



Executive Committee Agenda

Date: Wednesday, December 18, 2024

Time: 9:15 a.m.

Location: Electronic Meeting, and a physical location to view the livestream of the meeting:
Islands Trust Victoria Office
#200 - 1627 Fort Street
Victoria, BC V8R 1H8

	Pages
1. CALL TO ORDER	
2. TERRITORIAL ACKNOWLEDGEMENT	
3. APPROVAL OF AGENDA	
3.1 Introduction of New Items	
3.2 Approval of Agenda	
3.2.1 Agenda Context Notes - None	
4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING	
Nothing to report.	
5. ADOPTION OF MINUTES	
5.1 Draft Executive Committee Meeting Minutes of December 3, 2024	5 - 7
For review and adoption.	
6. FOLLOW UP ACTION LIST AND UPDATES	
6.1 Follow Up Action List/Director/CAO Updates	8 - 17
6.2 Local Trust Committee Chair Updates	
6.3 Islands Trust Conservancy Liaison Update	
7. BYLAWS FOR APPROVAL CONSIDERATION	

7.1	Bowen Island Municipality – Official Community Plan Amendment Bylaw No. 671 and Land Use Bylaw Amendment 672 - Request for Decision	18 - 41
1.	THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 671, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 671, 2024” is not contrary to or at variance with the Islands Trust Policy Statement provided the conservation covenants and trail access proposed as amenity contributions are realized.	
2.	THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 672, cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002 Amendment Bylaw No. 672, 2024” is not contrary to or at variance with the Islands Trust Policy Statement provided the conservation covenants and trail access proposed as amenity contributions are realized.	
7.2	Gambier Island Local Trust Committee - Bylaw Nos. 153 and 154 - Request for Decision	42 - 83
1.	THAT the Islands Trust Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 153, cited as “Keats Island Official Community Plan, 2002, Amendment No. 1, 2021” in accordance with Section 27 of the <i>Islands Trust Act</i> .	
2.	THAT the Islands Trust Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 154, cited as “Keats Island Land Use Bylaw, 2002, Amendment No. 1, 2021” in accordance with Section 27 of the <i>Islands Trust Act</i> .	
8.	TRUST COUNCIL MEETING PREPARATION	
8.1	Roundtable Review of December 3 - 5 Trust Council Meeting - Discussion	
8.2	Executive	
8.2.1	December Trust Council Business Decision Highlights	84 - 84
	For review and approval to circulate to subscribers and post to the website.	
8.2.2	Trust Council Follow Up Action List	85 - 95
	Items added from December Trust Council meeting.	
8.3	Planning Services	
8.4	Administrative Services	
8.5	Trust Area Services	
8.6	Legislative and Information Services	
9.	EXECUTIVE COMMITTEE PROJECTS	
9.1	Trust Council Initiated	
9.1.1	Executive	

	9.1.1.1	Continuous Learning Plan - Briefing	96 - 103
	9.1.2	Trust Area Services	
	9.1.2.1	Association of Vancouver Island and Coastal Communities/Union of BC Municipalities Resolution Selection (Annual Item) - Request for Decision	104 - 114
		THAT the Executive Committee direct staff to draft a resolution and backgrounder on _____ for submission to the Association of Vancouver Island and Coastal Communities 2025 convention for Executive Committee's consideration in January 2025.	
	9.1.2.2	Draft Committee of the Whole January 8, 2025 Meeting Agenda	
		See Appendix 1.	
	9.1.3	Planning Services	
	9.1.4	Administrative Services	
	9.1.5	Legislative and Information Services	
9.2		Executive Committee Initiated - None	
	9.2.1	Executive	
	9.2.2	Trust Area Services	
	9.2.3	Planning Services	
	9.2.4	Administrative Services	
	9.2.5	Legislative and Information Services	
10.		NEW BUSINESS	
	10.1	Executive/Trust Council	
	10.2	Trust Area Services	
	10.2.1	LTC Chairs Report on Local Advocacy Topics	
	10.3	Planning Services	
	10.4	Administrative Services	
	10.5	Legislative and Information Services	
11.		CORRESPONDENCE (for information unless raised for action)	
	11.1	2024-12-11 J Fuller - San Juan County Follow-up from Joint Meeting	115 - 115
12.		WORK PROGRAM	

13. NEXT MEETING

The next Executive Committee meeting is scheduled to take place electronically on January 15, 2025 at 9:15 a.m.

14. CLOSED MEETING

THAT the meeting be closed to the public subject to Sections 90(1)(g) and (i) of the Community Charter in order to consider matters related to litigation or potential litigation affecting the Islands Trust; and the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that staff attend the meeting.

15. ADJOURNMENT



DRAFT

Executive Committee

Minutes of a Regular Meeting

Date: Tuesday, December 3, 2024
Location: Coast Victoria Hotel, Gonzales Room
146 Kingston Street
Victoria BC, V8V 1V4

Members Present: Peter Luckham, Chair, Thetis Trustee
Tobi Elliott, Vice-Chair, Gabriola Trustee
David Maude, Vice-Chair, Mayne Trustee
Timothy Peterson, Vice-Chair, Lasqueti Trustee

Staff Present: Julia Mobbs, Interim Chief Administrative Officer & Director, Administra
Rueben Bronee, Chief Administrative Officer
Stefan Cermak, Director, Planning Services
Clare Frater, Director, Trust Area Services
David Marlor, Director, Legislative Services
Joe Elliott, Senior Indigenous Relations Advisor
Jason Youmans, Senior Policy Advisor
Alexandra Trifonidis, Executive Coordinator & Recorder

Members of the public present: Two members of the public were present.

1. CALL TO ORDER

The meeting was called to order at 10:06 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Luckham acknowledged that the meeting was being held in traditional territory of the Songhees and Esquimalt First Nations. Trustees and staff were introduced.

3. APPROVAL OF AGENDA

3.1 Introduction of New Items

No items were introduced.

3.2 Approval of Agenda

By general consent the agenda was approved as presented.

3.2.1 Agenda Context Notes - None

4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Nothing to report.

5. **ADOPTION OF MINUTES**

5.1 **Draft Executive Committee Meeting Minutes of November 20, 2024**

The following edit to the November 20th, 2024 minutes was requested:

- Item 7.1, replace Salt Spring Island Local Trust Committee Chair with Galiano Island Local Trust Committee Chair.

By general consent the Executive Committee minutes of November 20, 2024 were adopted, as amended.

6. **FOLLOW UP ACTION LIST AND UPDATES**

6.1 **Follow Up Action List/Director/CAO Updates**

The Committee reviewed the follow up action list, and Directors provided their area reports.

6.2 **Local Trust Committee Chair Updates**

Local trust committee chairs provided updates on their respective recent and upcoming local trust committee meetings.

6.3 **Islands Trust Conservancy Liaison Update**

Clarification was provided on the topic of a letter that Islands Trust Conservancy Board sent to the Minister requesting an extension of their five year plan.

6.3.1 Islands Trust Conservancy - Highlights of November 19th Board Meeting

Received for information.

7. **BYLAWS FOR APPROVAL CONSIDERATION** - None

8. **TRUST COUNCIL MEETING PREPARATION** - None

9. **EXECUTIVE COMMITTEE PROJECTS**

9.1 **Trust Council Initiated**

9.1.1 Executive - None

9.1.2 Trust Area Services

9.1.2.1 Draft Committee of the Whole December 12 Meeting Agenda

See Appendix 1.

By general consent Executive Committee requested staff forward the agenda to Committee of the Whole.

The Committee discussed future scheduling of Committee of the Whole meetings.

9.1.3 Planning Services - None

- 9.1.4 Administrative Services - None
- 9.1.5 Legislative and Information Services - None

9.2 Executive Committee Initiated - None

10. NEW BUSINESS

10.1 Executive/Trust Council - None

10.2 Trust Area Services

10.2.1 LTC Chairs Report on Local Advocacy Topics

No reports were provided.

10.3 Planning Services - None

10.4 Administrative Services - None

10.5 Legislative and Information Services - None

11. CORRESPONDENCE (for information unless raised for action)

11.1 2024-11-25 Islands Trust Conservancy Board - Trust Council Provincial Review Request

By general consent forward correspondence dated November 25, 2024 Islands Trust Conservancy Board - Trust Council Provincial Review Request to the December Trust Council agenda package.

12. WORK PROGRAM

12.1 Review and amendment of current work program

Received for information.

13. NEXT MEETING

The next Executive Committee meeting will take place electronically on December 18, 2024 at 9:15 a.m.

14. CLOSED MEETING (if applicable) – None

15. ADJOURNMENT

By general consent the meeting adjourned at 10:39 a.m.

Peter Luckham, Chair

CERTIFIED CORRECT:

Alexandra Trifonidis, Executive Coordinator and Recorder

Minutes are not official until adopted at a subsequent meeting.

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Progress	Activity		Responsibility	Dates	Status
24%	1	Explore future education/workshop sessions on decision-making to benefit trustees.	Rueben Bronee	Meeting: 24-May-2023 Target: 15-Jan-2025	In Progress
10%	2	Staff to provide options for more frequent Executive Committee meetings and the associated workload and budget impacts for 2025/26.	Rueben Bronee	Meeting: 30-Oct-2024 Target: 15-Jan-2025	In Progress
51%	3	Staff to bring back the Continuous Learning Plan to a future meeting including remarks from Vice-Chair Elliott and the list of topics from the previous Council.	Rueben Bronee	Meeting: 30-Oct-2024 Target: 18-Dec-2024	In Progress
0%	4	Staff to continue to investigate a facilitated Code of Conduct session for a Trust Council meeting, as soon as practicable.	David Marlor Rueben Bronee	Meeting: 30-Oct-2024 Target: 12-Mar-2025	In Progress

Follow Up Action Report

Executive Committee

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater David Marlor	Meeting: 07-Oct-2021 Target: 31-Mar-2025	In Progress
0%	2 Staff to prepare materials for a future Trust Council session on agreements with other agencies, governments and First Nations.	Clare Frater David Marlor	Meeting: 15-May-2024 Target: 10-Jun-2025	In Progress
50%	3 Staff to create the following primers for trustees: 1. Electronic Meeting Attendee Primer (Completed) 2. Chair Role Primer	David Marlor	Meeting: 11-Sep-2024 Target: 11-Mar-2025	In Progress
0%	4 Staff to continue to investigate a facilitated Code of Conduct session for a Trust Council meeting, as soon as practicable.	David Marlor Rueben Bronee	Meeting: 30-Oct-2024 Target: 12-Mar-2025	In Progress
0%	5 Staff to add a discussion on minute taking standards for Committee of the Whole minutes to a future Trust Council agenda.	David Marlor	Meeting: 30-Oct-2024 Target: 17-Jun-2025	In Progress
0%	6 Trust Council Direction: Staff to schedule a facilitated session focusing on Trustee conduct and tools at Council and chair responsibilities during Council sessions and Standing Committees.	David Marlor	Meeting: 05-Dec-2024 Target: 31-Jan-2025	In Progress

Follow Up Action Report

Executive Committee

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
0%	7 Trust Council Direction: Staff to return to Trust Council with a draft bylaw to amend Trust Council's Meeting Procedure Bylaw 101 that: I. Requires delegations to specify the action they are asking of Trust Council; II. Establishes that any Trust Council direction in relation to disposition of delegations will allow time for staff to provide advice; III. If time is of the essence, Trust Council's direction in relation to disposition of delegations will delegate a response to the Executive Committee or the Trust Council Chair; IV. Establishes approval authority for receipt of delegation and establishes a different deadline for receipt of delegations for matters on the agenda, and such a deadline would need to be after the release of the agenda outline to the public and before the start of the Trust Council meeting; V. Establishes a maximum number of delegations per meeting and/or time limit for all delegations to maintain the integrity of the published agenda; and VI. Provides clear criteria for rejection of delegations, with a clear appeal process to Trust Council and 2/3 majority vote required of Trust Council to approve a rejected delegation.	David Marlor	Meeting: 05-Dec-2024 Target: 11-Mar-2025	In Progress

Follow Up Action Report

Executive Committee

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
49%	1 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 31-Mar-2025	In Progress
100%	2 Staff to conduct a RWM to set a Special Meeting of the Committee to consider proposed Galiano Island Local Trust Committee bylaws 283 and 284, electronically, prior to the deadline of December 15th; and, that staff are to invite planning staff that have been in conversation with Penelakut Tribe on this issue.	Stefan Cermak	Meeting: 20-Nov-2024 Target: 02-Dec-2024	Completed
100%	3 Staff to gather further information regarding organizational, financial and legal implications of approval of Galiano Local Trust Committee Bylaws 283 and 284.	Stefan Cermak	Meeting: 20-Nov-2024 Target: 28-Nov-2024	Completed
0%	4 Staff to provide information on crown land lease referral process and provide options for potential amendments.	Stefan Cermak	Meeting: 20-Nov-2024 Target: 31-Mar-2025	In Progress
0%	5 Staff to inform Regional Planning Committee that the Executive Committee confirm that Islands Trust Council committees have the authority to pass a resolution to proceed with committee-initiated grant applications before seeking staff support for grant applications, taking into consideration the factors listed in Trust Council's Grants and Donations Administration Policy 6.5.4.	Stefan Cermak	Meeting: 20-Nov-2024 Target: 07-Feb-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Administrative Services

Progress	Activity		Responsibility	Dates	Status
0%	1	Review Islands Trust Policy 6.5.2 Budget Control and Adjustment as a whole and specifically make recommendations to amend the policy to ensure the policy is clear in regards to the process and decision making authority related to proposed 'overspends' for any particular budget item.	Julia Mobbs	Meeting: 21-Oct-2020 Target: 12-Mar-2025	In Progress
0%	2	Trust Council Direction: Staff to work with Executive Committee to review their budget requests and provide any reductions for incorporation into the March budget.	Julia Mobbs	Meeting: 05-Dec-2024 Target: 31-Jan-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater David Marlor	Meeting: 07-Oct-2021 Target: 31-Mar-2025	In Progress
0%	2 Staff to develop policy regarding s. 8 (2) (h.1) (iii) and (iv) of the Islands Trust Act. This request responded to changes to the Islands Trust Act to give Trust Council new discretionary powers relating to supporting and give financial assistance to others to (iii)engage in activities to gain knowledge about the unique amenities and environment of the trust area and to increase public awareness, understanding and appreciation of the unique amenities and environment; (iv)preserve and protect the unique amenities and environment of the trust area. Executive Committee has discussed there may be an opportunity to concurrently review the secretariat services, and grants in aid policies with the intention of identifying administrative efficiencies.	Clare Frater	Meeting: 12-Apr-2022 Target: 31-Mar-2025	In Progress
49%	3 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 31-Mar-2025	In Progress
75%	4 Staff to add to a future EC agenda: Honoraria for Indigenous elders providing welcomes or presentations at local trust committee meetings.	Clare Frater	Meeting: 20-Dec-2023 Target: 15-Jan-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
10%	5 Staff to work with Trustee Elliott (and/or others) to explore interest and options and funding potential for First Nations leaders to potentially hosting a gathering to hear Coast Salish perspectives on vision and governance in the Islands in the Trust Area, in a separate session before or around September Trust Council 2024.	Clare Frater	Meeting: 15-May-2024 Target: 15-Jan-2025	In Progress
0%	6 Staff to prepare materials for a future Trust Council session on agreements with other agencies, governments and First Nations.	Clare Frater David Marlor	Meeting: 15-May-2024 Target: 10-Jun-2025	In Progress
15%	7 Staff to develop a protocol agreement in cooperation with Snuneymuxw First Nation for Trust Council's consideration.	Clare Frater	Meeting: 05-Jun-2024 Target: 01-Mar-2025	In Progress
25%	8 Implement the Executive Committee approved "The Role of the Trust" webinar project charter.	Clare Frater	Meeting: 05-Jun-2024 Target: 31-Oct-2024	In Progress
10%	9 Staff to develop a protocol agreement in cooperation with Quw'utsun (Cowichan) Nation for Trust Council's consideration.	Clare Frater	Meeting: 24-Jul-2024 Target: 31-Dec-2024	In Progress
5%	10 Staff to assist Chair in writing to Snuneymuxw First Nation Chief and Council as to their interest in hosting a dialogue about Vision and Governance in their territory in association with the September 2024 Trust Council meeting, or alternatively the December 2024 or March 2025 meeting, and to indicate interest in jointly applying for a Union of BC Municipality Community to Community Grant Fund to support a budget of \$20,000.	Clare Frater	Meeting: 24-Jul-2024 Target: 24-Feb-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	11 Staff to assess the viability of Snuneymuxw First Nation, or another First Nation, hosting a forum at an upcoming Trust Council meeting, and estimated costs (options for the C2C funding to be secured for finding), of trustees attending a forum in association with an upcoming Trust Council meeting and report back to the Executive Committee with potential additional travel and accommodation costs.	Clare Frater	Meeting: 24-Jul-2024 Target: 15-Jan-2025	In Progress
0%	12 Executive Committee express interest to the Grants Manager in co-applying for a Union of BC Municipality Community to Community fund grant in December 2024 in support of a forum with a First Nation, and request that Staff to work with a First Nation to prepare a grant application in support for a forum to be held in association with a future Trust Council meeting.	Clare Frater Mike Richards	Meeting: 24-Jul-2024 Target: 31-Mar-2025	In Progress
0%	13 Trust Area Services staff to work on an advocacy letter regarding cultural heritage protection, and requesting guidance to aid local trust committees, and work with vice-chairs who note specific concerns related to First Nations relations in their Local Trust Area that might be addressed.	Clare Frater	Meeting: 24-Jul-2024 Target: 01-Nov-2024	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
50%	14 Trust Area Services staff to work on a letter of advocacy to the Ministers responsible for crown land, requesting that the Federal Government expand the Wrecked, Abandoned or Hazardous Vessels Act program, and make funds available to deal with these wrecks in all the Islands within the Islands Trust Area; and that the period to launch an investigation into reports of derelict and sinking vessels be shortened from 90 to 30 days, and that letter is copied to MLAs and MPs in the Trust Area.	Clare Frater	Meeting: 24-Jul-2024 Target: 31-Dec-2024	In Progress
0%	15 Staff to put on a future Executive Committee meeting agenda for Executive Committee to consider: "that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) request that the Executive Committee consider a policy on engagement and communication with First nations in the Trust area, to be developed with Local Trust Committees, with respect to standing resolutions on Reconciliation and engagement with local First Nations. "	Clare Frater	Meeting: 18-Jun-2024 Target: 21-Feb-2024	In Progress
89%	16 Staff to proceed with the communications plans request from the briefing titled 'Draft Communications Plan re: Trust Council request for provincial review Islands Trust's mandate, governance and structure' dated October 9, 2024, prioritizing items 1 - 5 from the briefing.	Clare Frater	Meeting: 09-Oct-2024 Target: 15-Oct-2025	In Progress
0%	17 Staff to work with Vice-Chair Elliott to prepare a session proposal on the development of tiny homes on wheels regulatory framework for the Association Vancouver Island Coastal Communities Convention April 2025.	Clare Frater	Meeting: 20-Nov-2024 Target: 03-Jan-2025	Completed

