and Recommendations dated Feb 23, 2012.

Pauline Brazier

From: Kathleen Johnnie <kathleen.johnnie@lyackson.bc.ca>
Sent: February-20-12 12:02 PM
To: Pauline Brazier
Cc: 'Beverly Suderman'; Tracy.Fleming@cowichantribes.com; 'Dianne Hinkley'
Subject: RE: First Nations for SSI Proposed Bylaws No. 457, 458 and 459

Greetings Pauline, Lyackson's concerns are as follows:

1. Heritage Conservation and the BC RAAD:
 - a. Human remains and archaeological artefacts must be protected
 - i. While much of the site has been disturbed, there is potential for archaeological sites adjacent to the creeks and this should be investigated prior to approval of any changes including the holding ponds in these areas;
 - ii. Salt spring Island in particular has many inland archaeological sites, especially along creeks and streams;
 - iii. A BC Heritage Inspection is recommended, an archaeologist that First Nations can agree with;
 - iv. Along with an archaeological inspection, a First Nations cultural advisor should accompany the investigators;
2. Greenhouse Gas Emissions
 - a. Lyackson is concerned that this important area is glossed over and 'appears' by the staff comments to be addressed sufficiently as the project merely reduces gas emissions by bringing the service closer to the town centre;
 - i. As Salt spring island and its population is the service area, this comment is not relevant;
 - ii. Greenhouse gas impacts can be incorporated in the design of the building, storage lot areas and parking areas by inclusion of tree coverage, or by the principle of *'if you are taking up land, take land up'* ;
 - iii. greenrooms can be incorporated on the buildings and by creating green roof parking, or requiring 50% shade coverage for parking areas;
3. Energy
 - a. Lyackson is concerned that this important area is not at all investigated, but it is mentioned in A.5.2.13 – "The LTC encourages landowners and others to utilize current best practices and guidelines in undertaking an ecosystem-based approach to site planning and development ... Landowners and developers are encouraged to utilize the following principles in new development:

j) Design energy- and water-efficient developments that conserve natural resources.

AND

G.1.4.2

"The objective of the designation of the Plan Area as a development approval information area is to ensure that consistent and comprehensive information pertaining to the impacts of proposed development on the environment, infrastructure and services, energy efficiency, energy security, and the local community is obtained."

Specifically, the staff comments do not address energy efficiency, or energy security. This is of great concern as energy efficiency and security are major greenhouse gas contributors, especially buildings and lots of this size.

- i. How will the proponent address energy efficiency and security?
- j. How will the proponent incorporate energy efficiency through onsite delivery of energy efficiency?
 - a. Greenrooms? Large roofs are particularly suited to energy efficiency through green roofs
 - b. Wind turbine generations?
 - c. Solar panels? Large buildings are particularly suited to solar generation, will the buildings be situated to effect greatest solar gain?
 - d. Will the proponent be using LED lighting to its greatest advantage?
 - e. other suitable energy efficiencies?

Huy ch q'a (thank you), Kat

Kathleen Johnnie, Lands & Resources Manager
Lyackson First Nation

Address:
7973A Chemainus Road
Chemainus, BC V0R 1K5

Phone: 250-246-5019
Fax: 250-246-5049

From: Pauline Brazier [mailto:p Brazier@islandstrust.bc.ca]

Sent: February 17, 2012 11:21 AM

To: ray.gauthier@stzuminus.com; ronda.jordan@stzuminus.com; kathleen.johnnie@lyackson.bc.ca; adminlkcow@shaw.ca; referralcoordinator@cowichantribes.com; denisej@penelakut.ca; manager@halalt.org; russell.harry@malahatnation.com; kristen@tseycum.ca; danny.henry@pauquachin.com; admin@tsartlip.com; vrosling@tsawout.ca; referrals@tsawwassenfirstnation.com; robertm@hulquimum.bc.ca

Cc: Beverly Suderman (bsuderman2005@gmail.com); Claire Olivier; Pauline Brazier

Subject: To: First Nations for SSI Proposed Bylaws No. 457, 458 and 459

Please see attached Proposed Bylaws 457, 458, and 459, a Bylaw Referral Form (with separate response forms for each bylaw), a covering letter outlining the purpose of these bylaws, and the staff report that introduced the draft bylaws to the Salt Spring Island Local Trust Committee. If you have any comments in response to this referral, we would appreciate receiving them as soon as possible, and no later than March 16, 2012.

Please note that it is anticipated these Bylaws will be considered for 2nd Reading at a Local Trust Committee meeting in early April 2012, before going to Public Hearing shortly thereafter. Comments on the Proposed Bylaws should be directed to: ssiinfo@islandstrust.bc.ca or by fax to: 250-537-9116.

In the meantime, if you have any questions about the proposed bylaws, or require further information, please contact Consulting Planner Beverly Suderman at: bsuderman2005@gmail.com or by telephone at 250-737-1109.

BYLAW REFERRAL FORM RESPONSE SUMMARY

- ☐ Approval Recommended for Reasons Outlined Below
- ☐ Approval Recommended Subject to Conditions Outlined Below
- ☒ Interests Unaffected by Bylaw
- ☐ Approval Not Recommended Due to Reason Outlined Below



Salt Spring Island Local Trust Area
(Island)

[Signature]
(Signature)

2012/02/20
(Date)

457 (OCP)
(Bylaw Number)

BUILDING INSPECTOR
(Title)

CAPITAL REGIONAL DISTRICT
(Agency)

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☒

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below



Salt Spring Island Trust Area

(Island)

WCJ Rivers
(Signature)

Feb 21, 2012
(Date)

xxx

(Bylaw Number)

457/458/459

Parks & Recreation Manager
(Title)

SST PARC / CRD
(Agency)

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☒

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below



Salt Spring Island Local Trust Area

(Island)

P. O'Brien

(Signature)

February 21, 2012

(Date)

457 (OCP)

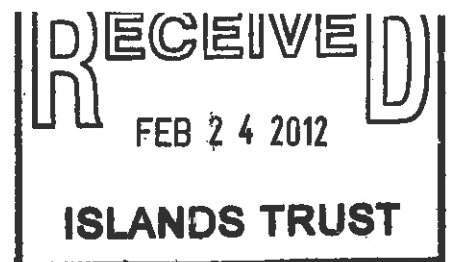
(Bylaw Number)

Senior District Development Technician

(Title)

Min. of Transportation & Infrastructure

(Agency)



Islands Trust Referral

Rezoning Application SS-RZ-2008.3 : Beddis Developments Motion: SSI Transportation Commission Feb 23rd, 2012

WHEREAS

- the SSI Transportation Commission has received a Referral from the Islands Trust pertaining to a Rezoning Application SS-RZ-2008.3 : Beddis Developments
- the OCP designates Beddis Road, in its entirety, as a Heritage and Scenic Road but Trust Staff has noted that "policies on scenic roads to assist in this application review are not yet developed sufficiently to provide clear direction"
- the Beddis/Fulford Ganges intersection is an important pick-up/drop-off location for the SS Transit bus system
- the Trust Planning consultant notes that "there are gaps in the policy and implementation structure which hamper the ability of the Islands Trust to fully achieve its objectives and policies, as contained in the OCP: ... mechanisms for accepting cash-in-lieu for pathway development and future road improvements"
- the developer engaged the services of Bunt & Associates to conduct a traffic impact study that addresses possible safety issues related to additional traffic and increased traffic flow
- Bunt drew a number of conclusions and made a number of recommendations regarding mitigating the effects of the additional traffic
- the consultants provided a concept design for the intersection of Beddis/Fulford Ganges/Charlesworth in Exhibit 24
- Bunt thought such a design may reduce the collision rate for this intersection
- the BC Ministry of Transportation (MoT) was asked through the Trust referral process to comment on the sufficiency of the road and connections to accommodate the proposed rezoning and development
- MoT responded as follows on 20Dec11:
 - "the accident history and traffic volumes do not warrant any improvements at this location. Therefore, MoT does not require any improvements to the [Fulford-Ganges Road/Beddis Road] intersection as a result of the proposed Slegg Lumber development on Beddis Road
 - "The Ministry will arrange to have a 40 km/h speed advisory for the corner/ intersection with Douglas Road and Beddis Road."
- notwithstanding the MoT response of 20Dec11, the intersection at Beddis/Fulford Ganges Road/Charlesworth remains a matter for consideration
- the Bunt Report notes the fact that the accident history for this intersection indicates a collision rate higher than the Average Provincial Collision Rate for similar intersections
- it seems to be a fairly safe assumption that the accident rate is going to climb higher with the increased traffic volume at this intersection arising from the new building centre
- the projected increase in left turns at this intersection are noteworthy in this respect:
 - Beddis/FGR left turns are projected to increase 200% from 2vph to 6 vph
 - FGR/Beddis left turns are projected to increase 43% from 55vph to 79vph

The Commission concludes that a re-design of the Beddis/FGR/Charlesworth intersection is desirable.

The Commission recognizes and appreciates the fact that the applicant on its own initiative engaged a consultant to study the traffic impact of the Slegg project. The resulting Bunt Report contains much useful information.

The Commission recommends :

- that the Local Trust Committee work with the MoT to identify and develop guidelines for designating and protecting the scenic and heritage value of island roads
- that in the interim, the Islands Trust provide guidance to the developer and to the prevailing MoT road maintenance contractor on the timing and extent of the recommended vegetation clearance on Beddis Road to take account of the scenic and heritage factors which are at play in this situation
- that a policy framework be put in place between the Trust and the CRD to facilitate cash-in-lieu contributions for the construction of transportation infrastructure such as pathway development and future road improvements
- that MoT monitor closely the Beddis/FGR/Charlesworth intersection as to whether the increased traffic volumes resulting from the Beddis development might warrant any improvements at this location
- that in the event of a re-design of the the Beddis/FGR/Charlesworth intersection, provision be made for a bus pull-out for transit and school buses as per Exhibit 24 of the Bunt Report and subject to BC Transit approval. MoT has already stated that: "the Ministry would give favourable consideration to issuing a permit for the proposed bus stops/pullout upon CRD application"
- Approval of the OCP and Land Use Bylaw amendments for a portion of 201-225 Beddis Road subject to the Conditions outlined below:
 - receipt from the applicant of an analysis of the south bound Left Turn movement at the Beddis/FGR/Charlesworth intersection so as to determine when a separate Left Turn lane may be warranted for this movement on Fulford Ganges Road
 - the provision of a multi-use trail fronting the properties in question based upon Salt Spring Island PARC/CRD Trail Guidelines
 - implementation of the various recommendations made by the consulting engineers Bunt and Associates, namely:
 - establishment of a secondary point of access to the developments for emergency use; Bunt mentioned the option of providing a gate between the abutting land uses so that their driveway access could serve as an emergency access if needed.
 - installation of an advisory speed of 40 km/h on Beddis northbound south of Douglas Rd in conjunction with vegetation clearance to ensure minimum sight distances are met

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☒

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below



Salt Spring Island Local Trust Area

(Island)

A handwritten signature in dark ink, appearing to be "D".

(Signature)

Feb 28/12

(Date)

457 (OCP)

(Bylaw Number)

The word "Referrals" written in a cursive, handwritten style.

(Title)

Tsunawarren First Nation

(Agency)

Pauline Brazier

From: Cheetham, Roger ALC:EX <Roger.Cheetham@gov.bc.ca>
Sent: March-14-12 8:54 AM
To: Pauline Brazier
Subject: RE: Referral Agencies for SSI Proposed Bylaws No. 457, 458 and 459 (Beddis Developments)

Hi Pauline, As you are aware these amendments are linked to ALC Resolution Number 1906/2009 and will help give effect to the Commission's decision. We have no suggested changes.

Regards

Roger Cheetham, Regional Planner
Ph 604 660 7020
FAX 604 660 7033

From: Pauline Brazier [<mailto:pbrazier@islandstrust.bc.ca>]
Sent: Friday, February 17, 2012 11:20 AM
To: gpleven@crd.bc.ca; kruurs@crd.bc.ca; chris.laughlin@viha.ca; bfenske@crd.bc.ca; Cheetham, Roger ALC:EX; rob.russell@dfo-mpo.gc.ca; referralsnanaimo@dfo-mpo.gc.ca; Kline, Rob AGRI:EX; Nap, Nancy R ENV:EX; O'Brien, Debbie TRAN:EX; Eliason, Jennifer ISLT:IN; Myrna_Moore@bctransit.com; chamber@ssisland.com; tbremner@saltspringfire.com
Cc: Beverly Suderman (bsuderman2005@gmail.com); Olivier, Claire ISLT:IN; Pauline Brazier
Subject: To: Referral Agencies for SSI Proposed Bylaws No. 457, 458 and 459 (Beddis Developments)

Please see attached Proposed Bylaws 457, 458, and 459, a Bylaw Referral Form (with separate response forms for each bylaw) and the staff report that introduced the draft bylaws to the Salt Spring Island Local Trust Committee. If you have any comments in response to this referral, we would appreciate receiving them as soon as possible, and no later than March 16, 2012.

Please note that it is anticipated these Bylaws will be considered for 2nd Reading at a Local Trust Committee meeting in early April 2012, before going to Public Hearing shortly thereafter. Comments on the Proposed Bylaws should be directed to: ssiinfo@islandstrust.bc.ca or by fax to: 250-537-9116.

In the meantime, if you have any questions about the proposed bylaws, or require further information, please contact Consulting Planner Beverly Suderman at: bsuderman2005@gmail.com or by telephone at 250-737-1109.

Pauline Brazier, Planning Clerk/Deputy Secretary
Islands Trust, 1-500 Lower Ganges Road
Salt Spring Island, BC, V8K 2N8
Direct Line: (250) 538-5606 - Fax: (250) 537-9116
Toll-Free: 1-800-663-7867
Visit our Website: www.islandstrust.bc.ca
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March 28, 2012

Your File: Bylaw Nos. 457, 458, 459
Our File: 58000-35/IT13
CLIFF-ERS: 96738

Beverly Suderman
Planning Consultant
Salt Spring Island Trust Area
Island Trust
1 - 500 Lower Ganges Road
Salt Spring Island BC V8K 2N8



Dear Beverly Suderman:

Re: Interagency Referrals

The interagency referral, noted in your attached cover letter, has been received by this office for review and comment. Please note that we are no longer reviewing site specific referrals, as the ministry's *Develop With Care: Environmental Guidelines for Urban and Rural Development in British Columbia, March 2006* document is expected to address most development related questions. In particular, we recommend that you review Sections 2 and 3 of the document, which is available at:

http://www.env.gov.bc.ca/wld/documents/bmp/devwithcare2006/devlop_with_care_intro.html

. These sections focus on environmentally sound solutions at the community and site development level. Appendix B provides separate checklists for local government review and site level design to help focus your proposal review. Section 4 provides recommendations relative to environmentally valuable resources.

The *Develop With Care* document reflects the ministry's typical recommendations regarding various aspects of land development and land use designation and has undergone extensive peer and stakeholder review. Although *Develop With Care* does include some regulatory information, much of this document represents our recommendations intended to minimize the negative impacts of expanding urban and rural development on the landscape and on biological resource values, while creating more liveable communities.

.../2

We also recommend that you consider how the proposal may apply the innovative approaches to stormwater management that have been identified in the BC Stormwater Guide found at <http://www.env.gov.bc.ca/epd/epdpa/mpp/stormwater/stormwater.html>.

Although the Ecosystem Section, Resource Stewardship in Nanaimo will not be commenting on environmental sensitivities that may be affected by this proposal, we will retain a copy of your referral for future monitoring purposes.

We would be happy to provide your agency with comments on your community plans, bylaws, major zoning amendments and major developments due to the significant role that these higher level planning processes and developments have on species occurrence and ecological function over time.

Yours truly,



Marlene Caskey
Resource Stewardship
West Coast Region

Enclosure

Pauline Brazier

From: Kathleen Johnnie <kathleen.johnnie@lyackson.bc.ca>
Sent: April-27-12 10:47 AM
To: Beverly Suderman
Cc: Pauline Brazier; dianne.hinkley@cowichantribes.com; robert@penelakut.ca; darlene@halalt.org; Jack Smith (jesevergreen@shaw.ca); Referral Coordinator; Leah Hartley
Subject: RE: Islands Trust Referral for Proposed Bylaws 457, 458 & 459 (Slegg Lumber - Salt Spring Island)

Oh, pardon my manners, please extend our (Lyacksons) gratitude to Slegg Lumber for following through with the AOA so quickly. It is greatly appreciated.

Huy ch q'a (thank you), Kat

Kathleen Johnnie, Lands & Resources Manager
Lyackson First Nation

Address:
7973A Chemainus Road
Chemainus, BC V0R 1K5

Phone: 250-246-5019
Fax: 250-246-5049

From: Kathleen Johnnie
Sent: April 27, 2012 10:43 AM
To: 'Beverly Suderman'
Cc: Pauline Brazier; 'dianne.hinkley@cowichantribes.com'; robert@penelakut.ca; darlene@halalt.org; Jack Smith (jesevergreen@shaw.ca); Referral Coordinator; Leah Hartley
Subject: RE: Islands Trust Referral for Proposed Bylaws 457, 458 & 459 (Slegg Lumber - Salt Spring Island)

Thank you Beverly, the provisions as you've described them will address Lyackson's expressed concern.

Another general practice concern and I'm not sure if I spoke to it originally, was the use of 'green' technologies, such as green roofs or walls, or 50% shade cover over parking lots and roadways, low flow features in washrooms, etc. This is general practice, but the linkage to our Aboriginal interests is the reduction of GHG emissions, which have a direct impact on rights matters.

Huy ch q'a (thank you), Kat

From: Beverly Suderman [<mailto:bsuderman2005@gmail.com>]
Sent: April 27, 2012 10:30 AM
To: Kathleen Johnnie
Cc: Pauline Brazier; Dianne.Hinkley@cowichantribes.com; robert@penelakut.ca; darlene@halalt.org; Jack Smith (jesevergreen@shaw.ca); Referral Coordinator; Leah Hartley
Subject: Re: Islands Trust Referral for Proposed Bylaws 457, 458 & 459 (Slegg Lumber - Salt Spring Island)

Hi Kat --

Thanks very much for your clarifying comments!

The applicant will be covenanting the protection of the entire ravine area on the subject property, with a no build setback of 15 metres from the top of the ravine and a vegetation management setback of 7.5 m from the top of the ravine, i.e. no vegetation removal except for invasive species, in the context of other Islands Trust and MOTI policy requirements. These covenants will have the effect of "preservation and protection of the ravine with the stream and maintaining a respectable distance from the same to ensure the medicinal plants and other potential cultural plants are preserved" per your comments.

I trust that these provisions will address your concerns.

Best wishes,

Bev Suderman
Consulting Planner
250-737-1109

On Fri, Apr 27, 2012 at 10:00 AM, Kathleen Johnnie <kathleen.johnnie@lyackson.bc.ca> wrote:

Greetings Pauline, thank you for the letter, I note in the letter that you have narrowly defined and subsequently dismissed our Aboriginal title and rights relative solely to the evidence of archaeological matters. This is an erroneous assessment, archaeology is only one avenue of assessing title and rights and as the BC Treaty process has accepted our (shared) core title interest as inclusive of Saltspring Island, our title remains on the whole of the island. Our concern expressed regarding archaeology was specific to the preservation of inland archaeology, which Saltspring Island has a substantive number of inland archaeological sites.

Therefore, our final comments regard the preservation and protection of the ravine with the stream and maintaining a respectable distance from the same to ensure the medicinal plants and other potential cultural plants are preserved. This comment is based on our extinguished, continuing and ongoing Aboriginal title and rights interests. Thank you for the correspondence.

Huy ch q'a (thank you), Kat

Kathleen Johnnie, Lands & Resources Manager

Lyackson First Nation

Address:

7973A Chemainus Road

Chemainus, BC V0R 1K5

Phone: 250-246-5019

Fax: 250-246-5049

From: Pauline Brazier [mailto:pbrazier@islandstrust.bc.ca]

Sent: April 26, 2012 4:47 PM

To: Kathleen Johnnie

Cc: Beverly Suderman (bsuderman2005@gmail.com)

Subject: Islands Trust Referral for Proposed Bylaws 457, 458 & 459 (Slegg Lumber - Salt Spring Island)

Good afternoon Kathleen,

Please ensure the attached letter and Archaeological Report regarding proposed rezoning of the subject property are forwarded to Chief and Council for their information.

Thanks....Pauline

Pauline Brazier, Planning Clerk/Deputy Secretary

Islands Trust, 1-500 Lower Ganges Road

Salt Spring Island, BC, V8K 2N8

Direct Line: (250) 538-5606 - Fax: (250) 537-9116

Toll-Free: 1-800-663-7867

Visit our Website: www.islandstrust.bc.ca

Preserving Island communities, culture and environment

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I wake up every morning determined both to change the world and have one hell of a good time. Sometimes this makes planning the day a little difficult -- E.B. White

Pauline Brazier

From: Tracy Fleming <Tracy.Fleming@cowichantribes.com>
Sent: April-27-12 1:43 PM
To: Pauline Brazier
Cc: Dianne Hinkley; bsuderman2005@gmail.com
Subject: Fwd: Islands Trust Referral for Proposed Bylaws 457, 458 & 459 (Slegg Lumber - Salt Spring Island)

Thank-you for your response and for a copy of the Arch report. We are pleased to see that a Cowichan member was hired to assist with this work.

Tracy Fleming, M.Sc., R.P.Bio.
Referral Coordinator
Cowichan Tribes
5760 Allenby Road
Duncan, BC V9L 5J1

250-748-3196 (ext 358)

>>> Pauline Brazier <pbrazier@islandstrust.bc.ca> 4/26/2012 4:44 PM >>>
Good afternoon Tracy,

Please ensure the attached letter and Archaeological Report regarding proposed rezoning of the subject property are forwarded to Chief and Council for their information.

Thanks....Pauline

Pauline Brazier, Planning Clerk/Deputy Secretary
Islands Trust, 1-500 Lower Ganges Road
Salt Spring Island, BC, V8K 2N8
Direct Line: (250) 538-5606 - Fax: (250) 537-9116
Toll-Free: 1-800-663-7867
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PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 457

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

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

1. Salt Spring Island Local Trust Committee Bylaw No. 434, cited as "Salt Spring Island Official Community Plan, 2008", is amended as follows:
 - 1.1 By amending Schedule 'A' – Map 1 (Plan Area with Land and Shoreline Designations) of Volume 1, as shown as Plan 1 of this amending bylaw.
 - 1.2 By amending Schedule 'A' – Map 19 (Development Permit Area 2 – Non-Village Commercial and Industrial) of Volume 2, as shown as Plan 2 of this amending bylaw.
3. This Bylaw may be cited as "Salt Spring Island Official Community Plan, 2008, Amendment No. 1, 2012".

