

Gabriola Island Local Trust Committee

Regular Meeting Revised Agenda

Date: May 7, 2015
Time: 10:15 am
Location: Gabriola Women's Institute Hall
 476 South Road, Gabriola Island, BC

	Pages
1. CALL TO ORDER	10:15 AM - 10:15 AM
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	10:15 AM - 10:25 AM
4. MINUTES	10:25 AM - 10:30 AM
4.1 Local Trust Committee Minutes Dated April 2, 2015 – for adoption	6 - 17
4.2 Local Trust Committee Public Hearing Record Dated April 2, 2015 - for receipt	18 - 19
4.3 Section 26 Resolutions-without-meeting Report - none	
4.4 Advisory Planning Commission Minutes - none	
4.5 Mudge Island Advisory Planning Commission Minutes - none	
4.6 Agricultural Advisory Commission Minutes - none	
5. BUSINESS ARISING FROM MINUTES	10:30 AM - 10:35 AM
5.1 Follow-up Action List Dated April 28, 2015	20 - 21
5.2 Report from Eric Veale on 2015 Agricultural Advisory Committee Workshop	22 - 34
6. DELEGATIONS	
7. CORRESPONDENCE	10:35 AM - 10:40 AM
(Correspondence received concerning current applications or projects is posted to the LTC webpage)	35 - 36
7.1 Email from Sara and Dick Steil Regarding Islands Trust Strategic Plan Dated April 20, 2015	37 - 38

8. APPLICATIONS AND REFERRALS

10:40 AM - 11:00 AM

8.1 GB-TUP-2015.1 (Pink)

8.1.1 Staff Report Dated April 16, 2015

39 - 61

8.1.2 Email from Tom Pink Dated April 23, 2015

62 - 62

9. LOCAL TRUST COMMITTEE PROJECTS

11:00 AM - 11:30 AM

9.1 Housekeeping Bylaw Amendments - Bylaw Nos. 278 and 279

9.1.1 Staff Report Dated April 23, 2015

63 - 74

9.1.2 Bylaw No. 278

Proposed Bylaw No. 278 cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 3, 2014" - for consideration of third reading and submission to Executive Committee and to the Minister of Community, Sport and Cultural Development for approval.

9.1.3 Bylaw No. 279

Proposed Bylaw No. 278 cited as "Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 2, 2012" - for consideration of third reading and submission to Executive Committee for approval.

9.2 Riparian Areas Regulation Implementation - Bylaw Nos. 265 and 266

9.2.1 Staff Report Dated April 27, 2015

75 - 97

9.2.2 Bylaw No. 265

Proposed Bylaw No. 265 cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 1, 2012" - for adoption

9.2.3 Bylaw No. 266

Proposed Bylaw No. 266 cited as "Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 1, 2012" - for adoption

9.3 Parks Rezoning - Bylaw Nos. 271 and 272

9.3.1 Staff Report Dated May 4, 2015

98 - 119

9.3.2 Bylaw No. 271

Proposed Bylaw No. 271 cited as (Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 1, 2013" - for adoption

9.3.3	Bylaw No. 272 Proposed Bylaw No. 272 cited as "Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 1, 2013" - for adoption	
9.4	Agriculture Policies and Regulations - Bylaw Nos. 274 and 275	
9.4.1	Staff Report Dated April 27, 2015	120 - 129
9.4.2	Bylaw No. 274 Proposed Bylaw No. 274 cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 1, 2014" - for adoption	
9.4.3	Bylaw No. 275 Proposed Bylaw No. 275 cited as "Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 1, 2014" - for adoption	
9.5	Climate Change Policy Implementation Bylaw Nos. 273 and 276	
9.5.1	Staff Report Dated April 27, 2015	130 - 141
9.5.2	Bylaw No. 276 Proposed Bylaw No. 276 cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 2, 2014" - for adoption	
9.5.3	Bylaw No. 273 Proposed Bylaw No. 273 cited as "Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 2, 2013" - for adoption	

10. REPORTS

10.1	Work Program Reports	
10.1.1	Top Priorities Report Dated April 28, 2015	142 - 142
10.1.2	Projects List Report Dated April 28, 2015	143 - 144
10.2	Applications Report Dated April 28, 2015	145 - 147
10.3	Trustee and Local Expense Report Dated March, 2015	148 - 148
10.4	Adopted Policies and Standing Resolutions	149 - 149
10.5	Local Trust Committee Webpage	
10.6	Chair's Report	

10.7	Trustee Reports	
10.8	Electoral Area Director's Report	
10.9	Trust Fund Board Report - April 2015	150 - 151
11.	NEW BUSINESS	11:30 AM - 12:00 PM
11.1	Bylaw Enforcement	
11.1.1	Report to Trust Council, March 2015	152 - 157
11.1.2	Signs - verbal update	
11.2	Input to Strategic Plan	
11.2.1	Request for Decision dated April 8, 2015	158 - 260
11.3	Gabriola Island Local Trust Committee Submission for 2014-2015 Annual Report	
11.3.1	Request for Decision dated April 1, 2015	261 - 263
11.4	Regional District of Nanaimo Drinkwater and Watershed Protection Program	
11.4.1	Memorandum Dated April 24, 2015	264 - 264
11.5	Western Canada Marine Response Corporation Training Exercise - verbal update Trustee Mamoser	
11.6	Oil Spill Response - for discussion	
11.7	Eelgrass Mapping - request for Briefing from Islands Trust Fund	
12.	UPCOMING MEETINGS	
12.1	Next Regular Meeting Scheduled for Thursday, June 11, 2015 at The Woman's Institute, 476 South Road, Gabriola Island, BC	
13.	TOWN HALL	12:00 PM - 12:10 PM
14.	CLOSED MEETING	12:10 PM - 12:20 PM
14.1	Motion to Close the Meeting That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1)(a) for the purpose of considering appointment of Advisory Planning Commission and s.90(1)(d) the adoption of in camera minutes dated April 2, 2015 AND that the recorder, and staff attend the meeting.	
14.2	Recall to Order	
14.3	Rise and Report	

15. ADJOURNMENT

12:20 PM - 11:20 AM



Gabriola Island Local Trust Committee Minutes of a Regular Meeting

Date of Meeting: Thursday, April 2, 2015
Location: Women's Institute
476 South Road, Gabriola Island, BC

Members Present: Laura Busheikin, Chair
Melanie Mamoser, Local Trustee
Heather Nicholas, Local Trustee

Staff Present: Courtney Simpson, Regional Planning Manager
Aleksandra Brzozowski, Island Planner
Lisa Webster-Gibson, Legislative Clerk
Karin Kronstal, Island Planner
Jessie Sherk, Recorder

Media and Others: One (1) member of the local media and eight (8) members of the public were in attendance.

1. CALL TO ORDER

Chair Busheikin called the meeting to order at 10:15 am. Staff and trustees were introduced and the public was welcomed. She acknowledged that the meeting was being held in the traditional territory of the Coast Salish First Nations. Chair Busheikin stated that she was pleased to mix poetry and politics and introduced Naomi Beth Waken who then read a selection of her work in honor of National Poetry Month. The Local Trust Committee (LTC) thanked Poetry Gabriola and Susan Yates for bringing this opportunity to their attention.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 9.1 Letter from Village Vision dated March 27, 2015
- 9.2 Email from Gloria Hatfield on behalf of the Gabriola Chamber of Commerce, dated March 24, 2015 and Rachel Davie, Executive Director The Haven dated March 27, 2015 regarding North Road signs
- 13.1 New Business – Discussion – briefing from Trust Fund staff regarding eel grass mapping

By general consent, the agenda was approved as amended.

3. TOWN HALL AND QUESTIONS

Mike Phillips spoke about the Crown Referral on Lease Agreement for Stoney Ridge Aggregate as he lives near the location. He thanked the LTC for presenting the document noting that it brought the issue into the public. He stated that what is happening is large-scale disruption to an environmentally sensitive area. He noted that although, the memo includes that the owner has stated he has never received a noise complaint, there can be significant noise during intermittent periods of time. He also expressed concerns about who will control the use of water, the amount of inspections done on the property, reclamation and the inevitable road damage from the large trucks transporting sandstone blocks. He asked that the LTC request that they be provided with information regarding the inspections of the site including if restoration will be or has been done, and to insist that McGuffies swamp be protected and make a recommendation that drilling should not be allowed on the site.

Paul Metcalf stated that he was speaking as a professional geoscientist but not an expert on aggregate stone. He felt that the issues brought up may not be in the purview of the LTC. He stated that the noise bylaw is clearly the purview of the Regional District of Nanaimo (RDN) and suggested going to the RDN with this. He also stated that the budget has been severely slashed on mining inspection, and if a concern was expressed, it would probably be better to come from an individual or a body of local residents. In regard to the environmental concerns, he stated it was in the purview of the Ministry of Environment.

4. COMMUNITY INFORMATION MEETING

Planner Kronstal introduced the Community Information Meeting and explained the two housekeeping Bylaw Nos. 278 and 279. She noted that the objective was to make the bylaws more easily interpreted by staff and the public and that there are copies of the plain language guide of the proposed amendments available. She asked the public if there were any questions regarding the bylaws and there were none.

By general consent, the LTC continued working through the agenda in order to begin the Public Hearing at the advertised time of 11:00 pm.

6. MINUTES

6.1 Local Trust Committee Minutes Dated February 26, 2015

The following changes to the minutes were presented for consideration:

- Page 4, item 9.1, change second sentence to read, "It was noted that the trustees would consult with the grants coordinator about the potential available grant programs that would be of interest."
- Page 5, item 12.6, add the word "planning" in the seventh line of the paragraph before the word "staff".
- Page 6, item 12.7, in the second to last sentence add an "E" to the end of "GERTIE".

- Page 8. Item 16.3, add an “e” to the end of “Earle” at the beginning of the third line.

By general consent, the minutes were adopted, as amended.

6.2 Section 26 Resolutions-Without-Meeting Report

None.

6.3 Advisory Planning Commission Minutes Dated

None.

6.4 Mudge Island Advisory Planning Commission Minutes

None.

6.5 Agricultural Advisory Commission Minutes

Trustees discussed if Eric Veale would be presenting a report to the LTC on the outcome of the Agricultural Advisory Commission workshop. Regional Planning Manager Simpson indicated she would request he prepare a report for the next agenda.

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated March 23, 2015

Planning Manager Simpson gave an update on the second item from July 2014 “LTC allocates \$1500 from the OCP/LUB project budget for development of print and web communications material on the Riparian Areas Regulation”. She stated that since the fiscal year is over, the money is no longer available and a note would be put there to explain that. She noted that a decision regarding budget could be made at the time that the bylaw is adopted. Discussion ensued regarding communication in terms of the timeline of when the bylaw approval would be complete.

Regional Planning Manager Simpson also highlighted the last item on the list regarding the Board of Variance. She stated that since this project requires every LTC in the Northern Region to consider it, she revised the target date to be later.

7.2 Email from Bridge Free Salish Sea Requesting Signatures on Petition, Dated January 29, 2015

The email was reviewed and discussed by the LTC.

GB-2015-021

It was **MOVED** and **SECONDED**,

That the Gabriola Island Local Trust Committee delegate Trustee Nicholas to accompany the Bridge Free Salish Sea in submitting their petition for a “Bridge Free Salish Sea” to the BC Legislature on April 13, 2015 and that the Gabriola Local Trust Committee dispense funds to cover travel.

CARRIED

Trustee Mamoser noted that the LTC had discussed this at the last two meetings and that they were waiting for the appropriate time to show support. She stated that this is the right time and that Trustee Nicholas is the right person for the job.

Trustee Nicholas stated that it would be good for the LTC to think about the statement they would like to make and to position it. Discussion ensued.

It was agreed that Trustee Nicholas would work with the communications staff in Victoria and Trust Council Chair Luckham to draft a statement for the Local Trust Committee Chair’s signature.

5. PUBLIC HEARING REGARDING BYLAW NOS. 278 AND 279

5.1 Recess for Public Hearing

By General Consent, the meeting was recessed at 11:01 am.

5.2 Recall to Order

The meeting was recalled to order at 11:07 am.

7. BUSINESS ARISING FROM MINUTES

7.3 Local Trust Committee Meeting on Mudge Island

7.3.1 Memorandum Dated March 22, 2015

The trustees reviewed and discussed the memorandum. They agreed with staff suggestion to hold an outdoor meeting at the community park on Mudge Island. It was agreed that Trustee Mamoser would take the lead with backup provided by Trustee Nicholas when needed.

8. DELEGATIONS

None.

9. CORRESPONDENCE

9.1 Invitation from Village Vision Gabriola

Received. Discussion ensued regarding who should attend the Village Vision meeting. It was agreed that the LTC should make every effort to attend the meeting and that a staff member should also attend. Chair Busheikin stated that she would be happy to attend the first meeting with a planner. Trustees agreed that the Chair's experience would be very useful.

GB-2015-022

It was **MOVED** and **SECONDED**, that the Gabriola Island Local Trust Committee appoint Chair Busheikin as a representative to attend the upcoming Cross-Governance meeting hosted by the Village Vision.

CARRIED

GB-2015-023

It was **MOVED** and **SECONDED**, that the Gabriola Island Local Trust Committee request that planning staff attend the upcoming Cross-Governance meeting hosted by the Village Vision.

CARRIED

Trustees discussed the importance of continuity for the staff members attending the meetings.