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	18 Trust Council Direction: Staff to invite BC Ferries representative to the March, 2025 Trust Council meeting to discuss the dissolution of the Ferry Advisory Committees and the future of community representation for BC.	Clare Frater	Meeting: 05-Dec-2024 Target: 15-Jan-2025	In Progress
0%	19 Trust Council Direction: Staff to work with Executive Committee to reply to Mayor Leonard's correspondence and Bowen Island Municipal Council.	Clare Frater	Meeting: 05-Dec-2024 Target: 31-Dec-2024	In Progress

Grants Manager, A/ Program Coordinator

Progress	Activity	Responsibility	Dates	Status
0%	1 Executive Committee express interest to the Grants Manager in co-applying for a Union of BC Municipality Community to Community fund grant in December 2024 in support of a forum with a First Nation, and request that Staff to work with a First Nation to prepare a grant application in support for a forum to be held in association with a future Trust Council meeting.	Clare Frater Mike Richards	Meeting: 24-Jul-2024 Target: 31-Mar-2025	In Progress

REQUEST FOR DECISION

ISLAND MUNICIPALITY BYLAW SUBMISSION

08-3020-20-01

DATE OF MEETING: December 18, 2024
TO: Islands Trust Executive Committee
FROM: Trust Area Services
SUBJECT: Bowen Island Municipality – Official Community Plan Amendment Bylaw No. 671 and Land Use Bylaw Amendment 672

RECOMMENDATION

1. **THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 671, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 671, 2024” is not contrary to or at variance with the Islands Trust Policy Statement provided the conservation covenants and trail access proposed as amenity contributions are realized.**
2. **THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 672, cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002 Amendment Bylaw No. 672, 2024” is not contrary to or at variance with the Islands Trust Policy Statement provided the conservation covenants and trail access proposed as amenity contributions are realized.**

IMPLICATIONS OF RECOMMENDATION

Organizational: None

Financial: Islands Trust Conservancy holds a conservation covenant on an adjacent residential property to the east. If Islands Trust Conservancy becomes holder of the conservation covenants proposed as part of this application, there will be an ongoing administrative cost associated with its monitoring. The application has been referred to Islands Trust Conservancy for its consideration.

Policy: None

Implementation/Communications: Communication to Bowen Island Municipality (BIM) regarding Executive Committee’s decision by January 10, 2024.

Other - None

PURPOSE

Bowen Island Municipality Bylaw No. 671 (attached to Appendix 1) and Bowen Island Municipality Bylaw No. 672 (also attached to Appendix 1) would amend the island's official community plan and land use bylaw respectively by changing the land use designation and zoning to enable subdivision of the subject property into two parcels.

This has been forwarded to Executive Committee for comment under Section 15 of the Bowen Island Letters Patent.

BACKGROUND

Bowen Island Municipality has received a land use bylaw and OCP amendment application to rezone 561 & 564 Collins Road from a mix of Settlement Residential 1 (a) and Rural Residential 2 to place the entire property in the Settlement Residential 1(a) zone. The application would also amend the Official Community Plan designation from R1 - Rural 1 (2 ha) to RS – Rural Residential (1 ha). These changes would permit a proposed subdivision of the property into two parcels. Each parcel would be permitted a single-family dwelling and an accessory dwelling unit.

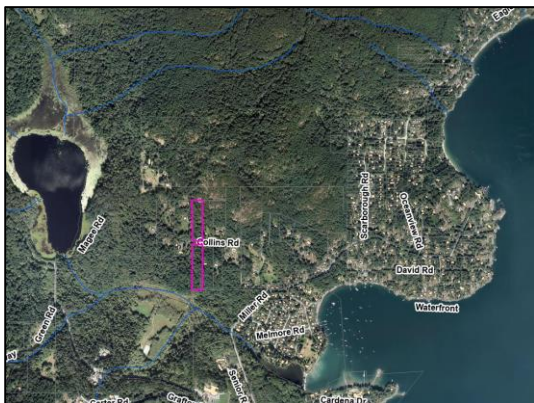


Image 1: Subject lot in area context

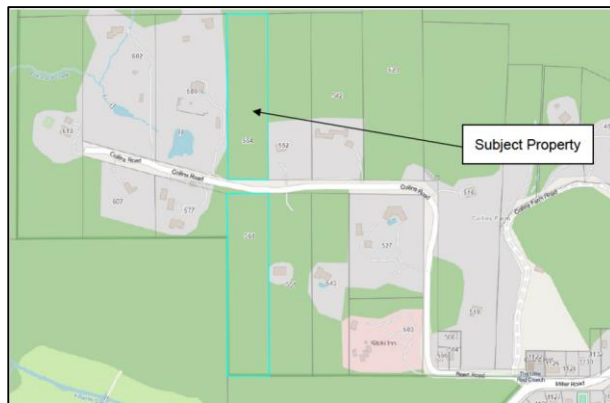


Image 2: Subject lot in neighbourhood context

The property is approximately 3.01 hectares in size and straddles Collins Road. There are no existing structures on the southern portion of the lot, and an abandoned cabin and well are on the northern portion of the lot. The applicants provided an environmental assessment for the property that identifies, among other features, an unmapped “forested swamp area” in the middle of the northern portion of the lot. This area, while not included in an existing development permit area, would meet the wetland definition to require a 30 metre setback for all buildings. The report additionally found rock outcrops on the northern portion of the lot and recommends that construction be avoided in this area to reduce impacts on the habitat type.

[BIM policy](#) includes a goal that a minimum of 50 percent of the total land subject to the rezoning application is protected from further development. As such, the applicant proposes that two amenity contributions be made to support this application as follows:

1. Trail Network contribution – a future trail connection created inside the western boundary of the proposed Lot 2 to connect Collins Road to Crippen Park, as shown below.

2. Propose that the residential lots be placed under a covenant such that at least 50% of each site be protected from development.

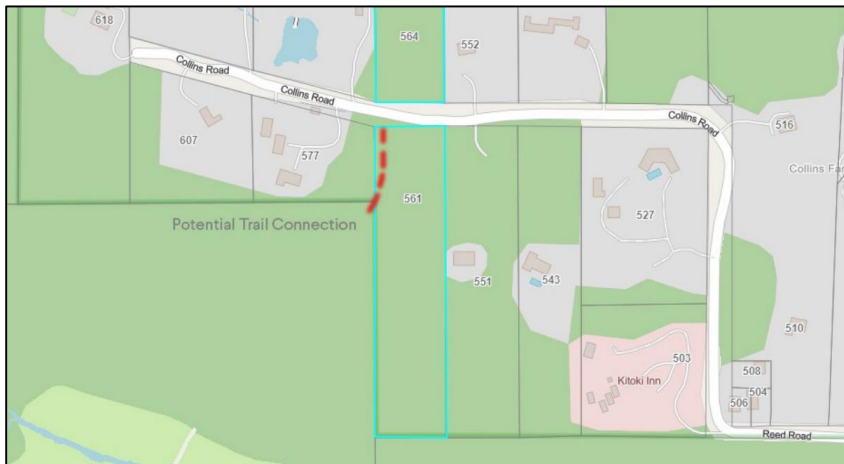


Image 3: Proposed trail network connection

The land to the west and south of the southern half of the subject property is a Metro Vancouver regional park. The residential property to the east of the southern half of the subject property is protected under a conservation covenant to which Islands Trust Conservancy is a party.

A separate referral related to this proposal has been made to the Islands Trust Conservancy.

Bowen Island staff reports related to this matter are available as follows:

First Reading Staff Report November 12th meeting

<https://bowenisland.civicweb.net/document/318816/>

Application introduction meeting April 5th meeting

<https://bowenisland.civicweb.net/document/309898/>

Issues Relating To First Nation Interest

The BIM staff report does not indicate that any First Nations engagement occurred. The Islands Trust Policy Statement does not contain directive policies about engagement with First Nations.

Public Comments

As of the date of this Request for Decision (RFD), Islands Trust Staff have not received any public comments.

The BIM staff report from the April 5, 2024 Council meeting contains a table submitted by the applicants indicating their summary of neighbourhood support or interest in the application.

Staff Comments

The purpose of this RFD is to advise if the proposed bylaws may be contrary to or at variance with the Islands Trust Policy Statement (ITPS). Bowen Island Municipality has considered the Islands Trust Policy Statement Directives Policies Checklist (Attached to Appendix 1).

BIM staff have identified five relevant Islands Trust Council policies. BIM staff and Islands Trust staff comment follow:

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.
<u>BIM staff comments:</u> While not identified in the Environmentally Sensitive Areas map in Bowen's OCP (Schedule B-1), an environmental assessment for the property identified a wetland on the subject property. Application would be conditional on a protective covenant that would protect the wetland from development.	
<u>Islands Trust staff comments:</u> Wetlands are a high priority ecosystem for greater protection. The opportunity to secure wetland protection through this application should be pursued.	
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.
<u>BIM staff comments:</u> Property is located in a key location between Crippen Regional Park to the south, Islands Trust Conservancy covenant to the East, and Crown Land to the north. Application would seek expansion of protected areas, by protecting 50% of this property from further development.	
<u>Islands Trust staff comments:</u> While the application will double the residential density of the subject property, it will also place 1.5 hectares of currently unprotected land adjacent to a currently protected area under conservation covenant. This is a favourable trade-off.	
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.
<u>BIM staff comments:</u> Restrictive covenant on this application aims to expand protection to neighbouring protective areas.	
<u>Islands Trust staff comments:</u> Placing 50 percent of each proposed subject property under a conservation covenant will enhance forest contiguity.	

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.
<u>BIM staff comments:</u> Wetland identified in northern portion of property would be provided protection through the rezoning that would otherwise not be available through the existing development permit area.	
<u>Islands Trust staff comments:</u> Wetlands are a high priority ecosystem for greater protection. The opportunity to secure wetland protection through this application should be pursued.	
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
<u>BIM staff comments:</u> No known problems with the quality or quantity of the supply of freshwater in this area	
<u>Islands Trust staff comments:</u> The applicant did not provide any information about freshwater quality or quantity on either half of the subject lot. Bowen Island planning staff did not indicate that the subject area to be one with a known freshwater quality or quantity problem. On most islands within the Islands Trust Area, rezoning applicants are required to submit a pumping test that addresses these issues. However, on Bowen Island, where the municipal planning manager is the subdivision approving officer, proof of water is not required until the subdivision process, which follows after the rezoning. Proof of water at time of subdivision on Bowen Island is required in accordance with the following land use bylaw regulations: <i>6.19 Where a water source other than a community water system is proposed as a source of potable water for a proposed subdivision, the applicant must provide to the Municipality the written certification under seal of an Engineer with experience in groundwater hydrology that there is in respect of each building, structure, or use of land permitted by this Bylaw on each proposed lot an available supply of potable water in the amounts set out in Table 6-1, and that the extraction from the groundwater table or diversion from a spring of that amount of water in respect of each permitted building, structure or use will not adversely affect the quantity or quality of potable water or water supply for fire protection obtainable from any existing well, spring or surface water, or lead to salt water intrusion into the groundwater table.</i>	

TABLE 6-1 POTABLE WATER SUPPLY STANDARDS

USE	VOLUME (litres per day)
<i>Dwelling excluding Bed and Breakfast.</i>	1100
<i>Commercial excluding Guest House, Retreat Centre, Restaurants or Pubs.</i>	1670
<i>Industrial, Restaurant, Pub.</i>	2670
<i>Guest House, Bed and Breakfast, Retreat Centre</i>	1100 plus an additional 440 litres per day for each guest bedroom
<i>All other uses</i>	1670

6.20 The Approving Officer may deny the approval of subdivision if the water supply certification is deemed insufficient on the grounds of the duration or location of testing or is otherwise unacceptable.

In the absence of any information to suggest that freshwater quality or quantity is a challenge in the area of the subject lots and that proof of water will be addressed at time of subdivision for the single additional residential lot proposed, staff are satisfied that Policy 4.4.2 is addressed.

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.

BIM staff comments:

Bowen's Official Community Plan defines the following density limit:

Principle 3 - Notwithstanding the potential to adjust the distribution and location of dwelling units on the island, the overall number of primary dwelling units anticipated in the 1996 OCP will remain the same.

Note: The total number of units may vary to reflect the creation of secondary suites and detached secondary suites, allowed in all residential areas, and the policies of this Plan regarding development of affordable, rental and special needs housing in Snug Cove.

Bylaw 671 would allow for one additional lot beyond that proposed for this parcel in Bowen's Official Community Plan. Overall development on Bowen has continued at levels below that proposed in the 1996 OCP (largely through the development of Cape Roger Curtis as 59 4-hectare parcels, instead of the 224 units included in the 1996 OCP). As such, the increase of 1 additional lot in this location would not exceed any density limit defined in Bowen's Official Community Plan.

Islands Trust staff comments:

Staff concur with the BIM staff comment above about BIM OCP's density limits.

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.

BIM staff comments:

Rezoning would propose a trail connection between Collins Road and Crippen Regional Park. This trail connection would additionally provide a pedestrian connection between Collins Road and Snug Cove that would avoid the road system.

Islands Trust staff comments:

Staff concur that the subject application and the proposed pedestrian connection between Collins Road and Crippen Park will enhance the island's nature trail network.

Based on a review of proposed Bylaws No. 671 and 672, the Bowen Island staff reports, and the ITPS Checklist, Islands Trust staff concludes that proposed Bylaw No. 671 and 672 are not contrary to or at variance with the Islands Trust Policy Statement. In particular, protection of half of each subject lot through conservation covenant advances the Islands Trust object. At this point in the rezoning application process, development and registration of conservation covenants is not assured. However, per the bylaw approval process laid out in the Islands Trust Bowen Island [Protocol Agreement](#), OCP amendment bylaw No. 671 will be returned to EC for additional consideration after third reading, at which time staff can provide an update on the status of the proposed covenants.

KEY ISSUES/CONCEPTS

- Referral of OCP amendment Bylaw No. 671 and land use bylaw amendment No. 672 under s.15 of the Letters Patent
- Written response to Bowen Island Municipality required by January 10, 2025 (within 45 days of receipt of the referral on November 27, 2024)
- Comments from Executive Committee limited to whether or not Bylaw Nos. 671 and 672 are contrary to or at variance with the Islands Trust Policy Statement
- Staff does not consider Bylaw Nos. 671 and 672 to be contrary to or at variance with the Islands Trust Policy Statement

RELEVANT POLICY

- [Islands Trust Policy 1.3.1](#) [Policy Statement Implementation]
- [Bowen Island Municipality Letters Patent](#)
- [Islands Trust Council/Bowen Island Municipality Protocol Agreement, 2014](#)

ATTACHMENTS

1. BIM Staff Report dated October 28, 2024 (with proposed Bylaw Nos. 671 and 672 and Islands Trust Policy Statement Checklist attached to the report)

RESPONSE OPTIONS

RECOMMENDATIONS

1. THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 671, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 671, 2024” is not contrary to or at variance with the Islands Trust Policy Statement provided the conservation covenants and trail access proposed as amenity contributions are realized.
2. THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 672, cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002 Amendment Bylaw No. 672, 2024” is not contrary to or at variance with the Islands Trust Policy Statement provided the conservation covenants and trail access proposed as amenity contributions are realized.

ALTERNATIVES

1. THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 671, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 671, 2024” may be contrary to, or at variance with, the Islands Trust Policy Statement for the following reasons . . . [list reasons].
2. THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 672, cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002 Amendment Bylaw No. 672, 2024” may be contrary to, or at variance with, the Islands Trust Policy Statement for the following reasons . . . [list reasons].

Submitted By:	Senior Policy Advisor, Trust Area Services	December 9, 2024
Reviewed By:	Director, Trust Area Services	December 11, 2024
Reviewed By:	Director, Planning Services	December 12, 2024

BOWEN ISLAND Municipality

To: Mayor Leonard and Council

From: Daniel Martin, Manager of Planning and Development

Date: October 28, 2024 (**Revised Nov 21, 2024**)

Meeting Date: November 12, 2024

Subject: RZ-2023-0297 – 561 & 564 Collins Road

RECOMMENDATION

That Bylaw No. 671, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 671, 2024” be read a first time;

That Bylaw No. 672, cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002 Amendment Bylaw No. 672, 2024” be read a first time;

That Bylaws No. 671 and No. 672 be referred to the Advisory Planning Commission and the Islands Trust Conservancy; and

That Bylaws No. 671 and No. 672 and the attached Islands Trust Policy Checklist be referred to the Islands Trust.

PURPOSE

To present Council with the results of referrals for application OCP/RZ-2023-0297 and bring amendment bylaws to the Official Community Plan and Land Use Bylaw for consideration of First Reading and further referrals.

BACKGROUND

This application was introduced to Council at their April 24, 2024 meeting. More details on the application are found in the [staff report](#) from that meeting. At the meeting Council adopted the following resolution:

RES#24-206

It was Moved and Seconded

That Council refer application OCP/RZ-2023-0297 to the Advisory Planning Commission and the Parks, Trails, Greenways Advisory Committee for a recommendation and direct staff to refer back with the results of the referrals and draft bylaws for consideration of first reading.

CARRIED UNANIMOUSLY

REFERRAL RESPONSES

Advisory Planning Commission (APC)

The APC met to consider this application on July 3rd, 2024. The APC adopted the following resolution:

It was Moved and Seconded

That the Advisory Planning Commission support Official Community Plan Amendment and Rezoning Application OCP/RZ-2023-0297 (561 & 564 Collins Road) and provide the following comments:

- The APC supports the proposed contributions as guided by the Conservation Development Policy;
- The APC supports the applicant's offer of a future trail connection to Crippen Park; and,
- The APC is encouraged by the support of the neighbours.