READ A FIRST TIME THIS 2nd DAY OF February ,2012

READ A SECOND TIME THIS 5th DAY OF April ,2012

PUBLIC HEARING HELD THIS 30th DAY OF May ,2012

READ A THIRD TIME THIS 7th DAY OF June ,2012

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
DAY OF ,20__

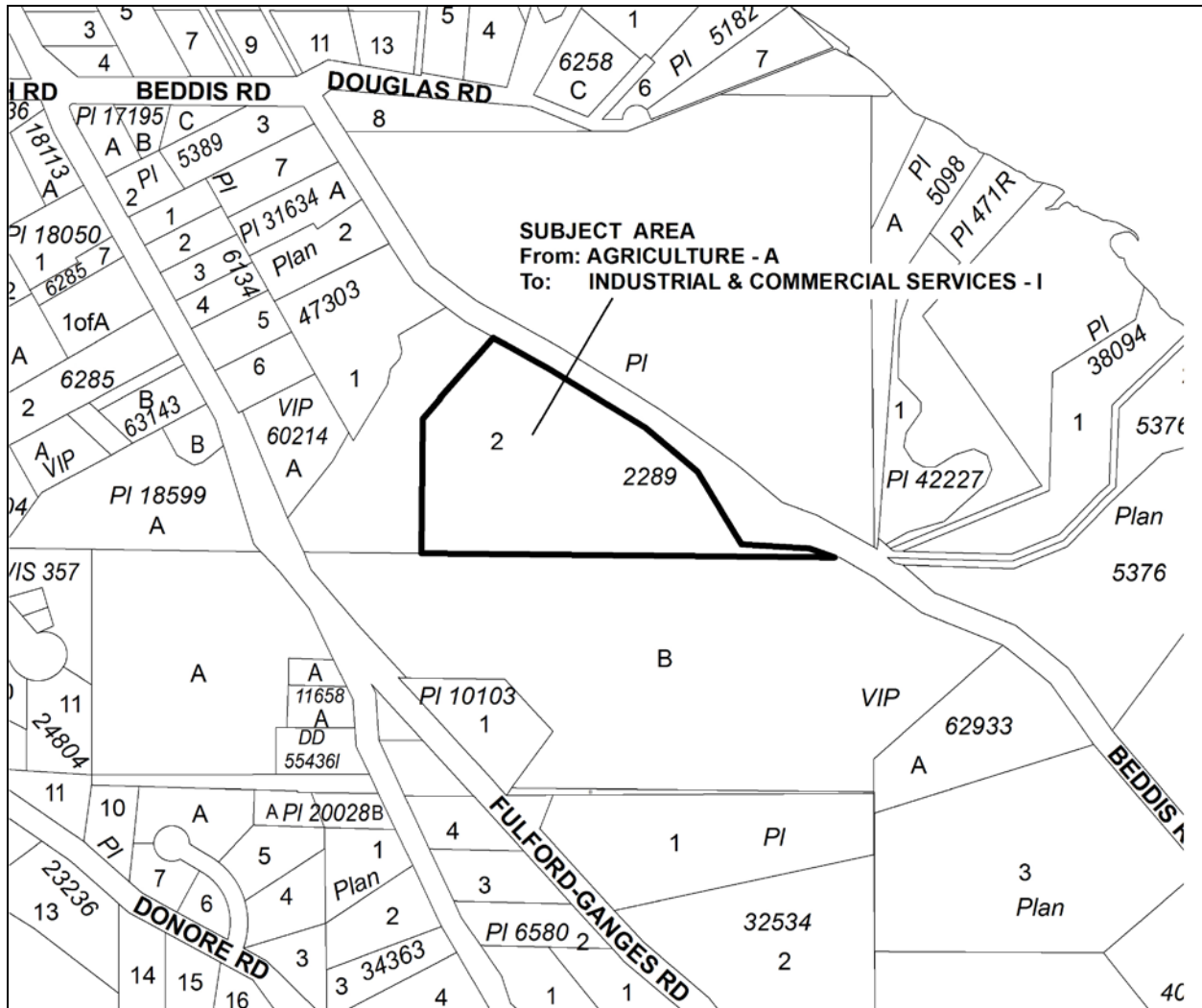
APPROVED BY THE MINISTER OF COMMUNITY SPORT AND CULTURAL DEVELOPMENT
THIS DAY OF ,20__

ADOPTED THIS DAY OF ,20__

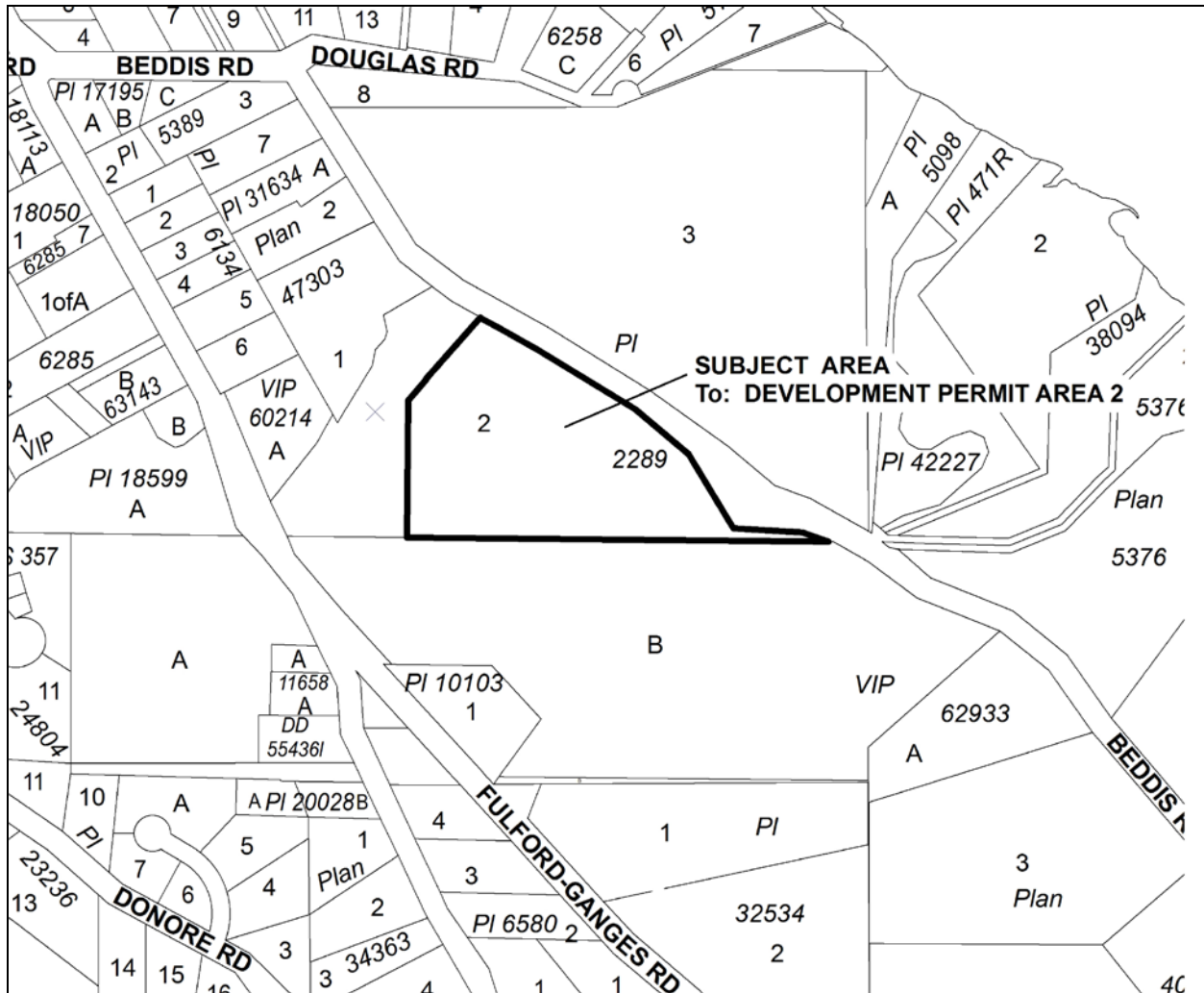
CHAIR

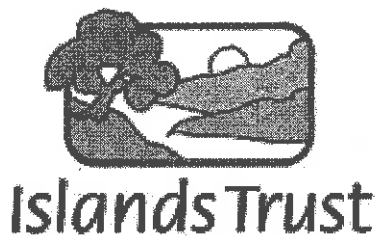
SECRETARY

Plan No. 1



Plan No. 2





Local Trust Committee Bylaws Submission for Executive Committee Approval

Local Trust Committee: Salt Spring Island Local Trust Committee

Bylaw No: SS-458

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: Jun-07-2012

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

Received by Islands Trust Secretary:

Signature: Carmen Ghil
Secretary

Date: June 27, 2012

Deadline for Executive Committee decision (one month after receipt by Secretary,
as determined pursuant to the *Interpretation Act*): July 28, 2012

Date bylaw will appear on Executive Committee agenda: July 3, 2012

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

Distribution: Executive Committee _____
Director, LPS _____
Local Trust Committee: _____
Planner: _____
Planning Clerk: _____

**Bylaw: SS-458**

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 Legistaltive 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	Staff will provide Local Trust Committees (LTC) and Executive Committee with advice regarding proposed Official Community Plan (OCP) amendments that may require additional staff resources for administration or enforcement and will confirm the availability of those resources before bylaw adoption.
No Resources Required	B.10	Staff will provide Local Trust Committees and Executive Committee with advice regarding any proposed Land Use Bylaw (LUB) or other regulatory amendment that may require additional staff resources for administration or enforcement and will confirm the availability of those resources before bylaw adoption.

Comments:

Completed By: Leah Hartley

All administrative procedure bylaws are considered to be in compliance with the policy statement and the object of the Islands Trust.

Status:

Date Resolution Referred to Exective Committee:	Jun-07-2012
--	-------------

Readings:



Islands Trust

Bylaw: SS-458

Referrals

Agency	Sent	Received
Agricultural Land Commission Rm. 133 4940 Canada Way : Cheetham, Roger Comments: Bylaw amendment is linked to ALC Resolution 1906/2009 and will help give effect to Commission's decision. No suggested changes.	Feb-17-2012	Mar-14-2012
Capital Regional District Building Inspection : Inspection, Building Comments: Interests unaffected.	Feb-17-2012	Feb-20-2012
Fisheries and Oceans Canada Suite 200 - 401 Burrard Street : Russell, Rob Comments:	Feb-17-2012	
Ministry of Environment BC Environment - Management Services : Caskey, Marlene Comments: No longer reviewing site-specific referrals, as Ministry's 'Develop With Care Guidelines' document is expected to address most development-related questions.	Feb-17-2012	Apr-02-2012
R.C.M.P. 401 Lower Ganges Road : Willis, Daniel Comments:	Feb-17-2012	
Salt Spring Fire-Rescue 105 Lower Ganges Road : Bremner, Tom Comments:	Feb-17-2012	
SSI Parks & Recreation Commission 145 Vesuvius Bay Road : Ruurs, Kees Comments: Interests unaffected	Feb-17-2012	Feb-21-2012
Tsawwassen First Nation 1926 Tsawwassen Drive : Dion, Tina Comments: Interests unaffected.	Feb-17-2012	Feb-28-2012
Ministry of Agriculture PO Box 9099, Stn. Prov. Govt. : Kline, Rob Comments:	Feb-17-2012	
Chamber of Commerce 121 Lower Ganges Road : Neale, Paul Comments:	Feb-17-2012	
Ministry of Transportation and Infrastructure Saanich Area Office : O'Brien, Debbie Comments: Interests unaffected.	Feb-17-2012	Feb-21-2012
Tsawout First Nation PO Box 121, 7725 Tetayut Road : Underwood,	Feb-17-2012	

Gwen		
Comments:		
SSI Water & Sewer Commission	Feb-17-2012	
: Ruurs, Kees		
Comments:		
Vancouver Island Health Authority	Feb-17-2012	
Health Protection and Environmental Services :		
Laughlin, Christopher		
Comments:		
Tseycum First Nation	Feb-17-2012	
1210 Totem Lane : Reith, Aaron		
Comments:		
Pauquachin First Nation	Feb-17-2012	
9010 West Saanich Road : Henry, Danny		
Comments:		
Tsartlip First Nation	Feb-17-2012	
PO Box 70 : Harry, Karen		
Comments:		
Hul'qumi'num Treaty Group	Feb-17-2012	
12611-B Trans Canada Highway : Chief		
Negotiator, Attn: Referrals		
Comments:		
Malahat First Nation - Te'mexw Treaty Association	Feb-17-2012	
110 Thunder Road : Reith, Aaron		
Comments:		
Cowichan Tribes	Feb-17-2012	
5760 Allenby Rd : Attn: Referrals, Chief & Council		
Comments:		
Halalt First Nation	Feb-17-2012	
7973 Chemainus Rd : Attn: Referrals, Chief & Council		
Comments:		
Lake Cowichan First Nation	Feb-17-2012	
313B Deer Road : Attn: Referrals, Chief & Council		
Comments:		
Lyackson First Nation	Feb-17-2012	Feb-20-2012
7973A Chemainus Road : Attn: Referrals, Chief & Council		
Comments: See response for subjects of concern, including: heritage conservation and inland archaeological sites, greenhouse gas emissions and energy efficiency.		
Stz'uminus First Nation	Feb-17-2012	
12611 A Trans Canada Hwy : Coordinator, Referrals		
Comments:		
Capital Regional District - Environmental Services	Feb-17-2012	
PO Box 1000, 625 Fisgard Street : Tanton, Tim		
Comments:		
SSI Transportation Commission	Feb-17-2012	Feb-23-2012
145 Vesuvius Bay Road : Ruurs, Kees		
Comments: See Resolution and Recommendations dated Feb 23, 2012.		

PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 458

A BYLAW TO AMEND “SALT SPRING ISLAND LAND USE BYLAW, 1999”, BEING BYLAW NO. 355

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

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

1. By inserting in Subsection 9.7.5 the following new Industrial 1 Zone Variation (b) – In1(b) after article 9.7.5 (2):

“Zone Variation – In1(b)

- (3) Despite all other regulations of this bylaw the only *principal uses* permitted within lands zoned In1(b) are:
 - (a) *Farm products related light industry.*
 - (b) *Processing of farm products.*
 - (c) *Preparation, packaging and storing of farm products.*
 - (d) *Agriculture and food research and education.*
 - (e) *Indoor and outdoor retail sales and wholesale sales of farm products and products used in a farm operation.*
 - (f) *Agriculture, farm buildings and structures.*
 - (g) *One dwelling unit accessory to industrial use.*
- (4) The following *use* is not permitted:
 - (a) *Abattoir.*
- (5) The following *accessory use* is permitted:
 - (a) *Composting facility.”*

And by making such consequential numbering changes as are required.

2. By changing the zoning classification of that portion of Lot 2, Section 18, Range 4 East, North Salt Spring Island, Cowichan District, Plan 2289, Except Parts in Plans 3960, 6134, 47303, and Except Part in Parcel A (DD253481I), and Except that Part in Plan VIP60214, from Industrial 3 (I3) and Agriculture 1 (A1) to Industrial 1 Zone Variation (b) – In1(b) – as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “A” to Bylaw No. 355 as are required to effect this change.

3. This Bylaw may be cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2012".

READ A FIRST TIME THIS 2nd DAY OF February ,2012

READ A SECOND TIME THIS 5th DAY OF April ,2012

PUBLIC HEARING HELD THIS 30th DAY OF May ,2012

READ A THIRD TIME THIS 7th DAY OF June ,2012

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
DAY OF ,20__

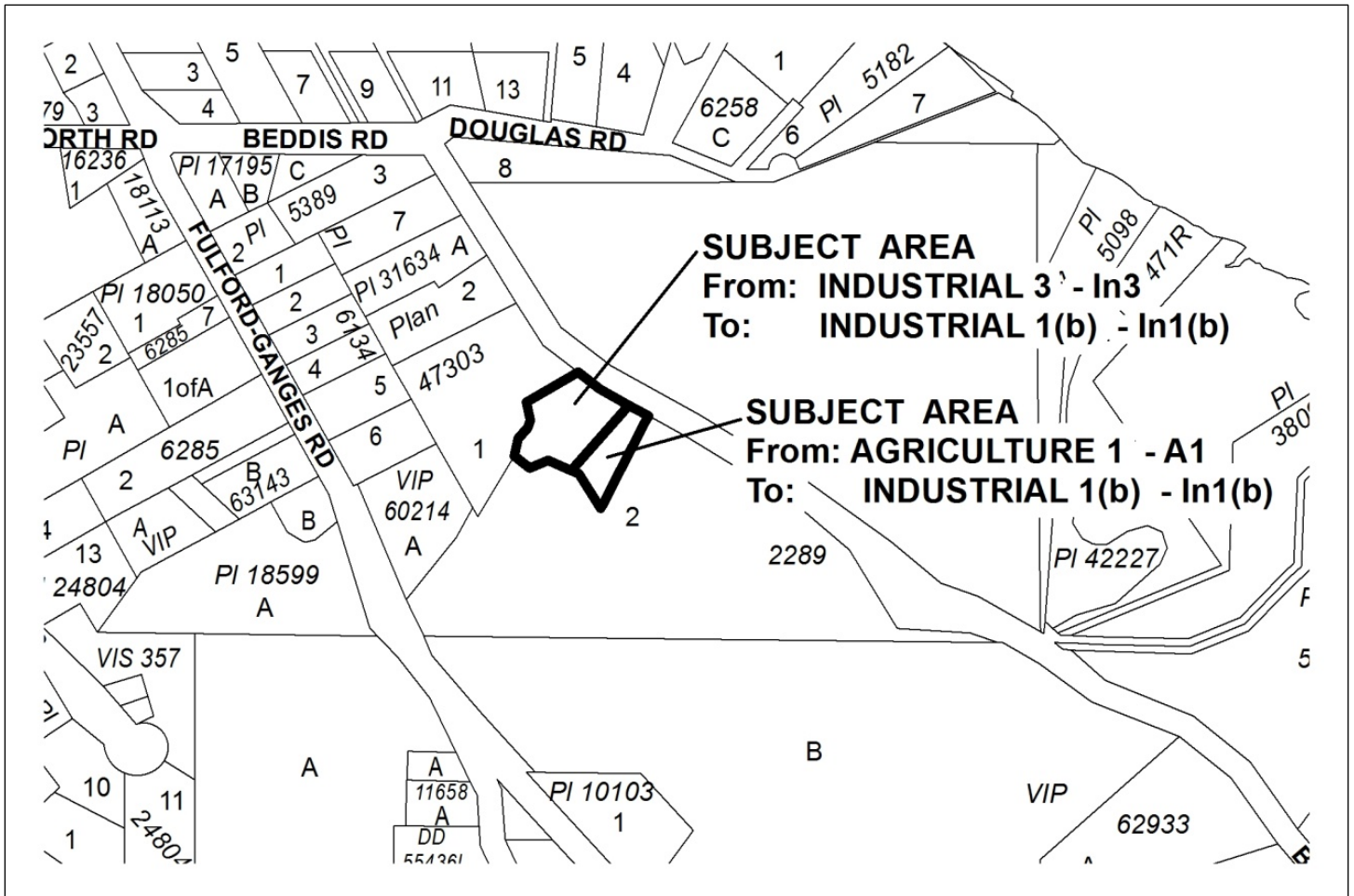
ADOPTED THIS DAY OF ,20__

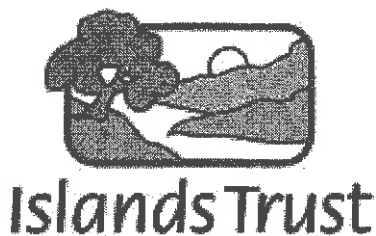
SECRETARY

CHAIRPERSON

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 458**

Plan No. 1





Local Trust Committee Bylaws Submission for Executive Committee Approval

Local Trust Committee: Salt Spring Island Local Trust Committee

Bylaw No: SS-459

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: Jun-07-2012

☒ Bylaw Submission Checklist attached

☒ Policy Statement Checklist attached*

* not required for administrative bylaws

☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: Carmen Thiel
Secretary

Date: June 27, 2012

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

July 28, 2012

Date bylaw will appear on Executive Committee agenda:

July 3, 2012

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

Distribution: Executive Committee

Director, LPS

Local Trust Committee:

Planner:

Planning Clerk:

**Bylaw: SS-459**

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 Legistaltive 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	Staff will provide Local Trust Committees (LTC) and Executive Committee with advice regarding proposed Official Community Plan (OCP) amendments that may require additional staff resources for administration or enforcement and will confirm the availability of those resources before bylaw adoption.
No Resources Required	B.10	Staff will provide Local Trust Committees and Executive Committee with advice regarding any proposed Land Use Bylaw (LUB) or other regulatory amendment that may require additional staff resources for administration or enforcement and will confirm the availability of those resources before bylaw adoption.

Comments:

Completed By: Leah Hartley

All administrative procedure bylaws are considered to be in compliance with the policy statement and the object of the Islands Trust.