9.2 **Emails from Rachel Davey dated March 27, 2015 and Gloria Hatfield on behalf on Gabriola Island Chamber of Commerce, dated March 24, 2015**

Received. Signage on Gabriola and possible solutions to the issues that were raised in the emails were discussed. Trustee Nicholas thanked the Chamber of Commerce for the summary on this issue and also recognized the importance of this subject to the local businesses on Gabriola Island. The May 1, 2015 bylaw enforcement deadline was also discussed and staff made suggestions of how that should be dealt with.

GB-2015-024

It was **MOVED** and **SECONDED**, that the Gabriola Island Local Trust Committee request a bylaw enforcement briefing on the North Road signs on file GB-BE-2012.8 to be presented at the next Gabriola LTC meeting on May 7, 2015.

CARRIED

GB-2015-025

It was **MOVED** and **SECONDED**, that the Gabriola Island Local Trust Committee request that staff provide an update on the status of roadside signage to help establish what options may exist moving forward.

10. APPLICATIONS AND REFERRALS**10.1 GB-OTH-2014.1 Antenna Siting Proposal (Gabriola Radio Society)****10.1.1 Memorandum Dated March 19, 2015**

Planner Brzozowski summarized the memorandum, stating that staff had received a letter from Industry Canada indicating that an impasse has occurred regarding this application. She stated that she has drafted a response letter for the LTC to review. Discussion amongst staff and trustees ensued. Trustees wanted to be respectful of the work done last term by the previous trustees; therefore, do not support recovering old ground. The definition of impasse was also discussed.

Trustees reviewed Planner Brzozowski's draft letter of response and made the following additions/amendments:

- The reference to Islands Trust's opinion of an impasse should be removed from page 23.
- Provide reasons why the Islands Trust has deemed the information provided as insufficient (a letter of support is not the same as evidence based reasoning).
- Being clear that this is not supported by the Official Community Plan (OCP) or Land Use Bylaw (LUB)
- Point 4 could be expanded to ask for a report documenting efforts to seek co-location, and to say that proponent has not met procedural requirements.
- Emphasize that the LTC has established and facilitated the consultation process as suggested by Industry Canada.
- Regarding "Cumulative Impact Of Multiple Towers"; make sure that only concerns deemed reasonable by Industry Canada are included
- At the end of report, take out mention of sandstone quarry
- On page 21, an extra sentence or additional information should be added after the first sentence of last paragraph.

It was noted that the letter would be completed by April 16, 2015.

Chair Busheikin recessed the meeting at 12:40 pm for a Lunch Break, and reconvened at 1:00 pm.

10.2 Crown Referral on Lease Amendment for Stoney Ridge Aggregate**10.2.1 Memorandum Dated Mach 16, 2015**

Planner Kronstal briefly summarized the referral. She thanked Mr. Phillips and Mr. Metcalf for speaking on this issue in the Town Hall. She noted that it is not the LTC's decision whether to issue the permit. Noise

is something that the Islands Trust does not have jurisdiction over, that lies with the RDN. Discussion ensued.

Mike Phillips urged the LTC to send a letter. Discussion amongst staff and trustees ensued regarding zoning and jurisdiction. Planning Manager Simpson noted that there is a policy in the OCP that directs a referral to the LTC for comment on any mines application.

The following additions to the referral letter of March 16, 2015 were discussed:

- Highlighting that there are community concerns regarding environmental impact, noise produced and impact on the water table.
- Emphasizing the need for appropriate reclamation and monitoring of that.
- Request that previous inspections on the mine be provided for review.
- Ask whether public consultation had occurred and request notification to the community.
- Being clear that this activity is occurring in a residential community.
- Being clear that Gabriola is a groundwater sensitive area.

GB-2015-026

It was **MOVED** and **SECONDED**, that the Gabriola Island Local Trust Committee request that staff provide an addendum to the referral letter of March 16, 2015 regarding file # 1029117 adding comments as discussed at the April 2, 2015 Local Trust Committee meeting for Chair Busheikin to sign and that said letter be forwarded to Front Counter BC.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Official Community Plan/Land Use Bylaw Review

11.1.1 Staff Report Dated March 20, 2015

Planner Kronstal summarized the staff report. A general discussion regarding the OCP review and its future ensued amongst staff and trustees. Trustee Mamoser suggested that the OCP review be closed and that they celebrate the great accomplishments that came out of it. Staff recommended that the review stay open until such time that the bylaws that are awaiting approval from the Minister have been adopted. Trustee Nicholas was concerned about the number of items they can have on the priorities list, and the potential for them to get lost when they move from that list. Discussion ensued.

12. REPORTS

12.1 Work Program Reports

12.1.1 Top Priorities Report Dated March 23, 2015

Discussed in conjunction with 12.1.2

12.1.2 Projects List Report Dated March 23, 2015

The top priorities report and the Projects List Report were reviewed and discussed at great length.

GB-2015-027

It was **MOVED** and **SECONDED**, that the Gabriola Island Local Trust Committee move from the Top Priorities List under “Gabriola Planning Area OCP Review”, items 5, 6, 7 and 8 to the Projects List.

CARRIED

GB-2015-028

It was **MOVED** and **SECONDED**, that the Gabriola Island Local Trust Committee amend the description of the Projects List item “Density transfer from cottage densities for affordable housing” to “Consideration of affordable housing strategies”.

CARRIED

GB-2015-029

It was **MOVED** and **SECONDED**, that the Gabriola Island Local Trust Committee remove the project item “Update the 2010 build out map and report (including the number of existing and potential residential cottages and a list of forestry parcels with the potential for density transfer) from the projects list.

CARRIED

GB-2015-030

It was **MOVED** and **SECONDED**, that the Gabriola Island Local Trust Committee rename the item on the project list “Review DP7 form and character guidelines for village core, and review OCP/LUB to make village more pedestrian friendly and to consider passive solar renewable energy and energy efficient design” to read “Village core review”.

CARRIED

GB-2015-031

It was **MOVED** and **SECONDED**, that the Gabriola Island Local Trust Committee rename the item formerly known as “Implement First Nations and Archaeological Protection policies, including improved engagement on land use referrals” that is on the project list to read “Strengthen relationships with first nations”

CARRIED

GB-2015-032

It was **MOVED** and **SECONDED**,
that the Gabriola Island Local Trust Committee add as a project item
“Including the eagle nesting mapping in Gabriola’s Official Community
Plan”

CARRIED

Speaking to the motion, Trustee Mamoser noted that this is good
information to have and it is important information to have captured in the
OCP.

Planning Manager Simpson updated the LTC on some work that is ready
to deliver including a recommendation to issue a press release about the
Agriculture and Climate Change policies. She noted that a press release
about the completion of the project in general might be appropriate.

GB-2015-033

It was **MOVED** and **SECONDED**,
that the Gabriola Island Local Trust Committee request staff to develop a
press release to celebrate the achievements of the OCP/LUB Review at a
future date.

CARRIED

GB-2015-034

It was **MOVED** and **SECONDED**,
that the Gabriola Island Local Trust Committee place “Initiatives to
encourage green and renewable energy” on the projects list.

CARRIED

GB-2015-035

It was **MOVED** and **SECONDED**,
that the Gabriola Island Local Trust Committee add a review of food truck
regulations to the projects list.

CARRIED

12.2 Applications Report Dated March 23, 2015

Received.

12.3 Trustee and Local Expense Report Dated February 2015

Received.

12.4 Adopted Policies and Standing Resolutions

No comments.

12.5 Local Trust Committee Webpage

No additions.

12.6 Chair's Report

Chair Busheikin reported on the Executive Committee Meeting in Victoria and stated that they are planning for June's Trust Council on Galiano Island. They have been spending a lot of time on the strategic planning process, as there have been many comments from people not happy with or clear on the process. She noted that they have decided to get an outside facilitator and that what is being fed into the draft has not come from staff. She also reported on some of the ferry advocacy that staff was requested to do, noting that they have put in a request to have a 25% fare decrease on minor routes. Also around advocacy, she reported that BC Ferries was asked verbally if there would be any reports on how successful the schedule cuts have been and any actual results, the response was that they "had a good feeling". Lastly, she discussed the draft communication plan for the year adding that staff has been very busy with the upcoming release of the impact study about the Saltspring Island potential governance study and where that will go. She was very happy to see on the plan for the year, that they would be taking a step back to look at our communications and do a needs assessment and evaluation and develop a suite of tools and tactics that can be employed.

12.7 Trustees Report

Trustee Mamoser reported on Trust Council saying it was a very busy three days where the theme of discussions was focused around the budget. She stated there was interesting discussion and that there was a push to ensure that Islands Trust is fiscally responsible. Next, she reported on the Gabriola Commons and GERTIE presentation and dinner stating that it was very well received. She noted that one of the first trustees, Nelder Boulton was at the dinner and that Naomi Beth Waken recited poetry. On March 8, 2015 Trustee Mamoser participated in Gabriola Museum's Agriculture and Sustainability Forum noting that she continues to be impressed with the work they do. She thanked Trustee Nicholas for putting together a wonderful Trustees Report and she looks forward to continuing work with her on that.

Trustee Nicholas reported on Trust Council saying it was great to have it here and was interesting to be involved with the budget conversation. She stated that it was an honor to be joined by Chief John Wesley of the Snuneymuxw First Nation and his visit gave them a great opportunity to start building personal relationships at a local level. She hopes to continue to build on the momentum they established. She thanked everyone involved with presenting for the community groups. Next, she reported on the first informal Ferry Advisory Committee (FAC) meeting this month noting it was about getting new members up to speed and discussing the need for creative responses to the BC Ferries situation. She noted that she would be missing the first FAC as it coincides with the next LTC meeting. She stated that this month the ferry cap was announced and that Minister Stone presented this as a victory but as our local FAC chair accurately pointed out, it fails to address the fundamental problems. Trustee Nicholas then reported on the food forum at the Haven, noting that the main takeaway from that was that if we want local agriculture we need to support it and

listen to what our farmers are saying. She then stated that she had the opportunity to meet last month with the detachment commander of the Gabriola RCMP where they discussed the challenges of local policing and the ongoing priorities. Lastly, she stated that Islands Trust is still looking for nominations for the Islands Trust Council Community Stewardship Awards. She noted that there are so many groups and people that could be recognized and this is an opportunity to help those people shine.

12.8 Electoral Area Director's Report

None.

12.9 Trust Fund Board Report

13. NEW BUSINESS

13.1 Briefing from Trust Fund staff regarding eelgrass mapping

Deferred to next agenda.

14. UPCOMING MEETINGS

The next regular business meeting is scheduled for Thursday, May 7, 2015 at 10:15 am at the Women's Institute, 476 South Road, Gabriola Island, BC.

15. TOWN HALL SESSION

Mike Philips thanked the LTC for listening to his comments about the quarry and taking some action. He also noted that statistics on the new medical clinic were just published and that the benefit to Gabriola has been fantastic, he recommended the LTC review this. Next, in regards to Gabriola Radio Society, he feels that they are nowhere close to an impasse and that this tower is nothing to do with Gabriola Radio at all but to do with a tower that will make money.

16. CLOSED MEETING

16.1 Motion to Close Meeting

GB-2015-036

It was **MOVED** and **SECONDED**,
that the Gabriola Island Local Trust Committee close the meeting to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1)(a) for the purpose of considering appointment of Advisory Planning Commission and Transportation Advisory Planning Commission Members; AND that the recorder, and staff attend the meeting.

CARRIED

16.2 Recall to Order

The meeting was recalled to order at 2:48 pm.

16.3 Rise and Report

Chair Busheikin reported that a motion was passed that the following people be appointed to the Advisory Planning Commission: Madeleine Ani, Deb Ferens, Anne Landry, Kees Langereis, James Prunty, Stuart Denholm and Bob Andrew and in addition, a motion was passed that Rick Jackson be appointed to the Transportation Advisory Planning Commission.

17. ADJOURNEMENT

By general consent, the meeting adjourned at 2:50 pm.

Laura Busheikin, Chair

CERTIFIED CORRECT:

Jessie Sherk, Recorder



Gabriola Island Local Trust Committee Public Hearing Record

Date of Meeting: Thursday, April 2, 2015
Location: Women's Institute
476 South Road, Gabriola Island, BC

Members Present: Laura Busheikin, Chair
Melanie Mamoser, Local Trustee
Heather Nicholas, Local Trustee

Staff Present: Courtney Simpson Regional Planning Manager
Aleksandra Brzozowski, Island Planner
Karin Kronstal, Island Planner
Lisa Webster-Gibson, Legislative Clerk
Jessie Sherk, Recorder

Media and Others: One (1) member of the local media and six (6) members of the public were in attendance.

1. CALL TO ORDER

Chair Busheikin called the meeting to order at 11:01 am.

2. INTRODUCTIONS AND OPENING STATEMENT FROM THE CHAIR

Chair Busheikin read a formal statement explaining the public hearing regarding the Proposed Bylaws No's 278 and 279. She stated that all persons who believe their interest is affected by the bylaws would be given the opportunity to express their concerns and that further submissions cannot be received by the Local Trust Committee after the close of the public hearing.

3. REVIEW OF PUBLIC HEARING NOTICE

Legislative Clerk Webster-Gibson reviewed the Public Hearing Notice. She stated that the purpose of the bylaws was to address a number of minor issues and to correct errors and inconsistencies in the Official Community Plan (OCP) and Land Use Bylaw (LUB). The objective of the amendments was to make it more easily interpreted by staff and the public.