CARRIED UNANIMOUSLY

Parks, Trails, and Greenways Advisory Committee (PTGAC)

The PTGAC met to consider this application on October 15th, 2024, after a site visit held earlier that same day. The PTGAC adopted the following resolution:

That the Parks, Trails and Greenways Advisory Committee support Official Community Plan Amendment and Rezoning Application OCP/RZ-2023-0297 (561 and 564 Collins Road) and provide the following comments:

- *That the proposed trail amenity should connect to the unofficial trail in Crippen Park and allow for a potential future connection to crown land through the Northern lot.*
- *That consideration be given to habitat values and ecological quality in designating the protected conservation covenant areas.*
- *That staff explore other designations, such as park designation that may protect valuable habitat to a greater degree.*

Following this meeting staff met with the applicants to discuss the PTGAC's comments. The applicants have concerns with proposed expanded trail rights-of-way crossing the property. Specifically, the applicants are concerned that extending the trail further south on the southern portion of the property could interfere with a selected building site. They also have concerns about the potential northern connection as they are concerned encumbrances may hinder future sale of the property, and that a trail route would interfere with the identified wetland.

The applicant supports the other recommendations from the committee, and their initial amenity offer would include ensuring that consideration to habitat values and ecological quality is given in designating protected conservation covenant areas.

Staff would recommend continue seeking the extended trail through the southern lot, and will revisit with the applicant prior to consideration of second reading.

AMENDMENT BYLAWS

Bylaw No. 671

Bylaw No. 671 would amend Bowen's Official Community Plan by designating this property as "RS-Rural Residential," instead of R1 – Rural. This change in designation would permit the reduced lot size to enable the subdivision of the property into two lots.

Bylaw No. 672

Bylaw No. 672 would amend Bowen's Land Use Bylaw by placing the northern portion of the property into the Settlement Residential 1 (a) zone, to match the southern portion of the property already within the Settlement Residential 1 (a) zone. This change in zoning would result in the property having a smaller minimum lot size (of 1.2 hectares) which would permit the proposed subdivision into two parcels.

FINANCIAL/ RESOURCE/MAINTENANCE CONSIDERATIONS

There are no Financial/Resource/Maintenance Considerations as a direct result of this report.

COMMUNICATION TO THE PUBLIC

As this application seeks to amend the Official Community Plan, a Public Hearing will be necessary for these bylaws prior to consideration of Third Reading. Prior to a Public Hearing notice will be included in the Island Page, on the municipal website, and mailed to neighboring property owners and tenants. Staff recommend that the mailout include all properties west of the intersection of Reed Road and Miller Road (an approximately 300 m distance). When staff return for consideration of second reading staff will include a map showing the proposed mailout for the Public Hearing.

ECOLOGICAL/ENVIRONMENTAL/CLIMATE CONSIDERATIONS

An environmental report was included with this application highlighting ecological features including a wetland area on the North of the property, and a rock outcrop on the northern border of the property featuring lichens and mosses.

OTHER CONSIDERATIONS

Islands Trust Conservancy

The adjacent property to the east (551 Collins) is protected by a conservation covenant held by the Islands Trust Conservancy. Staff recommend referral of this bylaw to the Conservancy for any comments prior to consideration of Second Reading.

Islands Trust Policy Statement

Under terms of Bowen's Letters Patent no bylaw to amend Bowen's Official Community Plan may be contrary to or at variance with the Trust Policy Statement. Bowen must refer any proposed bylaw to the Islands Trust before a public hearing is held and refer the bylaw again following any third reading of the proposed bylaw for the Islands Trust executive committee approval.

Under the Protocol Agreement between BIM and the Islands Trust, staff are to prepare Islands Trust's Policy Statement Checklist for Council's consideration. The checklist is prepared and attached to this report.

For ease of Council's discussion, staff have included below the policies for which staff have indicated these bylaws are in compliance and/or for which staff have provided comment.

Table 1 – Islands Trust Policy Checklist excerpts

✓	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.
Staff Comment		While not identified in the Environmentally Sensitive Areas map in Bowen's OCP (Schedule B-1), an environmental assessment for the property identified a wetland on the subject property. Application would be conditional on a protective covenant that would protect the wetland from development.
✓	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.
Staff Comment		Property is located in a key location between Crippen Regional Park to the south, Islands Trust Conservancy covenant to the East, and Crown Land to the north. Application would seek expansion of protected areas, by protecting 50% of this property from further development.
✓	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.
Staff Comment		Restrictive covenant on this application aims to expand protection to neighbouring protective areas.
✓	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.
Staff Comment		Wetland identified in northern portion of property would be provided protection through the rezoning that would otherwise not be available through the existing development permit area.
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.
Staff comment		No known problems with the quality or quantity of the supply of freshwater in this area.
✓	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.

Staff Comment		Bowen's Official Community Plan defines the following density limit: <i>Principle 3 Notwithstanding the potential to adjust the distribution and location of dwelling units on the island, the overall number of primary dwelling units anticipated in the 1996 OCP will remain the same¹⁹.</i> ¹⁹ Note: The total number of units may vary to reflect the creation of secondary suites and detached secondary suites, allowed in all residential areas, and the policies of this Plan regarding development of affordable, rental and special needs housing in Snug Cove. Bylaw 671 would allow for one additional lot beyond that proposed for this parcel in Bowen's Official Community Plan. Overall development on Bowen has continued at levels below that proposed in the 1996 OCP (largely through the development of Cape Roger Curtis as 59 4-hectare parcels, instead of the 224 units included in the 1996 OCP). As such, the increase of 1 additional lot in this location would not exceed any density limit defined in Bowen's Official Community Plan.
✓	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.
Staff Comment		Rezoning would propose a trail connection between Collins Road and Crippen Regional Park. This trail connection would additionally provide a pedestrian connection between Collins Road and Snug Cove that would avoid the road system.

APPLICATION TIMELINE



CONCLUSION

Following initial referrals of this application, staff have prepared amendment bylaws for consideration of First Reading.

ALTERNATIVES

1. That Council refer the bylaws to staff for further action.

Council may wish to see changes made to Bylaw 671 and/or 672. If these changes are substantial in nature, staff recommend that Council refer the bylaws to staff with direction on changes to be made in their drafting. Staff would then return the bylaws to Council at a future meeting.

Council may also wish to see changes in the application as proposed, including the proposed amenities. In that case, staff also would recommend Council refer the bylaws to staff with direction on

changes Council wish to see to the application. Staff would meet with the applicants and return the application to Council at a future meeting.

2. That Council reject this application by defeating First Reading of Bylaws 671 and 672
3. Other action as identified by Council.

ATTACHMENTS AND REFERENCES:

1. [Staff Report April 24, 2024 Meeting](#)
2. Bylaw No. 671, 2024
3. Bylaw No. 672, 2024
4. Islands Trust Policy Checklist

Submitted by: Daniel Martin, Manager of Planning and Development

REVIEWED BY:

CAO	☒
Bylaw Services	☐
Communications	☐
Corporate Officer	☒
Finance	☐
Fire & Emergency	☐
Environment & Parks	☐
Planning	☐
Public Library	☐
Public Works	☐
Recreation & Community Services	☐

APPROVED BY:



Kirn Dhillon

Kirn Dhillon, Chief Administrative Officer



**Bowen Island Municipality
Bylaw No.671 2024**

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

WHEREAS, “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010” establishes Present and Proposed Land Use Designations

AND WHEREAS, Council wishes to amend “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010” to enable designations on the property legally described as:

LOT 28 DISTRICT LOT 1628 PLAN 8645

THEREFORE, the Council of Bowen Island Municipality, in open meeting assembled, enacts as follows:

1. Citation

- 1.1 This bylaw may be cited for all purposes as “Bowen Island Municipality Official Community Plan Amendment Bylaw No. 671, 2024”.

2. Amendments

- 2.1 “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2002” is amended by amending “Schedule B- Present and Proposed Land Use Designation” to re-designated the lands labelled “A” on Schedule “A” to this bylaw from R1 - Rural 1 to RS – Rural Residential

READ A FIRST TIME this ____ day of _____ , _____;

READ A SECOND TIME this ____ day of _____ , _____;

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

RECONSIDERED AND FINALLY ADOPTED this ____ day of _____ , _____;

Andrew Leonard
Mayor

Sophie Idsinga
Corporate Officer

Amendment Bylaw No. 671, 2024 – Schedule A





**Bowen Island Municipality
Bylaw No.672 2024**

A Bylaw to amend Land Use Bylaw No. 57, 2002

WHEREAS, “Bowen Island Land Use Bylaw NO. 57, 2002” regulates the use of land, buildings, and structures within the Bowen Island Municipality.

AND WHEREAS, Council wishes to amend the “Bowen Island Land Use Bylaw No. 57, 2002” to amend existing regulations on the property legally described as:

LOT 28 DISTRICT LOT 1628 PLAN 8645

THEREFORE, the Council of Bowen Island Municipality, in open meeting assembled, enacts as follows:

1. Citation

- 1.1 This bylaw may be cited for all purposes as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 671, 2024”.

2. Amendments

- 2.1 Schedule “B” to “Bowen Island Municipality Land Use Bylaw No. 57, 2002” is amended by changing the description of the lands labelled “A” on Schedule “A” to this Bylaw from Rural Residential 2 to Settlement Residential 1 (a)

READ A FIRST TIME this ____ day of _____, _____;

READ A SECOND TIME this ____ day of _____, _____;

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

RECONSIDERED AND FINALLY ADOPTED this ____ day of _____, _____;

Andrew Leonard
Mayor

Sophie Idsinga
Corporate Officer

Bowen Island Municipality Land Use Bylaw No 57, 2002

Amendment Bylaw No. 672, 2024 – Schedule A





Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw No. 671 & 672, 2024 – File: OCP/RZ/2023-0297

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.
Staff Comment		While not identified in the Environmentally Sensitive Areas map in Bowen's OCP (Schedule B-1), an environmental assessment for the property identified a wetland on the subject property. Application would be conditional on a protective covenant that would protect the wetland from development.
✓	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.
Staff Comment		Property is located in a key location between Crippen Regional Park to the south, Islands Trust Conservancy covenant to the East, and Crown Land to the north. Application would seek expansion of protected areas, by protecting 50% of this property from further development.
N/A	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
✓	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
Staff Comment		Restrictive covenant on this application aims to expand protection to neighbouring protective areas.
	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.
Staff Comment		Wetland identified in northern portion of property would be provided protection through the rezoning that would otherwise not be available through the existing development permit area.
	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.
Staff comment		No known problems with the quality or quantity of the supply of freshwater in this area.

		Section 6.19 of Bowen's Land Use Bylaw No. 57 requires that a proposed subdivision must provide proof of sufficient potable water to supply each proposed lot.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
N/A	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
N/A	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
N/A	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
✓	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.
Staff Comment		Bowen's Official Community Plan defines the following density limit: <i>Principle 3 Notwithstanding the potential to adjust the distribution and location of dwelling units on the island, the overall number of primary dwelling units anticipated in the 1996 OCP will remain the same¹⁹.</i>

		¹⁹ Note: The total number of units may vary to reflect the creation of secondary suites and detached secondary suites, allowed in all residential areas, and the policies of this Plan regarding development of affordable, rental and special needs housing in Snug Cove. Bylaw 671 would allow for one additional lot beyond that proposed for this parcel in Bowen's Official Community Plan. Overall development on Bowen has continued at levels below that proposed in the 1996 OCP (largely through the development of Cape Roger Curtis as 59 4-hectare parcels, instead of the 224 units included in the 1996 OCP). As such, the increase of 1 additional lot in this location would not exceed any density limit defined in Bowen's Official Community Plan.
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.
✓	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.
Staff Comment		Rezoning would propose a trail connection between Collins Road and Crippen Regional Park. This trail connection would additionally provide a pedestrian connection between Collins Road and Snug Cove that would avoid the road system.
	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.
Staff Comment		Rezoning would propose a trail connection between Collins Road and Crippen Regional Park trail network. This trail connection would additionally provide a pedestrian connection between Collins Road and Snug Cove that would avoid the road system.
	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:



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: 6500-20
(Keats Island Shoreline
Protection Project)

DATE OF MEETING: December 18, 2024
TO: Islands Trust Executive Committee
FROM: Marlis McCargar, Island Planner
SUBJECT: Gambier Island Local Trust Committee – Bylaw Nos. 153 and 154

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 153, cited as “Keats Island Official Community Plan, 2002, Amendment No. 1, 2021” in accordance with Section 27 of the *Islands Trust Act*.**
2. **THAT the Islands Trust Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 154, cited as “Keats Island Land Use Bylaw, 2002, Amendment No. 1, 2021” in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

Gambier Island Local Trust Committee has referred Bylaw Nos. 153 and 154 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaws as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational

None

Financial

None

Policy

None

Implementation/Communications

Communication to **Gambier Island Local Trust Committee** regarding the Executive Committee decision by **December 20, 2024**.

First Nations

The response received from Skwxwú7mesh Úxwumixw (Squamish Nation) recommended the bylaw include stronger protections for archaeological and ecological concerns. They suggested the inclusion of requirements for archaeological assessments for shoreline disturbances, stronger guidelines for dock construction near eelgrass and kelp, and the mandatory use of seagrass-friendly mooring buoys with midline floats. Additionally, they requested a building setback of 15 meters, instead of the proposed 7.5 meters.

In response to these concerns, the LTC, planning staff, and representatives from Skwxwú7mesh Úxwumixw met in June 2022. The discussion led to the development of updated DPA guidelines, including a requirement for consultation with a Qualified Professional Biologist for dock placement near sensitive habitats. Additionally, a mooring buoy education program was added to the LTC's project list to address concerns about seagrass protection. Regarding the request for archaeological assessments for shoreline disturbances, it was explained that DPA guidelines cannot mandate such assessments and that would be better achieved through a Heritage Conservation Area (HCA). Furthermore, the building setback regulation remained at 7.5 meters, as opposed to the 15-meter setback recommended by Skwxwú7mesh Úxwumixw. The LTC listened to Skwxwú7mesh Úxwumixw and explained their rationale for keeping the setback at 7.5 meters.

In July 2023, staff communicated with Skwxwú7mesh Úxwumixw regarding the progress of the bylaws. They were informed that no changes had been made to the bylaws since the discussion in June 2022; however, they were encouraged to provide any additional concerns or feedback given there was a newly elected LTC. In September 2023, Skwxwú7mesh Úxwumixw responded, confirming that they had no further concerns with the file.

In July 2024, all First Nations who were recognized as having interests in the bylaw area, identified using the Profiles of Indigenous Peoples webapp, were informed that the Public Hearing would be held on July 31, 2024.

Other

None

PURPOSE

Gambier Island Local Trust Committee proposed Bylaw No. 153, cited as "Keats Island Official Community Plan, 2002, Amendment No. 1, 2021" (Attachment 6) will amend the Keats Island Official Community Plan Bylaw No. 77, 2002 by designating nearshore upland and marine areas as a Shoreline Development Permit Area for the purpose of protecting the natural environment, ecosystems and biodiversity, and to protect development from hazardous conditions. Areas currently proposed to be designated within the Development Permit Area are as follows:

- 15 metres measured upland of the present natural boundary of the sea;
- 100 metres seaward of the natural boundary of the sea; and
- Plumper Cove Provincial Park and areas zoned Marine Conservation (MC) in the LUB have not been included.

Gambier Island Local Trust Committee proposed Bylaw No. 154, cited as "Keats Island Land Use Bylaw, 2002, Amendment No. 1, 2021" (Attachment 7) will amend the Keats Island Land Use Bylaw No. 78, 2002 by limiting

the size and type of structures exempted from the setback from the natural boundary of the sea and updating marine structure regulations, including:

- Reducing dock float size and ramp widths;
- Increasing setbacks between adjacent docks and lot boundaries.
- Include new Shoreline Development Permit Area guidelines intended to protect the marine shoreline, guide dock construction and shoreline modifications, and restore or enhance vegetation along the shoreline.

BACKGROUND

Gambier Island Local Trust Committee Bylaw Nos. 153 and 154

Both Bylaw Nos. 153 (OCP) and 154 (LUB) were given First Reading on July 22, 2021. First Reading of Proposed Bylaw No. 154 was rescinded on October 14, 2021, amended by the LTC, and then given First Reading again. Proposed Bylaw Nos. 153 and 154 were both given Second Reading at the LTC meeting on September 1, 2022.

In 2023, the LTC requested a bylaw review from a Qualified Environmental Professional (QEP) specializing in Aquatic Biology, as well as further staff review and LTC-initiated amendments. As a result of the additional work, proposed Bylaw No. 154 was given Second Reading as amended on May 14, 2024.

Throughout the project, four Community Information Meetings (CIMs) were held on September 29, 2021; October 14, 2021; September 15, 2022 and July 21, 2023. Community engagement activities included an informational mail out, CIMs, Working Group meetings and a community questionnaire.

Referrals and re-referrals were sent out to government agencies, organizations and First Nations in August 2021 and again in December 2021 to reflect significant changes to the proposed bylaws. Squamish First Nation responded in March 2022 with concerns related to the marine ecosystem and building setback regulation of 7.5m from the natural boundary of the sea. Staff, LTC and Squamish First Nation met in June 2022 to discuss these concerns. Some minor changes were made based on the discussion; however, the building setback regulation remains at 7.5m and not the 15m recommended by Squamish First Nation.

The bylaws received legal review in June 2024.

The Public Hearing was held July 31, 2024. Following the close of the public hearing, the LTC deferred further reading of the proposed bylaws until a future LTC meeting. At the October 1, 2024 LTC Meeting, the LTC made amendments to bylaws Nos. 153 and 154 for clarity and to eliminate redundancies. The LTC gave Third Reading of the bylaws at the November 26, 2024 LTC meeting. The LTC then gave Third Readings to Bylaw Nos. 153 and 154 with no additional amendments.

Issues Relating To Provincial Interest and Other Agency Interest

Provincial Agencies:

- Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Regional Agencies

- Sunshine Coast Regional District

Non-Agency Referrals

- Islands Trust Conservancy

- Keats Conservation Group
- Eastbourne Community Association
- Keats Landing Leaseholders
- Keats Camp
- Barnabas Ministries
- Keats Island Shoreline Protection Working Group

Adjacent Local Trust Committees and Municipalities

- Lasqueti Local Trust Committee
- Gabriola Local Trust Committee
- Galiano Local Trust Committee

Staff received responses from the Gabriola LTC, Galiano LTC, Lasqueti LTC, Islands Trust Conservancy, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, and Keats Island Conservation Group, all of whom indicated either support for or no concerns with the proposed bylaws.