Status:

Date Resolution Referred to Exective Committee:	Jun-07-2012
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Readings:



Islands Trust

Bylaw: SS-459

Referrals

Agency	Sent	Received
Agricultural Land Commission Rm. 133 4940 Canada Way : Cheetham, Roger Comments: Bylaw amendment is linked to ALC Resolution 1906/2009 and will help give effect to Commissions decision. No suggested changes.	Feb-17-2012	Mar-14-2012
Capital Regional District Building Inspection : Inspection, Building Comments: Interests unaffected.	Feb-17-2012	Feb-20-2012
Fisheries and Oceans Canada Suite 200 - 401 Burrard Street : Russell, Rob Comments:	Feb-17-2012	
Ministry of Environment BC Environment - Management Services : Caskey, Marlene Comments: No longer reviewing site-specific referrals, as Ministry's 'Develop With Care Guidelines' document is expected to address most development-related questions.	Feb-17-2012	Apr-02-2012
R.C.M.P. 401 Lower Ganges Road : Willis, Daniel Comments:	Feb-17-2012	
Salt Spring Fire-Rescue 105 Lower Ganges Road : Bremner, Tom Comments:	Feb-17-2012	
SSI Parks & Recreation Commission 145 Vesuvius Bay Road : Ruurs, Kees Comments: Interests unaffected.	Feb-17-2012	Feb-21-2012
Tsawwassen First Nation 1926 Tsawwassen Drive : Dion, Tina Comments: Interests unaffected.	Feb-17-2012	Feb-28-2012
Ministry of Agriculture PO Box 9099, Stn. Prov. Govt. : Kline, Rob Comments:	Feb-17-2012	
Chamber of Commerce 121 Lower Ganges Road : Neale, Paul Comments:	Feb-17-2012	
Ministry of Transportation and Infrastructure Saanich Area Office : O'Brien, Debbie Comments: Interests unaffected.	Feb-17-2012	Feb-21-2012
Tsawout First Nation PO Box 121, 7725 Tetayut Road : Underwood,	Feb-17-2012	

Gwen		
Comments:		
SSI Water & Sewer Commission	Feb-17-2012	
: Ruurs, Kees		
Comments:		
Vancouver Island Health Authority	Feb-17-2012	
Health Protection and Environmental Services :		
Laughlin, Christopher		
Comments:		
Tseycum First Nation	Feb-17-2012	
1210 Totem Lane : Reith, Aaron		
Comments:		
Pauquachin First Nation	Feb-17-2012	
9010 West Saanich Road : Henry, Danny		
Comments:		
Tsartlip First Nation	Feb-17-2012	
PO Box 70 : Harry, Karen		
Comments:		
Hul'qumi'num Treaty Group	Feb-17-2012	
12611-B Trans Canada Highway : Chief		
Negotiator, Attn: Referrals		
Comments:		
Malahat First Nation - Te'mexw Treaty Association	Feb-17-2012	
110 Thunder Road : Reith, Aaron		
Comments:		
Cowichan Tribes	Feb-17-2012	
5760 Allenby Rd : Attn: Referrals, Chief & Council		
Comments:		
Halalt First Nation	Feb-17-2012	
7973 Chemainus Rd : Attn: Referrals, Chief & Council		
Comments:		
Lake Cowichan First Nation	Feb-17-2012	
313B Deer Road : Attn: Referrals, Chief & Council		
Comments:		
Lyackson First Nation	Feb-17-2012	Feb-20-2012
7973A Chemainus Road : Attn: Referrals, Chief & Council		
Comments: See response for subjects of concern, including: heritage conservation and inland archaeological sites, greenhouse gas emissions and energy conservation		
Stz'uminus First Nation	Feb-17-2012	
12611 A Trans Canada Hwy : Coordinator, Referrals		
Comments:		
Capital Regional District - Environmental Services	Feb-17-2012	
PO Box 1000, 625 Fisgard Street : Tanton, Tim		
Comments:		
SSI Transportation Commission	Feb-17-2012	Feb-23-2012
145 Vesuvius Bay Road : Ruurs, Kees		
Comments: See SSITC Resolution and Recommendations dated Feb 23, 2012.		

PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 459

A BYLAW TO AMEND “SALT SPRING ISLAND LAND USE BYLAW, 1999”, BEING BYLAW NO. 355

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

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

1. By inserting in Subsection 9.7.5 the following new Industrial 1 Zone Variation (c) – In1(c) after article 9.7.5 (2):

“Zone Variation – In1(c)

- (4) The following additional uses are permitted within lands zoned In1(c):

- (a) *Indoor and outdoor retail sales and wholesale sales of building supplies, garden supplies, appliances and furniture, with accessory outdoor sales and storage.*

- (5) The following size and siting regulations apply to lands zoned In1(c):

- (a) Despite the *lot coverage* regulations in the In1 zone in Subsection 9.7.2, the *lot coverage* for *buildings* and *structures* must not exceed 20 per cent of the *lot* area.
- (b) Despite the *lot coverage* provisions, individual *buildings* must not exceed 3,250 square metres in area.
- (c) Despite *setback* provisions in Subsection 9.7.2(1) of the In1 zone, when the *lot* is abutting a lot in the Agricultural Land Reserve a 15 metre building setback is required.”

And by making such consequential numbering changes as are required.

2. By changing the zoning classification of that portion of Lot 2, Section 18, Range 4 East, North Salt Spring Island, Cowichan District, Plan 2289, Except Parts in Plans 3960, 6134, 47303, and Except Part in Parcel A (DD253481I), and Except that Part in Plan VIP60214, from Industrial 3 (In3) and Agriculture 1(A1) to Industrial 1 Zone Variation (c) – In1(c) – as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “A” to Bylaw No. 355 as are required to effect this change.

3. This Bylaw may be cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 3, 2012".

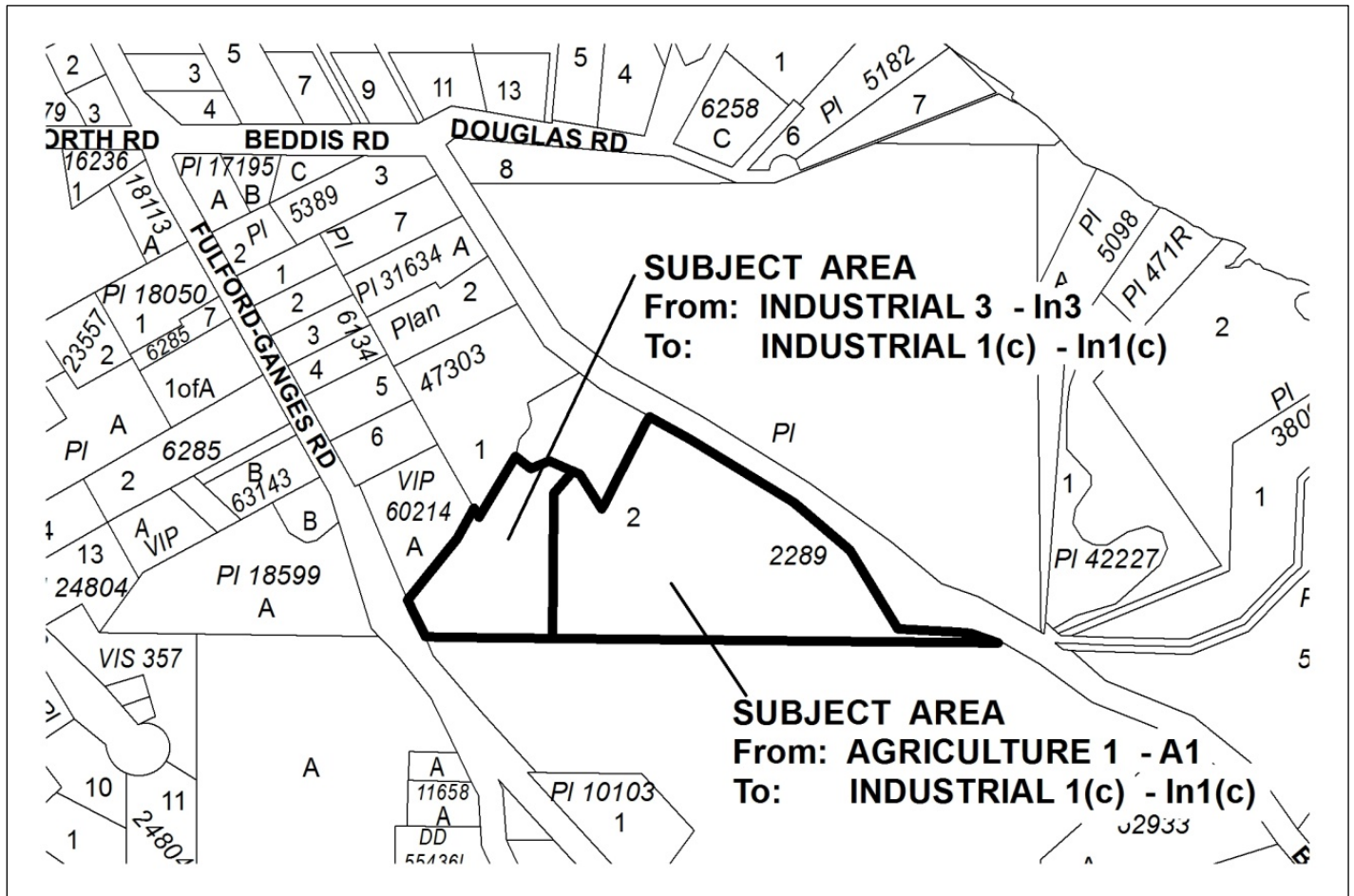
READ A FIRST TIME THIS	2 nd	DAY OF	February	,2012
READ A SECOND TIME THIS	5 th	DAY OF	April	,2012
PUBLIC HEARING HELD THIS	30 th	DAY OF	May	,2012
READ A THIRD TIME THIS	7 th	DAY OF	June	,2012
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS				
		DAY OF		,20__
ADOPTED THIS		DAY OF		,20__

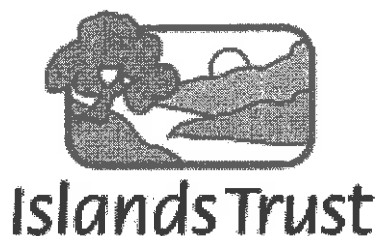
SECRETARY

CHAIRPERSON

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 459**

Plan No. 1





Local Trust Committee Bylaws Submission for Executive Committee Approval

Local Trust Committee: Hornby Island Local Trust Committee

Bylaw No: HO-145

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: Jun-01-2012

☒ Bylaw Submission Checklist attached

☒ Policy Statement Checklist attached*

* not required for administrative bylaws

☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: Carmen Ghil
Secretary

Date: June 27, 2012

Deadline for Executive Committee decision (one month after receipt by Secretary,
as determined pursuant to the *Interpretation Act*): July 28, 2012

Date bylaw will appear on Executive Committee agenda: July 3, 2012

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

Distribution: Executive Committee

Director, LPS

Local Trust Committee:

Planner:

Planning Clerk:

STAFF REPORT

File No.: HO-RZ-2012.1
(Vacation Home
Rental Regulation)

Ho Bylaw No. 145

To: Executive Committee for July 3, 2012

From: Sonja Zupanec, Island Planner

Copy: Hornby Island Local Trust Committee

**Re: Hornby Island Vacation Home Rental Regulations Proposed Bylaw
No. 145 – Referral to Executive Committee**

Introduction

Proposed Bylaw 145 is a bylaw to amend the Vacation Home Rental Regulations of the Hornby Island Land Use Bylaw to expand the times of year the use can be in place for properties with two legal dwellings. The Hornby LTC began the term with the adoption of Bylaws 142 and 143 to allow vacation home rentals in all residential zones on Hornby Island. The limited commercial use is currently permitted only from May - September. The LTC proceeded to request minor changes to the regulations to allow property owners with two legal dwellings to be permitted to operate a VHR any time of year.

Agency Concerns

The proposed bylaw was referred only to Islands Trust Bylaw Enforcement and no concerns were noted.

Enforcement Implications

None.

Recommendation

THAT the Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 145, cited as “Hornby Island Land Use Bylaw No. 86, 1993, Amendment No. 1, 2012”.

Prepared and Submitted by:

Sonja Zupanec, Island Planner
June 25, 2012



Print Date: Jun-26-2012
Bylaw: HO-145

Trust Area: Hornby Island Local Trust Committee
Type: Land Use Bylaw
Bylaw No: HO-145
Application No: HO-RZ-2012.1
Trust Initiated: Yes

Proofread By:

Clerk: Yes
Planner: Yes

Technical Staff: No

First Reading Date: Feb-17-2012

Bylaw Sent to Referrals: Yes
Date Proposed Bylaw to Web: 02/20/2012

Resolutions:

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

Secretary Signature Block:

Secretary's Signature: Jacquie Hill

Date: 04/12/2012

File complete and ready for Public review: Yes

Referrals

Agency	Sent	Received
Islands Trust	Mar-05-2012	Mar-12-2012
700 North Road : Drew, Miles		
Comments: Interests unaffected by bylaw		

Public Hearings:

Location: New Horizons
Proofread By: Jacquie Hill

Legal Paper: The Hornby/Denman Grapevine

First Publish Date: 04/12/2012

Second Publish Date: 04/19/2012

Alternate Paper:
First Publish Date:

Second Publish Date:

Mailout Date:

Deliver Notices:
Date Public Hearing Held: 04/27/2012
Third Reading Date: Jun-01-2012

Second Reading Date: Jun-01-2012

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 Legistaltive 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 | Staff will provide Local Trust Committees (LTC) and Executive Committee with advice regarding proposed Official Community Plan (OCP) amendments that may require additional staff resources for administration or enforcement and will confirm the availability of those resources before bylaw adoption. |
| No Resources Required | B.10 | Staff will provide Local Trust Committees and Executive Committee with advice regarding any proposed Land Use Bylaw (LUB) or other regulatory amendment that may require additional staff resources for administration or enforcement and will confirm the availability of those resources before bylaw adoption. |

Comments:

No comments.

Completed By: Sonja Zupanec

All administrative procedure bylaws are considered to be in compliance with the policy statement and the object of the Islands Trust.

Status:

Date Resolution Referred to Exective Committee: Jun-01-2012

Readings:



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Hornby Bylaw 145 and File No: HO-RZ-2012.1

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECK LIST

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

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

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

Part III Policies for Ecosystem Preservation and Protection

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

PART IV: Policies for the Stewardship of Resources

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

CONSISTENT	NO.	DIRECTIVE POLICY
N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
N/A	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
✓	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.
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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
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	5.5	Recreation
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
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:



Print Date: Apr-04-2012

Islands Trust**Bylaw: HO-145****Referrals**

Agency

Islands Trust

700 North Road : Drew, Miles

Comments: Interests unaffected by bylaw

Sent

Mar-05-2012

Received

Mar-12-2012

BYLAW REFERRAL FORM RESPONSE SUMMARY

- ☐ Approval Recommended for Reasons Outlined Below
- ☐ Approval Recommended Subject to Conditions Outlined Below
- ☒ Interests Unaffected by Bylaw
- ☐ Approval Not Recommended Due to Reason Outlined Below

Hornby Island Trust Area

(Island)

Miles Drew

(Name)

(Title)

(Date)

145

(Bylaw Number)



(Signature)

(Agency)

(Phone Number)

PROPOSED

Hornby Island Local Trust Committee

BYLAW NO. 145

A BYLAW TO AMEND THE HORNBY ISLAND LAND USE BYLAW TO REGULATE VACATION HOME RENTALS

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

1. Hornby Island Land Use Bylaw No. 86, 1993 is amended as shown on Schedule 1 attached to and forming part of this bylaw.
2. This bylaw may be cited as “Hornby Island Land Use Bylaw No. 86, 1993, Amendment No. 1, 2012”.

READ A FIRST TIME THIS	17th	DAY OF	February	20 12
PUBLIC HEARING HELD THIS	27th	DAY OF	April	20 12
READ A SECOND TIME THIS	1st	DAY OF	June	20 12
READ A THIRD TIME THIS	1st	DAY OF	June	20 12
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS				
	-	DAY OF	-	20 1X
ADOPTED THIS		DAY OF		20 1x

SECRETARY

CHAIRPERSON

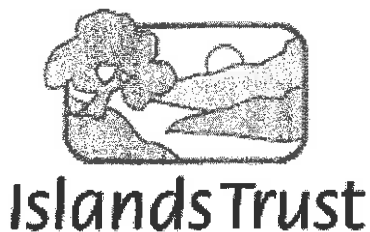
Hornby Island Local Trust Committee

Bylaw No. 145

Schedule 1

1. Hornby Island Land Use Bylaw No. 86, 1993 is amended by:
 - a. Amending Part **3.0 GENERAL REGULATIONS – VACATION HOME RENTAL USES** as follows:
 - i. Adding a new regulation directly after 3.23.1:

“3.23.2 Despite 3.23.1, on any lot permitted two dwelling units, one dwelling unit may be occupied by paying guests at any time, provided that an owner or tenant is resident in a second lawful dwelling unit on the lot during the vacation home rental occupancy.”
 - ii. Renumbering subsequent regulations 3.23.2 to 3.23.6 accordingly.



Local Trust Committee Bylaws Submission for Executive Committee Approval

Local Trust Committee: Mayne Island Local Trust Committee

Bylaw No: MA-157

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: Jun-27-2012

☒ Bylaw Submission Checklist attached

☒ Policy Statement Checklist attached*

* not required for administrative bylaws

☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: Carmen Thiel
Secretary

Date: June 28/12

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

July 29/12

Date bylaw will appear on Executive Committee agenda:

July 3/12

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

Distribution: Executive Committee

Director, LPS

Local Trust Committee:

Planner:

Planning Clerk:

STAFF REPORT

Date: June 28, 2012

File No.: MA-RZ-2010.2

To: Mayne Island Local Trust Committee

From: Gary Richardson, Island Planner

CC: Robert Kojima, Regional Planning Manager

David Marlor, MCIP, Director of Local Planning Services

Introduction

Proposed Bylaw 157 amends the Mayne Island Land Use Bylaw (LUB) for the purpose of rezoning a property at 568 Fernhill Rd. legally described as Lot 2, Section 8, Mayne Island, Cowichan District, Plan 17070 from the current C3(a): Service Commercial zone to the C1(c): Settlement Commercial zone. The permitted uses for the C1(c) zone are proposed to be: retail sales, accessory dwelling, and accessory uses buildings and structures. The total combined floor area used for retail sales is proposed to be limited to a maximum of 279 sq. metres (3000 sq.ft.).

A TUP for a retail grocery store specializing in local farm produce was applied for and issued in 2010, the Permit was renewed in 2012. Bylaw 157 allows for retail use in a C1 zone with limited permitted uses. Many of the uses permitted in the C1 zone are not permitted in the C1(a) zone proposed in Bylaw 157.

The TUP and this rezoning application have been controversial as some islanders don't see a need for this type of use in this location, it has also been suggested that Miners Bay should be the commercial centre of the island and some islanders have pointed out that the road and access to this property are too dangerous for this use to safely be carried out. MoTI has been involved in this process to address the road and driveway access issues. There have also many islanders that support this proposal.

Issues Relating to Provincial Interest – The Ministry of Transportation and Infrastructure responded June 6, 2012 stating that the Ministry had no objections in principle to the rezoning assuming that all access requirements to Fernhill Road were met (as outlined in access permit 2010-05166). The Ministry sent a further response June 26, 2012 with some comments regarding changes to the highways access permit that were recommended by a MoTI engineer.

Enforcement Implications

None.

Recommendation

That the Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 157, cited as "Mayne Island Land Use Bylaw No.146, 2008, Amendment No. 1, 2012."

some comments regarding changes to the highways access permit that were recommended by a MoTI engineer.

Enforcement Implications

None.

Recommendation

That the Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 157, cited as “Mayne Island Land Use Bylaw No.146, 2008, Amendment No. 1, 2012.”



Islands Trust

Print Date: Jun-28-2012

Bylaw: MA-157

Trust Area: Mayne Island Local Trust Committee
Type: Land Use Bylaw
Bylaw No: MA-157
Application No: MA-RZ-2010.2
Trust Initiated: No

Proofread By:

Clerk: No
Planner: Yes

Technical Staff: Yes

First Reading Date: Apr-25-2012

Bylaw Sent to Referrals: Yes
Date Proposed Bylaw to Web: 05/03/2012

Resolutions:

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

Secretary Signature Block:

Secretary's Signature: Kathy Jones

Date: 06/08/2012

File complete and ready for Public review: Yes

Public Hearings:

Location: Mayne Agricultural Hall
Proofread By: Kathy Jones

Legal Paper: Gulf Island Driftwood
First Publish Date: 06/13/2012

Second Publish Date: 06/20/2012

Alternate Paper:
First Publish Date:

Second Publish Date:

Mailout Date: 06/09/2012
Second Reading Date: Jun-27-2012

Deliver Notices: 06/14/2012
Date Public Hearing Held: 06/27/2012
Third Reading Date: Jun-27-2012



Islands Trust

Print Date: Jun-27-2012

Bylaw: MA-157

Referrals

Agency	Sent	Received
Capital Regional District - Environmental Services PO Box 1000, 625 Fisgard Street : Tanton, Tim Comments:	May-16-2012	
Ministry of Transportation and Infrastructure Saanich Area Office : Evanoff, Ryan Comments: Ministry has no objection, assuming all access requirements to Fernhill Road will be met (see attached). June 26 - additional comments received.	May-16-2012	Jun-06-2012
North Pender Island Local Trust Committee Islands Trust : Luckham, Peter Comments: Approval recommended. The proposal supports food security in the Southern Gulf Islands.	May-16-2012	Jun-04-2012
Saturna Island Local Trust Committee 200 - 1627 Fort Street : Hancock, Ken Comments:	May-16-2012	
Galiano Island Local Trust Committee 200 - 1627 Fort Street : Hancock, Ken Comments: Interests unaffected	May-16-2012	Jun-12-2012



Islands Trust

Print Date: Jun-27-2012

Bylaw: MA-157

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 Legistaltive 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	Staff will provide Local Trust Committees (LTC) and Executive Committee with advice regarding proposed Official Community Plan (OCP) amendments that may require additional staff resources for administration or enforcement and will confirm the availability of those resources before bylaw adoption.
No Resources Required	B.10	Staff will provide Local Trust Committees and Executive Committee with advice regarding any proposed Land Use Bylaw (LUB) or other regulatory amendment that may require additional staff resources for administration or enforcement and will confirm the availability of those resources before bylaw adoption.

Comments:

Completed By: Kathy Jones

All administrative procedure bylaws are considered to be in compliance with the policy statement and the object of the Islands Trust.

Status:

**Date Resolution Referred to
Exective Committee:**

Jun-27-2012

Readings:

BYLAW NO. 157

A BYLAW TO AMEND MAYNE ISLAND LAND USE BYLAW NO. 146, 2008

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

A. Schedule A of Bylaw No. 146, cited as “Mayne Island Land Use Bylaw No 146, 2008” is amended as follows:

1. Section 5.8 is amended by adding the following to 5.8(11):

Column 1	Column 2	Column 3
Site-Specific Zone	Location Description	Site Specific Regulations
C1(c)	Lot 2, Section 8, Mayne Island, Cowichan District, Plan 17070 568 Fernhill Road	(1) Despite 5.8(1), the only uses permitted in this location are those permitted in 5.8(1)(b), l and m. (2) The total combined floor area used for retail sales use cannot exceed 279 square metres

2. Section 5.10 is amended by removing the following from 5.10(13) Column 2: “Lot 2, Section 8, Mayne Island, Cowichan District, Plan 17070”, “Fernhill Road” and “And”.