4. COMMENTS AND QUESTIONS FROM THE PUBLIC

Paul Metcalf, president of the Gabriola Rod and Gun Club, made a statement thanking Planning Manager Simpson and Planner Kronstal for contacting the club for input when

formulating their recommendations about the shooting range, and thanked the Local Trust Committee for listening to those plans.

Chair Busheikin asked the public for any other comments or submissions. The Chair asked again for any further comments or submissions. The Chair asked a third and final time for submissions. Hearing none, Chair Busheikin closed the meeting.

17. ADJOURNEMENT

By general consent, the meeting adjourned at 11:07 pm.

Laura Busheikin, Chair

CERTIFIED CORRECT:

Jessie Sherk, Recorder



Follow Up Action Report w/ Target Date

Gabriola Island Jul-17-2014

No.	Activity	Responsibility	Target Date	Status
1	Staff to meet with Emcon to discuss roadside ditches that are applicable to the Riparian Areas Regulation Deferred until Bylaws 265 and 266 are adopted.	Courtney Simpson	Nov-13-2014	Done
1	LTC allocates \$1500 from the OCP/LUB project budget in the 2014/15 fiscal year, for development of print and web communications materials on the Riparian Areas Regulation. Deferred until Bylaws 265 and 266 are adopted April 2 2015 update: bylaw still not approved by Minister, and budget year has ended. Staff to request LTC consider funding communications from current budget, after bylaws are adopted.	Courtney Simpson	Feb-28-2015	Done

Feb-26-2015

No.	Activity	Responsibility	Target Date	Status
1	LTC requests staff to advertise for membership in a Board of Variance appointed jointly with other LTC's in the Northern Region.	Lisa Webster-Gibson	Jun-30-2015	On Going

Apr-02-2015

No.	Activity	Responsibility	Target Date	Status
1	The GBLTC delegates Trustee Nicholas to attend the Bridge Free Salish Sea presentation of their petition at the BC Legislature on April 13, 2015 and disburses funds for her travel.	Nancy Roggers	Apr-13-2015	Done
1	Add 'Eelgrass Mapping - request for briefing from Islands Trust Fund' under 'New Business' on the May 7 meeting agenda.	Lisa Webster-Gibson	May-07-2015	Done

1	Regarding the Villlage Vision Planning Committee meeting request, Chair Busheikin to attend the first meeting on behalf of the LTC and a planning staff person to attend. RPM to appoint staff person and respond to Village Vision Planning Committee letter of March 27.	Courtney Simpson	May-07-2015	On Going
1	GBLTC requests a bylaw enforcement briefing on the North Road Signs to be presented at the next meeting on May 7.	Warren Dingman	May-07-2015	On Going
1	GBLTC requests staff to provide an update on the status of roadside signage to help establish what options may exist moving forward.	Miles Drew Karin Kronstal	May-07-2015	On Going
1	Send letter for Chair's signature to Front Counter BC regarding the GB-CL-2015.1 (Lorette) referral response.	Karin Kronstal	May-07-2015	Done
1	Revise Top Priorities and Projects List as directed by multiple resolutions at April 2, 2105 meeting.	Courtney Simpson	May-07-2015	Done
1	Staff to develop a press release to celebrate the achievements of the OCP review at a future date.	Courtney Simpson	May-07-2015	On Going
1	LTC appoints the following to the APC: Madeline Ani; Deb Ferens; Anne Landry; Kees Langereis; James Prunty; Stuart Denholm and Bob Andrew.	Becky McErlean	May-07-2015	Done
1	LTC appoints Rick Jackson to the Transportation Advisory Planning Commission.	Becky McErlean	May-07-2015	Done
1	Add disclaimer to 2010 Built Out Map regarding data limitations.	Karin Kronstal	May-07-2015	On Going
1	Regarding Village Vision cross government meeting invitation: LTC appoints Chair Busheikin to attend, and requests a planning staff person attend.	Courtney Simpson	May-07-2015	Done
1	Request Eric Veale to provide a report on the provincial Agriculture Advisory Committee Workshop he attended as a representative of the Gabriola Agriculture Advisory Committee.	Courtney Simpson	May-07-2015	Done

2015 Agricultural Advisory Committee (AAC) Workshop

*Wednesday February 18, 2015 – from 9:30 AM
to 4:30 PM*

Newlands Golf and Country Club, Langley BC

The following are a few anecdotal observations from the Workshop

Over breakfast one of the conversations I had was with a Kelowna engineer/planner/urban designer---the subject turned to the local food movement. This fellow remarked that he had recently been in “The Great Canadian Superstore” and had seen an empty section of shelving with a sign on it stating that the product was unavailable because of the drought in California. He further remarked that this was perhaps a great opportunity for local producers to fill this gap.....

I suspect very strongly that there is no-one on Gabriola that will be stepping forward to fill this empty shelf at the Great Canadian Superstore.

Participant Agenda

9:00am Registration and morning refreshments

Just before the workshop began I was at the same table as my breakfast companion as The Minister of Agriculture (Norm Letnick) made his entrance and very shortly arrived at our table. It was clear they were close friends and I was introduced and after a brief conversation about fishing the Minister took the podium for opening remarks.

9:30am Welcome and Opening Remarks - Minister of Agriculture Norm Letnick (*tentative*)

The minister was very casual as he took the microphone and made a bit of a point---- that--- at this moment he had in his hand----- and---- was eating a BC apple---and not only was it a BC apple—it was also an Organic Apple----and not only was it a Organic BC apple---it was not a genetically modified Arctic Apple. The inference was that he was supporting BC apple growers.

-
However-----when I came home Wednesday night I watched a short video shot in the BC Legislature the day before---Lana Popham (the NDP Agriculture critic) was asking the Minister of Agriculture to make a stand against the genetically modified Arctic Apple that has just been granted approval in the US.

-
If I understood correctly---- the evasive response from the Minister gave the impression that it was in the hands of the Federal Government.. it was a political non-answer. We now know that the federal government approved the GE Apple.

9:40am Topic 1: How your AAC can Strengthen Farming in your community
Ministry of Agriculture (AGRI) Staff Presentation on Strengthening Farming 101
AAC roles, responsibilities and jurisdiction

This was fairly straightforward regarding the roles, responsibilities and jurisdiction of the AAC. Of particular note is the gathering of local

information and making it available to new AAC members and the community at large. The sharing of knowledge and the values we place on our finite agricultural land is increasing as we become more aware of the failings of the industrial model of agriculture.

10:00am Topic 2: Sustainable Local Food Systems

Real Estate Foundation 2015 Research Findings – David Hendrickson

David Hendrickson of the Real Estate Foundation. This is an organization that funds a surprising array of projects including many that are related to agriculture and food security. I was very impressed by the knowledge and depth of understanding of food security issues. I would suggest that it is worth going on the Real Estate Foundations website for a more in-depth look.

<http://www.refbc.com/>

10:30am Nutrition Break

10:45am Topic 3: Primer on ALR changes and Medical Marihuana

AGRI Staff Presentation and Q + A session

I was left with the impression that this is such a new area that there is no real clear protocols in place and essentially this is a ---work in progress.

11:30am Discussion Session I

A facilitated discussion where participants will be divided by topic areas to explore and discuss:

- Challenges to successful agriculture in your region
- Mechanisms to make the AAC more effective to local government
- Barriers for farmers/communities to access resources and funding
- Economic development strategies for agriculture
- Issues related to water management

I have participated in a number of similar "World Cafe" style workshops over the past 20 years both on Gabriola and the mainland. What I found interesting was this is the first time I have experienced it at the provincial level.

I have included some of the results (photos at the end).

12:30pm Lunch

1:15pm Panel Session 1: The 'Everything You Wanted to Know' AGRI Panel

Panel representation of a local government politician, planner, agrologist and farmer/grower

Facilitated Q+A

This discussion unfortunately fell short of its objectives. Poor participation and it was difficult to hear both questions and answers.

2:15 pm Discussion Session II - Stories of Success!

A facilitated discussion where participants will be divided by topic areas to explore and discuss examples from across BC of successful Ag Area Plan implementation and strengthening farming initiatives.

Again this "World Cafe" style format produced a varied number of ideas (photos at the end)

3:15pm Nutrition break

3:30pm Topic 4: Top Priorities for the Ministry's Strengthening Farming Program in the new term 2015- 2019

AGRI Staff presentation and facilitated Q + A

The "Buy BC" program has increased funding-----on a first come first served basis.

4:15pm Wrap-Up and Closing Remarks - Richard Bullock, Agricultural Land Commission Chair
(tentative) 4:30 pm ADJOURN

Richard Bullock's passionate pep-talk ended the session. I spoke very briefly with him as I was exiting for the Ferry home.

I took the opportunity to talk about the barriers placed on Vancouver Island agriculture with the changes in the Ferry service.

I also spoke briefly about the lack of support for small scale agriculture and the fact that 27% of land in the ALC on Vancouver island is in parcels of 10 acres or less.

=====

Final observations and thoughts:

On The ferry home I sat with a large group from the Regional District of Cowichan---the majority of the discussion was focused on the mild winter and the lack of snow pack and the impact of lower water access for agriculture and returning salmon stocks. One of the interesting comments made--- focused on the disconnect between the developer of a multiple unit condo complex who when made aware of the possibility of lower water supplies for agriculture----- offered to put in low flush toilets.

This illustrated to me why the planning process needs to take into consideration the agricultural components of our communities.

I have attended two previous AAC workshops and came away from this one a bit more cautiously optimistic.

The overall language from the BC Government has changed although in addition to talking about food security and supporting local food systems with a bit more of an inclusive tone, there is still a large gap between the agribusiness and the local food security model.

This current provincial government still has very little to offer small agricultural enterprises.

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Overall I think Gabriola Island is on a reasonably good track and as a community we should continue to look for opportunities that will build and support our local agriculture.

Local government policies should not undermine the capacity of small scale producers to supply food to the community. Local

food security includes examining how we enable our growers to produce and distribute our local food resources.

When we speak of building community the values imbedded in a healthy local agriculture is foundational.

Remember Agriculture is a business---large scale agriculture is agri-business----small scale agriculture is Community Business.

Fairwinds, Eric Veale

[250-247-9567](tel:250-247-9567)

ericveale@shaw.ca

The Provincial Governments Summary of Proceedings

http://www2.gov.bc.ca/gov/DownloadAsset?assetId=83CE56ED65D445E4891ACE475C094015&filename=2015_aac_workshop_proceedings.pdf

DISCUSSION QUESTION

How can an AAC be more effective in supporting local government land use planning for agriculture?

- scheduling of meetings.
- understanding of local gov't framework
 - use knowledge (ag & l.u.) to influence
- Knowledge of community direction & values
 - know what OCP_N says
- • X - Section of producers
 - good knowledge
 - long term perspective
- Knowledge of long term implications of certain decisions
- Include AAC in OCP, planning discussion & consultation
- Variety of expertise

DISCUSSION QUESTION



What are the barriers for farmers/communities to access agriculture related resources + \$

cost of land •

- financing
- transportation
- information/lack of access
- water training/information
- demographic
- high scale
- non-farm uses
- lack of political support
- insurance

What: Ag Strategy.

Where: Anywhere B.C.

Who: local AAC.

Summary: Plans are independent
fragmented - need to coordinate.
• joint AAC mtgs.

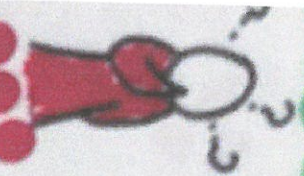
AAPlan - road map. - guide for OCR.
• Ag as an economic driver.
- goals & objectives. for area -
funding / projects.

Local: Region / B.C. - food maps.
1st
2nd.

"Fail to plan - plan to fail"

- > Farmers Market to contribute.
- > Value Chain consultation - no unintended consequences
- > AAP-direct activities of AAC.
- > long term protection of Ag land.
- > living document - does not sit on the shelf.
- economic benefits.

DISCUSSION QUESTION



In your region, what are the challenges to agriculture?

- Urban development pressures steady, very little "trade-offs" available to mitigate rural/non-farm uses of ALR lands
- Profitability and loss of grants/other funding
- Species at risk implications + loss of habitat
 - ↳ Related, Organic operations require setbacks from other non-organic farming = land loss to
- Land use planning + costs associated
 - ↳ hold meetings, workshops + time sink
- New meat Insp. Regulations and loss of on farm slaughters + sales
- Farm Succession, Cost in some R of land + starting prohibitive
- Soil erosion and decline of soil fertility

DISCUSSION QUESTION



In your region, what are the challenges to agriculture?

- Urban development pressures steady very little "trade-offs" available to mitigate removal / non-farm uses of ALR lands
- Profitability and loss of grants / other funding
- Species at risk implications + loss of farmland
 - ↳ Related, Organic operations require set back from other non-organic farming = land loss to
- Land use planning + costs associated with hold meetings, workshops + time sink
- New meat Insp. Regulations and loss of on farm slaughter + sales
- Farm Succession, Cost in some regions of land + starting prohibitive
- Soil erosion and decline of soil fertility

Lana Popham

Yesterday at 4:44pm ·

Here is a post for those of you have emailed me over the past year with concerns that BC residents can't afford to buy BC prawns. I received an email a few months ago from a gentleman who was shocked to find the price per prawn over 3\$ in a local grocery store. I promised to ask the Minister of Agriculture about this and was able to last week during budget estimates. Here is the back and forth....for what it's worth...and for the record, it's not worth much:

L. Popham: This isn't necessarily a question but a comment about how the Buy Local program doesn't always work for a number of reasons. The minister may have been getting e-mails about this, as I have. Our seafood industry, our prawn industry, is very successful. I think probably most of our prawns — the minister can correct me if I'm not correct on this — are exported. I've had a lot of e-mails coming in from our B.C. residents, saying they can't afford to buy prawns anymore because the price is so high. Has the minister had e-mails like that?