The Keats Landing Leaseholders opposed the bylaws, citing challenges with accommodating setbacks on small lots. In response to this opposition, the Gambier LTC reduced the proposed building setback from 15 meters to 7.5 meters.

Issues Relating To First Nation Interest

The proposed Bylaws were referred to Skwxwú7mesh Úxwumixw (Squamish Nation), Tsleil-Waututh Nation, Musqueam First Nation, Sechelt First Nation, Halalt First Nation, Penelakut Tribe, Lake Cowichan First Nation, Cowichan Tribes, Stz'uminus First Nation, Lyackson First Nation, Snaw'Naw'As Nation and Te'Mexw Treaty Association for comment.

The response received from Skwxwú7mesh Úxwumixw (Squamish Nation) recommended the bylaw include stronger protections for archaeological and ecological concerns. They suggested requiring archaeological assessments for shoreline disturbances, strengthening guidelines for dock construction near eelgrass and kelp, and mandating seagrass-friendly mooring buoys with midline floats. Additionally, they requested a building setback of 15 meters instead of 7.5 meters. In response, the LTC, planning staff and Skwxwú7mesh Úxwumixw met to discuss their concerns. This resulted in updated guidelines to require consultation with a Qualified Professional Biologist for dock placement near sensitive habitats, but the building setback has remained at 7.5 meters. A mooring buoy education program was added to the project list.

Issues Relating To Resources and Enforcement

The Shoreline Development Permit guidelines may lead to bylaw violations.

Public Comments

Public comments were solicited through four community information meetings, a public hearing, an informational mail-out, Working Group meetings, and a community questionnaire.

Staff Comments

The Executive Committee is being asked to approve Gambier Island Local Trust Committee Bylaw No. 153, cited as “Keats Island Official Community Plan, 2002, Amendment No. 1, 2021” and Gambier Island Local Trust Committee Bylaw No. 154, cited as “Keats Island Land Use Bylaw, 2002, Amendment No. 1, 2021” in accordance with Section 27 of the *Islands Trust Act*.

Based on the foregoing, the recommendations on page 1 are supported as:

- The proposed bylaws have been determined to be consistent with the ITPS by the LTC;
- First Nation referrals were completed and efforts were made to address their concerns;
- Agency referrals were completed and no concerns were raised;
- Statutory processes have been completed including the statutory notification and holding of a public hearing prior to third reading of the bylaw.

RELEVANT POLICY

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

ALTERNATIVE

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

THAT the Executive Committee request that staff advise Gambier Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 153, cited as “Keats Island Official Community Plan, 2002, Amendment No. 1, 2021” is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Gambier Island Local Trust Committee on steps needed to address the specified issues.

THAT the Executive Committee request that staff advise Gambier Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 154, cited as “Keats Island Land Use Bylaw, 2002, Amendment No. 1, 2021” is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Gambier Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Marlis McCargar, Island Planner	December 4, 2024
Concurrence:	Stefan Cermak, Director, Planning Services	December 12, 2024

ATTACHMENTS

1. EC Submission Cover
2. Bylaw EC Policy Checklist
3. Bylaw Referrals Report
4. Islands Trust Policy Statement Directives Only Checklist
5. Bylaw No. 153
6. Bylaw No. 154



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Gambier Island Local Trust Committee

Bylaw No.: GM-153

Bylaw Type: Official Community Plan Bylaw

Date of resolution referring bylaw to Executive Committee: 26-Nov-2024

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

Recieved by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

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

Date bylaw will appear on Executive Committee agenda: _____

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

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Gambier Island Local Trust Committee

Bylaw No.: GM-154

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: 26-Nov-2024

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

Recieved by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by
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- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Executive Committee

Policy Checklist

Checklist Key:

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

Executive Committee Legislative Role Policy (2.4)

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

Checklist Key:

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

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

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

Comments

Completed By: Nadine Mourao

Status

Date Resolution Referred to Exective Committee: 26-Nov-2024

Reading:

Executive Committee

Policy Checklist

Checklist Key:

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

Executive Committee Legislative Role Policy (2.4)

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

Checklist Key:

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

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

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

Comments

Completed By: Nadine Mourao

Status

Date Resolution Referred to Exective Committee: 26-Nov-2024

Reading:

Referrals: Bylaw GM-153

Agency	Sent	Received
Cowichan Tribes <i>Chief and Council:</i> Candace Charlie <i>Comment:</i>	05-Aug-2021 15-Dec-2021	
Gabriola Island Local Trust Committee 700 North Road: Referrals Coordinator <i>Comment:</i> Interests Unaffected by Bylaw	05-Aug-2021	07-Sep-2021
Galiano Island Local Trust Committee 200 - 1627 Fort Street: Sharon Lloyd-deRosario <i>Comment:</i> Interests Unaffected	05-Aug-2021	07-Sep-2021
Halalt First Nation 7973 Chemainus Rd: & Council Chief <i>Comment:</i>	05-Aug-2021 15-Dec-2021	
Islands Trust Conservancy <i>Islands Trust Conservancy:</i> K E <i>Comment:</i> Interests Unaffected by Bylaw	04-Aug-2021	05-Oct-2021
Lake Cowichan First Nation 313B Deer Road: Carole Livingstone <i>Comment:</i>	05-Aug-2021 15-Dec-2021	
Lasqueti Island Local Trust Committee <i>Northern Islands Trust Office:</i> Referrals Coordinator <i>Comment:</i> Interests Unaffected by Bylaw	05-Aug-2021	07-Feb-2022
Lyackson First Nation 8017 Chemainus Road: Referrals Coordinator <i>Comment:</i>	05-Aug-2021 15-Dec-2021	
Ministry of Forests, Lands, Natural Resource Operations & Rural Dev - FrontCounter BC, Surrey Office Suite 200: FrontCounter BC <i>Comment:</i> Interests Unaffected by Bylaw	04-Aug-2021	29-Oct-2021
Musqueam Nation 6735 Salish Dr.: Referrals Coordinator <i>Comment:</i>	05-Aug-2021 15-Dec-2021	
Penelakut Tribe <i>Chief and Council:</i> Denise James <i>Comment:</i>	05-Aug-2021 15-Dec-2021	
shishalh (Sechelt) First Nation PO Box 740: Chief & Council <i>Comment:</i> Sent in error, not required.	05-Aug-2021	



Referrals: Bylaw GM-153

Agency	Sent	Received
SnawNawAs Nation (Nanoose) 209 Mallard Way: Referrals Coordinator	05-Aug-2021	
Snuneymuxw First Nation 668 Centre Street: Desiree Thomas Comment:	15-Dec-2021	
Squamish Nation PO Box 86131: Aaron Marchant Comment: -Recommend language addressing archaeological concerns incorporated into the bylaw, specifically that should ground disturbance through construction or maintenance be planned in the shoreline zone, an archaeological assessment will be required. - Recommend stronger language for letter "l" in Guidelines for the Construction and Replacement of Docks and Ramps around dock construction near eelgrass and kelp beds. Any new docks should not be implemented within 8 meters of an established eelgrass bed, or within 4 meters of an established kelp bed. - Recommend stronger language for letter "t" in Guidelines for the Construction and Replacement of Docks and Ramps. Mooring buoys must be seagrass friendly to prevent scouring on the sea floor, and must include buoys with a mid-line float so as to prevent unnecessary damage to eelgrass habitat. Also, can you provide rationale around the proposed amendment to change the coastal setback of buildings from 15 meters to 7.5 meters? We see that it is only 15 meters for 2 lots. With the present-day increasing frequency and intensity of storms, coastal erosion, and sea level rise, we would recommend considering the original proposed set back of 15 meters.	05-Aug-2021 15-Dec-2021	08-Mar-2022
Stz'uminus First Nation 12611A Trans Canada Hwy: Chenoa Akey Comment:	05-Aug-2021 15-Dec-2021	
Sunshine Coast Regional District 1975 Field Road: Building Department Building Department Referrals	04-Aug-2021	
Te'Mexw Treaty Association 13D Cooper Road: Chief & Council Comment: for Snaw naw as	05-Aug-2021	
Tsleil-Waututh Nation 3075 Takaya Drive: Referrals Referrals Comment: Given the information you have provided in the email it seems that the proposed bylaws are aligned with Tsleil-Waututh's environmental values and objectives. As a note, Tsleil-Waututh has recently reviewed the VFPA's recreational dock guidelines and is providing feedback. I'm sure you are also aware of the Sechelt Nation's recreational dock guidelines as well- I'm not sure if those guidelines have been or would be useful in providing specifics around dock construction and material requirements.	06-May-2021 06-Aug-2021 15-Dec-2021	26-May-2021

Referrals: Bylaw GM-154

Agency	Sent	Received
Cowichan Tribes <i>Chief and Council:</i> Candace Charlie <i>Comment:</i>	05-Aug-2021 15-Dec-2021	
Gabriola Island Local Trust Committee 700 North Road: Referrals Coordinator <i>Comment:</i> Interests Unaffected by Bylaw	05-Aug-2021	07-Sep-2021
Galiano Island Local Trust Committee 200 - 1627 Fort Street: Sharon Lloyd-deRosario <i>Comment:</i> Interests Unaffected by Bylaw	05-Aug-2021	07-Sep-2021
Halalt First Nation 7973 Chemainus Rd: & Council Chief <i>Comment:</i>	05-Aug-2021 15-Dec-2021	
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Lake Cowichan First Nation 313B Deer Road: Carole Livingstone <i>Comment:</i>	05-Aug-2021 15-Dec-2021	
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Lyackson First Nation 8017 Chemainus Road: Referrals Coordinator <i>Comment:</i>	05-Aug-2021 15-Dec-2021	
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Penelakut Tribe <i>Chief and Council:</i> Denise James <i>Comment:</i>	05-Aug-2021 15-Dec-2021	
shishalh (Sechelt) First Nation PO Box 740: Chief & Council <i>Comment:</i> Sent in error, not required.	05-Aug-2021	

Referrals: Bylaw GM-154

Agency	Sent	Received
SnawNawAs Nation (Nanoose) 209 Mallard Way: Referrals Coordinator <i>Comment:</i>	05-Aug-2021	
Snuneymuxw First Nation 668 Centre Street: Desiree Thomas <i>Comment:</i>	15-Dec-2021	
Squamish Nation PO Box 86131: Aaron Marchant <i>Comment:</i> -Recommend language addressing archaeological concerns incorporated into the bylaw, specifically that should ground disturbance through construction or maintenance be planned in the shoreline zone, an archaeological assessment will be required. - Recommend stronger language for letter "l" in Guidelines for the Construction and Replacement of Docks and Ramps around dock construction near eelgrass and kelp beds. Any new docks should not be implemented within 8 meters of an established eelgrass bed, or within 4 meters of an established kelp bed. - Recommend stronger language for letter "t" in Guidelines for the Construction and Replacement of Docks and Ramps. Mooring buoys must be seagrass friendly to prevent scouring on the sea floor, and must include buoys with a mid-line float so as to prevent unnecessary damage to eelgrass habitat. Also, can you provide rationale around the proposed amendment to change the coastal setback of buildings from 15 meters to 7.5 meters? We see that it is only 15 meters for 2 lots. With the present-day increasing frequency and intensity of storms, coastal erosion, and sea level rise, we would recommend considering the original proposed set back of 15 meters.	05-Aug-2021 15-Dec-2021	08-Mar-2022
Stz'uminus First Nation 12611A Trans Canada Hwy: Chenoa Akey <i>Comment:</i>	05-Aug-2021 15-Dec-2021	
Sunshine Coast Regional District 1975 Field Road: Building Department Building Department Referrals <i>Comment:</i>	04-Aug-2021	
Te'Mexw Treaty Association 13D Cooper Road: Chief & Council <i>Comment:</i>	05-Aug-2021	
Tsleil-Waututh Nation 3075 Takaya Drive: Referrals Referrals <i>Comment:</i> Given the information you have provided in the email it seems that the proposed bylaws are aligned with Tsleil-Waututh's environmental values and objectives. As a note, Tsleil-Waututh has recently reviewed the VFPA's recreational dock guidelines and is providing feedback. I'm sure you are also aware of the Sechelt Nation's recreational dock guidelines as well- I'm not sure if those guidelines have been or would be useful in providing specifics around dock construction and material requirements.	06-May-2021 05-Aug-2021 15-Dec-2021	26-May-2021

Referrals: Bylaw GM-154

Agency	Sent	Received
Keats Island Conservation Group <i>Referrals Coordinator</i> *See Note Below* Approval Not Recommended Due to Reasons Outlined Below • Much too extreme • <u>Public consultation is needed</u> • Too many properties will be affected forever and no grandfathering provision has been allowed • Will affect quality of life and property values **Note: email received 2024-07-17 from Marcel Bittel former President of Keats Island Conservation Group: <i>My name is Marcel Bittel and I was the President of the Keats Island Conservation Group at the time the letter was submitted. I was involved in the various foreshore planning activities taking place during that time, including the Shoreline Working Group in 2020. I can absolutely verify that the writer was not representing our group at the time. KICG was and is fully in support of the proposed bylaw as currently written (without any further amendments or watering down please!).**</i>	05-Aug-2021	21-Sep-2021
Keats Landing Leaseholders <i>Glen Donaldson</i> Approval Not Recommended Due to Reasons Outlined Below The Keats Island Leaseholders Association (KILA), representing the 110 cottage lots around DL696 Keats Island, has sought the opinions and comments of our members including at a meeting in late September 2021. Rarely have we seen such strong opposition to a proposed bylaw. In general, our members opposed bylaws 153/154 as originally drafted (we have not had time to determine if our members' opinions have been impacted by amendments made to the proposed bylaws less than a week ago). One important factor in assessing the bylaws is that our cottage lots – many of which have existed for almost 100 years – are generally similar in size to normal Vancouver city lots, not large rural lots. Thus, there is not enough	05-Aug-2021	17-Oct-2021



Islands Trust

space on or between our lots to accommodate increased setbacks. This includes a 15m setback from the sea (originally proposed but then modified a few days ago) and the proposed increased distance between docks. For example, some of our lots are roughly 50ft wide, so requiring 10m (over 30ft) space on either side of a dock means that some lots might not be able to have a dock; this is a serious problem since some KILA lots are water access, thus an increased setback that prevents someone from having a dock could prevent that person from accessing their property, which seems unreasonable. (We have been told by Islands Trust personnel that a solution is for such a person to use their neighbour's dock, but that requires the neighbour to have a large enough dock to accommodate multiple boats and both parties to agree to share, neither of which is necessarily guaranteed or practical.)

When drafting Keats Island bylaws, we encourage Islands Trust to keep in mind important "facts on the ground" in our Keats communities, including existing lot sizes, structures and access requirements. Just because some other island might have a particular setback or size limit or other requirement does not necessarily mean it is appropriate for Keats or is reasonable, desirable or fair in the Keats application. We oppose bylaws

153/154

ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: 6500-20 (Keats Island Shoreline Protection Project)

File Name: Draft Bylaw No. 153 (OCP)

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECKLIST

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

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

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

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

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

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

CONSISTENT	No.	DIRECTIVE POLICY
	4.1	Agricultural Land
n/a	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
n/a	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
n/a	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
n/a	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture.
n/a	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
n/a	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
CONSISTENT	No.	DIRECTIVE POLICY
	4.2	Forests
n/a	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
n/a	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
n/a	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
CONSISTENT	No.	DIRECTIVE POLICY

	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
n/a	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
n/a	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
✓	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
✓	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.
✓	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
n/a	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

CONSISTENT	No.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
✓	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
✓	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
✓	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
✓	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
✓	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
n/a	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
n/a	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
n/a	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
n/a	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
n/a	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.
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	5.7	Economic Opportunities
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	POLICY STATEMENT COMPLIANCE
✓	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy for the following reasons:</i>

ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: 6500-20 (Keats Island Shoreline Protection Project)

File Name: Draft Bylaw No. 154 (LUB)

PURPOSE

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

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CONSISTENT	No.	DIRECTIVE POLICY

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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
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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
✓	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy for the following reasons:</i>

PROPOSED

GAMBIER ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 153

A BYLAW TO AMEND KEATS ISLAND OFFICIAL COMMUNITY PLAN, 2002

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

1. Bylaw No. 77, cited as “Keats Island Official Community Plan, 2002” is amended as per Schedules “1” and “2” attached to and forming part of this bylaw.
2. This bylaw may be cited for all purposes as “Keats Island Official Community Plan, 2002, Amendment No. 1, 2021”.

READ A FIRST TIME THIS 22ND DAY OF JULY , 2021

READ A SECOND TIME THIS 1ST DAY OF OCTOBER , 2024

PUBLIC HEARING HELD THIS 31ST DAY OF JULY , 2024

READ A THIRD TIME THIS 26TH DAY OF NOVEMBER , 2024

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____ , 20XX

APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING THIS

_____ DAY OF _____ , 20XX

ADOPTED THIS

_____ DAY OF _____ , 20XX

Chair

Secretary

**GAMBIER ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 153**

Schedule “1”

1. Schedule “A” of “Keats Island Official Community Plan, 2002” is amended as follows:
 - 1.1 **PART A – ADMINISTRATION AND INTERPRETATION, Subsection 3.5** is amended by replacing *Local Government Act* references to “Section 911” with “Section 528”.
 - 1.2 **PART B – GOALS, OBJECTIVES AND POLICIES, Subsection 5.11** is amended by replacing *Local Government Act* references to “Section 946” with “Section 514”.
 - 1.3 **PART C – DEVELOPMENT PERMIT AREAS**, is amended by replacing *Local Government Act* references to “Section 919.1(1)” with “Section 488(1)” and “Section 920.01” with “Section 485”.
 - 1.4 **PART C – DEVELOPMENT PERMIT AREAS**, is amended by adding a new subsection 3:

“3. DEVELOPMENT PERMIT AREA 3: SHORELINE

The development permit area (DPA) is established, pursuant to Section 488(1)(a) of the *Local Government Act* for the protection of the natural environment, its ecosystems and biological diversity; and Section 488(1)(b) of the *Local Government Act* for the protection of development from hazardous conditions.

The Shoreline DPA (DP-3) is designated as an area for which development approval information may be required as authorized by Section 484 of the *Local Government Act*.

Location

The Shoreline Development Permit Area (DP-3) includes all land designated on **Schedule E – Development Permit Areas** of this plan.

The Shoreline Development Permit Area applies to all land measured 15 metres upland of the present natural boundary of the sea, the foreshore area and all that area of land covered by water between the natural boundary of the sea and a line drawn parallel to and 100 metres seaward of the natural boundary of the sea.