B. Schedule B of Bylaw No. 146, cited as “Mayne Island Land Use Bylaw No 146, 2008” is amended by changing the zoning of the lands legally described as Lot 2, Section 8, Mayne Island, Cowichan District, Plan 17070 from the Service Commercial C3(a) Zone to the Settlement Commercial C1(c) Zone, as shown on Plan No. 1 which is attached to and forms part of this bylaw.

C. This bylaw may be cited for all purposes as the “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2012”.

READ A FIRST TIME THIS 25th DAY OF April 20 12

PUBLIC HEARING HELD THIS 27th DAY OF June 20 12

READ A SECOND TIME THIS 27th DAY OF June 20 12

READ A THIRD TIME THIS 27th DAY OF June 20 12

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

ADOPTED THIS DAY OF 20

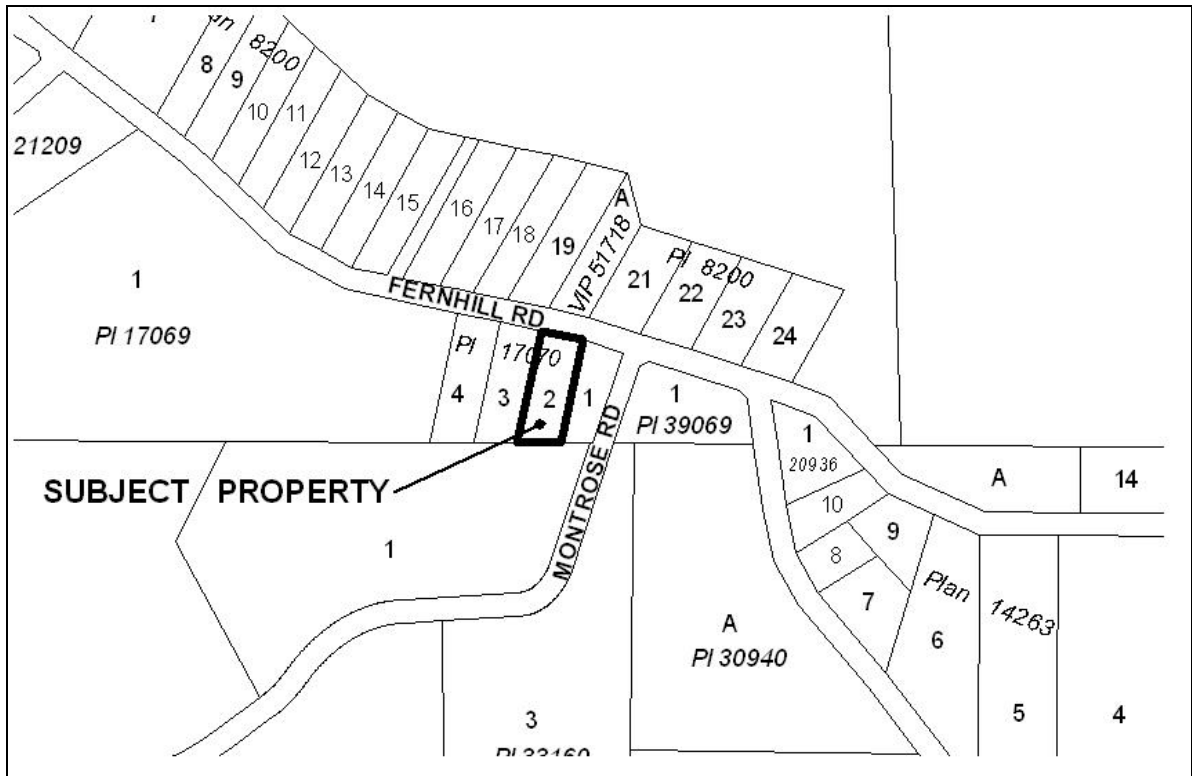
DEPUTY SECRETARY

CHAIRPERSON

MAYNE ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 157

Plan No. 1





Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw and File No: 157 (MA-RZ-2010.2)

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECK LIST

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

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

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

Part III Policies for Ecosystem Preservation and Protection

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

PART IV: Policies for the Stewardship of Resources

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

CONSISTENT	NO.	DIRECTIVE POLICY
n/a	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
n/a	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
n/a	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
n/a	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
n/a	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
n/a	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
n/a	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
n/a	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
n/a	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
n/a	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
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.
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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
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	5.5	Recreation
n/a	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
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
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:



Local Trust Committee Bylaws Submission for Executive Committee Approval

Local Trust Committee: North Pender Island Local Trust Committee

Bylaw No: NP-190

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: Jun-28-2012

☒ Bylaw Submission Checklist attached

☒ Policy Statement Checklist attached*

* not required for administrative bylaws

☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____

Secretary

Date: _____

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

Date bylaw will appear on Executive Committee agenda: _____

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

Distribution: Executive Committee _____
Director, LPS _____
Local Trust Committee: _____
Planner: _____
Planning Clerk: _____



Bylaw Submission Briefing Note

Date: June 11, 2012

To: Executive Committee
For the meeting of July 3, 2012

From: Andrea Pickard
Island Planner

Re: **North Pender Island Local Trust Committee Bylaw 190 (Seawall)**

The North Pender Island Local Trust Committee is pleased to submit proposed Bylaw No. 190, which is a bylaw for site-specific zoning to permit the construction of a seawall. The purpose of this briefing note is to provide the Executive Committee with a summary of the bylaw.

Purpose:

Proposed Bylaw 190 would amend the Water 1 (a marine water zone) to include W1 (a) a site-specific zone to permit 'erosion protection in the form of seawalls' to be sited within 2.28 metres of the natural boundary of the sea, with a maximum height of 5.5 m but at no point to project more than 0.3 m above the finished grade on the upslope side. The objective of the seawall is, in part, to protect a registered archaeological site that is vulnerable to ongoing erosion.

Issues Relating To Provincial Interest:

In response to the bylaw referral, the Ministry of Environment, Ecosystems Branch responded that they are not in favour of the proposal since they feel there are 'soft options' that would have been more suitable. They also noted that the soft options would cause more short-term impact during construction but would have less impact to the natural processes over time.

The Archaeology Branch also commented that they have no objections as long as the current site alteration permit issued under the *Heritage Conservation Act* remains valid and the terms and conditions are adhered to.

Background:

The proposed bylaw results from an application initiated by the property owner received in December 2011. A number of reports were prepared for submission with the application. Staff outlined additional information that would be required,

u:\local trust committees\north pender\bylaws\bylaw package for ec\bylaw no. 190 (seawall)\np ec bylaw submission briefing note - bylaw 190.seawall.doc

particularly professional reports commenting the option of using protection measures at the softer end of the spectrum. A preliminary report was received by the North Pender Island Local Trust Committee (LTC) at their February meeting. An early referral letter was sent to First Nations at that time and all related professional reports, except the Archaeological reports, were posted on-line.

A development variance permit was issued in 2008 for siting of a retaining wall along a portion of the subject property immediately adjacent to the proposed seawall. The seawall would be sited as an extension of the retaining wall and would connect to two hard points, specifically from the existing retaining wall to a rocky outcrop located approximately 5m beyond the projected side lot line.

A draft bylaw was received at the March meeting and given First Reading. The bylaw was sent to referral agencies March 27. The adjacent marine waters are also designated as a sensitive intertidal development permit area and the LTC also considered a draft development permit for review, with the expectation that it would not be issued until the proposed bylaw is adopted. The March staff report is attached to this briefing note for the convenience of the Executive Committee; this report also includes the draft development permit. Copies of additional staff reports, the proposed bylaw and various professional reports (except Archaeologist Reports) are on line at: <http://islandstrust.bc.ca/ltc/np/default.cfm> under the 'Proposed Seawall Application' heading.

A Public Hearing and Community Information Meeting were held on Saturday, June 23. At the June 28th regular LTC meeting the LTC considered input and possible amendments to the proposed bylaw. The proposed bylaw was then given Second and Third Reading, without further amendments, and forwarded to Executive Committee for approval.

Recommendation:

THAT the Islands Trust Executive Committee approves Proposed Bylaw 190 cited as North Pender Island Land Use Bylaw 103, 1996, Amendment No. 1, 2012.

STAFF REPORT

March, 12, 2012

File No.: NP-DP-2011.9 and
NP-RZ-2011.1
(Turner)

To: North Pender Island Local Trust Committee
For the meeting of March 22, 2012

From: Andrea Pickard
Island Planner
Local Planning Services

CC: Robert Kojima, Regional Planning Manager

Re: Development Permit NP-DP-2011.9 and NP-RZ-2011.1 (Turner)

Owner: Natrikan Holdings Limited (A Cyprus Corporation)
Applicant: Ralph Turner
Location: 1215 Otter Bay Road
Lot 1, Section 17 and 23, Pender Island, Cowichan District, Plan
EPP12506, PID: 028-656-725

THE PROPOSAL:

The application is for development within the Sensitive Intertidal Ecosystem Development Permit Area (DPA) for the purpose of constructing a seawall below the natural boundary of the sea. The subject property was issued a Development Variance Permit in 2008 to construct a seawall on the northern portion of the property, which was located upland to the natural boundary. Due to continued erosion along the southern portion of the property and the vulnerability of a registered archaeological site, the applicant proposes to construct an extension to the existing seawall. The proposed seawall would be a concrete poured seawall that would extend southward from the existing seawall to a shale bank outcrop located approximately 5 metres beyond the southern boundary of the subject property.

The proposed seawall extension requires a bylaw amendment to the W1 zone as it would be located below the natural boundary of the sea. At the February 23rd meeting the North Pender Island Local Trust Committee (LTC) received a preliminary report for the bylaw amendment and directed staff to prepare draft bylaws and to send an early referral letter to the First Nations with an interest in the area.

There have been a number of professional reports submitted related to this proposal. Rather than attach them all to this report and creating a very large agenda package, staff will provide hard copies to the Trustees and post them on the website to be available to the public.

A draft development permit is attached as Schedule A and draft amending bylaw is attached as Schedule B.

SITE CONTEXT:

The subject property is a residential waterfront lot on Grimmer Bay, lying to the west of the Pender Island Golf Course and south of the Port Washington public dock and sea plane terminal. The property is 0.75 ha (1.85 ac) in size. Properties in the area are quite varied in size with some as small as 0.17 ha (0.42 ac) to over 8 ha (20 ac).

Based on GIS data the property rises moderately to 8m above sea level adjacent to the shoreline, then is gently sloping through the remainder of the property to a maximum of 18 m asl.

Figure 1: Subject Property Map



Figure 2: Orthophoto with 2 metre Contour Intervals



Figure 3: Site Plan of Subject Property Shoreline

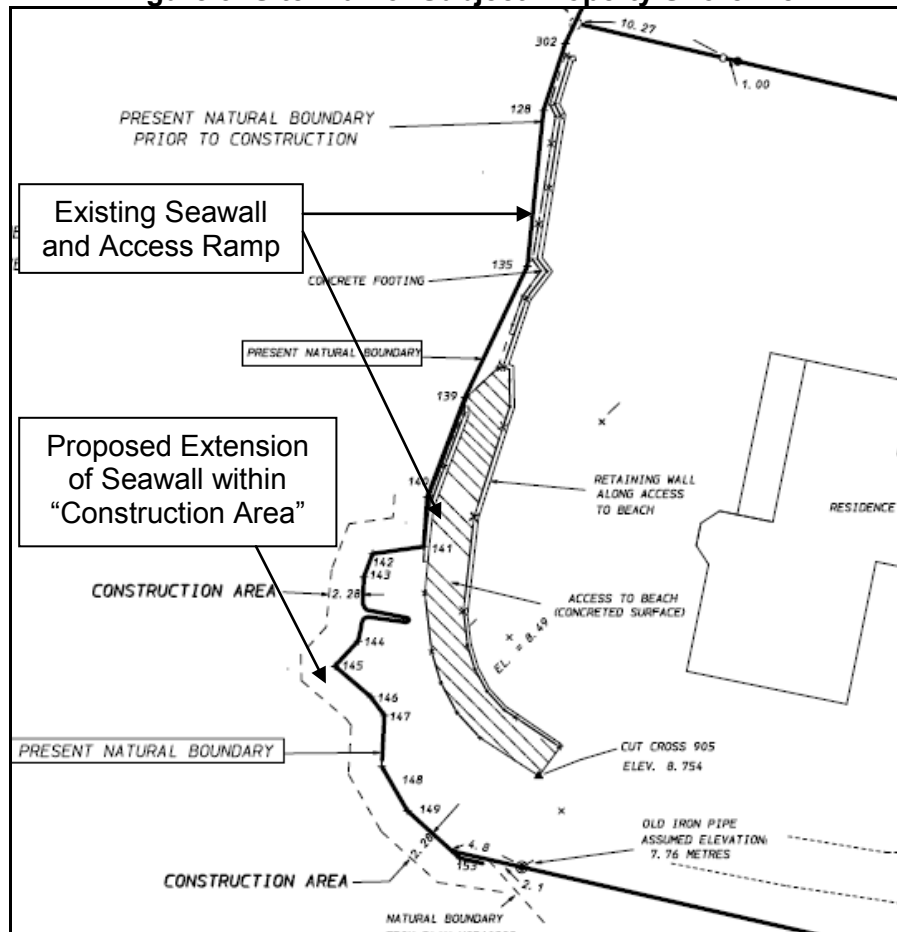


Figure 4: Site Plan of Area for Proposed Seawall

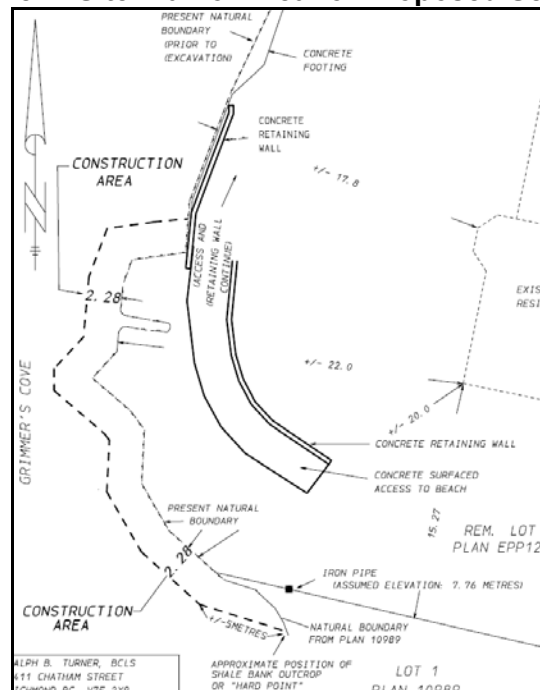
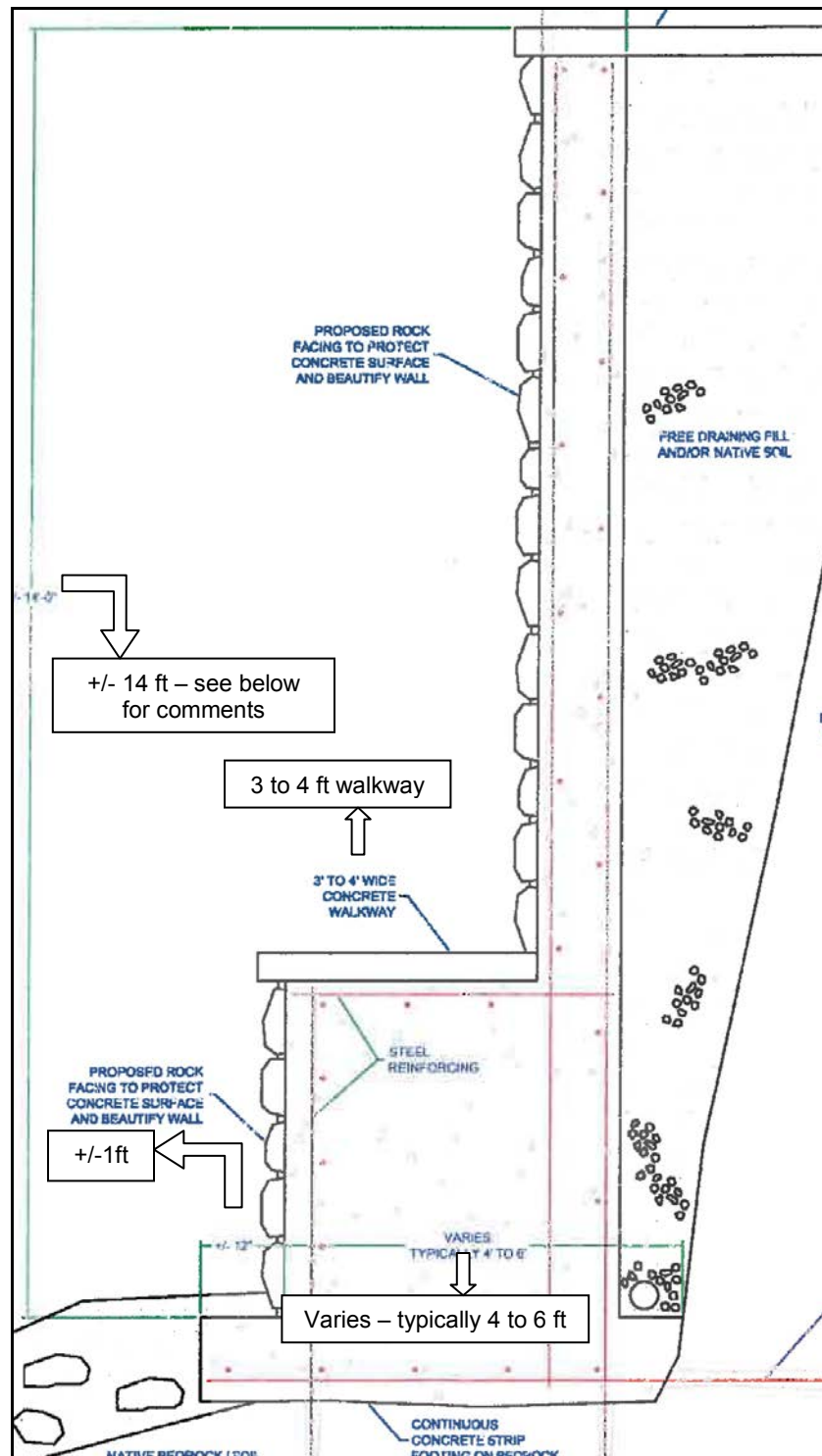


Figure 5: Vertical Profile of Proposed Seawall



Although the profile above has indicated a height of +/- 14 ft (4.3m) the draft bylaws have used a maximum height of 5.5m (18ft). This is to accommodate for undulations in the shale bed the base is constructed on. The intent is to step the top of the seawall in such a manner to follow the natural contours, however some localized sections may exceed a limit of 4.3m. It should be noted the draft bylaw may specify a maximum of 5.5 m, however the actual seawall authorized

is also regulated by the development permit. The proposed development permit includes a photograph rendered to represent how the maximum height will be designed to match the existing elevation.

CURRENT PLANNING STATUS OF SUBJECT LANDS:

Trust Policy Statement:

Directive policies relevant to this application include:

Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address:

- 3.1.3 - the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area
- 3.4.4 - the protection of sensitive coastal areas
- 3.4.5 – the planning for and regulation of development in coastal regions to protect natural coastal processes
- 4.5.10 – 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
- 5.1.3 – the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic values of the Trust Area
- 5.6.3 – the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains

Local Trust Committee bylaws also have to be approved by the Executive Committee before being adopted. As part of their review a checklist is used to review the proposed bylaw against the Islands Trust Policy Statement. The checklist is attached as Schedule C.

Official Community Plan:

The subject property is designated Rural Residential and the adjacent waters are designated Marine in the OCP. OCP Policies relevant to this application include:

- 4.2.1 – Regulations should protect natural coastal processes from the impacts of development
- 4.2.7 – Maintenance of public access and the right to recreational use of the foreshore shall be protected
- 4.2.8 – Filling, deposit, or excavation of materials on the foreshore shall be prohibited
- 4.2.10 – No structures, including boathouses and multiple-user docks, should be permitted in coastal and foreshore areas unless an environmental impact assessment indicates that there is no disruption to natural coastal processes.

Land Use Bylaw:

The upland portion of the property is zoned Rural Residential (RR) and the adjacent marine area is zoned Water 1 (W1) which allows:

- Private floats, wharves, ramps and walkways accessory to the residential use of an abutting upland lot or lots abutting the sea and providing access to that lots or those lots;
- Pilings necessary for the establishment or maintenance of the use above,
- Boat launching ramps; and
- Marine navigation, marine navigation aids and marker buoys.

Neighbouring parcels are zoned Rural Residential, Rural or Agriculture.

Surrounding marine waters are zoned W1 or Water 4 for the Port Washington Public Dock.

Islands Trust Fund:

There is a Trust Fund Board conservation covenants on a nearby property located approximately 300 metres distant. The application was referred to Trust Fund staff for comment and they have no concerns.

Sensitive Ecosystems and Hazard Areas:

The marine waters are designated as a sensitive intertidal development permit area (DPA). There are no upland DPA's on the subject property although the surrounding areas contain Woodland, Riparian and Herbaceous sensitive ecosystem DPA's.

The shoreline is identified as a moderate hazard on the North Pender Steep Slope Hazard map.