Hon. N. Letnick: I am aware of some media reports on the challenge of the prawn industry that the member opposite has so eloquently brought forward. That's part of our focus to continue expanding our industry, both in agrifoods from an agriculture perspective and also from the aquatic perspective. It was in the throne speech. I know I've answered the question, but if I may, this might be more of a philosophical perspective. Hopefully, the member opposite can give me her take on it. I really believe in exports. Of course, I believe in domestic consumption. We need to do everything we can to increase domestic consumption of B.C. products. We're doing that with the Buy Local program. We're trying to do that with our whole agri-food strategy, by encouraging new entrants and so many other things that we have limited time, of course, now to talk about. When it comes to food supply security for the province of British Columbia, I think exports provide a good avenue for us in the future in case something happens — like more droughts in California, for example — where we

can't get the food in from other countries. If we are increasing our capacity through exports right here in British Columbia, that gives us that ability at some point in the future, if needed, for looking at those foods that are being exported, for those companies that are choosing to export, to say: "There's a market that's available right here in British Columbia by British Columbians for those exported products." I think to continue to expand domestic markets is extremely important, but also, to encourage our domestic producers to expand their exports, I believe, is fundamental and vital to the future of food supply security for British Columbia. I'd be happy to hear the member opposite's thoughts on that maybe at some other time when she doesn't have a whole list of questions to ask me.

From: Sara & Dick Steil [REDACTED]
Sent: April 25, 2015 9:54 AM
To: Melanie Mamoser; Heather Nicholas
Subject: LTC Consideration of Trust Council's 2014-2018 Strategic Plan

April 24, 2015 for Consideration at the Gabriola Island Local Trust Committee

To: Gabriola Island Local Trust Committee: -

Re: Islands Trust Council 2014 – 2018 Strategic Plan

We are actually extending to you a plea to request consideration by the Gabriola Island Local Trust Committee prior to decision for input into Trust Council's 2014-2018 Strategic Plan. Over the past several years the Salish Sea has been assaulted with overall industrialization & commercialization due to the inherent, unrealistic need for economic growth with no thought or consideration given to sustainable economics & the carrying capacity of the Salish Sea (or the Earth for that matter). The Islands Trust Council & Local Trust Committees have done an admirable job with advocacy in our fight to preserve & protect the Salish Sea, island shorelines & water quality of inside bays & inlets while we have waited two plus decades for the National Marine Conservation Area to assist with this horrendous burden the Islands Trust has carried for the people of the province of British Columbia.

When studying the March Trust Council Survey on identification of priority objective for the 2014-2018 Strategic Plan it becomes apparent the over 50% of the objectives put forward by yourselves and fellow Island Trustees are associated with preserving & protecting the marine waters, even including 'improving relations with First Nations' for the Salish Sea is the life & their culture.

On this submission you will find the base rationale, and I would respectfully request be taken into consideration when making your decision today for Galiano's submission to the Trust Council Executive and that the **'Advocacy for the preservation & protection of the Salish Sea'** be given your endorsement for inclusion within the 2014-2018 Trust Council Strategic Plan.

Trust Council March 2015 Surveys – Identification of Priority Objectives: -

Some Potential Objectives Identified by Trustees so far: -

- Identify and protect sensitive environmental areas; - *which includes shorelines & coastal bluffs*
- Reduce GHG emissions in communities; - *against the GHG emissions from increasing freighters & tanker traffic but also the transport of fossil fuels which ultimately also return to us in GHG from the end users via the jet stream.*
- Protect water quality and quantity;
- Protect coastal areas and marine shore lands; - *degradation from discharge of bilge water plus black & grey water from coastal industrial & commercial shipping vessels due to the far from adequate International Shipping Regulations, plus the added discharge of bilge water plus black & grey water from pleasure craft.*
- Protect / restore community socio-economic diversity; / Enhance community economic sustainability; - *degradation to our marine waters & therefore our beaches will devastate the socio-economic diversity & economic sustainability in its entirety covering all aspects of the community.*

- Improve understanding and support for IT object; / Confirm the Islands Trust Vision and Policy:
 - Protection for our marine ecology is a critical area for the Islands Trust Object, Vision & Policy and is actually the mainstay of the lifestyle we enjoy living in the Islands Trust community. The Object also supports the urgent need to continue advocating for preservation & protection of our marine waters & shorelines, and, yes, the ecology integrity of the terrestrial lands for all of these are the reasons we landed upon these shores and call the islands home. Greater Vancouver boasts that their population will increase by over a million in the next decade, this will ultimately increase the pressures within the Islands Trust as well through increased marine traffic, increase in discharge of effluent (from land & sea sources) into the Salish Sea.

Further to the Identified Priority Objectives: -

- Improve community engagement & participation; / Improve Islands Trust cost effectiveness and resilience; /

Improve communications; / Improve development application procedures; / Open and transparent government; - It never ceases to amaze myself & many others that if islanders would step back and look at the entire picture when considering these aspects of the operation of the Islands Trust including why the Islands Trust came into being and why Parks Canada brought forth the GINPR. In comparison to other governments whether they be federal, provincial or civic (regional / local) and, by personal experience over several decades, it is found that the Islands Trust (Trust Council to Local Trust Committees) has been the most open government in the province of British Columbia, if not Canada & the most cost effective. It is hard to fathom just where the criticism lies, for with Trustees & staff all you have to do is ask the question and all information is available on any given subject. We also chose to live in a Trust Area where any & all development must be strongly scrutinized to assure that it is acceptable & sustainable for the 'common good of all species'.

- Confirm the Islands Trust Vision and Policy.

It seems to be the dream of mankind 'to change what they came here for, to what they ran away from'. And one of the downfalls of the earth is the changing 'bench mark' of what is the true meaning of 'preservation & protection'. Actually if one studies the meaning of the term to preserve & protect we should hold onto the 'bench mark' which existed when the provincial government of the day decided that the Gulf Islands needed preservation from the pressures of development by placing into law the Islands Trust Act. Over the millenniums' so many species have been lost or degraded in the province of British Columbia with a good example being 'salmon' as mankind keeps changing the 'bench mark' – once 100+ million salmon travelled up the Fraser River to spawn in any given year, now the bench mark for a good run is 10 million or far less.

"Should not the 'bench mark' for the Islands Trust Area remain at least with the inception of the Islands Trust Act?" be the question that Trust Council members ask themselves when putting forth a Strategic Plan to truly support the mandate we all live by?

Thank you
 Sara J. Steil

Advocating with Islands Trust Council since 1998 for Improvement to Pleasure Craft Sewage Pollution Prevention Regulations, and preservation & protection of our waters of the Salish Sea from industrial & commercial marine traffic (freighter & tanker)

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STAFF REPORT

Date: April 16, 2015

File No.: GB-TUP-2015.1

To: Gabriola Island Local Trust Committee
For the meeting of May 7, 2015

From: Karin Kronstal, Island Planner

CC: Courtney Simpson, Regional Planning Manager

Re: Temporary Use Permit (Short Term Vacation Rental)
Lot 5, Section 18, Nanaimo District, Gabriola Island, Plan 45781

Owner: Thomas and Jeffery Pink
Applicant: Thomas Pink
Location: 1160 The Strand

THE PROPOSAL:

This application is to renew a previously held Temporary Use Permit (TUP), as permitted under Section 3.8 of the Official Community Plan, to permit the owner to operate a commercial vacation rental on their property. The applicant would like to continue to rent their residence to a maximum of 6 paying guests during 6-8 weeks during the summer months. Issuance of a TUP permit is authorized under the Section 920.2 of the *Local Government Act* which permits the designation of TUP sites in an Official Community Plan (OCP) or a Land Use Bylaw.

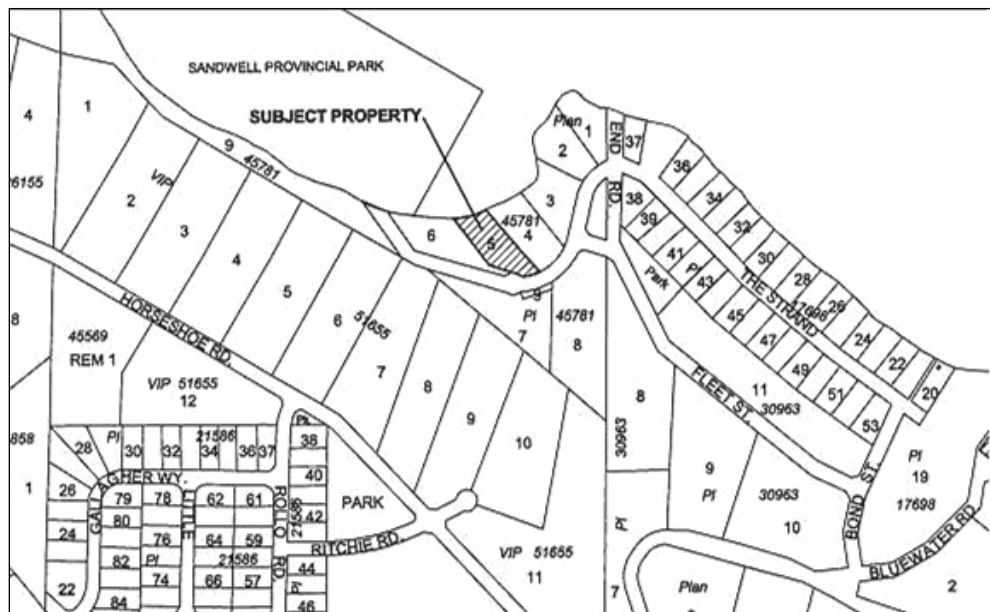
BACKGROUND:

This property was granted a Temporary Use Permit (TUP) in 2007, which has since expired. The owners of the property expected to receive notification from the Islands Trust when their TUP was about to expire, However this is not current practice; the onus rests with the applicant to ensure compliance with the Land Use Bylaw. The owners did not follow up to renew the TUP until recently when contacted by a Bylaw officer about the permit expiry, at which time they commenced the process to re-apply. This was not based on a complaint, but a routine check on expired permits.

Section 3.8 of the Gabriola OCP states that "Under a temporary use permit the specified uses may be carried out for a period of up to three years and the permit may be renewed for up to a further three years. Issuance of a Temporary Use Permit should not be interpreted as eventually leading to permanent zoning."

SITE CONTEXT:

The subject property is an approximately 0.607 hectares (1.498 acres) lot that is zoned Small Rural Residential (SRR) (see context map below). There is a residential dwelling and garage/studio on the property. The lot is an ocean front property. The neighbours to the east and west are zoned SRR. Across from The Strand, the neighbours are zoned Large Rural Residential (LRR).



Context Map: 1160 The Strand

CURRENT PLANNING STATUS OF SUBJECT LANDS:

The Local Trust Committee may issue a permit that allows commercial activities to take place under the conditions specified in the permit, including the posting of a security to ensure compliance with the terms of the permit. Under a TUP the specified uses may be carried out for a period of up to three years and the permit may be renewed for up to a further three years. Issuance of a TUP should not be interpreted as eventually leading to permanent zoning.

Trust Policy Statement:

The following Islands Trust Policy Statements supports the consideration for the issuance of TUPs.

5.7 Economic Opportunities

- 5.7.1 Trust Council holds that economic opportunities should be compatible with conservation of resources and protection of community character.
- 5.7.2 Local trust committees and, where applicable, municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities compatible with conservation of resources and protection of community character.

Official Community Plan:

The objectives of TUPs in the Official Community Plan are as follows:

- allow for certain types of commercial and/or industrial uses to be located in the planning area which may by the nature of the proposed activity, be deemed to be a temporary and not a permanent use; and
- ensure that the integrity of an existing neighbourhood would not be adversely disrupted should an application for a temporary commercial or industrial uses permit be approved.

The Official Community Plan states that TUPs may be issued for commercial vacation rentals within areas designated on Schedule B as 'Small Rural Residential', 'Large Rural Residential', 'Forestry', 'Agriculture' or 'Resource'.

Conditions of the TUP:

Under section 3.8 in the OCP, issuance of a TUP is subject to the following conditions:

- a) the owner or an operations manager should be required to reside on Gabriola Island and a condition of the permit should require that the owner or operations manager be available by telephone 24 hours/day, seven days per week;

This condition is included in the permit. The operational manager, Lee Aldis, or their delegate will be available by telephone 24 hours/day, seven days per week at (250) 247-8786.

- b) the owners or operations manager must provide neighbours within a 100 metres radius of the vacation rental with the manager's phone number, and a copy of the temporary use permit;

This condition is included in the permit.

- c) the landowner posts for guests information on noise bylaws, water conservation, fire safety, storage of garbage, septic care, and control of pets (if pets are permitted).

This condition is included in the permit.

- d) the owner must provide accommodation for a minimum of two vehicles on the property;

The site plan provided in the application indicates that there is adequate space to accommodate a minimum of two vehicles on the property.

- e) the maximum number of people that can stay is limited to two guests per bedroom;

This condition is included in the permit.