Justification

It is the Object of the Islands Trust 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.”

It is the policy of the Islands Trust Council that protection must be given to the natural processes, habitats and species of the Trust Area, and that development activity, including the construction of buildings or structures should not result in a loss of significant marine or coastal habitat, or interfere with natural coastal processes.

It is also policy of the Islands Trust Council that local trust committees shall in their Official Community Plans and regulatory bylaws, address:

- the protection of sensitive coastal areas;
- the planning for and regulation of development in coastal regions to protect natural coastal processes;
- the protection of public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments; and
- the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and to direct development away from such hazards.

Keats Island includes a mix of rock (hard) and sediment (soft) shorelines that offer a range of natural habitats, ecological functions, cultural heritage and aesthetic values. The shoreline has environmental and cultural significance for forage fish, eelgrass, shorebirds, shellfish, marine mammals such as seals and many other marine organisms, as well as values that define the character of the Keats Island community. The Keats shoreline has been the location of cultural sites, canoe landings and gathering places for First Nations since time immemorial. The shoreline also includes areas that are transition zones of uplands and wetlands that may be susceptible to erosion or flooding.

Development activities on the upland, such as land clearing and increasing impermeable surfaces, can have harmful impacts on site drainage, bank stability, nesting habitat, sensitive natural areas, shading of intertidal areas critical for fish habitat and cultural and heritage sites.

Since the adoption of the OCP, there has been an increase in residential development on Keats Island along the shoreline. As of 2020, there were over 120 individual parcels fronting the natural boundary of the sea on Keats Island. The subdivision and development of these parcels in combination with the development that has already occurred, may, cumulatively, have a detrimental impact on the 13.72 km of shoreline habitat and function.

In 2013, approx. 9% of the Keats shoreline was identified as having been modified by 30% or more by development, principally by boat ramps, seawalls, rip rap and revetments. Applications for private docks and shoreline protection structures have increased since that time. Shoreline armouring, such as retaining walls, alters the shoreline and can result in loss of habitat and upland connectivity and may increase wave action and erosion on adjacent properties. Marine structures, such as ramps or docks, and their supporting pilings can have significant impact on fish movement and their habitat, and damage important marine vegetation.

Anticipated sea level rise and more frequent severe storm events as a result of climate change, may increase coastal flooding and erosion. It is recognized that there is a need for balance between ecological protection or other environmental values and the use of privately owned land.

Objectives

The objectives of this development permit area are as follows:

OBJ 3.1 TO PLAN AND REGULATE NEW DEVELOPMENT IN A MANNER THAT PRESERVES, PROTECTS AND RESTORES THE LONG-TERM PHYSICAL INTEGRITY, CONNECTIVITY, ECOLOGICAL AND MARINE RESOURCE VALUES OF SHORELINES AND ASSOCIATED FORESHORE AND UPLAND AREAS;

- OBJ 3.2** TO BALANCE DEVELOPMENT OPPORTUNITIES WITH THE ECOLOGICAL CONSERVATION AND RESTORATION OF THE SHORELINE AND MARINE ENVIRONMENT;
- OBJ 3.3** TO MINIMIZE THE DISRUPTION OF NATURAL FEATURES AND PROCESSES AND TO RETAIN, WHEREVER POSSIBLE, NATURAL VEGETATION AND NATURAL FEATURES;
- OBJ 3.4** TO MAINTAIN THE PUBLIC'S SAFE USE AND ACCESS TO IMPORTANT RECREATION AREAS IN A WAY THAT DOES NOT COMPROMISE THE ECOLOGICAL INTEGRITY OF THE SHORELINE;
- OBJ 3.5** TO ADAPT TO THE ANTICIPATED EFFECTS OF CLIMATE CHANGE;
- OBJ 3.6** TO PROTECT COASTAL PROPERTIES AND DEVELOPMENT FROM DAMAGE AND HAZARDOUS CONDITIONS THAT CAN ARISE FROM EROSION AND FLOODING.

Development Approval Information

Development Permit Area 3 is designated as an area for which development approval information may be required as authorized by Section 485 of the *Local Government Act*. Development approval information in the form of a report from a Qualified Professional may be required due to the special conditions and objectives described above.

INFORMATION NOTE: Development Permit Area guidelines for DP-3 Shoreline are in the Keats Island Land Use Bylaw."

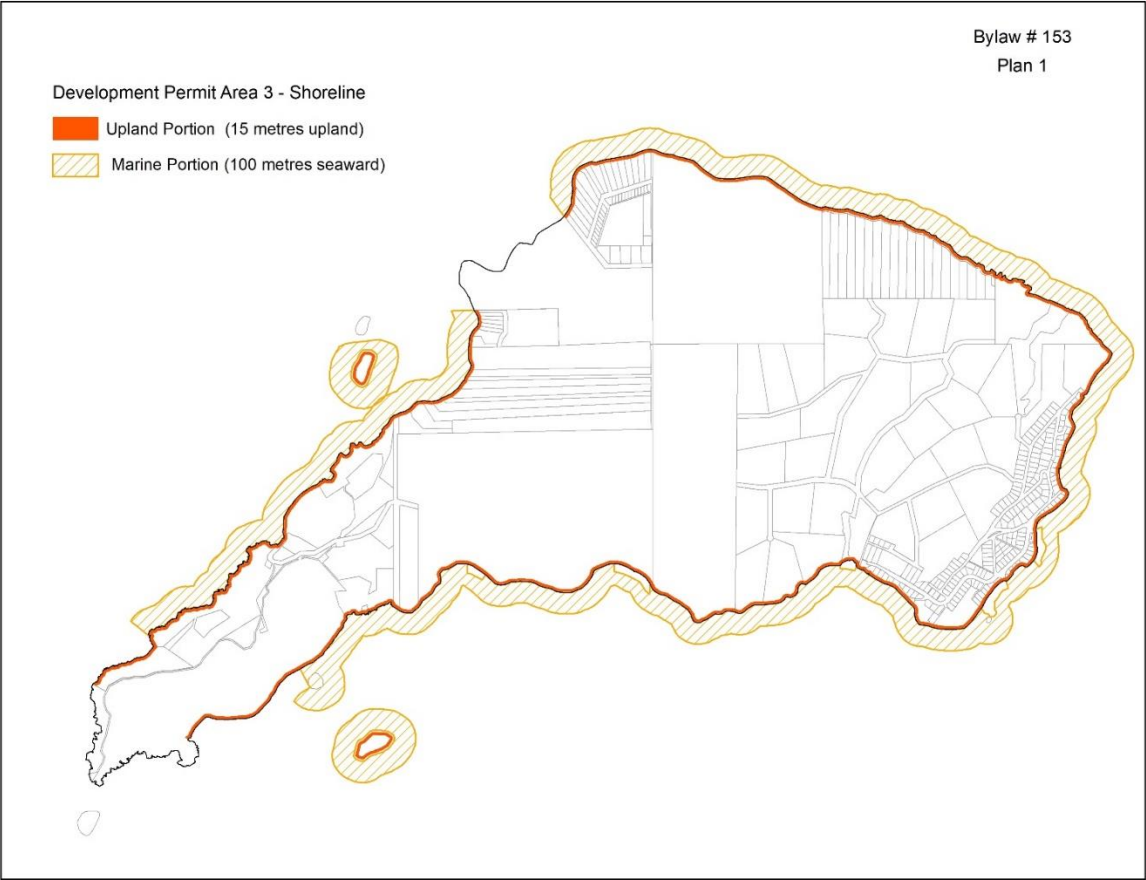
**GAMBIER ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 153**

Schedule "2"

1. **Schedule "E" – DEVELOPMENT PERMIT AREAS**, is amended by designating a new Development Permit Area 3: Shoreline as shown on Plan No. 1 attached to and forming part of this bylaw and by making such alterations to Schedule "E" of Bylaw No. 77 as are required to effect this change.

GAMBIER ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 153

Plan No. 1



PROPOSED

GAMBIER ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 154

A BYLAW TO AMEND KEATS ISLAND LAND USE BYLAW, 2002

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

1. Bylaw No. 78, cited as “Keats Island Land Use Bylaw, 2002” is amended as per Schedule “1” attached to and forming part of this bylaw.
2. This bylaw may be cited for all purposes as “Keats Island Land Use Bylaw, 2002, Amendment No. 1, 2021”.

READ A FIRST TIME THIS 14TH DAY OF OCTOBER , 2021

READ A SECOND TIME THIS 1ST DAY OF OCTOBER , 2024

PUBLIC HEARING HELD THIS 31ST DAY OF JULY , 2024

READ A THIRD TIME THIS 26TH DAY OF NOVEMBER , 2024

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____ , 20XX

ADOPTED THIS _____ DAY OF _____ , 20XX

Chair

Secretary

**GAMBIER ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 154**

Schedule “1”

1. Schedule “A” of Keats Island Land Use Bylaw, 2002 is amended as follows:

- 1.1 **PART 1 – ADMINISTRATION AND INTERPRETATION**, Section 1.5 **DEFINITIONS**, Subsection 1.5.1 is amended by adding the following definition in alphabetical order:

“platform means an unenclosed flat surface raised from the ground to serve for the loading and offloading of materials and supplies.”

“shoreline protection measures means hard or soft modifications to the shoreline, or adjacent seaward or landward areas, for the purpose of protection and stabilization against erosion. ‘Hard’ measures refer to the use of materials with impermeable surfaces (e.g., stone, concrete) whereas ‘soft’ measures refer to less rigid materials such as biotechnical vegetation measures (i.e. the specialized use of woody plant materials to stabilize soil) or beach enhancement.

Range of measures varying from soft to hard include:

• Vegetation enhancement • Upland drainage control • Biotechnical measures • Beach enhancement • Anchor trees • Gravel placement • Rock (rip rap) revetments • Gabions • Concrete groins • Retaining walls or bulkheads • Seawalls	SOFT  HARD
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- 1.2 **PART 2 – GENERAL LAND USE REGULATIONS**, Section 2.7 **MEASUREMENT OF SETBACKS Buildings and Structures**, Subsection 2.7.3 is amended by removing it in its entirety and replacing it with the following:

- “a) No building or structure may be constructed, altered, extended or located within 7.5 metres (24.6 feet) of the natural boundary of the sea, except a platform with a maximum area of 5 square metres, or a set of stairs or a walkway for the purposes of accessing the foreshore or a permitted float, dock, wharf or other permitted marine related structure.
- b) Notwithstanding subsection 2.7.3, for properties zoned Rural Comprehensive the setback shall be 15 metres (49.2 feet).”

- 1.3 **PART 2 – GENERAL LAND USE REGULATIONS, Section 2.7 MEASUREMENT OF SETBACKS Buildings and Structures**, Subsection 2.7.5 is amended by replacing “3.0 metres” with “5.0 metres”.
- 1.4 **PART 2 – GENERAL LAND USE REGULATIONS, Section 2.7 MEASUREMENT OF SETBACKS Buildings and Structures**, is amended by inserting immediately after subsection 2.7.5 the following as a new subsection:
- “2.7.6 Private floats and docks shall be sited at least 10 metres from any existing dock or structure.”
- 1.5 **PART 2 – GENERAL LAND USE REGULATIONS, Section 2.7 MEASUREMENT OF SETBACKS Buildings and Structures**, is amended by renumbering Subsection 2.7.6 – Sewage Disposal Fields to Subsection 2.7.7.
- 1.6 **PART 2 – GENERAL LAND USE REGULATIONS, Section 2.9 SITING COMPLIANCE**, Subsection .1 is amended by inserting the words “and development permit” after “development variance permit”.
- 1.7 **PART 4 – ZONE REGULATIONS, Section 4.1 COMMUNITY RESIDENTIAL 1 (CR1) ZONE**, Subsection 4.1.4 is amended by inserting the words “, dock ramps” after “docks”.
- 1.8 **PART 4 – ZONE REGULATIONS, Section 4.1 COMMUNITY RESIDENTIAL 1 (CR1) ZONE**, Subsection 4.1.6 is amended by replacing “65 square metres (700 square feet)” with “47 square metres (505.9 square feet)”.
- 1.9 **PART 4 – ZONE REGULATIONS, Section 4.1 COMMUNITY RESIDENTIAL 1 (CR1) ZONE**, Subsection 4.1.7 is amended by removing it in its entirety and replacing it with the following:
- “Despite Subsection 4.1.6, the maximum float area may be increased by 30 square metres (322.9 square feet) per residential dwelling served by the dock, up to a maximum float size of 154 square metres (1,130.2 square feet), provided a covenant is registered on the dock prohibiting the use or construction of a dock on or from that residential lot and identifying the property on which the shared dock shall be situated and an easement is registered on title to the lot where the shared dock is located granting the occupants of each participating property the right to use the shared dock freely.”
- 1.10 **PART 4 – ZONE REGULATIONS, Section 4.1 COMMUNITY RESIDENTIAL 1 (CR1) ZONE**, Subsection 4.1.8 is amended by replacing “2.4 metres (8 feet)” with “1.5 metres (4.9 feet)”.
- 1.11 **PART 4 – ZONE REGULATIONS, Section 4.4 RURAL RESIDENTIAL (RR) ZONE**, Subsection 4.4.6 is amended by replacing “65 square metres (700 square feet)” with “47 square metres (505.9 square feet)”.
- 1.12 **PART 4 – ZONE REGULATIONS, Section 4.4 RURAL RESIDENTIAL (RR) ZONE**, Subsection 4.4.7 is amended by removing it in its entirety and replacing it with the following:

“Despite Subsection 4.4.6, the maximum float area may be increased by 30 square metres (322.9 square feet) per residential dwelling served by the dock, up to a maximum float size of 154 square metres (1,130.2 square feet), provided a covenant is registered on the dock prohibiting the use or construction of a dock on or from that residential lot and identifying the property on which the shared dock shall be situated and an easement is registered on title to the lot where the shared dock is located granting the occupants of each participating property the right to use the shared dock freely.”

1.13 **PART 4 – ZONE REGULATIONS**, Section 4.4 **RURAL RESIDENTIAL (RR) ZONE**, Subsection 4.4.8 is amended by replacing “2.4 metres (8 feet)” with “1.5 metres (4.9 feet)”.

1.14 **PART 4 – ZONE REGULATIONS**, Section 4.5 **RURAL COMPREHENSIVE (RC) ZONE**, Subsection 4.5.7 is amended by replacing “Article 6 of this subsection” with “Subsection 4.5.6”.

1.15 **PART 4 – ZONE REGULATIONS**, Section 4.5 **RURAL COMPREHENSIVE (RC) ZONE**, Subsection 4.5.6 is amended by replacing “65 square metres (700 square feet)” with “47 square metres (505.9 square feet)”.

1.16 **PART 4 – ZONE REGULATIONS**, Section 4.5 **RURAL COMPREHENSIVE (RC) ZONE**, Subsection 4.5.7 is amended by replacing “47 square metres (500 square feet)” with “30 square metres (322.9 square feet)” and by replacing “158 square metres (1,700 square feet)” with “154 square metres (1,130.2 square feet)”.

1.17 **PART 4 – ZONE REGULATIONS**, Section 4.5 **RURAL COMPREHENSIVE (RC) ZONE**, Subsection 4.5.8 is amended by replacing “2.4 metres (8 feet)” with “1.5 metres (4.9 feet)”.

1.18 **PART 4 – ZONE REGULATIONS**, Section 4.6 **PRIVATE INSTITUTIONAL 2 (PI2) ZONE**, first bullet in Subsection 4.6.5 is amended by removing it in its entirety and replacing it with the following:

“dock floats, that are accessory to a private institutional use on the adjacent upland lot, is 1,500 square metres (16,145 square feet).”

1.19 **PART 4 – ZONE REGULATIONS**, Section 4.6 **PRIVATE INSTITUTIONAL 2 (PI2) ZONE**, second bullet in Subsection 4.6.5 is amended by replacing “150 square metres” with “47 square metres (500 square feet)”.

1.20 **PART 4 – ZONE REGULATIONS**, Section 4.6 **PRIVATE INSTITUTIONAL 2 (PI2) ZONE**, Subsection 4.6.5 is amended by adding a third bullet with the following:

“Despite Subsection 4.6.5, Despite Subsection 4.1.6, the maximum float area may be increased by 30 square metres (322.9 square feet) per residential dwelling served by the dock, up to a maximum float size of 154 square metres (1,130.2 square feet), provided a covenant is registered on the dock prohibiting the use or construction of a dock on or from that residential lot and identifying the property on which the shared dock shall be situated and an easement is registered on title to the lot where the shared dock is located granting the occupants of each participating property the right to use the shared dock freely.”

- 1.21 **PART 4 – ZONE REGULATIONS**, Section 4.6 **PRIVATE INSTITUTIONAL 2 (PI2) ZONE**, first bullet in Subsection 4.6.9 is amended by replacing “30 acres” with “60 acres”.
- 1.22 **PART 4 – ZONE REGULATIONS**, Section 4.10 **PROVINCIAL MARINE PARK (P2) ZONE**, Subsection 4.10.6 is amended by replacing “dock floats” with “a wharf float”.
- 1.23 **PART 4 – ZONE REGULATIONS**, Section 4.10 **PROVINCIAL MARINE PARK (P2) ZONE**, Subsection 4.10.7 is amended by replacing “dock” with “wharf”.
- 1.24 **PART 4 – ZONE REGULATIONS**, Section 4.12 **MARINE 2 – COMMUNAL MOORAGE (M2) ZONE**, Subsection 4.12.5 is amended by replacing “2.4 metres (8 feet)” with “1.5 metres (4.9 feet)”.
- 1.25 **PART 4 – ZONE REGULATIONS**, Section 4.12 **MARINE 2 – COMMUNAL MOORAGE (M2) ZONE**, Subsection 4.12.6, **Table 4.1**, Site Specific Regulation M2(a) a) is amended by replacing “65 square metres (700 square feet)” with “47 square metres (505.9 square feet)” and by replacing “47 square metres (500 square feet)” with “30 square metres (322.9 square feet)” and by replacing “158 square metres (1,700 square feet)” with “154 square metres (1,130.2 square feet)”. Site Specific Regulation M2(b) c) is amended by replacing “3,000 square metres (32,970 square feet)” with “1,500 square metres (16,145 square feet)”
- 1.26 **PART 9 – DEVELOPMENT PERMIT AREA GUIDELINES**, is amended by adding a new Section **9.3 DP-3 SHORELINE** attached to and forming part of this bylaw.