Figure 6: Nearby Sensitive Ecosystem Development Permit Areas

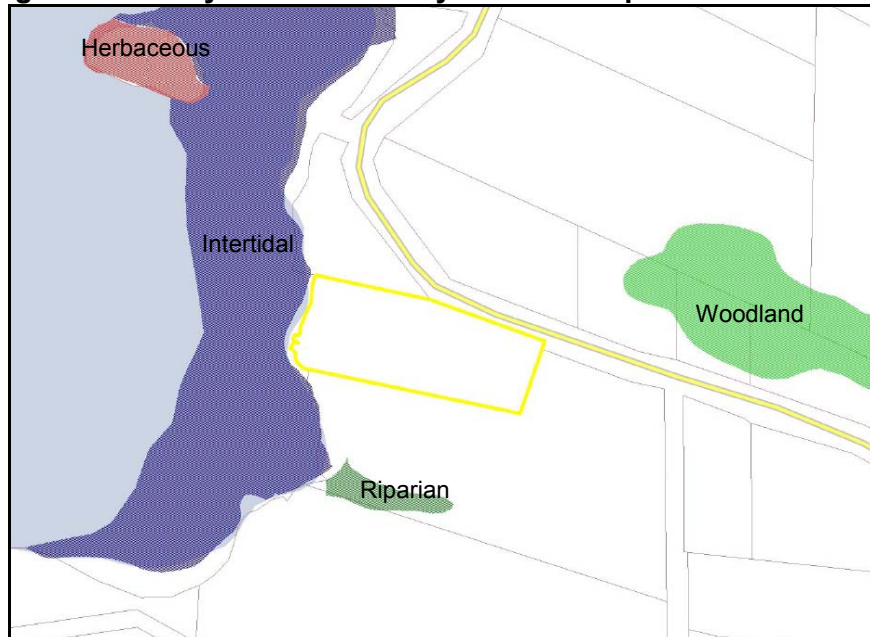
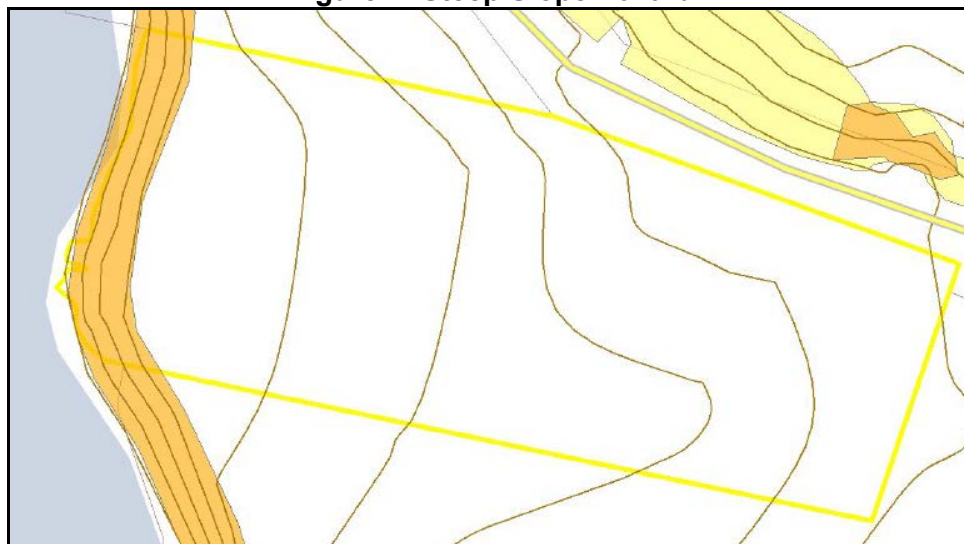


Figure 7: Steep Slope Hazard



Archaeological Sites:

There is a registered archaeological site in the area and Archaeologist Reports have been submitted with the application. The existing seawall on the northern portion of the property was constructed in part, to protect the site.

Covenants:

There are no registered covenants on the subject property.

Climate Change Adaptation and Mitigation:

Although the proposed seawall has a primary objective of protecting an archaeological site, it could also protect the shoreline bank from exposure during storm events and gradual changes in sea level. Hardening of the shoreline often has the inadvertent effect of transferring the erosional energies to beyond the end points of the structure, often to adjacent properties; as well as, stopping a natural source of sediments that often are the source of beach sediments deposited further along the shorelines in the natural coastal process. The professional reports submitted with this application have indicated if the seawall is contiguous between two existing hard points then that transfer of energy resulting in new erosion areas would be minimal. They also note that the existing banks are not a significant source for beach sediments.

Applying softer approaches to preventing erosional influences on a shoreline is strongly preferred; however, given the vulnerability of an archaeological site and the terrain (near vertical) the proposed seawall has been supported in the professional reports. Softer approaches include: tree and vegetation retention, replanting of vegetation, addressing upland drainage, placement of large logs and boulders, and beach nourishment.

Other:

Biologist's Report: A biologist's report was submitted for the original seawall in 2007 with a supplemental report for the proposed extension. The 2007 report concluded "that construction of a seawall above the high tide line, in order to stabilize the bank in front of the building would not have a negative impact on the eel grasses and the clam beds in the bay." In a supplemental report on the seawall extension the report notes that extension should be constructed in such a way that new erosional areas would not be created (anchoring to bedrock and the shale outcrop). The biologist also agrees with the recommendation in the Northwest Hydraulic Consultants report that monitoring of the site after the seawall is constructed should be undertaken, particularly after storm events.

Landscaping: A landscaping plan has been submitted for the upland portion that would be backfilled between the seawall and existing bank. The landscaping plan consists of only native species.

Security Bond: In order to ensure the planting is undertaken as proposed, staff recommend the owner provide security in the form of an irrevocable letter of credit for 125% of the value of the quoted landscaping cost. The security should be required before an amending bylaw is given final adoption. The cost estimate provided is \$7452.10, resulting in a security amount of \$9315.13.

Guidelines Checklist: The DP guideline checklist is attached as Schedule D.

STAFF COMMENTS:

Erosion protection has historically utilized hard armouring of the shoreline with concrete or rip rap walls. Although these methods are relatively inexpensive and have low maintenance requirements, they have proved to produce negative environmental impacts to shorelines by:

- transferring erosion to adjacent locations;
- interfering with natural coastal process, particularly cutting off the source of beach materials; and
- the loss of habitat and vegetation.

In high energy wave environments hard surfaces can also result in the energy forces being transferred upland, rather than being dissipated and this can impact upland structures.

There has been a shift in recent years to alternative approaches that have less environmental and visual impacts. Protection measures are often referred to as a spectrum from 'soft' to 'hard', where 'soft' measures utilize less rigid materials such as vegetation, while 'hard' measures refer to those with solid, hard surfaces such as concrete walls. In general, the harder the construction measure, the greater the impact on shoreline processes, including sediment transport, geomorphology, and biological functions. There is a range of measures that include:

- Vegetation enhancement
- Upland drainage control
- Biotechnical measures
- Beach enhancement
- Anchor trees
- Gravel placement
- Rock (rip rap) revetments
- Gabions
- Concrete or rock groins
- Retaining walls or bulkheads (concrete, lock blocks, etc.)
- Seawalls

SOFT



HARD

Professional reports have commented on the upland drainage. It was identified that the broader area generally consists of poorly draining, wet soils extending well beyond the subject property to beyond the Golf Course. The existing septic field is also identified as a possible source of seepage in the area, however it was considered to be to a minor contributor and well below the volume of naturally occurring ground water seepage.

Professional reports have also commented on the possibility of softer approaches. The site is restricted by the need to avoid further disturbance to the upland soils so as not to impact the archaeological site, and it is a high energy environment. Other design options may require a larger overall footprint, more excavation, or more heavy equipment access to the site. Softer approaches are not feasible at this location since they are not considered suitable for high energy coastal environments such as this.

The key consideration for supporting any form of erosion protection structure is the preservation of a significant archaeological site. The Archaeologist's report identifies it as a large prehistoric habitation site of high scientific significance. The site has been impacted by past development and erosion.

For the proposed seawall to proceed it also requires a development permit, which can include conditions under which the site is developed.

Conditions included in the draft permit include:

- Maximum height to follow natural terrain as much as possible
- Construction to occur during Fisheries and Oceans Canada Best Management Practices (for 2012 July 1 to Oct 1 and Dec 1 to Feb 15)
- All upland work to occur between Jun 1 and Oct 1 (DFO – Best Management Practices)
- No sediments to be released into the foreshore areas, mitigation measures to be undertaken – ie: landscaping and mulching
- No beach materials to be removed from, nor fill introduced into the foreshore
- A spill kit to be on site when motorized equipment is present
- A report to be submitted post construction to confirm recommendations have been followed
- A monitoring report to be submitted 5 year post construction to review effectiveness and structural integrity of the seawall

The next steps are:

- Make any revisions to the draft bylaw (March LTC)
- Refer the draft bylaw to referral agencies for comment
- Optional scheduling of a Community Information Meeting as part of the April LTC agenda or for a weekend
- Give the draft bylaw First Reading and direct staff to schedule a Public Hearing (April)
- Hold Public Hearing at part of the May LTC agenda or a separate date
- Consideration of input and possible amendments to the proposed bylaw
- Given Second and Third Reading (May)
- Refer the Proposed Bylaw to Executive
- Adopt the Proposed Bylaw and issue the Development Permit

Staff recognize the above timeline is fairly ambitious, and if there is a considerable amount of input the timeline would need to be extended. Ongoing workload may also be a factor, and if the Community Information Meeting and Public Hearing are held separately from the LTC meeting dates.

RECOMMENDATION:

THAT the North Pender Island Local Trust Committee direct staff to refer Draft Bylaw No. 190, cited as “North Pender Island Land Use Bylaw 103, 1996, Amendment No. 1, 2012” to referral agencies for comment.

That the North Pender Island Local Trust Committee directs staff to schedule a Community Information Meeting for NP-RZ-2011.1(Turner) for the April Local Trust Committee meeting.

THAT Development Permit NP-DP-2011.9 (Turner) BE APPROVED but NOT ISSUED until the related bylaw amendment for NP-RZ-2011.1 is adopted.

Prepared and Submitted by:



Andrea Pickard

March 12, 2012

Date

concurring in by:



Regional Planning Manager

March 12, 2012

Date

PROPOSED



NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

DEVELOPMENT PERMIT NP-DP-2011.9

To: Natrikan Holdings Limited (A Cyprus Corporation)

1. This Development Permit Amendment applies to the land described below:

Lot 1, Sections 17 and 23, Pender Island, Cowichan District, Plan EPP12506
PID: 028-656-725

2. This Development Permit authorizes the construction of a seawall within a sensitive intertidal ecosystem development permit area subject to the following conditions:
 - (a) Siting of a seawall shall be consistent with Schedule "A" attached to and forming part of this permit.
 - (b) Construction of a seawall shall be substantially consistent with Schedule "B" attached to and forming part of this permit.
 - (c) Maximum height of the seawall shall be constructed in a manner that follows the natural terrain as reflected in Schedule "C" attached to and forming part of this permit.
 - (d) Construction of the seawall shall occur during the marine timing windows established by Fisheries and Oceans Canada Best Management Practices; those currently being July 1 to October 1 and December 1 to February 15.
 - (e) All related upland work above the present natural boundary shall occur between June 1 and February 15 in accordance with Fisheries and Oceans Canada Best Management Practices.
 - (f) Development must be conducted in a manner that prevents the release of sediment or sediment-laden water to the marine environment. Mitigation measures, such as landscaping and mulching, shall be undertaken after backfilling of the upland slope behind the seawall such that there is no migration of sediments into the foreshore area.
 - (g) No native beach materials shall be removed from, nor any fill introduced into the foreshore area.
 - (h) A spill kit must be kept on-site at all times motorized equipment is present.
 - (i) A post construction report, prepared by a qualified professional, shall be submitted by March 31, 2014 to confirm that recommendations in the professional reports have been followed.

PROPOSED

- (j) A monitoring report, prepared by a qualified professional, shall be submitted by December 31, 2017 to review the effectiveness and structural integrity of the seawall approximately 5 years post-construction.
3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of North Pender Island Land Use Bylaw No. 103, 1996 and to obtain other approvals necessary for completion of the proposed development.

AUTHORIZING RESOLUTION PASSED BY THE NORTH PENDER ISLAND LOCAL TRUST COMMITTEE THIS ____ day of ____, 20__

Deputy Secretary, Islands Trust

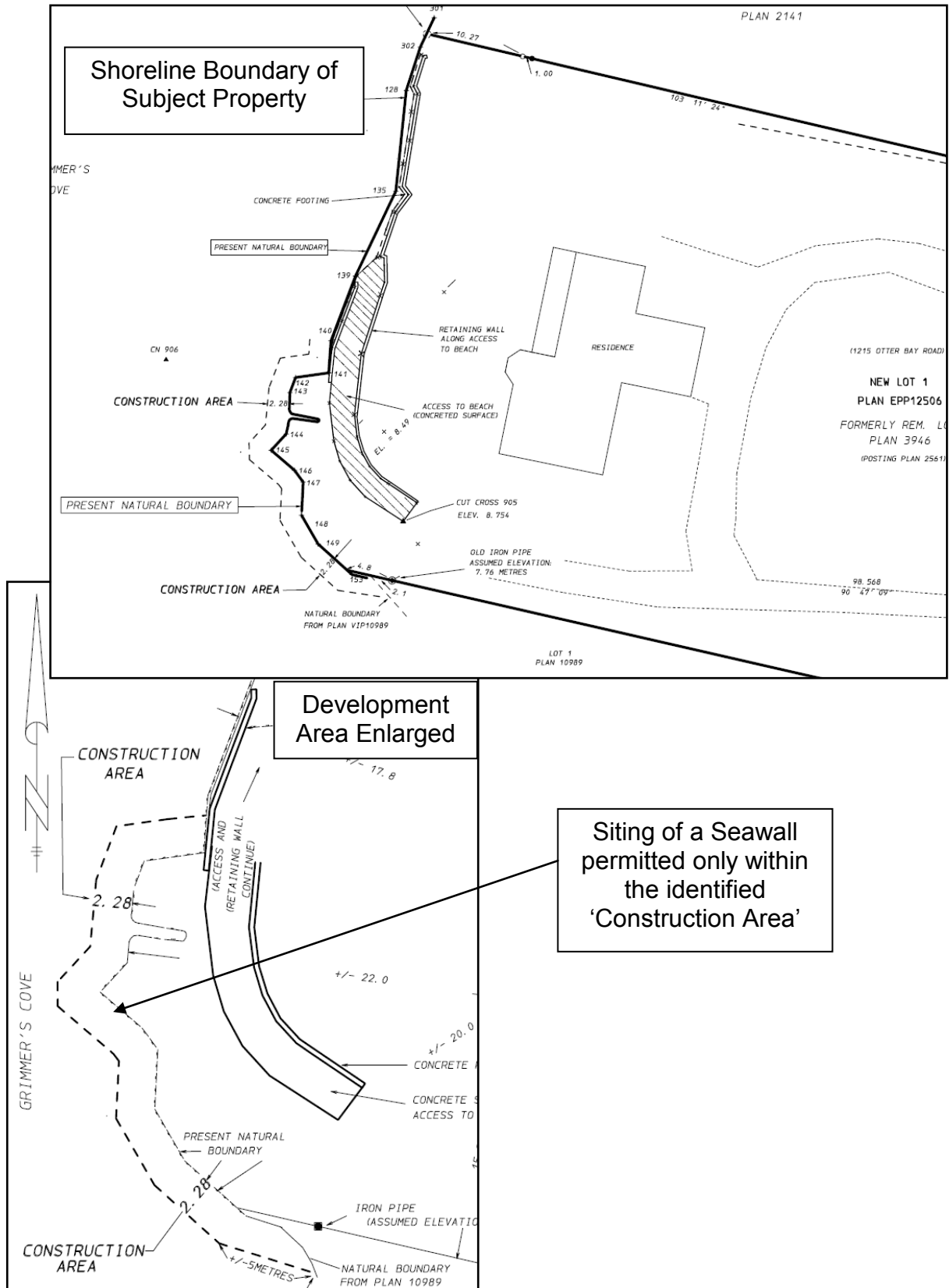
Date Issued

IF THE DEVELOPMENT HEREIN IS NOT COMMENCED BY THE ____ DAY OF ____, 20__ THIS PERMIT AUTOMATICALLY LAPSES.

PROPOSED

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT PERMIT NP-DP-2011.9 Schedule "A"

Site Plans



**NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT NP-DP-2011.9
Schedule "B"**

Maximum Height on downslope side is 5.5 metres

Maximum Height above finished grade on upslope side is 0.3 metres

PROPOSED ROCK FACING TO PROTECT CONCRETE SURFACE AND BEAUTIFY WALL

FREE DRAINING FILL AND/OR NATIVE SOIL

NATIVE BEDROCK / SOIL NOT TO BE DISTURBED

3' TO 4' WIDE CONCRETE WALKWAY

STEEL REINFORCING

PROPOSED ROCK FACING TO PROTECT CONCRETE SURFACE AND BEAUTIFY WALL

VARIES TYPICALLY 4' TO 6'

FOOTING STEEL LIKELY TO PENETRATE EXISTING BEDROCK FOR ANCHORAGE

CONTINUOUS CONCRETE STRIP FOOTING ON BEDROCK

NATIVE BEDROCK / SOIL NOT TO BE DISTURBED

± 14'-0"

± 12"

PROPOSED

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT PERMIT NP-DP-2011.9 Schedule "C"

Finished Height of Seawall



Finished height of the seawall shall follow the natural terrain as closely as possible as represented by the line



NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 190

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

WHEREAS the North Pender Island Local Trust Committee is the Local Trust Committee having jurisdiction on and in respect of the North Pender Island Local Trust Area, pursuant to the Islands Trust Act;

AND WHEREAS the North Pender Island Local Trust Committee wishes to amend Land Use Bylaw 103, 1996;

AND WHEREAS the North Pender Island Local Trust Committee has held a Public Hearing;

NOW THEREFORE the North Pender Island Local Trust Committee enacts in open meeting assembled as follows:

A. Bylaw No. 103, cited as "North Pender Island Land Use Bylaw 103, 1996" is amended as follows:

1. The following is inserted as a new Section 8.19.7 in the Water 1 (W1) Zone

8.19.7 Site Specific Regulations

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

Column 1 Site- Specific Zone Reference	Column 2 Legal Description	Column 3 Site Specific Regulations
W1(a)	The land covered with water fronting a portion of Lot 1, Sections 17 and 23, Pender Island, Cowichan District, Plan EPP12506 and Lot 1, Section 17 and 23, Pender Island, Cowichan District, Plan 10989	(1) In addition to the used permitted in 8.19.1 the following are permitted: (a) Erosion protection in the form of seawalls (2) Despite 8.19.5, siting of a Seawall is permitted only within the identified "Construction Area" lying seaward of the present natural boundary of the sea, and projecting no further than 2.28 metres from said boundary, as shown on "W1(a) Seawall Plan" of Schedule F. (3) The maximum height of a seawall is 5.5 metres, measured from the base on the downslope side, and at no point can a seawall project more than 0.3 metre above the finished grade on the upslope side.

- READ A FIRST TIME this _____ day of _____, 20__
- READ A SECOND TIME this _____ day of _____, 20__
- PUBLIC HEARING HELD this _____ day of _____, 20__
- READ A THIRD TIME this _____ day of _____, 20__
- APPROVED BY THE EXECUTIVE COMMITTEE this _____ day of _____, 20__
- ADOPTED this _____ day of _____, 20__

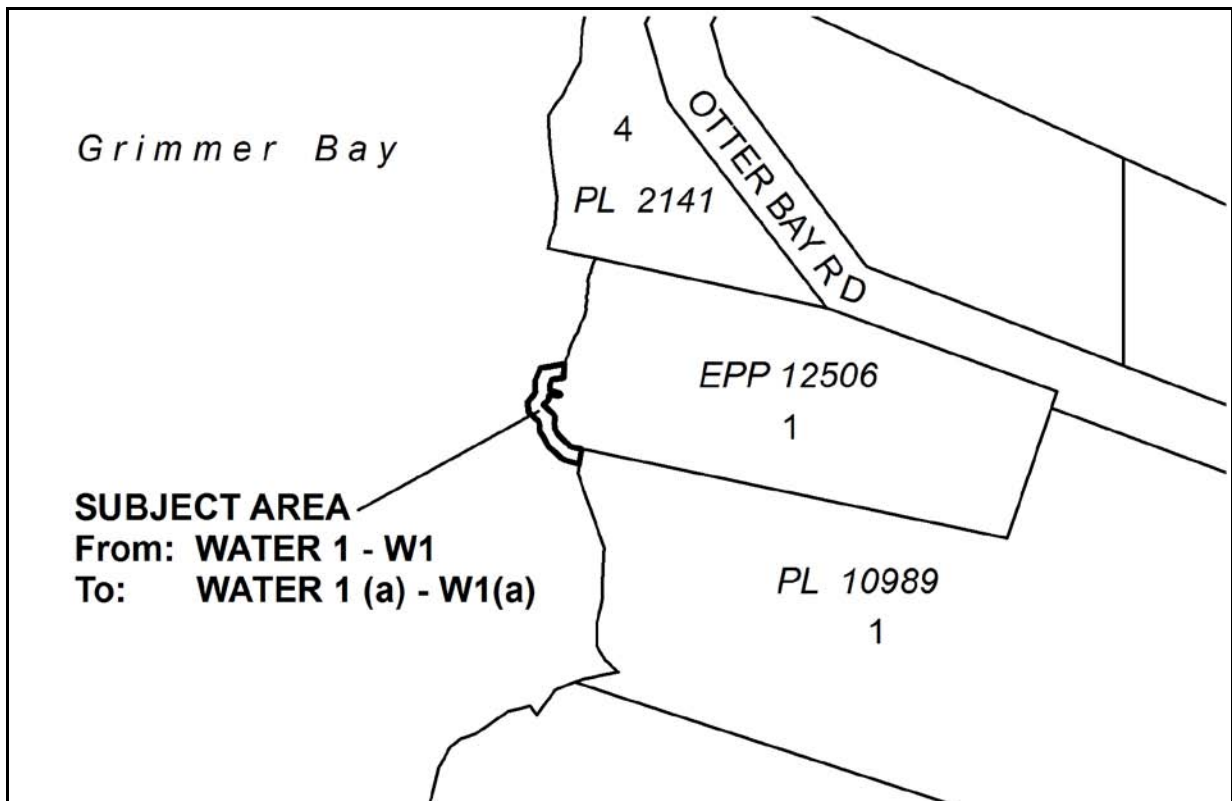
Secretary

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

BYLAW No. 190

PLAN No. 1

"North Pender Island Land Use Bylaw No. 103, 1996, Schedule "D" Zoning Map" is amended as follows:



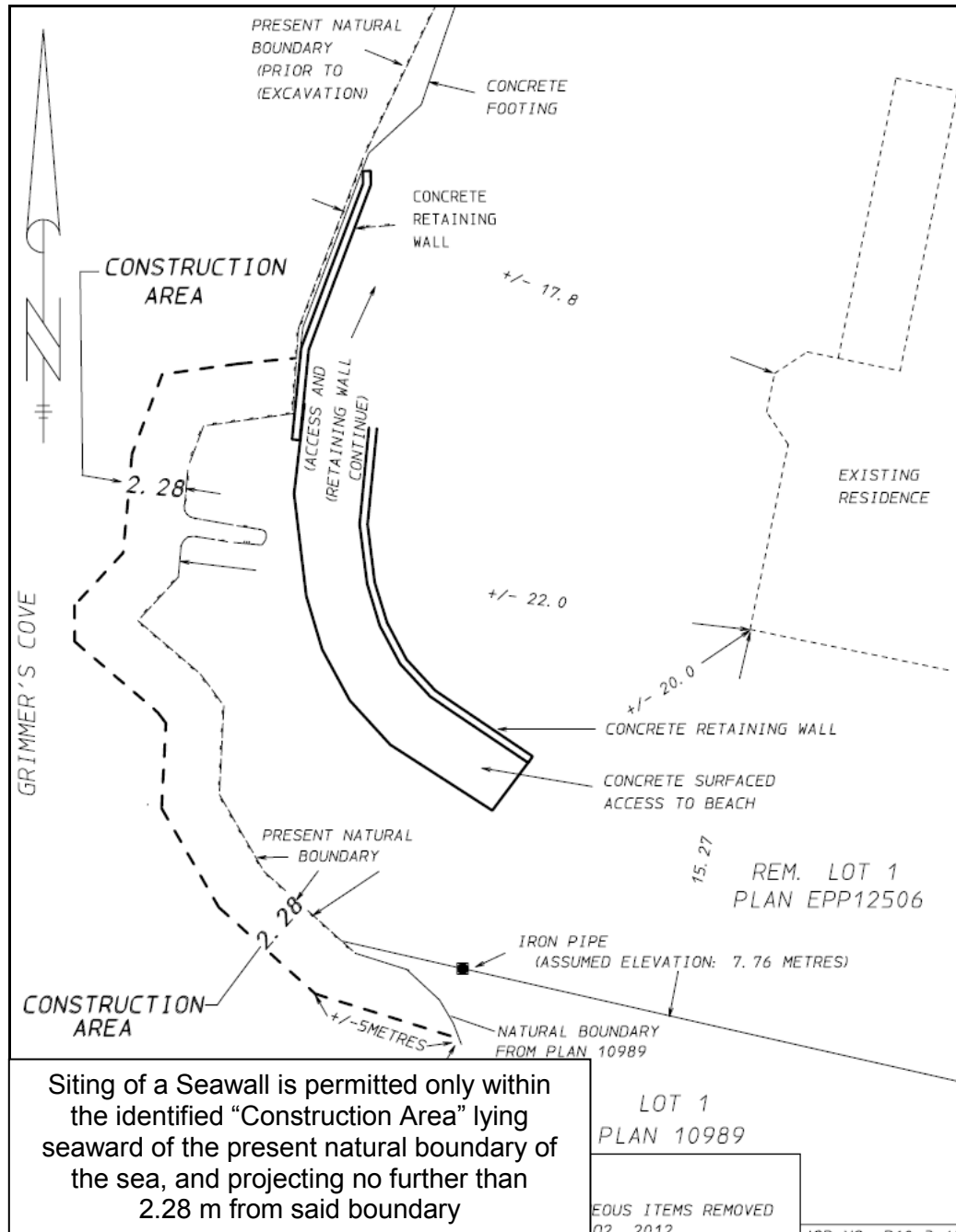
NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

BYLAW No. 190

Plan No. 2

"North Pender Island Land Use Bylaw No. 103, 1996, Schedule "F" Detailed Plans" is amended by adding the following:

"W1(a) Seawall Plan"



DPA Checklist: NP-DP-2011.9 (Turner)
Seawall

Guidelines	Comments
<i>Overall DPA Guidelines</i>	
1. Where lots are not subject to further subdivision, applicable guidelines should be considered to the extent reasonable within the constraints of the site and the lot.	Lot is not subdividable
2. Avoid locating development in areas containing important, rare or fragile sensitive ecosystems or habitat where reasonable alternatives exist.	Proposed location is determined by existing archaeological site and natural boundary of the sea
3. The area cleared and disturbed for development should be minimized.	Limited to identified construction area and within 2.28m permitted by Ministry of Forests, Lands and Natural Resource Operations
4. Fewer, but larger, undisturbed areas should be retained, rather than small or isolated undisturbed areas.	Disturbance will be adjacent to natural boundary only, with a maximum projection of 2.28 meter seaward
5. Buildings and associated infrastructure should be sited with sufficient undisturbed space around significant mature or established trees to protect root systems.	One identified Yew tree on the bank will be retained, no impact on root system expected. Surrounding area to have additional soil and plantings to help replenish previously eroded area
6. Undeveloped buffer areas should be retained around sensitive ecosystems, features or habitat where feasible. Buffer areas should be of sufficient width to limit access by invasive plants.	Surrounding areas already developed, backfilled areas to be replanted
7. Natural features should be retained through incorporation into the design of the development. In particular, unique or special natural features such as native grasses, rare plants, unique land forms, rock outcroppings, mature trees, pits and dunes should be protected.	Design of wall will follow topography as much as possible, and siting will parallel natural boundary of the sea
8. Connections and corridors should be maintained to provide continuity between sensitive ecosystems and important habitat.	n/a sensitive features have limited migration ie: eel grasses, clams, oyster bed
9. Use of drought resistant and native plants in landscaping should be encouraged. The planting or introduction of non-native plants should be avoided.	Landscaping plan includes range of native species

Guidelines	Comments
10. Soil removal and deposit within or adjacent to a sensitive ecosystems or habitat should be avoided.	No native materials to be removed from, nor fill introduced into the foreshore area as a condition of permit
11. Alteration of natural drainage systems in ways that increase or decrease the amount of water available to a sensitive ecosystem should be avoided.	Professional reports provide recommendations regarding appropriate drainage materials and design
12. Septic fields should be located in such a manner that the possibility of pollution of sensitive ecosystems or habitat is avoided.	n/a
13. Driveways and other accesses should be limited to the number required for safe access, with shared driveway access where feasible. Driveway lengths and widths should be limited to the minimum necessary. The use of impervious surfaces should be discouraged.	n/a
14. Shoreline structural modifications should be limited in number and extent and should be necessary to support or protect a permitted or existing use or structure.	To be permitted as site specific zoning to protect heritage/cultural feature
15. Preference should be given to shoreline structures that have a lesser impact or enhance ecological functions, including vegetation enhancement, drainage control, beach enhancement, anchor trees, gravel placement. Harder construction measures should be avoided where possible.	Softer approaches considered but not suitable to this location
16. Shoreline stabilization should not interrupt natural processes solely to reduce erosion of undeveloped land, except for agriculture. Vegetation which helps stabilise banks, reduce erosion and provides habitat should be retained or enhanced.	Objective, in part, is to protect archaeological site
17. The permit conditions may include:	
a) the construction of permanent or temporary fencing around sensitive features;	Not recommended
b) fencing, flagging and posting of notices during construction;	Not recommended
c) limits on blasting in sensitive areas;	No blasting required
d) limits on construction timing;	DFO timing windows as condition of permit
e) provision of works to maintain or restore the quantity or quality of water reaching environmentally sensitive areas or habitat;	Not recommended

Guidelines	Comments
f) restoration or enhancement of disturbed sensitive ecosystems and habitat	Area behind seawall to be replanted post construction
18. The LTC may consider variances to siting or size regulations where the variance could result in enhanced protection of an environmentally sensitive area.	No required – addressed in site specific zoning
<i>Intertidal Ecosystem Guidelines</i>	
19. Stairs, walkways and other access within a sensitive intertidal ecosystem should be limited to that required for safe access, with shared access where feasible. Stairs should incorporate landings, follow the existing contours of the site, utilize small concrete pilings and have gaps between boards.	Access to foreshore exists on northern portion of seawall
20. Docks should be sited to avoid impacts on sensitive ecosystems such as eel grass beds, fish habitat and natural processes such as currents and littoral drift.	n/a
21. Docks should be constructed in a manner which allows free flow of water beneath the dock and supports should be located on a hard substrate.	n/a
22. Floating docks that do not rest on the bottom at any time and a minimal ramp should be utilized rather than fixed wharves.	n/a
23. Piers on pilings and floating docks are preferred over solid-core piers.	n/a
24. Docks should not incorporate unenclosed plastic foam or other non-biodegradable materials and should be constructed of stable materials that will not degrade water quality.	n/a
25. Boat launch ramps should only be located on stable, non-erosional banks where a minimum amount of substrate disturbance or stabilization is required.	n/a



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw and File No:

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
√	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
n/a	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
n/a	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
√	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
n/a	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
n/a	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the

		protection of productive soils.
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PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
√	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
n/a	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
n/a	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
n/a	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
n/a	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
n/a	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
n/a	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
n/a	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
n/a	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
n/a	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

CONSISTENT	NO.	DIRECTIVE POLICY
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	5.5	Recreation
n/a	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
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
√	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
√	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
n/a	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
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:

**Islands Trust**

Print Date: Jun-29-2012

Bylaw: NP-190

Trust Area: North Pender Island Local Trust Committee
Type: Land Use Bylaw
Bylaw No: NP-190
Application No: NP-RZ-2011.1
Trust Initiated: No

Proofread By:

Clerk: Yes
Planner: Yes

Technical Staff: Yes

First Reading Date: Mar-22-2012

Bylaw Sent to Referrals: Yes

Date Proposed Bylaw to Web: 03/23/2012

Resolutions:

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

Secretary Signature Block:

Secretary's Signature: Kathy Jones

Date: 05/31/2012

File complete and ready for Public review: Yes

Public Hearings:

Location: Parish Hall, Pender Island
Proofread By: Kathy Jones

Legal Paper: Gulf Island Driftwood
First Publish Date: 06/06/2012

Second Publish Date: 06/13/2012

Alternate Paper:
First Publish Date:

Second Publish Date:

Mailout Date: 05/23/2012
Second Reading Date: Jun-28-2012

Deliver Notices: 06/03/2012
Date Public Hearing Held: 06/23/2012
Third Reading Date: Jun-28-2012



Islands Trust

Print Date: Jun-27-2012

Bylaw: NP-190

Referrals

Agency	Sent	Received
Salt Spring Island Local Trust Committee 1 - 500 Lower Ganges Road : Malcolmson, Sheila Comments: Interests are unaffected	May-17-2012	Apr-30-2012
Saturna Island Local Trust Committee 200 - 1627 Fort Street : Hancock, Ken Comments: Interests are unaffected	Mar-27-2012	Apr-12-2012
Capital Regional District Planning & Protective Services Building Inspection Division Headquarters : Gutierrez, Robert Comments: Approval Recommended - the single family dwelling will be protected from the ocean. Otherwise long term stability under the foundations may be compromised.	Mar-27-2012	Jun-05-2012
Parks Canada 2220 Harbour Road : Stewart, Carolyn Comments: Interests unaffected	Mar-27-2012	Apr-30-2012
Pauquachin First Nation 9010 West Saanich Road : Henry, Danny Comments:	Mar-27-2012	
Tsartlip First Nation PO Box 70 : Paul, Wendy Comments:	Mar-27-2012	
Tsawwassen First Nation 1926 Tsawwassen Drive : Dion, Tina Comments: No comments to make with this proposal	Mar-27-2012	Mar-27-2012
Tseycum First Nation 1210 Totem Lane : Jones, Tanya Comments:	Mar-27-2012	
Islands Trust Fund 200, 1627 Fort Street : Eliason, Jennifer Comments: Interest unaffected	Mar-27-2012	Apr-19-2012
Islands Trust, Bylaw Enforcement 200 - 1627 Fort Street : Drew, Miles Comments:	Mar-27-2012	
Tsawout First Nation PO Box 121, 7725 Tetayut Road : Underwood, Gwen Comments:	Mar-27-2012	
Ministry of Forests, Lands & Natural Resource Operations - Archaeology Site Inventory PO Box 9816 Stn. Prov. Govt. : Lake, Cynthia	Mar-27-2012	Apr-24-2012

Comments: No objections as long as the permit is valid and the terms and conditions set out in permit (2010-0401) are adhered to.

South Pender Island Local Trust Committee Mar-27-2012 Apr-16-2012
200 - 1627 Fort Street : Hancock, Ken

Comments: Interests Unaffected by Bylaw

Stz'uminus First Nation Mar-27-2012
12611 A Trans Canada Hwy : Gauthier, Ray

Comments:

Cowichan Tribes Mar-27-2012 Apr-16-2012
5760 Allenby Rd : Reed, Helen

Comments: see attached email

Halalt First Nation Mar-27-2012
7973 Chemainus Rd : Gladstone, Caroline

Comments:

Lake Cowichan First Nation Mar-27-2012
313B Deer Road : Livingstone, Carol

Comments:

Lyackson First Nation Mar-27-2012
7973A Chemainus Road : Johnnie, Kathleen

Comments:

Penelakut Tribe Mar-27-2012
Box 360 : James, Denise

Comments:

Ministry of Forests, Lands and Natural Resource Operations Mar-27-2012 Apr-02-2012
- Crown Lands & Resource
2080A Labieux Road : Wallace, Bonita

Comments: Crown Lands Acquisition will not be required in this instance, however, all of the conditions in Mark Harvey's August 2011 letter remain in effect.

Mayne Island Local Trust Committee Mar-27-2012 Apr-25-2012
Islands Trust : Luckham, Peter

Comments: Interests unaffected

Ministry of Forest, Lands & Natural Resources - Aquaculture Mar-27-2012
PO Box 9816 Stn Prov Govt : Albrecht, Ken

Comments:

Ministry of Forest, Lands & Natural Resources - Ecosystems Mar-27-2012 Mar-27-2012
Protection
PO Box 9816 Stn Prov Govt : Caskey, Marlene

Comments: Have strong reservations. Still needs to read reports. Comments received May 11, 2011 - We are not in favour of this sea wall extension (see attached)

First Nation Engagement

Referral of: NP-RZ-2011.1 (Turner) (Bylaw No. 190 – Seawall)

First Nation: Tsawwassen

Date	Comment/Action	Initial
March 6/12	Emailed cover letter and staff report	KJ
March 27/12	Emailed Bylaw No. 190 referral package. Notification received indicating the email was delivered.	KJ
March 27/12	Comments received: No comments to make with this proposal	KJ

First Nation: Tsawout

Date	Comment/Action	Initial
March 6/12	Emailed cover letter and staff report	KJ
March 27/12	Emailed Bylaw No. 190 referral package. Notification received indicating the email was delivered.	KJ
June 1/12	Followed up with email advising of June 23 Public Hearing. Asked if their interests are affected to send before hearing date.	KJ

First Nation: Tsartlip

Date	Comment/Action	Initial
March 6/12	Emailed cover letter and staff report	KJ
March 27/12	Emailed Bylaw No. 190 referral package. Notification received indicating the email was delivered.	KJ
June 1/12	Followed up with email advising of June 23 Public Hearing. Asked if their interests are affected to send before hearing date.	KJ

First Nation: Lake Cowichan

Date	Comment/Action	Initial
March 6/12	Emailed cover letter and staff report	KJ
March 27/12	Emailed Bylaw No. 190 referral package. Notification received indicating the email was delivered.	KJ
June 1/12	Followed up with email advising of June 23 Public Hearing. Asked if their interests are affected to send before hearing date.	KJ

First Nation: Chemainus

Date	Comment/Action	Initial
March 6/12	Emailed cover letter and staff report	KJ
March 27/12	Emailed Bylaw No. 190 referral package. Notification received indicating the email was delivered.	KJ
June 1/12	Followed up with email advising of June 23 Public Hearing. Asked if their interests are affected to send before hearing date.	KJ

First Nation: Lyackson

Date	Comment/Action	Initial
March 6/12	Emailed cover letter and staff report.	KJ
March 27/12	Emailed Bylaw No. 190 referral package. Notification received indicating the email was delivered	KJ
June 1/12	Followed up with email advising of June 23 Public Hearing. Asked if their interests are affected to send before hearing date.	KJ

First Nation: Halalt

Date	Comment/Action	Initial
March 6/12	Emailed cover letter and staff report. Notification received indicating the email was opened.	KJ
March 27/12	Emailed Bylaw No. 190 referral package. Notification received indicating the email was delivered.	KJ
June 1/12	Followed up with email advising of June 23 Public Hearing. Asked if their interests are affected to send before hearing date.	KJ

First Nation: Pauquachin

Date	Comment/Action	Initial
March 6	Emailed cover letter and staff report. Notification received indicating the email was opened	KJ
March 27/12	Emailed Bylaw No. 190 referral package	KJ
June 1/12	Followed up with email advising of June 23 Public Hearing. Asked if their interests are affected to send before hearing date.	KJ

First Nation: Penelakut

Date	Comment/Action	Initial
March 6/12	Emailed cover letter and staff report. Notification received indicating the email was opened.	KJ
March 27/12	Emailed Bylaw No. 190 referral package. Notification received indicating the email was delivered.	KJ
June 1/12	Followed up with email advising of June 23 Public Hearing. Asked if their interests are affected to send before hearing date.	KJ

First Nation: Tseycum

Date	Comment/Action	Initial
March 6/12	Emailed cover letter and staff report. Notification received indicating the email had been received	KJ
March 27/12	Emailed Bylaw No. 190 referral package. Notification received indicating the email was delivered.	KJ
June 1/12	Followed up with email advising of June 23 Public Hearing. Asked if their interests are affected to send before hearing date.	KJ

First Nation: Cowichan Tribes

Date	Comment/Action	Initial
March 6/12	Emailed cover letter and staff report. Notification received indicating the email had been received	KJ
March 27/12	Emailed Bylaw No. 190 referral package. Notification received indicating the email was delivered.	KJ
April 16/ 12	Response received	KJ

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Islands Trust

Print Date: Jun-29-2012

Bylaw: NP-190

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 Legistaltive 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	Staff will provide Local Trust Committees (LTC) and Executive Committee with advice regarding proposed Official Community Plan (OCP) amendments that may require additional staff resources for administration or enforcement and will confirm the availability of those resources before bylaw adoption.
No Resources Required	B.10	Staff will provide Local Trust Committees and Executive Committee with advice regarding any proposed Land Use Bylaw (LUB) or other regulatory amendment that may require additional staff resources for administration or enforcement and will confirm the availability of those resources before bylaw adoption.

Comments:

Completed By: Kathy Jones

All administrative procedure bylaws are considered to be in compliance with the policy statement and the object of the Islands Trust.

Status:

**Date Resolution Referred to
Exective Committee:**

Jun-28-2012

Readings:

PROPOSED

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 190

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

WHEREAS the North Pender Island Local Trust Committee is the Local Trust Committee having jurisdiction on and in respect of the North Pender Island Local Trust Area, pursuant to the Islands Trust Act;

AND WHEREAS the North Pender Island Local Trust Committee wishes to amend Land Use Bylaw 103, 1996;

AND WHEREAS the North Pender Island Local Trust Committee has held a Public Hearing;

NOW THEREFORE the North Pender Island Local Trust Committee enacts in open meeting assembled as follows:

A. Bylaw No. 103, cited as "North Pender Island Land Use Bylaw 103, 1996" is amended as follows:

1. The following is inserted as a new Section 8.19.7 in the Water 1 (W1) Zone

8.19.7 Site Specific Regulations

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

<i>Column 1</i> Site- Specific Zone Reference	<i>Column 2</i> Legal Description	<i>Column 3</i> Site Specific Regulations
W1(a)	The land covered with water fronting a portion of Lot 1, Sections 17 and 23, Pender Island, Cowichan District, Plan EPP12506 and Lot 1, Section 17 and 23, Pender Island, Cowichan District, Plan 10989	(1) In addition to the uses permitted in 8.19.1 the following are permitted: (a) Erosion protection in the form of seawalls (2) Despite 8.19.5, siting of a Seawall is permitted only within the identified "Construction Area" lying seaward of the present natural boundary of the sea, and projecting no further than 2.28 metres from said boundary, as shown on "W1(a) Seawall Plan" of Schedule F. (3) The maximum height of a seawall is 5.5 metres, measured from the base on the downslope side, and at no point can a seawall project more than 0.3 metre above the finished grade on the upslope side.