- f) the number of bedrooms is limited to:

- a maximum of 3 on lots smaller than 2.0 hectares; and
- a maximum of 4 on lots of 2.0 hectares or larger;
The applicant's property is 0.607 hectares and thus limited to a maximum of 3 bedrooms. Section 3.8 of the OCP limits the maximum number of guests to two (2) per bedroom, so the TUP is for a total of six (6) guests.

g) the owners are restricted to the maximum number of signs advertising the commercial vacation rental to one sign, with a maximum area of 0.3 square metres, be made of wood and not illuminated;
This condition is included in the permit.

h) the owners are prohibited from renting or providing motorized personal watercraft to rental clients;
This condition is included in the permit.

i) recreational vehicles or camping are prohibited;
This condition is included in the permit.

j) the TUP application requirements as outlined in Schedule A; and
See requirements and compliancy bellow.

OCP Guidelines:

Section 3.8 Temporary Commercial and Light Industrial Use Permits, lists a set of requirements subject to the issuance of a temporary use permit for a commercial vacation rental. The owners' application has been reviewed for these required items.

Schedule A

Item	Submitted	Compliant	Comments
Approval of the Agricultural Land Commission if the parcel is in the Agricultural Land Reserve.	N/A		Not in Agricultural Land Reserve.
A information bulletin must be provided to guests outlining noise bylaws, water conservation, fire safety, storage of garbage, septic care and control of pets (if pets are permitted).	Yes	Yes	A sample letter submitted to staff on March 17, 2015 provides all the required information for guests, including that it is a criminal offense to tamper with an archeological First Nations site. There is also a list of emergency contacts (see Attachment 4).

Item	Submitted	Compliant	Comments
Provide a professional assessment of current well flow rate. This rate for the duration of the permit must amount to 227 litres (50 imperial gallons) per paying guest.	Yes	Yes	At a maximum of 6 guests, the applicant is required to generate 300 gallons/day. A survey conducted by Scotty's Plumbing and Heating on January 6, 2015 indicates that the well's flow rate is at 5 gallons/minute or 7,200 gallons/day. There is also a letter from the Gabriola Groundwater Management Society dated November 2009 indicating the water system is not contaminated (Attachment 5).
Documentation from a qualified professional stating that the septic tank is working properly (either meets current VIHA standards or standards at the time the residence was built) and is capable of supporting proposed capacity loads.	Yes	Yes	Davey Consulting and Agrology serviced the owner's septic tank on February 26, 2015. A written statement from the previous TUP had already confirmed indicates that that septic system is of sufficient size to service the 4 bedroom house.) As part of the inspection and review, a plumber installed a new pump and float system, moved the electrical junction box to the house, added an alarm feature, and excavated the distribution box in the septic field to ensure proper flow from the pump system into the field (Attachment 6).
Proof of occupancy permit.	Yes	Yes	On March 10, 1997, the owners received an Occupancy Permit from the Regional District of Nanaimo (Attachment 7)

Item	Submitted	Compliant	Comments
Written proof from qualified professional that dwelling meets the fire code.	Yes	Yes	An inspection conducted by Chief Rick Jackson from the Gabriola Fire Department on October 1, 2014 indicates compliance with the fire code (Attachment 8).
Proof that the property is able to accommodate a minimum of two vehicles.	Yes	Yes	A site plan of the property indicates that there is enough room to accommodate two vehicles (Attachment 9).
Meets the Development Permit Area guidelines.	N/A		Not in Development Permit Area.
Scaled site plan showing the location and dimensions of the principal dwelling unit, accessory buildings, other structures, and septic field location, and the distances between the principle dwelling (rental dwelling) and lot lines.	Yes	Yes	The dwelling and accessory buildings are properly sited and comply with the LUB. The applicant submitted a plan with the location of the septic field.

Role of the Local Trust Committee:

Section 3.8 of the OCP states that it is responsibility for the Local Trust Committee to consider the following when deciding whether to issue a TUP:

- a) cumulative effects of TUP on the neighbourhood and island;
- b) the potential for the TUP to alter the residential appearance of the neighbourhood; and
- c) possible measures required to mitigate and address neighbourhood concerns (e.g. screening, fencing, etc.).

Land Use Bylaw:

For the owner to obtain a TUP, the property must comply with zoning designation as outlined in the relevant section of the Land Use Bylaw (LUB). The applicant's property, which is zoned Small Rural Residential (SRR), meets the LUB requirements of Section 6.1.1 – Small Rural Residential.

Development Permit Area:

According to Schedule C in the OCP, the applicant's property is not located in a Development Permit Area.

Covenants:

There are no covenants on this property.

Environmentally Sensitive Areas:

The property is not located in an Environmentally Sensitive Area.

Archaeological Sites:

According to Remote Access to Archaeological Data (RAAD), there is an archaeological site on the subject's property. Although the owner is not applying to build, construct or alter the property in any way, Staff have forwarded this report to the Snuneymuxw First Nations and the Hul'Qumi'num Treaty Group for their comment on the archaeological site. The guest information (Attachment 4) includes a note that it is a criminal offense to tamper with an archaeological site.

NOTIFICATION:

Under section 921 of the Local Government Act, neighbours must be notified of the TUP. The application was circulated to property owners within 100 metre radius of the applicant's property beginning on April 28 and continuing up until May 5, 2015. A notice was also published in *The Gabriola Sounder* on April 28th. At the time of writing this report, the notices had not yet been circulated but any responses will be reported at the Local Trust Committee as part of the consideration of this application.

STAFF COMMENTS:

The proposal meets the guidelines outlined in Section 3.8 of the OCP for the consideration of the issuance of a temporary use permit for a commercial short-term vacation rental and the draft permit has been developed in accordance with these guidelines. As such, staff are recommending approval of the draft temporary use permit included as Attachment 2 to this report.

RECOMMENDATION:

THAT GB-TUP-2015.1 (Pink) for the operation of a commercial short-term vacation rental at 1160 The Strand be approved for a period of three (3) years.

Prepared and Submitted by:

Karin Kronstal

April 22, 2015

Karin Kronstal
Island Planner

Date

Concurred in by

Courtney Simpson

April 22, 2015

Courtney Simpson, RPP, MCIP
Regional Planning Manager

Date

Attachments:

1. Notice to Residents
2. Draft Permit
3. Guest Information
4. Water Quality
5. Water Supply
6. Septic system
7. Occupancy permit
8. Fire inspection report
9. Site Plan

ATTACHMENT 1 – NOTICE TO RESIDENTS

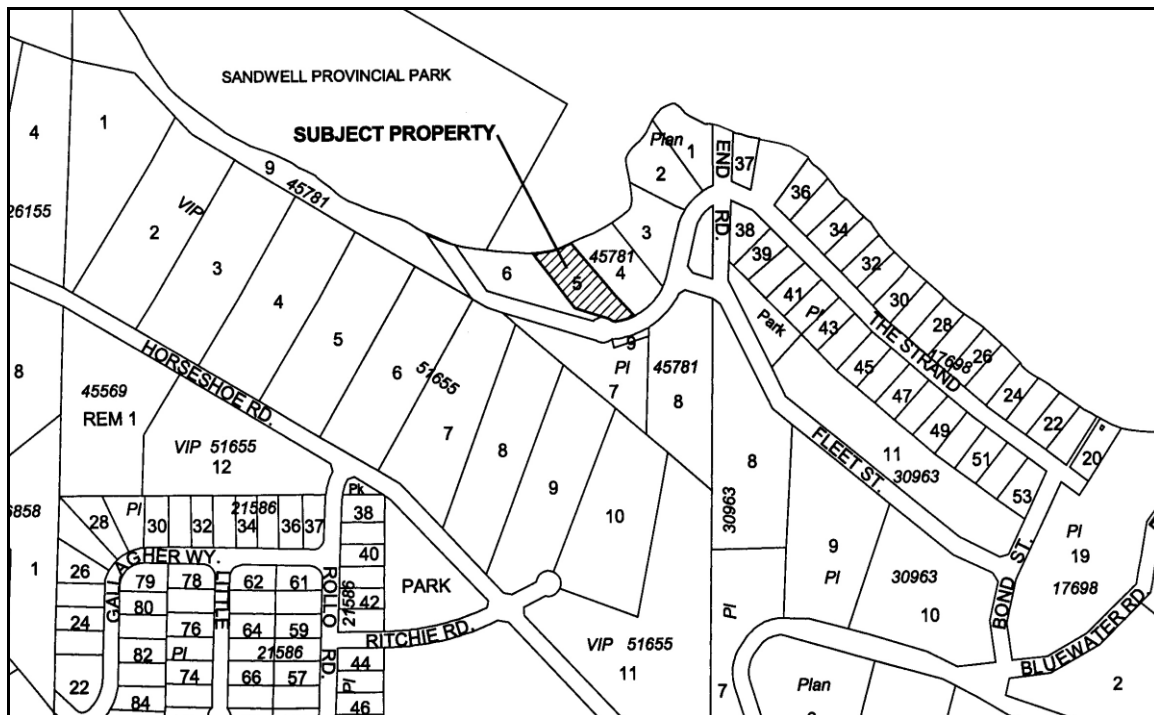


NOTICE GABRIOLA ISLAND LOCAL TRUST COMMITTEE TEMPORARY USE PERMIT GB-TUP-2015.1 (Pink)

NOTICE is hereby given that the Gabriola Island Local Trust Committee will be considering a resolution the issuance of a Temporary Use Permit, pursuant to Section 921 of the *Local Government Act*.

The purpose of this Permit is to allow the owner to operate a commercial vacation rental on a property legally described as Lot 5, Plan 45781, Section 18, Gabriola Island, Nanaimo District, B.C.

The general location of the subject area is shown on the following sketch:



A copy of the proposed Permit may be inspected at the Islands Trust Northern Office, 700 North Road, Gabriola Island, BC, between the hours of 8:30 am to 4:00 pm, Monday to Friday inclusive, excluding statutory holidays, commencing April 27, 2015 and continuing up to and including May 5, 2015.

Also, attached for your convenience, is a copy of the proposed Permit.

If you have any questions or comments regarding the proposed permit, please submit them before 4:00 pm, May 5, 2015 to:

Mail: Islands Trust,
700 North Road,
Gabriola Island, BC,
V0R 1X3
Fax: 250- 247-7514
Email: kkronstal@islandstrust.bc.ca
Phone: Karin Kronstal, Island Planner at 250-247-2211;

Toll-free via Enquiry BC in Vancouver: 604-660-2421; elsewhere in BC: 1-800-663-7867

Following the end of the notice period, the Gabriola Island Local Trust Committee will consider issuance of the proposed Permit at its meeting to be held at 10:15 am on May 7, 2015, at the Gabriola Women's Institute Hall, located at 476 South Road, Gabriola Island, BC.

All applications are available for review by the public. Written comments made in response to this notice will also be available for public review.

**Lisa Webster-Gibson
Deputy Secretary**

PROPOSED

	GABRIOLA ISLAND LOCAL TRUST COMMITTEE TEMPORARY USE PERMIT GB-TUP-2015.1 (Pink)
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To: Thomas and Jeffery Pink

1. This Permit applies to the land described below:

PID: 008-828-067

Lot 5, Plan 45781, Section 18, Gabriola Island, Nanaimo District, B.C.
shown on Schedule "A", which is attached to and forms part of this Permit.

2. Pursuant to Section 920.2 of the *Local Government Act*, this Permit is issued for the purpose of permitting the owner to operate a commercial vacation rental on their property and is subject to the following conditions:

- a) the operational manager, Lee Aldis, or their delegate, will be available by telephone 24 hours/day, seven days per week at (250) 247-8786. Any changes to this phone number must be providing to the Islands Trust within seven (7) working days;
- b) the owner or operations manager must provide neighbours within a 100 metre radius of the vacation rental with the manager's phone number, and a copy of the temporary use permit;
- c) the owner posts for guests information on noise bylaws, water conservation, fire safety, fire escape plan, storage of garbage, septic field location, and control of pets [if pets permitted]. The guest information also reminds guests that they are in a residential area, not a commercial area;
- d) the owner must not alter the exterior appearance of the residence, nor remove any existing vegetative screening;
- e) the owner must provide accommodation for a minimum of two vehicles on the property;
- f) the owner is restricted to the maximum number of signs advertising the commercial vacation rental to one sign, with a maximum area of 0.3 square metres, be made of wood and not illuminated;
- g) the owner is prohibited from renting or providing motorized personal watercraft to rental clients;
- h) the maximum number of guests is limited to 2 persons per bedroom;
- i) the number of bedrooms is limited to a maximum of 3;
- j) recreational vehicles and camping are prohibited;
- k) beach fires and all outdoor fires are prohibited; and
- l) the holder of the Permit, landowner, manager, or management company will be held accountable for any violation of the conditions of this Permit. The Islands Trust Bylaw Investigations Officer may enter the property between the hours of 9:00 am and 5:00 pm on any day without prior consultation with the holder of the Permit, landowner, manager, management company or commercial vacation renter for the purpose of investigating a complaint.