GAMBIER ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 154

9.3 DP-3 SHORELINE

Applicability

.1 The following activities shall require a Development Permit whenever they occur within Development Permit Area No. 3, unless specifically exempted under Subsection 9.3.2:

- construction, addition or alteration of a building, structure, utility, or shoreline protection measure;
- land alteration, including vegetation removal and disturbance of soils; and
- subdivision of land.

Exemptions

.2 The following activities are exempt from the requirement to obtain a development permit for DP-3:

- a) Repair and maintenance of lawful buildings, structures or utilities, including the replacement of building components as may be necessary to implement such repair and maintenance, provided always that any work is conducted entirely within the footprint of the existing building, structure, or utility and does not degrade the ecology of land within DP-3;
- b) Alterations of previously disturbed land and to pre-existing buildings, structures and utilities located between 7.5 metres and 15 metres from the natural boundary of the sea, provided always that the alteration:
 - i. Takes place entirely within the perimeter of previously disturbed land or within the footprint of a pre-existing building, structure, or utility;
 - ii. Does not alter, disturb or otherwise harm previously undisturbed land or native vegetation anywhere within DP3; and
 - iii. Does not result in environmental degradation of any kind anywhere within DP3 or to the ecology of the foreshore.
- c) Repair and maintenance of soft shoreline protection measures that were designed and implemented at the direction of a Qualified Professional, provided that any such work is limited to maintaining the original design parameters of the measure;
- d) Repair or replacement of a septic field site in the same location as the existing septic field;
- e) The installation of a mooring buoy;
- f) Construction or repair of the following structures sited within the setback from the natural boundary of the sea:
 - i. A platform not exceeding 5 square metres in area;
 - ii. A set of stairs or a walkway for the purpose of accessing the foreshore or a permitted marine related structure;
- g) Small-scale, manual removal of non-native, invasive plants or noxious weeds, conducted in accordance with best land management practices;
- h) Construction of a fence provided no native tree species are removed and the disturbance of native vegetation is restricted to 0.5 metres on either side of the fence;
- i) The construction of a trail provided always the trail is:
 - i. Designed and situated to minimize vegetation disturbance and entirely avoid the removal of native trees and the erosion of soil on sloping terrain;

- ii. A width of 1 metre or less;
 - iii. For personal and non-vehicular use only; and
 - iv. Surfaced with soil, gravel, mulch or other natural materials permeable to water.
- j) Repair and maintenance of existing roads, driveways, paths and trails, provided always there is no expansion of the width or length and no increase in the total area surfaced with concrete, pavers, asphalt or other materials impervious to water;
- k) Gardening and property maintenance activities, not involving artificial fertilizer, pesticides or herbicides, within a pre-existing landscaped area, including lawn mowing, weeding, shrub pruning, vegetation planting and minor soil disturbances that do not alter the general contours of the land;
- l) The pruning, trimming or limbing of trees provided it cannot reasonably be expected to result in the death or removal of the tree;
- m) The removal of trees that pose an immediate threat to life or property, as determined by an International Society of Arboriculture (ISA) certified arborist or registered professional forester and certified in writing;
- n) Works required to prevent, control or reduce risk to or loss of human life, the natural environment or public or private property, including:
 - i. Forest fire, flood and erosion protection works;
 - ii. Protection, repair or replacement of public facilities;
 - iii. Clearing of an obstruction from a bridge, culvert, dock wharf or stream;
 - iv. Bridge repairs.
- o) A farm operation as defined in the *Farm Practices Protection (Right to Farm) Act*;
- p) Forest management activities, as defined in the *Private Management Forest Land Regulation*, on land classified as managed forest land under the *Private Managed Forest Land Act*;
- q) The subdivision of land parcels where a conservation covenant satisfactory to and in favour of the Gambier Island Local Trust Committee or the Islands Trust Conservancy Board has already been registered for the maintenance of natural drainage and protection of environmentally sensitive areas;
- r) Consolidation of legal lots by subdivision; and
- s) Works conducted and/or authorized by the Province and its Ministries or Agencies, and by Fisheries and Oceans Canada (or subsequent federal department), with respect to trail construction, stream enhancement and fish and wildlife habitat restoration. For clarity, private moorage, shoreline protection measures or placement of fill below the natural boundary of the sea authorized by the Province and its Ministries or Agencies, requires a development permit.

General Guidelines

.3 The following guidelines apply for development permits within the DP-3 area:

- a) Development in the shoreline area should minimize impacts on the ecological health and disruption to coastal sediment transport processes.
- b) Construction and additions to, upland buildings or structures should be located and designed to avoid the need for shoreline protection measures throughout the life of the structure.
- c) Development on steep slopes or bluffs should be set back sufficiently from the top of the slope or bluff to ensure that shoreline protection measures will not become necessary during the life of the structure, as demonstrated by a geotechnical analysis by a Geotechnical Engineer or Professional Geoscientist.
- d) Consideration should be given to minimizing the impacts of sea level rise and storm surges.

- e) Development design should prevent the release of sediment to the shore and to any watercourse or storm sewer that flows to the marine shore. An erosion and sediment control plan that includes actions to be taken prior to land clearing and site preparation may be required.
- f) Areas that include critical habitat of any species at risk (as defined by the *Species at Risk Act* (SARA), including terrestrial or aquatic provincial red- and blue-listed species or SARA-listed species; or where a rare species has been identified by Islands Trust mapping, should be left undisturbed. If disturbance cannot be avoided, then development and mitigation measures should be undertaken under the supervision of a Registered Professional Biologist with advice from applicable government agencies.
- g) Development activities along the foreshore or in marine areas should be conducted during the low risk timing window for spawning and nursery periods.
- h) All development below the natural boundary of the sea should minimize degradation of the marine ecosystem and disturbance of the substrate.

Guidelines - Construction and Replacement of Docks and Ramps

.4 The following guidelines apply to applications for development permits within the DP-3 area:

- a) Docks, floats and ramps should be sited to avoid interference with sensitive ecosystems such as eelgrass beds, forage fish habitat, and natural processes such as currents and littoral drift. This will require an environmental assessment by a Qualified Environmental Professional.
- b) Decking materials should allow for a minimum of 43% open space to allow for light penetration to the water surface. Light transmitting materials may be made of various materials shaped in the form of grids, grates, and lattices to allow for light passage to the water surface.
- c) Piers on pilings and floating docks are preferred over solid-core piers or ramps. Piers should use the minimum number of pilings necessary, with preference to greater distance between pilings over increasing the number of pilings.
- d) Docks should be constructed so that they do not rest on the seabed at low water/low tide levels and to allow the free flow of water beneath dock floats at all times.
- e) Docks should be constructed of stable materials that do not have the potential to degrade the marine ecosystem or the ecology of the foreshore over time.
- f) Preference is given to mooring buoys that are seagrass-friendly and are designed to reduce scouring of the sea floor. These include buoys with a mid-line float so as to prevent unnecessary damage to eelgrass habitat.

Guidelines - Shoreline Modifications

.5 The following guidelines apply to applications for development permits within the DP-3 area:

- a) Shoreline protection or stabilization measures should not be undertaken for the sole purpose of changing the measurement of setbacks on a property or to reclaim land lost due to erosion.
- b) Shoreline protection measures should not be undertaken for the purpose of extending lawns or gardens, or to provide space for additions to existing or new structures.
- c) Shoreline protection measures may be considered to protect existing structures as provided by a report, prepared by a Qualified Professional(s), which describes the following:
 - i. need for the proposed modification to protect existing structures;

- ii. any natural hazards, erosion, or interruption of geohydraulic processes that may arise from the proposed modification, including at sites on other properties or foreshore locations;
 - iii. cumulative effect of shoreline protection along the drift sector where the works are proposed; and
 - iv. whether there will be any degradation of the marine ecosystem or loss of fish or wildlife habitat because of the modification.
- d) Shoreline protection measures should be designed by a Qualified Professional, and should:
 - i. Limit the size of the works to the minimum necessary to prevent damage to existing structures or established uses on the adjacent upland;
 - ii. Rely on non-structural shoreline protection measures when feasible;
 - iii. Be designed to avoid erosion or other physical damage to adjacent or down-current properties, or public land; and
 - iv. Address compatibility with adjacent shoreline protection works.
- e) Structural shoreline protection measures such as concrete walls, lock block or stacked rock (rip rap), may be considered when a geotechnical and biophysical analysis provided by a Qualified Professional demonstrates the following:
 - i. An existing structure is at immediate risk from shoreline erosion caused by tidal action, currents or waves;
 - ii. erosion is not being caused by upland conditions, such as the loss of vegetation and uncontrolled drainage associated with upland development;
 - iii. All possible on site drainage solutions by directing drainage away from the shoreline have been exhausted;
 - iv. Non-structural shoreline protection measures are not feasible or not sufficient to address the stabilization issues;
 - v. The shoreline protection measure is designed so that neighbouring properties are not expected to experience additional erosion; and
 - vi. All shoreline protection structures are installed upland of the present natural boundary of the sea.
- f) An existing shoreline protection structure may be replaced provided that:
 - i. The replacement structure is of the same size and footprint as the existing structure;
 - ii. The replacement structure is designed, located, sized and constructed to mitigate the loss of ecological functions, and include habitat restoration measures when feasible; and
 - iii. Replacement walls or bulkheads do not encroach seaward of the natural boundary or seaward of the existing structure unless there are significant safety or environmental concerns.
- g) Materials used for shoreline protection should be constructed of stable and uncontaminated materials that do not have the potential to degrade the marine ecosystem or the ecology of the foreshore over time.
- h) Placement of fill upland of the natural boundary of the sea greater than (10) cubic metres in volume should only be considered when necessary to assist in the enhancement of the natural shoreline's stability and ecological function. Fills shall be located, designed and constructed to protect shoreline ecological functions and ecosystem-wide processes, including channel migration.
- i) Placement of fill below the natural boundary of the sea should be considered only when necessary to assist in the enhancement of the natural shoreline's stability and ecological function, as allowed by the relevant provincial and/or federal authorities.

- j) All upland fill and beach nourishment materials should be clean and free of debris and contaminants.

Guidelines - Vegetation Management and Restoration

.6 The following guidelines apply to applications for development permits within the DP-3 area:

- a) Existing native vegetation and trees should be retained or replaced wherever possible to protect against erosion and slope failure, and to minimize disruption to fish and wildlife habitat.
- b) Existing vegetation and trees to be retained should be clearly marked prior to development, and temporary fencing installed at the drip line to protect them during clearing, grading and other development activities.
- c) In areas cleared of native vegetation during development, replanting requirements and a security deposit to restore the natural environment or control erosion may be required.
- d) Sparsely vegetated areas may not require planting.
- e) Vegetation species used in replanting should be suitable for the soil, light and groundwater conditions of the site, native to the area, and be selected for erosion control and/or fish and wildlife habitat values as needed. The use of suitably adapted non-invasive, non-native vegetation may be permitted in a replanting program when conditions render the use of native species materially less suitable for erosion control and habitat strengthening.
- f) Replanting may be maintained by the property owner for a minimum of 2 years from the date of completion of the planting to ensure survival. This may require removal of invasive, non-native plant species, irrigation, and the replacement of unhealthy, dying or dead stock at the owner's expense.

Islands Trust Council Highlights December 3 - 5, 2024

The following is a list of agenda highlights of Trust Council's activities and decisions from its December 3-5, 2024 quarterly meeting. These highlights are not the official minutes; Trust Council will adopt those at its March 11-13, 2025 meeting being held in-person in Nanaimo, B.C.

Islands Trust Council Welcomes New Chief Administrative Officer

Islands Trust's new Chief Administrative Officer (CAO), Rueben Bronee, addressed Trust Council for the first time. CAO Bronee shared his experience and background, first impressions of the organisation, and key initiatives he looks forward to advancing.

Delegation from Bowen Island Municipality Mayor Leonard

On behalf of Bowen Island Council, Mayor Leonard addressed Trust Council as a delegation. Mayor Leonard spoke to several topics, including a request to engage with Bowen Island Council on matters related to potential legislative change, such as Trust Council's recent request to the Province for a wide-ranging review of the Islands Trust Act.

Islands Trust Council 2025/26 Meeting Schedule Adopted

Trust Council approved the dates and locations of its regular quarterly meetings until March 31, 2026.

Interpretation of the Islands Trust Object

Trust Council decided it will revisit its interpretation of "unique amenities" at a future Committee of the Whole meeting.

Policy Statement Amendment Project

Trust Council supported increased funding for public engagement and communications on the Policy Statement Amendment Project in 2025/26. Trust Council decided it will schedule bi-weekly Committee of the Whole meetings in 2025 to continue advancing this project.

North Pender Island Natural Area Protection Tax Exemption Program (NAPTEP) Application

Trust Council approved issuing of a NAPTEP Certificate for the covenanted portion of a property on North Pender Island.

Draft 2025/26 Budget Review

Trust Council reviewed its initial draft 2025/26 budget.

Islands Trust / San Juan County Council Joint Session

San Juan County Council Members Fuller and Wolf joined Trust Council to discuss mutual areas of interest including ferries, engagement with Indigenous Governing Bodies, and Housing. Trust Council supported the renewal of joint-advocacy efforts with San Juan County where possible.

Tiny Homes on Wheels Steering Committee

Trust Council approved the convening of a steering committee made up of appointed trustees and up to four Electoral Area Directors to explore the barriers to legal occupancy of tiny homes on wheels. Trustees Boland, Campbell, Patrick and Elliot were appointed to this new steering committee.

Follow Up Action Report

Trust Council

Chief Administrative Officer

Progress	Activity	Responsibility	Dates	Status
0%	1 That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust and further that Trust Council respond to Minister Kang to the effect that TC will revisit the request for a review of the Islands Trust mandate, governance, and structure and provide the Minister with an update.	Clare Frater Rueben Bronee	Meeting: 07-Mar-2023 Target: 01-Jun-2025	In Progress
50%	2 Staff to engage with the Province to analyse Section 7 of the Declaration on the Rights of Indigenous Peoples Act to see how it pertains to Islands Trust Council, Islands Trust Conservancy, the Local Trust Committees, and Bowen Island Municipality.	Rueben Bronee	Meeting: 25-Sep-2024 Target: 31-Jan-2025	In Progress
100%	3 Staff to add the following deferred items from September's Trust Council meeting to December's draft Trust Council meeting agenda for Executive Committee's consideration: 1.(6.2.4) Approval of the Draft Islands Trust 2025-2028 Strategic Plan Elements - Request For Decision (RB) 2.(10.2.2) Trust Council Bylaw 197 - Local Trust Committee Meeting Procedures Bylaw - Request For Decision 3.(10.2.3) Amendment to Policy and Procedures Regarding Delegations to Trust Council - Request For Decision 4.(10.2.4) Code of Conduct Review - Next Steps - Request For Decision 5.(14.1) Dark Sky Principles Adoption Advocacy - Request For Decision	Rueben Bronee	Meeting: 26-Sep-2024 Target: 13-Nov-2024	Completed
0%	4 Staff to schedule a Committee of the Whole meeting for Trust Council to discuss the September Meeting Conduct.	Rueben Bronee	Meeting: 03-Dec-2024 Target: 01-Jun-2025	In Progress

Follow Up Action Report

Trust Council

Chief Administrative Officer

Progress	Activity	Responsibility	Dates	Status
100%	5 Staff to inform the Governance Committee that Trust Council requests the topic "Election of Executive Committee", and possible re-election same term, be moved to Urgent High Priority quadrant of the Governance Committee work program matrix.	Rueben Bronee	Meeting: 03-Dec-2024 Target: 13-Dec-2024	Completed
0%	6 Staff to explore options for the December 2025 and March 2026 Trust Council meetings to be held in the Trust Area.	Rueben Bronee	Meeting: 03-Dec-2024 Target: 31-Jan-2025	In Progress
0%	7 Staff to schedule the following quarterly Trust Council meeting dates and locations to the end of fiscal 2025/26: a) March 11 - 13, 2025 (Nanaimo) b) June 17 - 19, 2025 (Salt Spring Island) c) September 16 - 18, 2025 (Gabriola Island) d) December 2 - 4, 2025; and, (Victoria) e) March 10 - 12, 2026 (Duncan)	Rueben Bronee	Meeting: 03-Dec-2024 Target: 31-Dec-2024	In Progress
0%	8 Staff to schedule a Committee of the Whole meeting for Trust Council to clarify its interpretation of unique amenities from Trust Council's discussion of September, 2023, in light of the updated legal opinion received.	Rueben Bronee	Meeting: 04-Dec-2024 Target: 01-Apr-2025	In Progress
0%	9 Staff to schedule a Committee of the Whole meeting for Trust Council to review the 2022 Governance Review supported by analysis and recommendations by the Governance Committee, and staff, by no later than June, 2025.	Rueben Bronee	Meeting: 04-Dec-2024 Target: 01-Jun-2025	In Progress
0%	10 Staff to set one of the upcoming bi-weekly Committee of the Whole meetings solely to discuss the draft Code of Conduct.	Rueben Bronee	Meeting: 05-Dec-2024 Target: 01-Jun-2025	In Progress

Follow Up Action Report

Trust Council

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
100%	1 Trust Council ask the Governance Committee to review the current method of appointment and the make-up of membership for Trust Council standing committees. (Sent to GC and on their work program).	David Marlor	Meeting: 07-Mar-2023 Target: 27-Jun-2023	Completed
0%	2 5.2.2 Review of Trust Council Policies - Undertake review and and recommend updates and consolidation of policies. Bring one or more policies back to each Trust Council. Work with relevant director. Now with Governance Committee and budget request for 2025.	David Marlor	Meeting: 26-Sep-2023 Target: 12-Dec-2025	In Progress
52%	3 That Trust Council request Staff to prepare a draft amendment to the Trust Council Meeting Procedures Bylaw under Section 11 of the Islands Trust Act so that it also applies to all 13 local trust committees, and add amendments to require release of local trust committees' agenda outlines a minimum of two days before release date of full agenda. THAT Trust Council request staff to prepare a draft Local Trust Committee Development Procedures Bylaw under Section 11 of the Islands Trust Act that will establish standard procedures applicable to all local trust committees. THAT Trust Council request Staff to prepare a Public Notice Policy with a model Local Trust Committee Public Notice Bylaw, and a draft Trust Council Public Notice Bylaw.	David Marlor	Meeting: 07-Dec-2023 Target: 11-Mar-2025	In Progress
0%	4 Staff to explore options for including an Integrated Spatial Planning approach within the strategic planning process, and report back with recommendations by January, 2025.	David Marlor Stefan Cermak	Meeting: 20-Jun-2024 Target: 11-Mar-2025	In Progress
50%	5 Rename 'Islands Trust Council Goals' chart to 'Islands Trust Council Strategic Plan Goals' in the IT App and corresponding report. *IS HelpDesk ticket sent in October 2, 2024	David Marlor	Meeting: 24-Sep-2024 Target: 13-Nov-2024	In Progress