2. Schedule "D" (Zoning Map for North Pender Island) is amended in accordance with the map attached to and forming part of this bylaw as Plan No. 1.
 3. A new Schedule "F" is attached following Schedule "E", entitled "Schedule F, Detailed Plans".
 4. Plan No. 2, attached to and forming part of this Bylaw, is attached to Schedule F as "W1(a) Seawall Plan".
- B. This Bylaw may be cited as "North Pender Island Land Use Bylaw 103, 1996, Amendment No. 1, 2012".
- C. 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 22nd day of March , 2012

PUBLIC HEARING HELD this 23rd day of June , 2012

READ A SECOND TIME this 28th day of June , 2012

READ A THIRD TIME this 28th day of June , 2012

APPROVED BY THE EXECUTIVE COMMITTEE this day of 20__

ADOPTED this day of , 20__

Chair

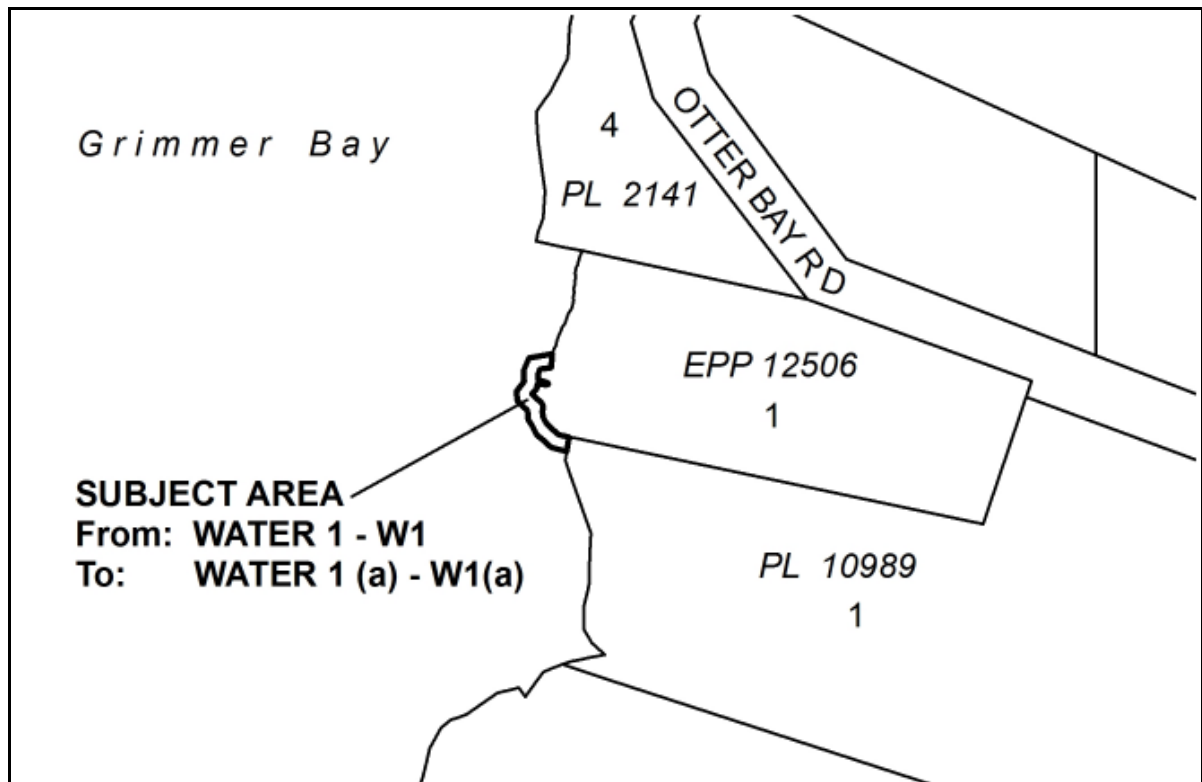
Secretary

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

BYLAW No. 190

PLAN No. 1

“North Pender Island Land Use Bylaw No. 103, 1996, Schedule “D” Zoning Map” is amended as follows:



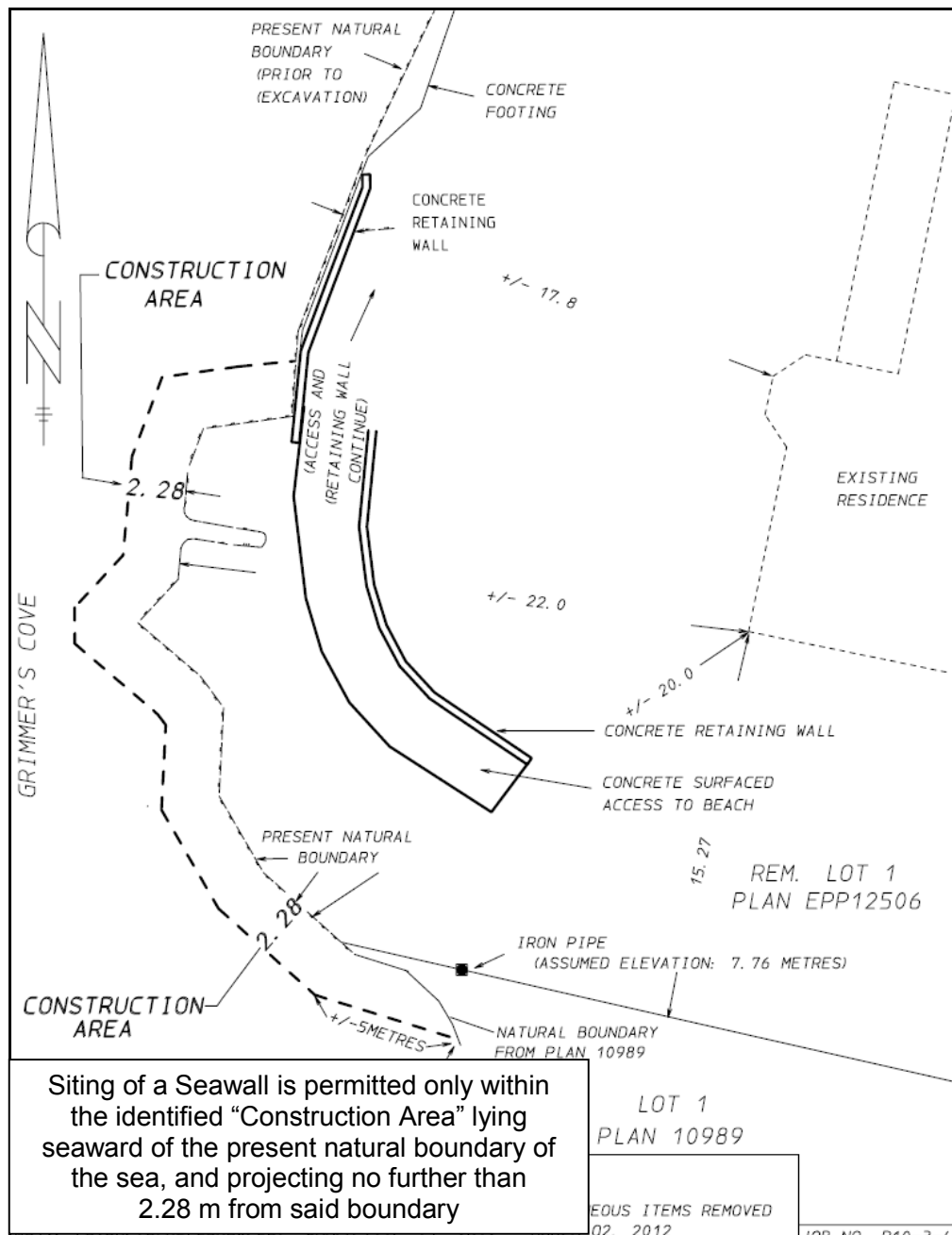
NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

BYLAW No. 190

Plan No. 2

"North Pender Island Land Use Bylaw No. 103, 1996, Schedule "F" Detailed Plans" is amended by adding the following:

"W1(a) Seawall Plan"





Local Trust Committee Bylaws Submission for Executive Committee Approval

Local Trust Committee: North Pender Island Local Trust Committee

Bylaw No: NP-191

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: Jun-28-2012

☒ Bylaw Submission Checklist attached

☒ Policy Statement Checklist attached*

* not required for administrative bylaws

☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____

Secretary

Date: _____

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

Date bylaw will appear on Executive Committee agenda: _____

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

Distribution: Executive Committee _____
Director, LPS _____
Local Trust Committee: _____
Planner: _____
Planning Clerk: _____



Bylaw Submission Briefing Note

Date: June 11, 2012

To: Executive Committee
For the meeting of July 3, 2012

From: Andrea Pickard
Island Planner

Re: **North Pender Island Local Trust Committee Bylaw 191
(Geoexchange)**

The North Pender Island Local Trust Committee is pleased to submit proposed Bylaw No. 191, which is a bylaw for site-specific zoning to permit an ocean-based geoexchange system. The purpose of this briefing note is to provide the Executive Committee with a summary of the bylaw.

Purpose:

Proposed Bylaw 191 would amend the Water 1 (a marine water zone) to include W1 (b) a site-specific zone to permit 'placement of a marine geothermal loop for the purpose of domestic heating and cooling accessory to the upland residential property'.

Issues Relating To Provincial Interest:

No issues relating to the provincial interest were identified by provincial referral agencies. The Archaeology Branch noted they have no objections as long as the terms and conditions of the Heritage Site Alteration permit are adhered to.

Background:

The proposed bylaw results from an application initiated by the property owner received in December 2011 in response to a Bylaw Enforcement File since the geoexchange system had been installed in contravention of the Land Use Bylaw. Reports were prepared for submission with the application, including the necessary approval from Fisheries and Oceans Canada, and all related professional reports were posted on-line, except the Archaeological reports. Staff noted that a more accurate site plan for the geoexchange would be required and a preliminary report was received by the North Pender Island Local Trust Committee (LTC) for their March meeting. At the April meeting of the LTC the

u:\local trust committees\north pender\bylaws\bylaw package for ec\bylaw no. 191 (geothermal)\np ec bylaw submission briefing note - bylaw 191.geoexchange.doc

draft bylaw was given First Reading and referred to the Advisory Planning Commission. The proposed bylaw was sent to referral agencies May 1, 2012.

A Public Hearing and Community Information Meeting were held on Saturday, June 23. At the June 28th regular LTC meeting the LTC considered input and possible amendments to the proposed bylaw. Amendments included changing the name from 'a closed-loop, ocean-based geothermal heat exchange system' to a 'marine geothermal loop' in the site specific table and including the following definition in the bylaw:

- “marine geothermal loop” means a renewable geoexchange system (geothermal heat exchange) utilizing the natural occurring temperature of the ocean for the purpose of heating and cooling that:
- a. is a closed-loop system using only freshwater as the circulating heat transfer fluid,
 - b. meets or exceeds the Canadian CSA design standards CAN/CSA-448-02, as amended from time to time, and
 - c. is designed and installed by a Registered System Designer accredited by the Canadian Geoexchange Coalition, or the International Ground Source Heat Pump Association.”

The proposed bylaw as amended was then given Second and Third Reading and forwarded to Executive Committee for approval.

Staff reports, the proposed bylaw and related professional reports are also posted on the website at: <http://islandstrust.bc.ca/ltc/np/default.cfm> under the heading 'Proposed Ocean-Based Geothermal System Application'.

Recommendation:

THAT the Islands Trust Executive Committee approves Proposed Bylaw 191 cited as North Pender Island Land Use Bylaw 103, 1996, Amendment No. 2, 2012.

**Islands Trust**

Print Date: Jun-29-2012

Bylaw: NP-191

Trust Area: North Pender Island Local Trust Committee
Type: Land Use Bylaw
Bylaw No: NP-191
Application No: NP-RZ-2011.2
Trust Initiated: No

Proofread By:

Clerk: Yes
Planner: Yes

Technical Staff: Yes

First Reading Date: Apr-26-2012

Bylaw Sent to Referrals: Yes

Date Proposed Bylaw to Web: 04/27/2012

Resolutions:

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

Secretary Signature Block:

Secretary's Signature: Kathy Jones

Date: 05/31/2012

File complete and ready for Public review: Yes

Public Hearings:

Location: Parish Hall, Pender Island
Proofread By: Kathy Jones

Legal Paper: Gulf Island Driftwood
First Publish Date: 06/06/2012

Second Publish Date: 06/13/2012

Alternate Paper:
First Publish Date:

Second Publish Date:

Mailout Date: 05/23/2012
Second Reading Date: Jun-28-2012

Deliver Notices: 06/03/2012
Date Public Hearing Held: 06/23/2012
Third Reading Date: Jun-28-2012



Islands Trust

Print Date: Jun-28-2012

Bylaw: NP-191

Referrals

Agency	Sent	Received
Capital Regional District Planning & Protective Services Building Inspection Division Headquarters : Gutierrez, Robert Comments: Approval recommended - the GoeExchange system will reduce the GHG emissions over the life of the single family dwelling.	May-01-2012	May-31-2012
Parks Canada 2220 Harbour Road : Stewart, Carolyn Comments:	May-01-2012	
Pauquachin First Nation 9010 West Saanich Road : Henry, Danny Comments:	May-01-2012	
Tsartlip First Nation PO Box 70 : Paul, Wendy Comments:	May-01-2012	
Tsawwassen First Nation 1926 Tsawwassen Drive : Dion, Tina Comments:	May-01-2012	
Tseycum First Nation 1210 Totem Lane : Jones, Tanya Comments:	May-01-2012	
Islands Trust Fund 200, 1627 Fort Street : Eliason, Jennifer Comments:	May-01-2012	
Islands Trust, Bylaw Enforcement 200 - 1627 Fort Street : Drew, Miles Comments:	May-01-2012	
Tsawout First Nation PO Box 121, 7725 Tetayut Road : Underwood, Gwen Comments:	May-01-2012	
Ministry of Forests, Lands & Natural Resource Operations - Archaeology Site Inventory PO Box 9816 Stn. Prov. Govt. : Lake, Cynthia Comments: The Archaeology Branch has no objections to Bylaw No. 191 as long as the terms and conditions of the permit (2010-0052) were adhered to (see attached response).	May-01-2012	Jun-07-2012
South Pender Island Local Trust Committee 200 - 1627 Fort Street : Hancock, Ken Comments: Interests unaffected by Bylaw	May-01-2012	Jun-21-2012
Stz'uminus First Nation	May-01-2012	

12611 A Trans Canada Hwy : Gauthier, Ray

Comments:

Cowichan Tribes

May-01-2012

May-24-2012

5760 Allenby Rd : Reed, Helen

Comments: See attached email

Halalt First Nation

May-01-2012

7973 Chemainus Rd : Gladstone, Caroline

Comments:

Lake Cowichan First Nation

May-01-2012

313B Deer Road : Livingstone, Carol

Comments:

Lyackson First Nation

May-01-2012

7973A Chemainus Road : Johnnie, Kathleen

Comments:

Penelakut Tribe

May-01-2012

Box 360 : James, Denise

Comments:

Ministry of Forests, Lands and Natural Resource Operations

May-01-2012

- Crown Lands & Resource

2080A Labieux Road : Wallace, Bonita

Comments:

Mayne Island Local Trust Committee

May-01-2012

Islands Trust : Luckham, Peter

Comments:

Ministry of Forest, Lands & Natural Resources - Aquaculture

May-01-2012

PO Box 9816 Stn Prov Govt : Albrecht, Ken

Comments:

Ministry of Forest, Lands & Natural Resources - Ecosystems
Protection

May-01-2012

Jun-15-2012

PO Box 9816 Stn Prov Govt : Caskey, Marlene

Comments: Refer to the Ministry's document, "Develop with Care: Environmental Guidelines for Urban and Rural Development in British Columbia, March 2006".

Salt Spring Island Local Trust Committee

May-01-2012

May-24-2012

1 - 500 Lower Ganges Road : Malcolmson, Sheila

Comments: Interests unaffected

Saturna Island Local Trust Committee

May-01-2012

Jun-22-2012

200 - 1627 Fort Street : Hancock, Ken

Comments: Interests unaffected

First Nation Engagement

Referral of: NP-RZ-2011.2 – Geothermal (Lockhart) (Bylaw No. 191)

First Nation: Tsawwassen

Date	Comment/Action	Initial
May 1/12	Emailed cover letter and referral package Notification received indicating the email was delivered.	KJ
June 1/12	Followed up with email advising of June 23 Public Hearing. Asked if their interests are affected to send before hearing date.	KJ

First Nation: Tsawout

Date	Comment/Action	Initial
May 1/12	Emailed cover letter and referral package Notification received indicating the email was delivered.	KJ
June 1/12	Followed up with email advising of June 23 Public Hearing. Asked if their interests are affected to send before hearing date.	KJ

First Nation: Tsartlip

Date	Comment/Action	Initial
May 1/12	Emailed cover letter and referral package Notification received indicating the email was delivered.	KJ
June 1/12	Followed up with email advising of June 23 Public Hearing. Asked if their interests are affected to send before hearing date.	KJ

First Nation: Lake Cowichan

Date	Comment/Action	Initial
May 1/12	Emailed cover letter and referral package Notification received indicating the email was delivered.	KJ
June 1/12	Followed up with email advising of June 23 Public Hearing. Asked if their interests are affected to send before hearing date.	KJ

First Nation: Chemainus

Date	Comment/Action	Initial
May 1/12	Emailed cover letter and referral package Notification received indicating the email was delivered.	KJ
May 24/12	Response received	AP
May 24/12	AP responded to FN and asked if they had any additional comments to provide them before the June 23 Public Hearing	AP

First Nation: Lyackson

Date	Comment/Action	Initial
May 1/12	Emailed cover letter and referral package Notification received indicating the email was delivered.	KJ
June 1/12	Followed up with email advising of June 23 Public Hearing. Asked if their interests are affected to send before hearing date.	KJ

First Nation: Halalt

Date	Comment/Action	Initial
May 1/12	Emailed cover letter and referral package Notification received indicating the email was delivered.	KJ
June 1/12	Followed up with email advising of June 23 Public Hearing. Asked if their interests are affected to send before hearing date.	KJ

First Nation: Pauquachin

Date	Comment/Action	Initial
May 1/12	Emailed cover letter and referral package Notification received indicating the email was delivered.	KJ
June 1/12	Followed up with email advising of June 23 Public Hearing. Asked if their interests are affected to send before hearing date.	KJ

First Nation: Penelakut

Date	Comment/Action	Initial
May 1/12	Emailed cover letter and referral package Notification received indicating the email was delivered.	KJ
June 1/12	Followed up with email advising of June 23 Public Hearing. Asked if their interests are affected to send before hearing date.	KJ

First Nation: Tseycum

Date	Comment/Action	Initial
May 1/12	Emailed cover letter and referral package Notification received indicating the email was delivered.	KJ
June 1/12	Followed up with email advising of June 23 Public Hearing. Asked if their interests are affected to send before hearing date.	KJ

First Nation: Cowichan Tribes

Date	Comment/Action	Initial
May 1/12	Emailed cover letter and referral package Notification received indicating the email was delivered.	KJ
June 1/12	Followed up with email advising of June 23 Public Hearing. Asked if their interests are affected to send before hearing date.	KJ



Islands Trust

Print Date: Jun-29-2012

Bylaw: NP-191

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 Legistaltive 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	Staff will provide Local Trust Committees (LTC) and Executive Committee with advice regarding proposed Official Community Plan (OCP) amendments that may require additional staff resources for administration or enforcement and will confirm the availability of those resources before bylaw adoption.
No Resources Required	B.10	Staff will provide Local Trust Committees and Executive Committee with advice regarding any proposed Land Use Bylaw (LUB) or other regulatory amendment that may require additional staff resources for administration or enforcement and will confirm the availability of those resources before bylaw adoption.

Comments:

Completed By: Kathy Jones

All administrative procedure bylaws are considered to be in compliance with the policy statement and the object of the Islands Trust.

Status:

**Date Resolution Referred to
Exective Committee:**

Jun-28-2012

Readings:

PROPOSED

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 191

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

WHEREAS the North Pender Island Local Trust Committee is the Local Trust Committee having jurisdiction on and in respect of the North Pender Island Local Trust Area, pursuant to the Islands Trust Act;

AND WHEREAS the North Pender Island Local Trust Committee wishes to amend Land Use Bylaw 103, 1996;

AND WHEREAS the North Pender Island Local Trust Committee has held a Public Hearing;

NOW THEREFORE the North Pender Island Local Trust Committee enacts in open meeting assembled as follows:

A. Bylaw No. 103, cited as "North Pender Island Land Use Bylaw 103, 1996" is amended as follows:

1. The following is inserted as a new Section 8.19.7 in the Water 1 (W1) Zone

8.19.7 Site Specific Regulations

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

Column 1 Site- Specific Zone Reference	Column 2 Legal Description	Column 3 Site Specific Regulations
W1(b)	The land covered with water fronting Lot B, Section 11, Pender Island, Cowichan District, Plan 32264, Except part in Plan VIP68515.	(1) In addition to the uses permitted in 8.19.1 the following is permitted: (a) Placement of a marine geothermal loop for the purpose of domestic heating and cooling accessory to the upland residential property

2. Section 1.1 – Definitions is amended by inserting in the correct alphabetical location “marine geothermal loop” means a renewable geoeexchange system (geothermal heat exchange) utilizing the natural occurring temperature of the ocean for the purpose of heating and cooling that:
 - a. is a closed-loop system using only freshwater as the circulating heat transfer fluid,
 - b. meets or exceeds the Canadian CSA design standards CAN/CSA-448-02, as amended from time to time, and
 - c. is designed and installed by a Registered System Designer accredited by the Canadian Geoeexchange Coalition, or the International Ground Source Heat Pump Association.”

Immediately following the definition the information note be added: *Information Note: Installation of marine geothermal loops are also required to obtain the necessary permits or approvals from provincial and federal agencies.*

3. Schedule "D" (Zoning Map for North Pender Island) is amended in accordance with the map attached to and forming part of this bylaw as Plan No. 1.

B. This Bylaw may be cited as "North Pender Island Land Use Bylaw 103, 1996, Amendment No. 2, 2012".

C. 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 26th day of April , 2012

PUBLIC HEARING HELD this 23rd day of June , 2012

READ A SECOND TIME this 28th day of June , 2012

READ A THIRD TIME this 28th day of June , 2012

APPROVED BY THE EXECUTIVE COMMITTEE this day of 20__

ADOPTED this day of , 20__

Chair

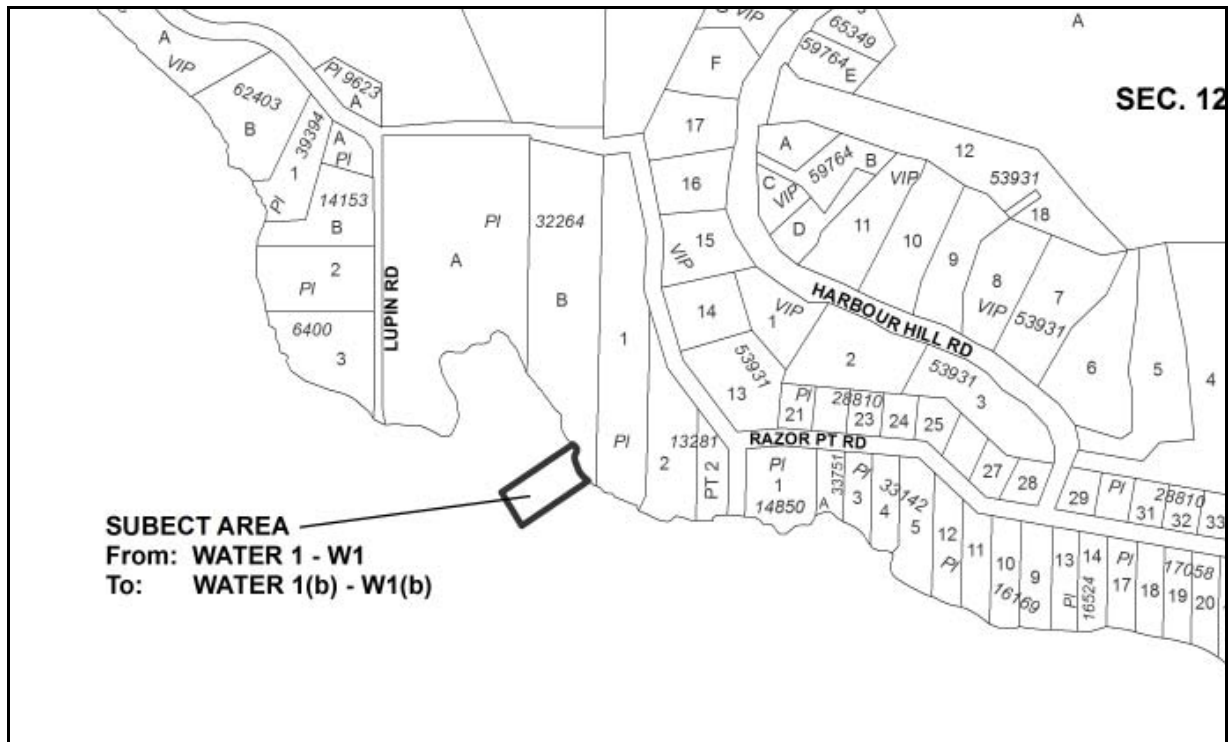
Secretary

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE

BYLAW No. 191

PLAN No. 1

“North Pender Island Land Use Bylaw No. 103, 1996, Schedule “D” Zoning Map” is amended as follows:





Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw and File No: 191 (NP-RZ-2011.2)

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
n/a	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
n/a	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
√	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
n/a	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.