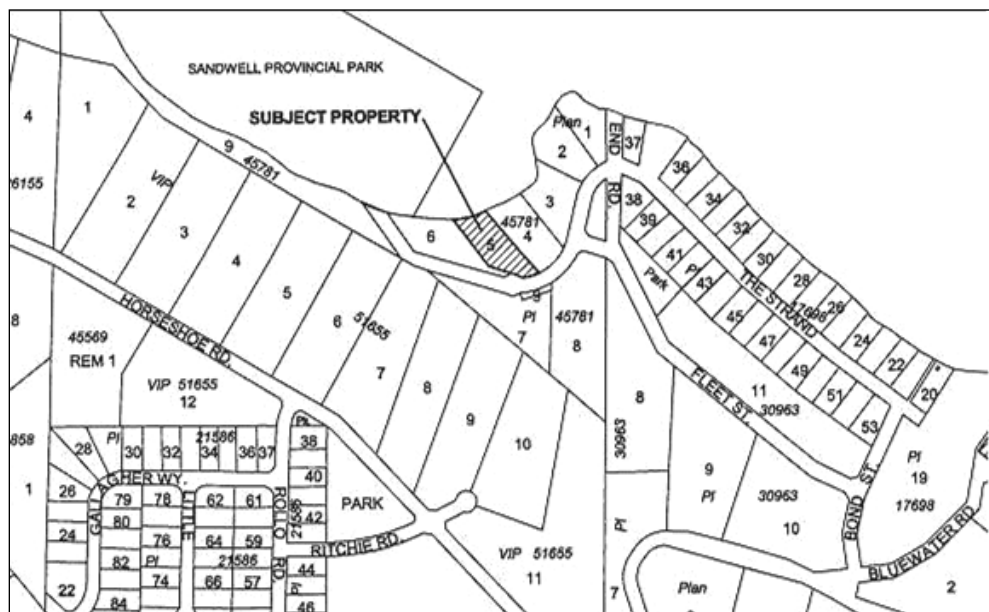
3. This Permit expires three years from date of issuance.
4. This is not a Building Permit, nor does it relieve the Permittee from the need to secure all other approvals necessary for the proposed development.

AUTHORIZING RESOLUTION PASSED BY THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE THIS ____ DAY OF ____.

Deputy Secretary, Islands Trust

Date Issued

**GABRIOLA ISLAND LOCAL TRUST COMMITTEE
GB-TUP-2015.1
SCHEDULE A**



ATTACHMENT 3 – GUEST INFORMATION

Welcome to Gabriola Island 1160 The Strand

Please take a few minutes to read this information sheet on arrival as it will provide information that will make your stay both safe & enjoyable.

Floors: The main floor areas are covered in old growth fir which is a softer wood than oak or maple. As such, this is a "shoes off" house. We would appreciate shoes off at all times and ask that after a trip to the beach, that you hose off your feet at the outside tap and buckets provided and dry them off well before entering the house. Please take care not to drag objects or furniture over the floors that could scratch them.

Septic System: It is important that the ONLY product down the toilets is toilet paper. Our septic system CANNOT handle any foreign objects such as Kleenex, paper towels, sanitary napkins, tampons, etc. introduced into it as they do not break down and may cause blockage. This would result in inconvenience and unnecessary expense. **Our septic field is located in the large grass area in the upper driveway, where the No Parking sign is located.** Please ensure that **no grease** products from kitchen waste be introduced into the system; such as bacon fat, chicken fat or fish skin etc. Please drain any fat or grease into the large tin can supplied.

Use of Water: Gabriola like all Gulf Islands treasures its water. Water on the property is supplied by a well and we ask that you **use it sparingly**. The running of a sprinkler is strictly prohibited, and we request that you do not use water to wash cars. The water flow supply on this property does not require the purchase of bulk water, but we practice water conservation and would request that you also abide by the above water conservation plan.

Fire Safety: NO OPEN FIRES PERMITTED. Gabriola Island is a 911 community for Fire, Police & Ambulance assistance. We have installed a 5lb. fire extinguisher on both levels of our home and each room is provided with smoke alarms. We ask that you walk through the exit plan drawn out and posted on each floor showing exits from the home in case of a fire. Beach fires are not permitted without permits and you may enquire at the Gabriola Fire Dept. between 9:00 a.m. and noon at 247-9677. For further information you may also view their website at www.gabriola.org/fire-department

Fireplace: The fireplace is designed as a heating unit & must be operated with the glass door closed. The damper control is below the door in the centre & is open on the left setting. Moving it to the right will restrict air flow & create a slower burn. Wood from the beach **MUST NEVER** be introduced to the fireplace as the salt will corrode the metal box & chimney. Overloading the fireplace unit can damage the glass door & seal. Wood can be stored in the basket by the hearth & we ask that you never chop kindling on the hearthstones. The glass can **ONLY BE CLEANED WHEN COLD**. Please use light detergent or glass cleaner with a cloth. These items are stored under the kitchen sink. Kindling wood & cut firewood are available in the wood shed at the rear of the garage.

Garbage: There are numerous animals that love to pick apart garbage bags or any other food matter left unattended. Between the odd dog, crows, raccoons & eagles, it does not take long to have it strewn everywhere, so please be aware of this. Please store your refuse in the enclosed cage that has plastic garbage cans provided near the wood shed & arrange to have the garbage picked up on the last day of your stay or take your garbage with you when you depart.

Noise Bylaws: Noise Regulation

Gabriola Island, which falls under the Regional District of Nanaimo, has a bylaw to regulate or prohibit noise (Regional District of Nanaimo Bylaw No.1082). Noises which are considered to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of neighbors, and that are audible at the property line include:

Prohibited at All Times:

- Electronic devices (radios, televisions, record players, video players, etc.)
- Persistent barking, calling, whining sounds made by domestic pets
- Persistent yelling and shouting
- The operation of a motor vehicle other than on a highway or road
- Operation of a motor vehicle on a highway or road that results in tires squealing, racing its engine, or unmodified exhaust.

Prohibited Between 10 pm and 8 am:

- Auditory devices (ringing of bells, horns, sirens, whistles, etc.)

Prohibited between 8 pm and 8 am:

- Use of mechanical devices (power saws, compressors, etc.)

This bylaw applies to all persons (owners or tenants) and is subject to a fine of \$100 to \$2,000. Please follow these regulations and be considerate of your neighbours privacy.

Washer/Dryer/Clothes Lines: Feel free to use our laundry facilities. Please use only one/half level scoop of detergent for FULL load of laundry. Again, septic systems must have care taken on the introduction of chemicals. Avoid drying one or two articles only in dryer. We have provided an outside clothes umbrella can be used to hang up bathing suits, wet towels etc.

Appliances: Please note all appliances have manuals. Refer to these manuals for any questions; they are located in the drawer at the telephone counter in the kitchen. Please note to turn on the stove burners, press the dial then turn to desired heat.

DVD: Please do not permit small children to play with this equipment. Board games, puzzles & cards can be found in the pine cabinet in the living room. There is also an extensive book collection available; we just ask that you leave these books for all our guests to enjoy.

Cleaning Supplies: We have supplied a range of environment friendly cleaning products & ask that you use them & the cloths provided. This will ensure that the house will be left as you found it. You will find the vacuum in the storage room next to the front stair case. This is a built-in system. The long hose plugs into the wall outlets, please use whatever attachments are necessary. The bucket clamped to the wall unit under the stairs should be emptied when full. The bathtubs have an acrylic rather than enamel finish & as such require non-abrasive cleaners and cloths in order to preserve the finish. We have supplies in each bathroom for your use.

Telephone: Please use a calling card when calling long distance.

Power Outages: These occurrences are not uncommon on the island & do not usually last more than a few hours. The well pump is designed to reset automatically when power is restored. During a power outage please be sure to use water **only when necessary** & in nominal amounts to ensure

that the water pipes are not drained & air introduced into the system. **PLEASE DO NOT FLUSH TOILETS DURING A POWER OUTAGE!**

The Beach: Sandwell Provincial Park beach is just down the bay & can be reached by the trail starting at the cul de sac at the top of the driveway. Our own beach out front is a thriving clam bed & can provide a potful if you set to work with a pail & shovel. **Be Aware of any Red Tide Warnings** that may be issued occasionally with respect to eating shell fish in Gulf Island waters. A **fishing license** is required for harvesting clams from the beach. There is excellent swimming in the sandy shallows just a stones throw down the beach. Locke Bay has an extraordinary bird population including ducks, herons, terns, blue jays, woodpeckers, gulls, ravens, cormorants, eagles & of course those pesky crows among others. A set of binoculars taken on your beach walk can really enhance the outing. The bay also is known for its excellent fishing.

Snuneynuxw First Nation & Hul'Qumi'num Treaty Group: We have recently become aware that this area has archeological First Nation significance. By law this site is protected from disturbance and it is a criminal offence to interfere with this site.

The Island offers numerous attractions for those wanting to explore.

- Sandwell Provincial Park Beach is located on Locke Bay & is a short stroll along the beach to the north.
- Twin Beaches Park is located on the north end & is accessed by turning left at the first road after leaving the ferry. Further down Berry Point Road is The Surf Pub & Restaurant
- The Malasapina Galleries, which are natural sandstone caves at the waters edge, are also located at the north end.
- Degnan Bay & Silva Bay, with its fabulous "Silva Bay Pub" is at the south end as is Drumbeg Provincial Park with its trails & southern waterfront exposure.
- An excellent nine hole golf course with a unique lake front setting is a short drive down the South Road.
- The Folklife Village Market on North Road just a short distance past the post office has an excellent food store & numerous lovely shops and conveniences.
- Gabriola Island is the residence of many talented artists. As you drive the Island you will find many studios open to the public.

In case of any problems, or emergencies please contact Lee or Ashley Aldis, our caretaker on the Island at 247-8786, or feel free to call the owners anytime at:

Joan & Tom Pink

Residence: (250) 595-5850, Victoria
Cell: Tom (250) 893-5850, Victoria
Cell: Joan (250) 889-4003, Victoria

Jeff Pink

Residence: (604) 731-6292, Vancouver
Cell: (604) 771-6613, Vancouver

Important Phone Numbers

Ambulance	911	Ambulance Society	247-8868
RCMP	911		
Non emergency	247-8333	Gabriola Recreation Society	247-2014
Fire	911	Home Support	247-8246
Gabriola Ferry	753-9344	Gabriola School	247-9342
BC Hydro-problems	1-888-769-3766	Post Office	247-8862
Medical Clinic	247-9922	Local Drugstore	247-8310
Dental Centre	247-8212	Island Taxi	247-0049
Veterinary Clinic	247-9185	C-Tow marine rescue	247-8934

ATTACHMENT 4 – WATER QUALITY

1160 THE STRAND

Gabriola Groundwater Management Society WATER TEST RESULTS

TEST# 285 DATE OF TEST 04 Oct. '14

TOTAL COLIFORMS 0 E-COLI No

Ratings: 0=none, 1=low, 2=medium, 3=high counts

E-COLI (FECAL COLIFORMS) are found in the gut of a warm blooded animal

Coliforms: Total coliforms are indicator bacteria whose sources can be insects, vegetation, etc. The bacteria can be hazardous to your health, but usually the presence of these bacteria means that your water supply is being contaminated.

E-coli bacteria can be far more dangerous. It also indicates the presence of other dangerous bacteria. If the presence of e-coli is indicated you must take immediate steps to remove the source of the bacteria from your water supply. Contact a professional, a plumber or a water specialist.

If e-coli is present in the water supply. Any use of this water (e.g. brushing your teeth, washing vegetables or other food, using it in a coffee maker, washing infants or children or anyone with a compromised immune system) is dangerous.

If total coliforms are indicated, these are your options:

RECOMMENDED:

1 Inspect your water system (well, cistern, all water lines to and in your home). Check your well casing and surface seals to make sure that surface water is not entering your well.

2 Clean your water system (well, cistern, all water lines in and to your home). Contact us or a plumber or a water specialist for instructions.

3 RETEST YOUR WATER. In two or three weeks, if coliforms are still indicated, contact a professional plumber or water specialist and install an appropriate in-home water purification system.

NOT RECOMMENDED:

1 Do nothing. Boil water (full boil) at least three minutes.

RETEST YOUR WATER PERIODICALLY.

We suggest in the late summer or fall (dry conditions) and January, February (wet, water inundated ground)

GGMS accepts no responsibility for the source, collection technique, or conditions under which the water sample was taken, or for the use or misuse of the above water test results.

Form issued: NOVEMBER, 2009

ATTACHMENT 5 - WATER SUPPLY

Scotty's Plumbing
1445 Hess Road
Gabriola, BC VOR 1X6

06 January 2015-01-06

Tom Pink
1160 The Strand
Gabriola, BC

Re: Flow Rate of Well

To determine the flow rate for the well located at 1160 The Strand, the pump was first disconnected from the house, and then ran at the well-head for a period of 15 minutes.

The well produced approximately 5 gallons per minute (5gpm) for 15 minutes.

Attached is an invoice for testing the well.

Yours truly



Robert Gribbon
Owner/op Scotty's Plumbing

cc: Islands Trust

cc: file

attach.1

ATTACHMENT 6 – SEPTIC SYSTEM

DAVEY CONSULTING & AGROLOGY



Division of Davey Holdings Ltd
[Associate company: Advanced Environmental Inc.]
2881 Virago Place
Ladysmith
British Columbia V9G 1C8

Phones 250-722-3906 & 1-800 838-9887
Fax 250-722-3950
e-mail daveyconsult@telus.net

Mr. Tom and Mrs. Joan Pink
3100 Uplands Road
Victoria
BC
V8R 6B5

February 26, 2015

Dear Mr. and Mrs. Pink;

Inspection and Review of Installed Septic System
Lot 5, Section 18, Nanaimo Land District, Plan 45781
1160 The Strand, Gabriola Island

Following your request our company has completed an inspection of the present septic disposal system installed at the above address, to service a residential building, presently seasonally occupied. It was a pleasure meeting with you.