Follow Up Action Report

Trust Council

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
100%	6 Staff to establish a Chief Administrative Officer Performance Evaluation Policy Select Committee consisting of the members of the Executive Committee and the chairs of all four standing committees; and, establish the terms of reference for the Chief Administrative Officer Performance Evaluation Policy Select Committee as follows: a) Review material provided by Trustee Falck and Trustee Patrick to Trust Council on December 7, 2023 regarding evaluation of Chief Administrative Officers; b) Engage a consultant to work with the Chief Administrative Officer Performance Evaluation Policy Select Committee, to develop a policy for the performance evaluation of the Islands Trust Chief Administrative Officer; and c) Make recommendations to Trust Council on adoption of a Chief Administrative Officer Performance Evaluation Policy.	David Marlor Julia Mobbs	Meeting: 25-Sep-2024 Target: 03-Dec-2024	Completed
100%	7 Staff to remove item #2 from the Director of Legislative and Information Services section of the Follow Up Action List.	David Marlor	Meeting: 03-Dec-2024 Target: 13-Dec-2024	Completed
100%	8 Staff to inform Executive Committee that Trust Council request Executive Committee to schedule a facilitated session focusing on Trustee conduct and tools at Council and chair responsibilities during Council sessions and Standing Committees.	David Marlor	Meeting: 05-Dec-2024 Target: 31-Jan-2025	Completed

Follow Up Action Report

Trust Council

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
100%	9 Staff to inform Executive Committee that Trust Council request Executive Committee to return to Trust Council with a draft bylaw to amend Trust Council's Meeting Procedure Bylaw 101 that: I. Requires delegations to specify the action they are asking of Trust Council; II. Establishes that any Trust Council direction in relation to disposition of delegations will allow time for staff to provide advice; III. If time is of the essence, Trust Council's direction in relation to disposition of delegations will delegate a response to the Executive Committee or the Trust Council Chair; IV. Establishes approval authority for receipt of delegation and establishes a different deadline for receipt of delegations for matters on the agenda, and such a deadline would need to be after the release of the agenda outline to the public and before the start of the Trust Council meeting; V. Establishes a maximum number of delegations per meeting and/or time limit for all delegations to maintain the integrity of the published agenda; and VI. Provides clear criteria for rejection of delegations, with a clear appeal process to Trust Council and 2/3 majority vote required of Trust Council to approve a rejected delegation.	David Marlor	Meeting: 05-Dec-2024 Target: 31-Dec-2024	Completed
100%	10 Staff to rescind Trust Council Policy 6.6.1 By-Election Funding in its entirety.	David Marlor	Meeting: 05-Dec-2024 Target: 31-Jan-2025	Completed

Follow Up Action Report

Trust Council

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
49%	1 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Stefan Cermak	Meeting: 29-Jun-2023 Target: 30-Sep-2024	In Progress
49%	2 Staff to report in the September (2024) and March (2025) Trust Council meetings about the tracking of planning staff time and application revenue with regards to cost recovery.	Stefan Cermak	Meeting: 14-Mar-2024 Target: 31-Mar-2025	In Progress
0%	3 Staff to explore options for including an Integrated Spatial Planning approach within the strategic planning process, and report back with recommendations by January, 2025.	David Marlor Stefan Cermak	Meeting: 20-Jun-2024 Target: 11-Mar-2025	In Progress
100%	4 Staff to continue drafting amendments to Trust Council Bylaw Compliance and Enforcement Policy (Policy 5.5.1) and provide Regional Planning Committee direction to create a plain language version of the Bylaw Compliance and Enforcement Best Practices manual.	Stefan Cermak	Meeting: 25-Sep-2024 Target: 13-Nov-2024	Completed
25%	5 Staff to: 1. Solicit First Nations to get their feedback about the referral processes, concerns and new initiatives; 2. Develop a work plan that captures planned actions advancing from this Referrals to First Nations - Request for Decision; and 3. Include this initiative in the Draft 2025-2028 Strategic Plan and the amended Reconciliation Action Plan.	Stefan Cermak	Meeting: 26-Sep-2024 Target: 19-Feb-2025	In Progress

Follow Up Action Report

Trust Council

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
29%	6 Staff to implement the Islands Trust Housing Action Plan into the 2025-2028 Strategic Plan, and prioritize implementation of Actions 23, 24 and 26, with a focus on enabling Tiny Homes On Wheels in the Trust Area. (RPC resolution 2024-020)	Stefan Cermak	Meeting: 26-Sep-2024 Target: 19-Feb-2025	In Progress
29%	7 Staff to convene a steering committee and appoint Trustees Boland, Campbell, Patrick and Elliott to guide the technical work to explore the barriers to legal occupancy of tiny homes on wheels and the associated siting and use regulations and invite membership of up to four Electoral Area Directors.	Stefan Cermak	Meeting: 05-Dec-2024 Target: 31-Jan-2025	In Progress
100%	8 Staff to proceed with a grant application up to \$500,000, over two years, from the Watershed Security Fund, to implement key initiatives under the Islands Trust Freshwater Sustainability Strategy, including staffing, consulting, and technical resources to undertake the following projects and initiatives: I. Islands Trust Area Freshwater Footprint, II. Islands Trust Area Watershed Resiliency Mapping, III. Freshwater Sustainability Regulatory and Policy Audit, IV. Freshwater Helpdesk, V. Islands Trust Freshwater Atlas, VI. Freshwater Sustainability Technical Advisory Committee, and VII. Watershed governance.	Stefan Cermak	Meeting: 05-Dec-2024 Target: 31-Dec-2026	Completed

Follow Up Action Report

Trust Council

Director, Administrative Services

Progress	Activity	Responsibility	Dates	Status
100%	1 Staff to establish a Chief Administrative Officer Performance Evaluation Policy Select Committee consisting of the members of the Executive Committee and the chairs of all four standing committees; and, establish the terms of reference for the Chief Administrative Officer Performance Evaluation Policy Select Committee as follows: a) Review material provided by Trustee Falck and Trustee Patrick to Trust Council on December 7, 2023 regarding evaluation of Chief Administrative Officers; b) Engage a consultant to work with the Chief Administrative Officer Performance Evaluation Policy Select Committee, to develop a policy for the performance evaluation of the Islands Trust Chief Administrative Officer; and c) Make recommendations to Trust Council on adoption of a Chief Administrative Officer Performance Evaluation Policy.	David Marlor Julia Mobbs	Meeting: 25-Sep-2024 Target: 03-Dec-2024	Completed
100%	2 Staff to inform each Standing Committee to review their budget requests and provide any reductions for incorporation into the March budget.	Julia Mobbs	Meeting: 04-Dec-2024 Target: 15-Dec-2024	Completed

Follow Up Action Report

Trust Council

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
64%	1 Policy Statement Amendment Project - Amend draft Bylaw No. 183 as directed by adopted resolutions. (ONGOING)	Clare Frater	Meeting: 21-Sep-2022 Target: 07-Sep-2026	In Progress
5%	2 Coordinate the provision of expert advice and training to the incoming Trust Council, early in the new term, on the theme of public engagement and consultation, building on lessons learned from the first three phases of Islands 2050 public engagement from 2019 - 2022.	Clare Frater	Meeting: 21-Sep-2022 Target: 31-Mar-2025	In Progress
0%	3 That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust and further that Trust Council respond to Minister Kang to the effect that TC will revisit the request for a review of the Islands Trust mandate, governance, and structure and provide the Minister with an update.	Clare Frater Rueben Bronee	Meeting: 07-Mar-2023 Target: 01-Jun-2025	In Progress
100%	4 Staff to inform Trust Programs Committee that Trust Council requests that the Xwe' et tay / Lasqueti Archeology Project Presentation be considered by Trust Programs for a future educational webinar.	Clare Frater	Meeting: 03-Dec-2024 Target: 01-Jun-2025	Completed
100%	5 Staff to inform the Islands Trust Conservancy Secretary that the Islands Trust Council requests the Secretary issue a Natural Area Protection Tax Exemption Program Certificate for the covenanted portion of the property described as PID: 005-837-651, Lot 6, Sections 18 and 22, Pender Island, Cowichan District, Plan 6294, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.	Clare Frater	Meeting: 04-Dec-2024 Target: 13-Dec-2024	Completed

Follow Up Action Report

Trust Council

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
100%	6 Staff to amend the Policy Statement Amendment Project Charter V10 by increasing the number of Committee of the Whole meetings to twice monthly until discussion on the draft Policy Statement is concluded, with the aim of producing a draft for consideration of Trust Council.	Clare Frater	Meeting: 04-Dec-2024 Target: 31-Jan-2025	Completed
0%	7 Staff to remove the line item "approval in principle by Trust Council" in project charter V 10 and the timeline be adjusted accordingly.	Clare Frater	Meeting: 04-Dec-2024 Target: 31-Jan-2025	In Progress
0%	8 Staff to amend the proposed Policy Statement Amendment Project Charter to include a 6-month public engagement and referral period after First Reading by June, 2025.	Clare Frater	Meeting: 04-Dec-2024 Target: 31-Jan-2025	In Progress
0%	9 Staff to amend the Policy Amendment Project Charter V 10 by adding \$12,500 for local trust committee / Bowen Island Municipality public engagement.	Clare Frater	Meeting: 04-Dec-2024 Target: 31-Jan-2025	In Progress
0%	10 Staff to amend the Policy Statement Project Charter V 10 by adding \$10,000 for the purpose of distributing a household mailer to residents in the communications line item.	Clare Frater	Meeting: 04-Dec-2024 Target: 31-Jan-2025	In Progress
0%	11 Staff to report to the Executive Committee on options to support renewed advocacy with San Juan County and Indigenous Governing Bodies that is directed to our respective federal and state/provincial bodies on oil spill prevention in the Salish Sea.	Clare Frater	Meeting: 05-Dec-2024 Target: 31-Jan-2025	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
100%	12 Staff to inform Executive Committee that Trust Council request Executive Committee to invite BC Ferries representative to the March, 2025 Trust Council meeting to discuss the dissolution of the Ferry Advisory Committees and the future of community representation for BC.	Clare Frater	Meeting: 05-Dec-2024 Target: 31-Jan-2025	Completed
100%	13 Staff to inform Executive Committee that Trust Council request Executive Committee to reply to Mayor Leonard's correspondence and Bowen Island Municipal Council.	Clare Frater	Meeting: 05-Dec-2024 Target: 13-Dec-2024	Completed



BRIEFING

To:	Executive Committee	For the Meeting of:	December 18, 2024
From:	Executive Office	Date Prepared:	December 12, 2024
SUBJECT:	Continuous Learning Plan & List Of Learning Topics		

PURPOSE:

To further discussion on Trust Council's continuous learning, as requested by the Executive Committee.

BACKGROUND:

In May 2023, Executive Committee requested that staff *"Explore future education/workshop sessions on decision-making to benefit trustees."*

To address this request, in October 2024 staff brought a draft 2022-2026 Continuous Learning Plan to Executive Committee for review to begin discussion of future education sessions for Trustees. At that meeting, Executive Committee passed the following resolution:

"Staff to bring back the Continuous Learning Plan to a future meeting including remarks from Vice-Chair Elliott and the list of topics from the previous Council."

The documents attached to this briefing provide the requested information as follows:

- Draft 2022-2026 Continuous Learning Plan – as presented to EC at their October 2024 meeting.
- Potential Future Learning Topics or Agency Liaison Sessions – this list includes topics from the prior term, in prioritized order based on a poll to trustees in August 2020. The list also includes suggestions from EC from their October meeting, as well as suggestions from Tr. Elliot.

ATTACHMENTS:

1. Draft 2022-2026 Continuous Learning Plan
2. Potential Future Learning Topics or Agency Liaison Sessions

FOLLOW-UP: Staff will advance planning for topics prioritized by Executive Committee.

Prepared By: Executive Office

Reviewed By/Date: Chief Administrative Officer/Dec 13, 2024

Islands Trust Council Plan for Continuous Learning 2022-2026 Term

	Date	Trust-Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2022	October 25	New Term Orientation: Meeting the Trustees: Trust Council, Executive Committee and Council Committees overview			
	November 8	New Term Orientation: Trustee Roundtable - Getting to know each other and staff			
	TRUST COUNCIL MEETING November 17	New Term Orientation: Computer/HR Orientation, Trustee Tool kit and badges, Victoria staff greetings	New Term Orientation: Oath of Office / Swearing In		
	TRUST COUNCIL MEETING November 18-19	New Term Orientation: Overview of Islands Trust; Islands Trust Conservancy; Governance; Planning Services; Finance and Budgeting	New Term Orientation: Election of Chair, Executive Committee and Conservancy members		
	November 22	New Term Orientation: Trustee administration: remuneration, expenses, computer training			
	TRUST COUNCIL MEETING December 6-8	New Term Orientation: Islands 2050 Policy Statement Amendment Project Overview	New Term Orientation: Introduction to Standards of Conduct/Conflict of Interest/FOI Robert's Rules & Responsible Governance Presenter: Eli Mina, Registered Parliamentarian	New Term Orientation: Local Trust Committees Orientation	New Term Orientation: Reconciliation and First Nations Engagement Presenter: Reece Harding, Barrister & Solicitor, Young Anderson

Islands Trust Council Plan for Continuous Learning 2022-2026 Term

Date	Trust-Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2023	January 12	A Closer Look: Open meetings, Conflict of Interest, Freedom of Information		
	January 19		Local Trust Committees, Land Use Planning, Bylaw Enforcement	
	January 26	Website and Mapping		
	February 2	Species at Risk (SAR) and Critical Habitat Protection on non-federal lands***		
	February 9	Growing Native Plant Species for People and Places***		
	March 30	GINPR - Monitoring and Restoration of Rare Ecosystems***		
	April 5	BC Conservation Data Centre - BC CDC 101: Providing Information about Biodiversity in BC Presentation***		
	May 4	P'hwulhp (Garry Oak) Meadows: Understanding a Living Cultural Landscape***		
	May 19	Chair Training: Facilitated day-long session. Part 1 and Part 2 Presenter: Lisa Zwarn, Registered Parliamentarian & Public Administration Instructor		

Islands Trust Council Plan for Continuous Learning 2022-2026 Term

Date	Trust-Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2023	June 19	Forest classification and forest health of the Coastal Douglas-fir zone Presenters: Andy MacKinnon, RPBio (ret.), RPF (ret.) Forest Ecologist and Del Meidinger, M.Sc., RPBio, Research Ecologist		
	TRUST COUNCIL MEETING June 27 - 29 Recording	Local Governments in Reconciliation Presenters: Brent Mueller, Director, Governance Relations (MUNI) and Lisa Bhopalsingh, Manager of Community & Cultural Planning, City of Nanaimo #1PowerPoint #2PowerPoint		Gabriola Island field trips to Museum, Recycling Centre, Elder Cedar Forest
	TRUST COUNCIL MEETING September 26 – 28 Recording			Guided Visit to KELA_EKE Kingfisher Forest or Tour of Magic Lake Estates
	November 29		Cityview Bylaw Enforcement Extension	
	TRUST COUNCIL MEETING December 5 – 7 Recording			San Juan County Council Session

*Dates and locations for 2025 and 2026 to be determined.

** General Local Election October 17, 2026. Trust Council Bylaw No. 101 (2.1). *The first regular meeting of the Council shall be held on the first Wednesday of November following a general local election.*

*** Webinars offered for both public and trustee benefit.



Islands Trust Council Plan for Continuous Learning 2022-2026 Term

Date	Trust-Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2024	TRUST COUNCIL MEETING March 12-14	Media and Social Media Training - Jan Enns, Communications Consultant		
	TRUST COUNCIL MEETING June 18 – 20 Recording			
	TRUST COUNCIL MEETING September 24 – 26			
	November 26			Xwe’et tay/Lasqueti Archeology Project
	TRUST COUNCIL MEETING December 3 – 4			San Juan County Council Session
2025	January	TBD Webinar: Public Engagement Best Practices		
	TRUST COUNCIL MEETING March			
	TRUST COUNCIL MEETING June			
	TRUST COUNCIL MEETING September			
	TRUST COUNCIL MEETING December			

Islands Trust Council Plan for Continuous Learning 2022-2026 Term

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Date		Trust-Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2026	TRUST COUNCIL MEETING March				
	TRUST COUNCIL MEETING June				
	TRUST COUNCIL MEETING September				
	**NEW TERM TRUST COUNCIL MEETING November	New Term Orientation	New Term Orientation	New Term Orientation	New Term Orientation
	TRUST COUNCIL MEETING December	New Term Orientation	New Term Orientation	New Term Orientation	New Term Orientation

Outstanding Continuous Learning Item from 2018-2022 Trust Council term on FUAL report – TC-2022-103 “Coordinate the provision of expert advice and training to the incoming Trust Council, early in the new term, on the theme of public engagement and consultation, building on lessons learned from the first three phases of Islands 2050 public engagement from 2019 - 2022.”