	4.6	Soils and Other Resources
n/a	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
n/a	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
n/a	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
n/a	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
n/a	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
n/a	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
n/a	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
n/a	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
n/a	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
n/a	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
n/a	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

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
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:

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

From: Harlene Holm [ananke@uniserve.com]
Sent: Saturday, May 26, 2012 3:01 PM
To: Marie Smith

Trust representative,

I am concerned about how the Islands Trust awards contracts. It appears that 'small' contracts are not offered on island whereas 'large' contracts are offered. My concern hinges on reality and on the quality island expertise might offer

Problems with existing "direct award" policy:

1) due to the significantly lower individual income medians on the Trust Islands vs Vancouver Island and Lower Mainland communities, the direct award as established (\$20,000) represents a large award within island communities.

Victoria-----\$24,651
Denman/Hornby ----\$18,438
Courtenay-----\$22,662
Comox-----\$29,009
Qualicum Beach----\$24,716
Nanaimo----\$23,463
Vancouver-----\$23,682

2) "small projects" are best awarded to qualified professionals residing in the affected island community given that local knowledge, minimal overhead, and few employees result in more value per dollar.

3) diverse island communities, with young professionals and families, require that work be available.

4) the present policy effectively precludes community professionals who lack the resources to compete for contracts involving amounts greater than \$20,000.

5) present direct award policy favors large consulting organizations with which the Trust has the greatest experience and thus a 'closed shop'.

Suggestions:

1) Direct awards of \$5,000 or less must be first offered to a resident within the effected community whose background and professional qualifications are appropriate. If staff is not aware of a satisfactory contractor, advertise the contract in the community in order to encourage/allow resident professionals to gain work and a work history with the Trust. Once it can be documented that no satisfactory qualified profession is available, an 'outside' direct award could be undertaken.

2) Create a policy wherein "Small projects" of \$5,001 to \$20,000 must be first advertised within the island community(s) involved with/benefiting from the contract and, if no satisfactory qualified professional applies, advertise further afield.

Harlene Holm
Denman Island

May 26, 2012

Island	Trustee	Currently Has IT Laptop
Bowen	Wolfgang C. Duntz	NO
	Andrew Stone	YES
Denman	Laura Busheikin	YES
	David Graham+	YES
Gabriola	Sheila Malcolmson+	YES
	Gisele Rudischer	NO
Galiano	Louise Decario+	NO
	Sandy Pottle+	NO
Gambier	Jan Hagedorn+	NO
	Kate Stamford	YES
Hornby	Alex Allen	YES
	Tony Law+	NO
Lasqueti	Peter Johnston	YES
	Susan Morrison+	NO
Mayne	Brian Crumblehulme	YES
	Jeanine Dodds+	YES
North Pender	Ken Hancock	YES
	Gary Steeves+	YES
Salt Spring	George Grams	NO*
	Peter Grove	YES
Saturna	Paul Brent	NO*
	Pamela Janszen	YES
South Pender	Mike Jones	YES
	Liz Montague	YES
Thetis	Sue French+	NO
	Peter Luckham+	NO*

+ returning trustee * Uses own laptop

up to 8 trustees require a laptop @ \$750 each = \$6000 (current budget \$5000)



VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8

TELEPHONE 604-937-4100 FAX 604-939-5034

belcarra@belcarra.ca • www.belcarra.ca



File: 470-04

June 26, 2012

Mayors and Councils, Union of British Columbia Municipalities
Suite 60 10551 Shellbridge Way
Richmond, BC V6X 2W9

Re: BC/UBCM Climate Action Charter and the Purchasing of BC-based 'Carbon Offsets'

This letter is to inform that at its regular meeting held Monday, June 25, 2012 the Village of Belcarra Council discussed the concept of purchasing carbon offsets in efforts of becoming 'carbon neutral' under the BC/UBCM Climate Action Charter.

Subsequent to Council's discussion, the following resolution was passed:

WHEREAS the BC/UBCM Climate Action Charter expects signatory municipalities to become 'carbon neutral' in 2012 by purchasing BC-based 'carbon offsets' through the Pacific Carbon Trust;

AND WHEREAS the principle of purchasing of 'carbon offsets' by government entities such as crown corporations, provincial ministries, school districts, municipalities and regional districts is not in the financial interest of those government entities and the tax payers they represent;

THEREFORE BE IT RESOLVED that the Village of Belcarra will not voluntarily purchase 'carbon offsets' to become 'carbon neutral' as contemplated by the BC/UBCM Climate Action Charter."

If you have any questions, please do not hesitate to call the municipal office at 604-937-4100.

Thank you.

Sincerely,

Catherine Guerin
Acting Corporate Officer

cc: Director Heath Slee, President of the Union of British Columbia Municipalities

From: Tony Law
Sent: June-18-12 11:56 AM

Thanks again for your wonderful chairing as always. So balanced and responsive - firm yet friendly.

Apologies for getting stressed (needlessly as it turned out) stressed about possible conflict between attention to the agenda and worrying about getting home. (The solution of putting vehicles in the line-up ahead of time did the job.) Having been on EC, I know the challenges involved in establishing the agenda - balancing staff and guest availability, etc.

I get the sense that many trustees would feel more relaxed if business items are not left to the end of the agenda. Business is the most important thing we do and it's not good to risk inhibiting full debate by time constraints. Perhaps having team meetings at the end - as we've done in the past - might work better.

I would also suggest consideration being given to starting earlier and having earlier dinners. The time between the end of meetings and start of dinner is not enough to do anything else, but tends to drag on. Finishing dinner earlier may allow more discretionary time before bed time.

I appreciate the breaks as time for informal discussion between trustees.

Thanks again - both to you and the vice-chairs - for all the prep you do and your efforts to make things work well - not easy with lots of considerations to balance.

From: Peter Johnston
Sent: June-15-12 9:55 PM

Hello Executive Committee members,

I hope that I don't come across as whining and complaining. I mean these comments to be constructive. There are probably complications and reasons that I don't understand.

Agenda packages and preparation time

First, the agenda package did not get distributed early enough. I received mine electronically on Tuesday. Fortunately there was one rainy day and I was able to do a lot of the required reading then. Especially in the summer, when days are long and nights are short, it is difficult for me to spend more than a few hours each day reading material to prepare for Trust Council meetings. This package was a little over 500 pages, I think, and I did not feel completely prepared. I had not read all of the pages, because I didn't have enough time. I read the documents that I thought most important, and left out much of the supporting or background material. Still, I didn't feel sufficiently prepared because of the small amount of time relative to the large amount of written material.

Susan received her mailed agenda package on Friday, which left her only two days (and a bit of time on Monday) to read what she could.

It would be extremely helpful to all of us if the material could be sent out earlier. I'd prefer at least two weeks to read it, because what I find best is to read it all through briefly, and then to read it through carefully, making notes and comments for myself, or of questions to ask. Then, if there is time, I would like to go through the important or confusing (to me) items again, and maybe again again.

One possibility would be to send out the materials that are ready earlier, perhaps as soon as they become ready, and certainly to arrive for trustees no later than two weeks before Trust Council meets. If necessary, some materials could be sent later. To help everyone keeping all the documents organized and together, the final agenda package, at least the electronic ones, could be sent again, replacing the individual documents or the previously sent package. For those that still receive printed agenda packages, a sheet describing the materials and how they should be collated, or possibly sticky notes or some other system of indicating what documents go where, might work. Ideally, all of us will work electronically before too long.

Feeling of being rushed at TC meeting

When I spoke of feeling rushed at the meeting, and feeling pushed to make decisions with less discussion than I would prefer, I certainly did not mean to suggest that the chair was causing this. I believe that it is caused by the overly full agenda and the (over the last three Council meetings and the plan for the next) decreasing time for meeting.

As one example, the exercise we did with the Strategic Planning session with the new tallying tools was interesting, but totally without discussion and, as it turned out, not obviously useful. With discussion about why each of us chose the potential objectives that we did, everyone would have had more information and other points of view to consider. I expect that most of us would have modified our choices considerably, and that much better considered choices would have been made, and almost certainly a fuller agreement and understanding would have been developed among the trustees, leading almost certainly to better decisions and agreement.

I'm wondering if the education/training parts of our meetings need to be conducted in public. Could they not take place outside of our meeting, by conference call, email, distance education, via internet, etc.? It would probably be a good idea to have a short session on the topic(s) of the training, to give an opportunity for sharing, clarifying and questions or discussion. It would also be a way to check that everyone has at least a basic exposure and understanding to the contents of the topic(s). This education/training would best not take place in the two weeks before Council, when we would all be busy reading and digesting the agenda package material. But any time before that would work well, I think.

After I spoke on Thursday morning, Chair Malcolmson noted that all of the materials have been considered by at least one of Council's committees. I find the Local Programs Committee to be very rushed and the items not at all well considered, in my limited (two meetings) experience. I'll also be looking for ways that LPC work can be conducted in a less pressured and hurried way. I suspect that the other committees have similar situations and pressures, largely because the meetings take place between 10 and 2:30, with a break for lunch.

I believe that it makes a difficult situation even more difficult to schedule business and decision sessions at the end of the Council meeting. There is much more pressure to (self-) limit discussion and questions, because of the increasing time pressure that comes from running right down to the time when people need to leave. The regional planning meetings are valuable, but they, like the training/education sessions, are not essential (I think) during Council meetings. If they were scheduled for the last day (often less than half a day) it would help a lot, because they could be skipped if needed. Doing this would take a lot of pressure off us all, and allow us to ask more questions and engage in more discussion. I believe better decisions and more buy-in from trustees (not a problem that I see) would result.

It might be helpful to schedule a brief session for Tuesday evening on Bowen in September, or maybe even move the dinner with Bowen Council to Tuesday and schedule a working session for Wednesday evening. Shortening the Bowen Council session would be helpful, too. I expect that we have much less in common with them and their work than we do with San Juan County.

Generally, I think the meetings are very well run. I really like the cooperative and collaborative atmosphere among/between trustees and staff. I think that there is a good balance of working time and breaks, but that if the finances are not available for us to be together for longer periods - Pender was and Bowen is planned to be a two-day meeting - I believe that some non-business sessions need to be removed or substantially shortened. I also think that there could usefully be some Council work done between our quarterly meetings.

There is no need for you to respond to my ideas and suggestions, but if you have questions please do ask for clarification. Thank you very much for considering my difficulties and suggestions, and doing what you can to make Trust Council meetings function better. Please let me know if there is anything I can do to help in this.



Islands Trust Council Follow up Action List

Updated: June 27/12

Codes

TC	Trust Council	TFB	Trust Fund Board
EC	Executive Committee	LTC	Local Trust Committees
FPC	Financial Planning Committee	LPS	Local Planning Services Unit
TPC	Trust Programs Committee	()	Staff Member Lead for Action Required
LPC	Local Planning Committee	LA–Linda Adams; LG–Lisa Gordon; DM–David Marlor	
		CS–Cindy Shelest; MD–Miles Drew; CF–Clare Frater	
		MS–Marie Smith; JE–Jennifer Eliason; CT–Carmen Thiel	
		JC – Jas Chonk; ME–Marnie Eggen	

MEETING/Item	Action By/To	Target/Status
* Next TC Agenda ▲ to Bowen Island Municipality		
<u>Previous Meetings</u>		
Riparian Areas Regulation		
LTCs to consider amending their respective Land Use Bylaws	LTCs w/Planners	Ongoing
Status report to Council until completed	LPC (DM) to TC	Ongoing
Crown Land Acquisition		
Submit applications pending approval from First Nations	TFB (LG)	Ongoing
Ministry of Transportation (MoT) Protocol and Letter of Understanding (LOU)		
Staff meeting with MoT on LOU implementation; report via LPC	LPC (DM)	2012
Bylaw Notice Dispute Adjudication System		
Prepare Bylaw Notice Enforcement Bylaws and assoc. policies	LPS/LTCs (DM/MD)	In Progress
Pleasure Craft Sewage Prevention		
Letter to Transport Canada	(LG/CF)	Pending
Integrated Shoreline/Watershed Protection Approach		
Public outreach on shoreline mapping	(DM)	Sept
Final report	LPC (DM) to TC	Dec
Green Shores for Homes project		
Monitoring and Creating of draft credit system	LPC (DM)	Ongoing
Islands Trust Fund 2011-2015 Regional Conservation Plan		
Draft proposed updates to Policy 3.3.ii	(LG/DM)	2012
Food Security		
Develop internal policies and procedures re procurement	(CS)	2012
Review food security topics in existing protocols and in protocol devt process	(LA)	2012
Develop recommendations for further work	LPC (DM)	2012
Prepare report re: model bylaws	LPC (DM)	2012
Conservation Covenant and Development Permit Management		
Develop options for monitoring of development permits	LPC (DM)	2012

NAPTEP Certificate HO-NAP-2011.1, 2011.2, 2011.3, 2011.4		
Issue certificate subject to survey, covenant and baseline report	(LG/JE)	2012
Records Management Bylaw		
Implement revised records management procedures	(CT)	Ongoing
Development Application Fee Review		
* Develop model Local Trust Committee Fees Bylaw	LPC (DM) to TC	Sept
* Develop draft amendments to Policy 5.6.i	LPC (DM) to TC	Sept
Council Committee System Policy Review		
Place topic on Executive Committee agenda for further direction	(MS)	2012
Riparian Areas Regulation Briefing		
Add Bowen Island Municipality and consider grant availability	(DM)	2012
Carbon Neutral Operations Policy		
* Develop carbon neutral operations policy	FPC/TPC (CS/LG) to TC	Sept
Public Accountability		
Recommendation re: Auditor General for Local Governments	FPC (CS)	2012
Report re: Public Accountability	FPC (CS)	2012
NAPTEP NP-2011.3		
Issue certificate subject to covenant, etc	(LG/JE)	Pending
Oil Spill Response – Trust Council session		
Coordinate Trust Council session	(LG/CF)	Sept
Response to BC Ferry Commissioner		
Draft letter to Minister of Transportation	(LG/CF)	June
<u>June 2012 Meeting</u>		
Integrated Watershed and Shoreline Mapping		
Establish working group and assign project manager	(DM/CJ)	2012
Explore public outreach options as determined by LTCs	(DM/CJ)	2012
Develop and implement strategy to integrate maps into TAPIS & operations	(DM/CJ)	2012
Domestic Small Scale Energy report		
Forward retitled report to LTCs and BIM and post on website	(DM/ME)	June
Develop further reports on green technology	(DM/ME)	2012
Trust Council Indemnification Bylaw		
Circulate RWM re 4 th reading	(LA/JC)	Done
Post and circulate bylaw, once adopted	(LA/JC)	June
Islands Trust Council Minutes Guidelines		
Circulate policy	(CT/JC)	Done
Draft Strategic Plan		
Implement public consultation program	(LA/LG)	June
NAPTEP Certificate – Morton Property, Salt Spring Island		
Issue certificate subject to covenant, etc.	(LG/JE)	Pending
Tanker Traffic Expansion		
Communications regarding oil spill concerns	(LG/CF)	2012
Letter to federal Minister of Natural Resources re crude oil export	(LG/CF)	2012
2011-2012 Annual Report		
Submit to minister, circulate and post to website	(LG/LS)	June

Legislative Monitoring Chart

Post to new website	(LG/CF)	2012
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Coast Guard Services

Draft Chair letter to minister	(LG/CF)	July
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Community Stewardship Awards Policy

Place on TPC agenda to review policy and make recommendations	(LG/CF)	Aug
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Followup Letters

Acknowledge Delegates	(LG)	June
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Next Trust Council

Mar 2012 Council minutes to website	(MS)	done
Follow Up Action List to Trustees and staff	(MS)	June
June 2012 Council meeting decision highlights to website	EC (MS)	June
News Release and Agenda for Sept 2012 Council meeting	EC (MS)	Aug
Invitations – Area MLAs, MPs, RD Director, former trustees	(MS)	Aug
Post notice on community bulletin boards (on island of meeting only)	(MS)	Aug
Agenda Package - Review/Distribution to Trustees	EC (MS)	Aug



Islands Trust Council Plan for Continuous Learning 2011-2014

(What other topics would trustees like to propose?)

2012-06-28

Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2012	Sept (Bowen)	Strategic Planning Oil Spill Response	Refresher on Standards of Conduct and Administrative Fairness	Good Planning Practice Best practices in public engagement	Bowen Island Municipality
	Dec (Salt Spring)	Working with the Policy Statement	Freedom of Information and Protection of Privacy	Good Planning Practice	Introduction to the Islands Trust Fund Introduction to the Agricultural Land Commission
2013	Mar	Annual Budget Session		Good Planning Practice	Using social media
	June			Good Planning Practice	San Juan County
	Sept		Refresher on Standards of Conduct and Administrative Fairness	Good Planning Practice	
	Dec (Victoria)			Good Planning Practice	
2014	Mar	Annual Budget Session		Good Planning Practice	
	June				San Juan County
	Sept	Election period best practices			
	Nov (Victoria)	Orientation	Orientation	Orientation	Orientation

SESSIONS/ITEMS COMPLETED IN 2011-14 TERM

Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2012	<i>June (Penders)</i>	<i>Strategic Planning</i>	<i>Intro to Indemnification</i>		<i>First Nations San Juan County</i>
	<i>Mar (Gabriola)</i>	<i>Annual Budget Session</i> <i>Initial Strategic Planning Session</i>	<i>Standards of Conduct and Indemnification</i>	<i>Community Planning 101 (for new trustees)</i>	
2011	<i>Dec (Victoria)</i>	<i>Orientation to Trust Area Services</i> <i>Orientation to Administrative and Financial Services</i> <i>Orientation to budget and budget process</i>	<i>'Staying out of Trouble' Session</i>	<i>Orientation to Local Planning Services</i>	<i>Making Fair Decisions</i> <i>Islands Trust Human Resources</i>

Potential topics/agency liaison for consideration in 2011-14 term:

- *Coastal Douglas Fir Zone Conservation Action Plan (Trustee Pottle suggestion)*
- *Effective Advocacy (Trustee Steeves suggestion)*
- *Dealing with difficult people (Trustee Busheikin suggestion)*
- *Dispute Resolution for planners and trustees (Trustee Grove suggestion)*
- *Introduction to the Climate Action Charter*
- *Effective Conservation Covenants*
- *Succession Planning and Staff Retention*
- *Soil Removal*
- *Advocacy and Media Relations*
- *Private Managed Forests Council*
- *BC Assessment Authority*
- *Ministry of Transportation*
- *Local GHG Emissions Inventory (e.g. Lasqueti Island)*

SESSIONS/ITEMS COMPLETED in 2008 – 2011 TERM					
Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2008	December (Victoria)	Intro to Budget Session Initial Strategic Discussion	General Orientation Governance (G. Cuff)	General Orientation	General Orientation
2009	Mar (Gabriola)	Annual Budget Session	Strategic Planning Legal Session	Intro to land use planning	
	June (North Pender)		Procedural Fairness	Introduction to land use planning – part 2	Farm Industry Review Bd San Juan County
	September (Mayne)	Climate Change – GHG Emission Reduction Targets		GHG Emission Reduction – planning policies actions	
	December (Salt Spring)	Intro Budget Session History of the Trust Strategic Plan Update	Litigation 101	Community Housing Task Force Update Bill 27 Update	Trust Fund Board
2010	March (Hornby)	Strategic Plan Review Annual Budget Session	Update regarding court case	Community Housing Task Force Report Bill 27 Update	San Juan County Parks Canada
	June (Saturna)	Marine Shipping Safety	Refresher on Orientation Topics	Refresher on Temporary Use Permits	
	Sept (Bowen)	Strategic Plan Update and Review		Food Security through Land Use Planning Riparian Area Regs - the Perspective of a QEP	Bowen Island Council
	Dec (Victoria)	Intro Budget Session Strategic Plan Update		Good Planning Practice (Randall Arendt)	Regional Conservation Plan (TFB) GINPR (southern trustees)
2011	March (Galiano)	Annual Budget Session		MAP IT demo Implementing the Regional Conservation Plan with LTCs	
	June (Denman)	Conservation Offsets	Operational Carbon Neutrality and Offsets	Rural By Design Practical examples	Liaison with Electoral Area Director – Cortes Strathcona RD
	Sept (Salt Spring)	Term & Strategic Plan Review Advice to Incoming Council	Elections Period Best Practice		San Juan County



proposed
September 2012 Islands Trust Council Meeting Program
 September 11-13, 2012, Bowen Island

Location: Cates Hill Chapel Hall - 661 Carter Road

June 27/12

	Tuesday, September 11	Wednesday, September 12	Thursday, September 13
Morning	8:30 am Nanaimo to HBay arrives 10:10 am SGIs ferry to Tsawwassen arrives 9:20 am HBay to Bowen departs 11:05am & 12:10 pm	8:15 – 8:45 **Closed Meeting** 8:45 – 9:45 Refresher on Standards of Conduct and Administrative Fairness 9:45 – 10:00 Break 10:00 – 12:00 Oil Spill Response Session	8:15 – 11:00 Local Planning Session • Best practices in public engagement • Placespeak demo • Team meetings 9:45 – 10:00 Break 11:00 a.m. Meeting Adjourned 11:40 ferry to Horseshoe Bay
Afternoon	12:15 – 1:00 Lunch 1:00 Call to Order and Approval of Agenda/ Request for New Items 1:05 – 3:00 Decision and Information Items 3:00 – 3:30 Break 3:30 – 4:30 Decision and Information Items 4:30 – 5:30 Joint Session with Bowen Municipal Council • Areas of Mutual Interest	12:00 – 1:30 Lunch and Oil Spill Response Vessel Visit 1:30 – 2:30 Delegations/Town Hall Session 2:30 – 3:30 Strategic Planning 3:30 – 4:00 Break 4:00 – 5:30 Decision and Information Items	12:50 Horseshoe Bay to Nanaimo* 7:20 Tsawwassen to SGIs * Last connection for Lasqueti/Hornby to get home Thursday and SGIs to connect with Swartz Bay/Crofton ferries home vs 7:20 pm option from Tsawwassen
	Dinner with Bowen Council	Dinner	