The age of the system is known to be 22 years, as the original signed Permit to Construct and Authorization to Operate were presented by yourself. Our inspection of the property consisted of location of the presently installed primary septic tank of the residence, confirmation that this tank is sized at 1100 gallons [5000L], is of concrete construction, and the overflow is directed to a pumped dosing to a gravity disposal system through a distribution box (D-box), located and uncovered, to a relatively large [3" or 75mm diameter] ground disposal field totalling 200 feet, in four, 50 foot runs. The presently constructed field is situated within percable soils consisting of clean, free draining sandy loam and gravel fragments, with the disposal field buried at a depth consistent with the previous normal installation practices.

The current distribution box, upon location and inspection, evidenced little to no deterioration of the concrete of which the component was made. In addition, the D-box

Project Management - Non-Engineering Inspections - Environmental Assessments

1

had not shifted from the level and as a result all disposal lines were accepting fluid evenly.

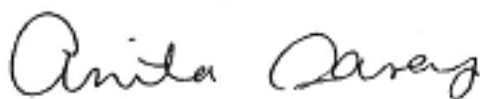
Although not all of the disposal runs of the field were dug up or uncovered, no "rough" or coarse vegetation was growing to designate hydraulic overloading of the field, nor were there any soft or wet areas within the disposal field area, indicating the disposal field was functioning as normal.

This method of construction is consistent with the design of disposal systems installed and approved during the period when BC Regulation 411/85 was in effect. In all instances the non-invasive inspection proved that the total system was operating as originally designed with no environmental hazard or breakout, and that the installed and working length of the field was providing adequate renovation to the primary treated fluid from the septic tank and seasonally occupied residence.

Normal maintenance to this system is recommend by regular pumping of the septic tank and the addition of an effluent filter between the septic tank and the D-box to ensure that solids are not carried over from the primary tank. In addition risers on top of both lids of the septic tank have been added to the septic tank to aid access for future pump outs. Furthermore, the electrical supply to the effluent pump dosing the D-box has been upgraded to current standards and an audible and visible high-level alarm has been affixed to the pump, but we can state that the system as viewed and being operated is not malfunctioning or producing a surficial environmental discharge; and has been appropriately constructed and installed given the size and demand on the system as outlined in the Permit to Construct and Authorization to Operate issued in 1993. However, no warranty or claim of expected life of the total system, or the maximum discharge rate allowable, is explicitly stated or implied.

If additional information is required please contact our offices.

Yours truly



Anita Davey P.Ag ROWP
Davey Consulting and Agrology
D:\documents\pink.septic.insp.15.1.doc



ATTACHMENT 7 – OCCUPANCY PERMIT

	REGIONAL DISTRICT OF NANAIMO BUILDING INSPECTION SERVICES
OCCUPANCY PERMIT M 7985	
Pursuant to the requirements of the Building bylaws of the Regional District of Nanaimo permission is hereby granted to occupy the described building subject to the following limitations:	
Street Address: <u>1160 THE STRAND</u>	
Legal Description: <u>LOT 5, SEC 18, PL. A5781</u>	
<u>NANAIMO L.D.</u>	
Class of Occupancy: <u>SINGLE FAMILY DWELLING</u>	
Building Permit Number: <u>20085</u>	
IMPORTANT NOTICE	
The occupancy approved under this permit refers only to structural and plumbing components of the above building permit(s), and such occupancy is permitted as of the date shown. This permit is not a warranty that the subject building or any part of the building complies with all Regional and Provincial regulations covering zoning and building construction or that the building or any part of the building is without defect. Conformity to all regulations is the responsibility of the owner. Owners are reminded that a new OCCUPANCY PERMIT is required prior to change in CLASS OF OCCUPANCY .	
<u>07.03.10</u> Date	<u>T. J. Hickman</u> Building Inspector
This CERTIFICATE must be affixed to a conspicuous and permanent place in the said building and shall not be removed.	

(BIF 744-2000)

ATTACHMENT 8 – FIRE INSPECTION REPORT

GABRIOLA VOLUNTEER FIRE DEPARTMENT

Box 89, Gabriola, B.C., V0R 1X0

Telephone: (250) 247-9677

Fax: (250) 247-9850

Email: gabfire@shaw.ca

October 1, 2014

Islands Trust
700 North Road
Gabriola, B.C.
V0R 1X3

To Whom It May Concern

Re: Fire code compliance inspection - 1160 The Strand, Gabriola, B.C.

This is to confirm that I met with Mr. Tom Pink and carried out an inspection of his house at the above noted address. Based on my inspection, I find that the home meets the requirements of the B.C. Fire Code for the purpose of a Temporary Use Permit (TUP).

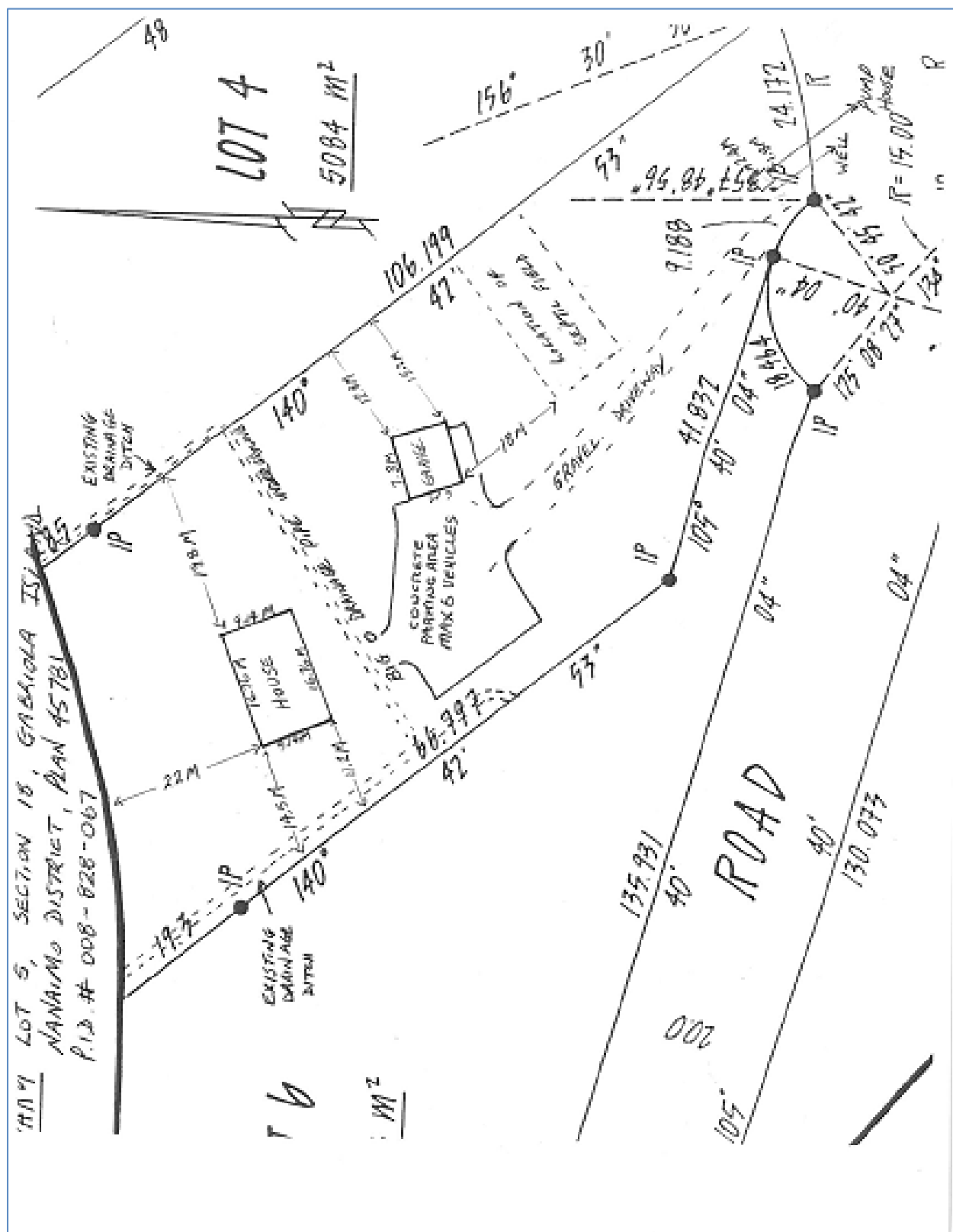
If you have any questions, please do not hesitate to contact me.

Yours truly,



Mr. Rick Jackson,
Fire Chief

RDJ:pm



From: Tom Pink [REDACTED]
Sent: Thursday, April 23, 2015 4:25 PM
To: Karin Kronstal
Subject: Re: Mailing Address for Aldis Caretakers for GB-TUP-2015.1

Hi Karin, I just wanted to add another phone number for contact in regard to our on island caretakers. Lee Aldis' daughter, Ashley also helps with cleaning, gardening and dealing with our renters in July and August. Her number is 250 713 7996. I also wanted to mention in regard to renters, that for the past 18 years or so, we have largely kept the rentals to just those 2 months. If any neighbours were enquiring on the type of operation that we have, it's quite a low level and responsible one. Most are repeat tenants and 2 of them have taken 2 weeks for a number of years. Thanks! Tom

Date: April 23, 2015

File No.: 6500-20-
Housekeeping

To: Gabriola Island Local Trust Committee
For the meeting of May 7, 2015

From: Karin Kronstal, Island Planner

CC: Courtney Simpson, Regional Planning Manager

Re: Housekeeping Bylaw Amendments

Interim Report – Bylaw Nos. 278 and 279 Post Public Hearing

The purpose of this report is to:

- 1) Outline the process generally followed after a public hearing;
- 2) Review public input received in the period leading up to the April 2015 Community Information Meeting and Public Hearing for Proposed Bylaw 278 and 279 and recommend select revisions at third reading; and
- 3) Recommend third readings of Proposed Bylaw No. 278 and 279 and to forward both bylaws to the Islands Trust Executive Committee.

Project Objectives

The objectives of this project are to make several housekeeping bylaw amendments to the OCP and LUB in order to address minor issues and correct errors and omissions.

Project Background

The Local Trust Committee is considering bylaws to amend Bylaw No. 166, the Gabriola Island Official Community Plan, and Bylaw No. 177, the Gabriola Island Land Use Bylaw, in order to address minor issues and correct errors and omissions. A public hearing was held on April 2, 2015. A public hearing is a quasi-judicial process within and following which specific procedures must be followed.

Following the hearing, the LTC may choose to give further readings to a bylaw, defeat a bylaw, or alter a bylaw within certain parameters. The procedural steps following the close of the hearing are as follows:

1. Consideration of Third Reading (this may include amendments to alter a bylaw).
2. Forwarding of the bylaw to Executive Committee for approval.

3. Forwarding of the bylaw to the Minister's office for approval (OCP amendment bylaws only).
4. Reconsideration and adoption.

Following the close of the hearing, the LTC may not hear further submissions without holding a new hearing. The principle is that if new information is considered by the LTC, all other interested parties also need to have the opportunity to consider any new relevant material and to make further representations to the LTC. The courts have clarified that this does not open the door to endless public hearings: a local government body can legitimately decide that after a hearing it wishes to hear further from staff on issues raised at the hearing.

A bylaw may be altered after the hearing, based on information received or heard by the LTC at any point prior to the close of the hearing, provided that the amendments do not alter use or increase density, or decrease density without a landowner's consent.

Analysis

While the LTC did not receive any input during the April 2, 2015 public hearing, there were numerous written submissions in advance of the public hearing on both proposed bylaws. These submissions were included in the public hearing binder for the LTC's consideration.

While some of the submissions were provided to staff before the bylaws received second reading, staff did not bring all suggested changes forward at that time in order to focus on the more substantive issues that required a LTC decision. A significant number of the comments received touch on matters beyond the scope of a housekeeping bylaw (e.g. moving some sections from the OCP into the LUB). These issues are not urgent but are sufficiently substantive as to require further community consultation or LTC discussion, and have been documented for future consideration by the LTC under next housekeeping bylaw.

Proposed Bylaw No. 278:

Following review of any relevant public hearing submissions, staff recommends no further revisions to Proposed Bylaw No. 279 to amend the Gabriola Official Community Plan. Staff recommends third reading and forwarding to Executive Committee. The proposed bylaw will be forwarded to the Islands Trust Executive Committee for approval and then the Minister of Community, Sport and Cultural Development before LTC consideration of final adoption.

Proposed Bylaw No. 279:

Minor edits to the proposed LUB housekeeping bylaw have been incorporated into an annotated version of proposed Bylaw No. 279 for LTC consideration. Please see Attachment One for an annotated version of the Bylaw with the proposed changes. Please note that none of the recommendations would change the meaning or intent of the proposed bylaw.

Next Steps

If the LTC grants Third Reading to the bylaws, the next step would be to refer proposed Bylaw No. 278 to the Minister of Community, Sport and Cultural Development, then refer both bylaws to the Executive Committee for approval.

RECOMMENDATIONS:

1. THAT Gabriola Island Local Trust Committee proposed Bylaw No. 278, cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 3, 2014" be read a Third time.
2. THAT Gabriola Island Local Trust Committee proposed Bylaw No. 279, cited as "Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 2, 2012" be read a Third time as revised.
3. THAT the Gabriola Island Local Trust Committee proposed Bylaws No. 278 and 279 be forwarded to the Secretary of the Islands Trust for Executive Committee approval.