Islands Trust Council Plan for Continuous Learning

Potential Future Learning Topics or Agency Liaison Sessions

Prioritized suggestions that arose during the prior 2018-2022 term:

1. First Nations relationship building
2. How we measure Preserve and Protect
3. West Coast Environmental Law re: foreshore jurisdiction
4. Dr. Richard Hebda webinar or presentation
5. First Nations return to the lands and water
6. Community engagement for stewardship
7. Foreshore erosion and middens
8. Department of Fisheries and Oceans re fish stocks in dire straits
9. Managing the opportunity of change in the COVID moment
10. Climate change related topics including enforcement, bylaw sharing associated with climate change
11. Private Managed Forest Lands (PMFL)
12. ALC session with CEO and Chair
13. Housing agreements and how they work
14. How to craft a resolution
15. Agency liaison such as Agricultural Land Commission
16. Public Engagement tools associated from IAP2
17. Coast Guard Spill Response
18. Elected officials and/or staff on how the political government works
19. Bylaw enforcement processes
20. Business-type training including Microsoft products
21. Training Session on cannabis production issues and regulation (not ranked in 2020 poll)
22. Jessica Wood (ADM with MIRR) and/or Merle Alexander to speak added (not ranked in 2020 poll)

Training request from Trust Council, 2022:

23. Expert advice and training on public engagement and consultation be provided to the incoming council, building on lessons learned from the first three phases of Islands 2050 public engagement from 2019 – 2022

Topic Suggestions from Executive Committee October 2024, in no particular order:

- 24.** Chair training
- 25.** Structured decision making
- 26.** Governance topics
- 27.** How to write letters on local advocacy

Topic Suggestions from Tr. Elliot, in no particular order:

- 28.** Green shores vs hardshores “asset protection” or just shoreline protection
- 29.** Bylaw enforcement and heritage protection
- 30.** Komoks FN Cultural Heritage program
- 31.** Advocacy and Intergovernmental relations, highlighting past successes, what works, does not work
- 32.** Martin Conservation Decisions Lab "<https://www.taramartin.org/salish-sea-cumulative-effects/>"
- 33.** Climate change and regional Collaboration
- 34.** Shoreline protection



REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** December 18, 2024
From: Trust Area Services **Date Prepared:** December 9, 2024
SUBJECT: AVICC/UBCM RESOLUTION SELECTION (Annual Item)

RECOMMENDATION: That the Executive Committee direct staff to draft a resolution and backgrounder on _____ for submission to the Association of Vancouver Island and Coastal Communities 2025 convention for Executive Committee's consideration in January 2025.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The Islands Trust has had a practice of submitting resolutions to AVICC/UBCM. Resolutions endorsed by the UBCM membership can trigger advocacy support from UBCM staff and often result in a well-considered response from the affected Ministry or Department. Depending on the resolution(s) submitted, the Executive Committee may wish to consider additional advocacy such as proposing a related session for the UBCM conventions or a meeting with a minister.

- 1 **PURPOSE:** To seek direction about drafting resolution(s) and backgrounder(s) for the 2025 Association of Vancouver Island and Coastal Communities (AVICC) and Union of British Columbia Municipalities (UBCM) conventions.
- 2 **BACKGROUND:** On November 1 2024, staff sent out an email to staff and trustees with a call for resolutions for the annual AVICC/UBCM Conference.

It is possible for Islands Trust to submit more than one resolution. Staff do not recommend proposing more than two resolutions in any one year due to the resulting workload and the difficulty in advocating for more than two topics at one convention.

In the past, Executive Committee has supported selected resolutions by suggesting/organizing complementary AVICC/UBCM sessions and by requesting and/or attending Ministers' meetings to discuss the proposed topic.

Section 4.2 of the Islands Trust policy 6.12ii on UBCM/AVICC Membership and Resolutions states: *Trustees and staff are encouraged to propose resolutions for submission to the AVICC or UBCM conventions to the Executive Committee by the end of each calendar year.*

When selecting a resolution, the Executive Committee should be guided by section 4.2 of the Islands Trust policy 6.12ii on UBCM/AVICC Membership and Resolutions:

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

Executive Committee members should also consider that UBCM guidelines suggest that issues identified in resolutions should be relevant to other local government across the province. The following topics were suggested for Islands Trust 2025 resolutions:

Source	Topic	Rationale	Senior Staff Assessment
Tim Peterson, Vice-Chair	Request the Province to develop legislation mandating local government codes of conduct, modelled on established best practices for all BC local governments and Islands Trust, including legislated changes needed to support code of conduct administration and enforcement.	This suggestion is provided in response to the UBCM discussion paper: Potential for Change: Responsible Conduct Framework for Local Government Elected Officials.	Islands Trust Council has not developed policy or an advocacy position to guide advocacy for legislation to mandate code of conducts for local governments/Islands Trust and associated enforcement regime. UBCM endorsed resolutions in 2021, 2022 and 2023 regarding codes of conduct with suggestions such as establishing an Integrity Commissioner Office and Office of the Municipal Ethics Commissioner to advise local governments and enforce codes of conduct. A search of the UBCM resolutions database reveals a number of related prior resolutions. Executive Committee may wish to discuss if the request should be about mandating local governments and Islands Trust.
	Request the Province enact a scheme to fund mental health supports for elected local government/Islands Trust leaders.	The work environment for local leaders has deteriorated, and the supports provided are inadequate or non-existent. In most cases, two sessions per year is generally the full extent of support offered through extended health benefits purchased by local governments/Islands Trust coverage programs.	Islands Trust Council has not developed policy or advocacy position to guide advocacy for a scheme to fund mental health supports for elected local government/Islands Trust leaders. Islands Trust does provide extended health benefits to trustees with limited mental health support. A search of the UBCM resolutions database did not reveal prior related resolutions.

Source	Topic	Rationale	Senior Staff Assessment
		A working group of elected officials who met at the UBCM Convention (Vic-Chair Peterson involved) has written a draft resolution (see Attachment 1)	
Susan Yates, Gabriola Island Trustee	Request that the Province take on the fees associated with assessing archaeological sites on private land.	Landowners must take on the costs associated with getting heritage investigation permits and site alteration permits under the provisions of the <i>Heritage Conservation Act</i> with archaeological impact assessment on private land. In some instances, the costs are beyond the budget of homeowners, resulting in some people not reporting findings.	Islands Trust Council has not developed policy or advocacy position to guide advocacy for Provincial payment of costs associated with assessing and protecting archaeological sites on residential lands. A search of the UBCM resolutions database reveals only one relevant endorsed resolution (See Attachment 2). The 2024 Provincial response to this resolution notes, “The Archaeology Branch does not provide funding to support archaeological assessments; the request for additional funding has been shared with the Ministries of Water, Land and Resource Stewardship and Municipal Affairs for their consideration”. Staff would need to undertake research on the Province’s Heritage Conservation Act Transformation Project in order to draft an appropriate resolution.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Drafting a resolution and preparing a one-page backgrounder will take up to one day of the Director of Trust Area Services time for each topic selected. Some topics may require legal advice, or research/review time by other staff in the organization.

FINANCIAL: None expected.

POLICY: No implications for existing policy.

IMPLEMENTATION/COMMUNICATIONS: If the Executive Committee selects a topic, staff will aim to provide a draft resolution(s) and backgrounder(s) on the January 10, 2025 Executive Committee agenda. The resolution(s) must be submitted to AVICC by February 7, 2025.

FIRST NATIONS: The Director of Trust Area Services and/or Senior Policy Advisor will ensure that resolution wording aligns with Islands Trust Council's Reconciliation Declaration and Reconciliation Action Plan.

OTHER: None.

4 RELEVANT POLICY(S):

- [Policy 6.12.ii - UBCM/AVICC Membership and Resolutions](#)

5 ATTACHMENT(S):

- 1) Text of draft resolution re. mental health supports for locally elected leaders that was prepared by a working group of elected officials
- 2) 2023 UBCM resolution re. Call for Support to Meet Provincial Archaeological Requirement and provincial response
- 3) AVICC Resolutions Notice - Request for Submissions

RESPONSE OPTIONS

RECOMMENDATION: That the Executive Committee direct staff to draft a resolution and backgrounder on _____ for submission to the Association of Vancouver Island and Coastal Communities 2025 convention for Executive Committee's consideration in January 2025.

Alternative:

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

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Ruben Bronee, Chief Administrative Officer, December 12, 2024

Attachment 1.

Draft resolution crafted by a working group of locally elected officials from multiple jurisdictions:

MENTAL HEALTH SUPPORT FOR LOCAL ELECTED LEADERS

Whereas mental health is increasingly recognized as being important and under-addressed in many areas of society;

And whereas mental health supports for local elected leaders in BC vary widely from one jurisdiction to another;

And whereas the stresses faced by local elected leaders are increasing, and impacted by a degradation in the tone of civil discourse, both on councils and in interactions with the public, and can have an impact on the mental health of local elected leaders;

Therefore be it resolved that AVICC requests that:

1. the BC Provincial Government should investigate and implement the universal provision of province wide mental health supports for all local elected leaders, on a scale that is appropriate to help individuals access services and supports as needed.
2. the BC Provincial Government should investigate and implement a funding scheme for such mental health supports that provides for equitable access to all local elected leaders elected leaders, and which recognizes that remuneration and benefits packages vary widely among jurisdictions.

Attachment 2.

Excerpt from [Provincial Responses to UBCM 2023 Resolutions](#) (p 78)

EB59 Call for Support to Meet Provincial Archaeological Requirements

Sechelt

Whereas local governments acknowledge the critical importance of archaeology to reclaim the history and heritage of the Indigenous Peoples particularly while undertaking critical local government infrastructure renewal;

And whereas the cost of infrastructure renewal is increasing in British Columbia due to the prevalence of aging municipal assets, inflation and increased archaeological costs, including the cost of project delays:

Therefore be it resolved that UBCM advocate to the provincial government to:

1. Considerably increase the provincial government resources for the processing of site alteration permit applications at the BC Archaeology Branch; and
2. Provide local governments with funding to offset archaeological costs, including costs related to project delays due to extended permit processing times.

RESPONSE: Ministry of Forests

To improve *Heritage Conservation Act* (HCA) permitting timelines and sound decision-making, the Archaeology Branch is undertaking a multi-year Continuous Improvement Initiative, resulting in enhancements to systems, processes, policies, and the Branch's organizational structure, in addition to participating in Ministry initiatives to support permitting. The Ministry of Forests' 2023 Budget included \$86.83M over three years to support permitting processes, resulting in six net new positions for the Branch between fiscal years 2023/2024 and 2024/2025.

As committed in the Ministry's mandate letter and identified in the Declaration Act Action Plan commitment 4.35, the Ministry of Forests, with support from the Ministry of Tourism, Arts, Culture and Sport, initiated the Heritage Conservation Act Transformation Project (HCATP), with the aim to address current challenges with the HCA and its administration and ensure consistency with the UN Declaration. Several concerns and challenges were identified through engagement to date (in Phase one, 86 participants represented 49 local governments; in Phase 2 of this multi-year engagement, 89 participants represented 63 local governments), including funding and capacity for First Nations, local governments and provincial programming. Analysis of feedback received to date will inform recommendations for change.

The Archaeology Branch has developed a suite of tools to support local governments in informing residents of their responsibilities under the HCA. More work to develop educational and guidance resources is anticipated through the HCATP.

The Archaeology Branch does not provide funding to support archaeological assessments; the request for additional funding has been shared with the Ministries of Water, Land and Resource Stewardship and Municipal Affairs for their consideration. However, ongoing improvements are anticipated to result in a decrease in permitting timelines.

The Province remains committed to continuing to work collaboratively with local governments and First Nations to explore opportunities to support archaeological resource management.



2025 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2025 AGM and Convention that, subject to public health order restrictions, will be held in Nanaimo at the Vancouver Island Conference Centre as an in-person event from April 11-13, 2025.

Members are asked to submit resolutions that meet the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS:

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 6, 2025**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **word document** by email to info@avicc.ca by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202. A mailed hard copy of the resolution is no longer required.

AVICC's goal is to have resolutions that can be clearly understood and that have specific actions. If a resolution is endorsed, its "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments and must have been endorsed by the Board or Council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, in checking the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. If necessary, please contact AVICC staff for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Each resolution submitted must have a separate backgrounder; do not combine backgrounders into a single document. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions at the Convention.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.

- The resolution must have at least one “whereas” clause and **should not contain more than two “whereas” clauses**. Each whereas clause must have only **one sentence**.

LATE AND OFF THE FLOOR RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". The Resolutions Committee **only** recommends Late Resolutions for debate if the topic was not known prior to the regular deadline date, or if it is emergency in nature.
- b. Late Resolutions must be received by AVICC by **noon on Wednesday, April 9th, 2025**.
- c. Late Resolutions are not included in the Resolutions Package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- d. Off the Floor Resolutions are considered after all resolutions in the Resolutions Book and all Late Resolutions have been considered. Off the Floor Resolutions must be submitted in writing to the Chair of the Resolutions Session as soon as practicable, and copies must be made available to all delegates no later than 9:00 am on Sunday morning. Contact AVICC staff for more information about how to organize an Off the Floor Resolution for consideration.
- e. The full Convention Rules, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

AVICC RESOLUTIONS PROCEDURES

UBCM urges members to submit resolutions to their Area Association for consideration. Resolutions endorsed at the AVICC annual meeting, except those that are considered to be regional in nature by UBCM (see below) are submitted automatically to UBCM for consideration.

A resolution deemed by UBCM to be specific to the AVICC region is considered a Regional Resolution and if endorsed, it will not be automatically submitted to UBCM for consideration at the UBCM annual meeting, and instead will remain with AVICC, where it may be actioned.

UBCM has observed that submitting resolutions first to an Area Association results in better quality resolutions overall. Local governments may submit Council- or Board-endorsed resolutions directly to UBCM prior to **June 15th, 2025**. Detailed instructions are available on the UBCM website.

RESOLUTIONS PROCESS

1. Members submit resolutions to AVICC for debate. All resolutions submitted to AVICC are forwarded to UBCM staff for analysis, comment, and recommendations.
2. For some resolutions which focus on issues specific to the AVICC region, UBCM will indicate that they are considered a Regional Resolution and that it won't be admitted to UBCM for debate should it be endorsed. AVICC will work with local governments to address issues identified by UBCM staff to ensure the resolution reflects the intention of the local government.

3. The AVICC Resolutions Committee reviews and finalizes the recommendations, and the Resolutions Book is published and sent to members in advance of the annual meeting.
4. AVICC conveys any Regional Resolutions endorsed at their annual meeting to the appropriate level of government, or takes other action as determined by the AVICC Executive. AVICC will forward any response to the regional resolution sponsor.
5. AVICC submits all other resolutions endorsed at its Convention to UBCM.
6. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
7. Resolutions endorsed at the UBCM Convention are submitted by UBCM to the appropriate level of government for response.
8. UBCM will forward the response to the resolution sponsor for review.

AVICC & UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – the *whereas* clause(s) – and an enactment clause. The preamble describes ***the issue*** and the enactment clause outlines ***the action being*** requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS" and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain **no more than two "WHEREAS" clauses**. Supporting background documents can describe the problem more fully if necessary. **Do not add extra clauses.**

There should be only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved" and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action. Consider whether the resolution relates to all local governments, or is specific to municipalities, regional districts and/or First Nations, and use the appropriate language.

HOW TO DRAFT A RESOLUTION

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

Because your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit.

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

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC local governments. Local governments are welcome to submit resolutions that address issues specific to the AVICC region. A resolution that addresses a topic specific to the AVICC region may not be entered for debate during the UBCM Convention but may be actioned by the AVICC Executive if endorsed.

3. Use simple, action-oriented language.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution. Resolutions that are unclear or that address multiple topics may end up with amendments at the Convention.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the Act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the intent of the resolution is fully understood for the purpose of debate and UBCM (or AVICC for Regional Resolutions) can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit a single backgrounder relating to multiple resolutions. The backgrounder may include links to other information sources and reports.

Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that **AVICC and/or UBCM** << *specify here the **action(s)** that AVICC and/or UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses. For regional resolutions, only AVICC may take action, and for all other resolutions, AVICC and UBCM may take action* >>.

<<*If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:>>*

And be it further resolved that **AVICC and/or UBCM** << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.

From: Jane Fuller <janef@sanjuancountywa.gov>
Sent: Wednesday, December 11, 2024 2:02 PM
To: Peter Luckham; Clare Frater
Cc: Morgana van Niekerk; Alexandra Trifonidis; Jessica Hudson
Subject: RE: Follow-up from joint meeting

Dear Peter and Clare,

It was wonderful to join you in your Islands Trust Council December meeting last week. Council member Wolf and I thoroughly enjoyed our meaningful discussion with you. Truly. Thank you for the additional information you passed along.

With a new council being formed as of January, it would be good to explore when we might be able to join you for a meeting in 2025.

Peter, there are clearly many topics on which we should have discussion going forward, not the least being the Oil Spill Prevention / ERTV advocacy on which your Council passed a very meaningful motion. As my new seatmates join me on council we will discuss a division of thematic work and can let you know which one of us will be tracking that. Our Director of Emergency Services, Brendan Cowan continues to be our staff point person for all our County's work on that matter.

Let us stay in touch in the weeks ahead and perhaps next discuss an update to our 2007 Intergovernmental Agreement.

I look forward to renewing our long-standing relationship and cooperation.

Sincerely,
Jane



Jane Fuller (she/her) | Chair, San Juan County Council
District 3 [San Juan County Council](#)
55 Second Street (Mailing: 350 Court Street #1) | Friday Harbor, WA 98250
O: (360) 370-7475 | C: (360) 821-3213 | Email: janef@sanjuancountywa.gov

Follow us on: [Facebook](#) | [Twitter](#)

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Active Projects Report

Executive Committee

1. Request to Minister for Review of Islands Trust

Activity:

To follow up on the request by Trust Council for a review of the Islands Trust by the Minister of Municipal Affairs.

Responsible

Rueben Bronee

Dates

Rec'd: 01-Nov-2023
Target: 31-Mar-2025

2. Update Islands Trust Policy Statement

Activity:

With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Policy Statement including a First Nations and public engagement process.
Updated Project charter approved March 2023. (Strategic Plan 3.1, 4.4 , 5.6, 5.7)

Responsible

Clare Frater

Dates

Rec'd: 26-Feb-2020
Target: 01-Nov-2026

3. First Nations Reconciliation

Activity:

Develop Islands Trust First Nations Reconciliation and engagement planning (Strategic Plan Items 4.5 & 4.6)

Responsible

Clare Frater

Dates

Rec'd: 02-Sep-2020
Target: 31-Mar-2025

Active Projects Report

Executive Committee

4. *Strategic Planning*

Responsible

Dates

Activity:

Guide the development and implementation of the Islands Trust Strategic Plan.

Rueben Bronee

Rec'd: 03-May-2023

Target: 31-Mar-2025

Future Projects Report

Executive Committee

1. *Marine Ecosystems*

Advance the preservation and protection of marine ecosystems.

Responsible

Clare Frater

Date Received

03-May-2023

2. *MOTI MOU's*

To engage with the Ministry of Transportation on a updated Memorandum of Understanding.

Responsible

Clare Frater

Date Received

03-May-2023

3. *Climate Change Emergency*

Programming associated with the Climate Change declaration of the Islands Trust.

Responsible

Clare Frater

Date Received

03-May-2023

4. *Provincial Funding Strategy*

Develop a strategy to request additional funding from the Province, including revisiting the provincial grant funding formula to the Islands Trust.

Responsible

Rueben Bronee

Date Received

07-Mar-2023