Prepared and Submitted by:

Karin Kronstal

April 22, 2015

Karin Kronstal
Island Planner

Date

Concurred in by:

Courtney Simpson

April 23, 2015

Courtney Simpson, RPP MCIP
Regional Planning Manager

Date

Attachments:

1. Proposed Bylaw 278
2. Proposed Bylaw 279 (Annotated Version of April 14, 2015)

PROPOSED

Gabriola Island Local Trust Committee

BYLAW NO. 279

A BYLAW TO AMEND THE GABRIOLA ISLAND LAND USE BYLAW, NO. 177

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

1. Bylaw No. 177, cited as “Gabriola Island Land Use Bylaw No. 177, 1999” is amended as shown on Schedule 1, attached to and forming part of this bylaw.
2. This bylaw may be cited as “Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 2, 2012”

READ A FIRST TIME THIS	2 nd	DAY OF	OCTOBER	, 2014
READ A SECOND TIME THIS	22 nd	DAY OF	JANUARY	, 2015
PUBLIC HEARING HELD THIS	2 nd	DAY OF	APRIL	, 2015
READ A THIRD TIME THIS		DAY OF		, 201_
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS		DAY OF		, 201_
ADOPTED THIS		DAY OF		, 201_

SECRETARY

CHAIRPERSON

Gabriola Island Local Trust Committee

Bylaw No. 279

Schedule 1

Schedule “A” of Gabriola Island Land Use Bylaw No. 177 cited as “Gabriola Island Land Use Bylaw No. 177, 1999”, is amended as follows:

1. Section A.3 COMPLIANCE is deleted and replaced with the following:

“A.3.1 Conformity

- A.3.1.1 No person may use or occupy or permit any land, water surface, building or structure to be used or occupied, or subdivide any land, except as permitted by this Bylaw.
- A.3.1.2 No person may construct, reconstruct, place, alter, extend or maintain any building, structure or sign except as permitted by this Bylaw.
- A.3.1.3 Nothing contained in this Bylaw relieves any person from the responsibility to comply with other legislation applicable to their use of land, buildings or structures.
- A.3.1.4 Any existing lot that is less than the minimum lot area specified in the applicable zone for the creation of new lots by subdivision may be used for any use permitted in that zone unless otherwise specified in this Bylaw.
- A.3.1.5 No lot or area may be subdivided, no building, structure or land may be used, and no building or structure may be sited in a manner which renders any existing use, building or structure illegal or non-conforming

A.3.2 Inspection

- A.3.2.1 The Islands Trust Bylaw Enforcement Officer or any other person designated by the Islands Trust to administer this Bylaw is authorized to enter, at any reasonable time, upon any property that is subject to regulation under this Bylaw, for the purpose of inspecting and determining whether the regulations, prohibitions and requirements are being met.

A.3.3 Violation

- A.3.3.1 Any person who does any act or thing or permits any act or thing to be done in contravention of the provisions of this Bylaw, or who neglects to do or refrains from doing any act or thing which is required to be done by any of the provisions of this Bylaw is deemed to have committed an offence under this Bylaw.

A.3.4 Penalty

- A.3.4.1 Any person who commits an offence against this Bylaw is liable, upon summary conviction, to a fine and penalty as provided in the *Offence Act* and the costs of prosecution. Each day during which an offence against this Bylaw is continued is deemed to constitute a new and separate offence.”

A.3.5 Enforcement of Siting Regulations

A.3.5.1 Every applicant for a development permit or a development variance permit must provide a plan signed by a B.C. Land Surveyor showing the location on the lot of all existing and proposed buildings, structures and sewage absorption fields in relation to lot and zone boundaries, watercourses, wells and the sea, and in relation to other buildings on the lot, unless the Local Trust Committee determines that the provision of such a plan is not reasonably necessary to establish whether the proposed buildings, structures and sewage absorption fields comply with the siting requirements of this or any other Bylaw.

2. In section B.1 USES, BUILDINGS AND STRUCTURES,
 - a. to B.1.1.1.b the word “uses” is changed to “use”; the word “Section” is changed to “Subsections” before “D.1.3 Seniors and Social Needs” and the word “Section” is added prior to “D5 Water”; and,
 - b. to B.1.1.2.b remove the strike through on item “v”
3. In section B.2 GENERAL SITING AND HEIGHT PROVISIONS,
 - a. to B.2.1.1, insert the words “excepting B.2.1.4c” after the word “Bylaw” and before the comma, and insert the words “ground level decks” after “retaining walls,” and before the comma;
 - b. to B.2.1.1 add a new item as follows:

“c. elevation requirements in B.2.1.1.a. are measured to the underside of the floor of any wooden floor system or top of a slab or *pad* of any *habitable area*.”
4. In section B.4 SIGNS,
 - a. to B.4.1.1, Table 1, Column 2 heading, add the words “per lot” after the word “permitted”; and
 - b. to B.4.1.1, Table 1, Column 2, remove the words “per lot” everywhere except for the heading.
5. In section B.6 MISCELLANEOUS,
 - a. delete subsection B.6.3 and replace with the following:

“B.6.3 COMMERCIAL VACATION RENTALS

B.6.3.1 All dwellings, including cottages, are for residential use and any use for overnight accommodation on less than a monthly basis for monetary gain is prohibited”.
6. In section C.3 INTERPRETATION OF ZONE BOUNDARIES,
 - a. to C.3.1.1.a, delete the word “zones” and replace with “zone”; and
 - b. delete article C.3.1.2.
7. In section D.1 RESIDENTIAL ZONES,
 - a. To D.1.3.e.iii change “Item” to “Clause”; and,
 - b. to D.1.2.1.a delete item iii “forestry”;

- c. add a new item after D.1.2.1.b.iv “keeping of animals for the personal use of the resident or landowner”;
 - d. to D.1.3.2.a.i delete the word “Plan” and replace it with “Map”; and
 - e. to D.3.3.2.e.i delete the word “Plan” and replace it with “Map”.
- 8. In section D.2 RESOURCES ZONES,
 - a. to D.2.1.1.a delete item ii “forestry”;
 - b. to D.2.2.1 the title “*Principal Permitted Uses*” has “a.” added to precede the title and is indented to the same level as “b.” of the article, and the heading is changed to read “Permitted *Principal Uses*”;
 - c. to D.2.2.2.a.iii delete the second bullet that reads “shooting range, on lands as shown on Schedule C, Map 4.”;
 - d. to D.2.4.1.b.ii change the word “Section” to “Subsection”;
 - e. to D.2.4.2.a.ii add a new bullet that reads “shooting range, on lands as shown on Schedule C, Map 4.”.
- 9. In section D.3 COMMERCIAL AND INDUSTRIAL ZONES,
 - a. to D.3.1.1.a.iv delete the words “and cafes”;
 - b. to D.3.2.1.a.iv delete the words “and cafes”;
 - c. to D.3.3.1.a.iv delete the words “and cafes”;
 - d. to D.3.8.2.a.i delete the words “area in this zone” and replace with “or where there are one or more or more adjacent TC1 lots, per this group of lots”; and
 - e. to D.3.8.3.e.ii change the word “*unit*” to “*units*”.
 - f. to D.3.2.3.e delete all references to the word “cafe” or “cafes”
- 10. In section D.4 RECREATION AND INSTITUTIONAL ZONES,
 - a. to D.4.4.1.a.vii add the words “and associated retail sale of used items” after “recycling centre”; and
 - b. to D.4.4.1.a.ix delete “Map 12” and replace with “Map 13”.
- 11. In section D.5 WATER ZONES,
 - a. to D.5.1.1.a.i, insert the words “upland” between “with” and “residential” and insert the words “on Gabriola Island” at the end of the item;
 - b. to D.5.7.2.a item “i” should have a tab after the “i” and before the text; and
 - c. to D.5.8.1.a.i, insert the words “upland” between “with” and “residential” and insert the words “on Gabriola Island” at the end of the item.
- 12. In Section E.1 GENERAL,
 - a. to E.1.1.1 change the word “Section” to “Subsection”; and,
 - b. to E.1.1.3 change the word “Section” to “Article”
- 13. In section F.1 DEFINITIONS,

- a. Add the following definitions in alphabetical order:

“habitable area means any room or space within a building or structure, which can be used for human occupancy, commercial sales, or storage of goods, possessions, or equipment (including furnaces) that would be subject to damage if flooded;”

“pad means a surface on which blocks, posts, runners, or strip footings are placed for the purpose of supporting a manufactured home or other *habitable area*;”

“restaurant means an eating establishment providing for the sale of prepared foods and beverages to be consumed on or off the premises, and may include café, delicatessen, and take-out restaurant, but specifically excludes neighbourhood pub, drive-in and drive-thru establishment;”

- b. Delete the definition of “clubhouse” and replace with the following:

“clubhouse means a facility used by a club that does not provide for overnight accommodation except in a permitted single family dwelling;”

- c. Add the following definition for a “shooting range”:

“shooting range means a place that is designed or intended for the safe discharge, on a regular and structured basis, of firearms for the purpose of target practice or target shooting competitions, that does not operate outside the hours of 9 am and 5 pm and operates no more than 6 days a week;”

d.

- e. Delete the definition of “structure” and replace with the following:

“structure means anything constructed or erected that is fixed to, supported by or sunk into land or water, whether underwater or otherwise, excluding vehicles except for vehicles used as a restaurant where a restaurant is a permitted use, floating vessels, paving for vehicle parking, sidewalks, and sewage absorption fields; for clarity, swimming pools, dugouts, cisterns, above ground septic tanks and detached ground level decks are considered structures;”

- f. Amend the definition of “commons accessory public assembly” by deleting the words “removed from this place space”.
- g. Amend the definition of “cottage” by adding the following words at the end of the definition: “with a maximum permitted floor area of 65.0 square metres (699.7 square feet)”.
- h. Amend the definition of “forestry” by deleting the words “but excludes the processing of wood products”.

- i. Amend the definition of “public assembly and recreation” by adding the words “indoor or outdoor use associated with” between “means” and “a”, and delete the word “and” between “church” and “indoor” and replace with “or”.

Schedule “B” of Gabriola Island Land Use Bylaw No. 177 cited as “Gabriola Island Land Use Bylaw No. 177, 1999”, is amended as follows:

1. Amend the zoning of the lot legally described as “Lot C, Section 18, Gabriola Island, Nanaimo District, Plan EPP9657” to change the portion of the lot in the Large Rural Residential zone to the Agriculture zone so that the entire property is in the Agriculture zone.
2. Amend the legend to correct the spelling of “Commercial” in LC3 “Local Commercial 3 – Garden Centres”.
3. Amend the zoning of the lot legally described as “Lot 2, Section 2, Gabriola Island, Nanaimo District, Plan 3063” from Small Rural Residential to Institutional 1.

PROPOSED

Gabriola Island Local Trust Committee

BYLAW NO. 278

A BYLAW TO AMEND THE GABRIOLA ISLAND OFFICIAL COMMUNITY PLAN, NO. 166

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

1. Bylaw No 166, cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw No. 166, 1997" is amended as shown on Schedule 1, attached to and forming part of this bylaw.
2. This bylaw may be cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 3, 2014"

READ A FIRST TIME THIS	2 nd	DAY OF	OCTOBER	, 2014
READ A SECOND TIME THIS	22 nd	DAY OF	JANUARY	, 2015
PUBLIC HEARING HELD THIS	2 nd	DAY OF	APRIL	, 2015
READ A THIRD TIME THIS	—	DAY OF	_____	, 201_
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS	—	DAY OF	April	, 201_
APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT				
THIS	—	DAY OF	_____	, 201_
ADOPTED THIS	—	DAY OF	_____	, 201_

SECRETARY

CHAIRPERSON

Gabriola Island Local Trust Committee

Bylaw No. 278

Schedule 1

The Gabriola Island Official Community Plan Bylaw No. 166 cited as “Gabriola Island Official Community Plan (Gabriola Island) Bylaw No. 166, 1997”, is amended by:

1. Schedule A [Policy Document] is amended as follows:
 - a. to Section 7 – Transportation and Servicing:
 - i. the reference to “Figure 4” in policies a) and b) of 7.1 Land Transportation is changed to “Figure 5”;
 - ii. policy 7.1h) is amended by deleting “MOTH” and replacing with “MOTI” and by adding the words “with sign posts at the start and end, and also with painted signage on the pavement, at intervals of not more than 200 metres (656 feet)” at the end of the policy; and
 - iii. Policy 7.1i) is amended by adding a new sentence at the end of the policy as follows “In situations where the cycling lane is separated from the vehicle lane by a concrete barrier (such that pedestrians and cyclists are expected to use the same lane), the barrier should be no more than 0.5 metres (1.6 feet) high, and the lane should be a minimum of 1.5 metres (5 feet) in width. In such situations, appropriate signage indicating a shared use pathway should be provided at each end of the segregated section.”.
 - b. to Section 9 – Development Permit Areas:
 - i. in the introduction to DP-1 The Tunnel, the reference to Schedule C in brackets is changed to “Schedule D”;
 - ii. in the introduction to DP-2 Lock Bay Area, the reference to Schedule C in brackets is changed to “Schedule D”;
 - iii. in the introduction to DP-4 Flat Top Islands Area, the reference to Schedule C in brackets is changed to “Schedule D”;
 - iv. in the introduction to DP-5 Gabriola Pass Area, the reference to Schedule C in brackets is changed to “Schedule D”;
 - v. in the introduction to DP-7 The Village Centre, the reference to Schedule C in brackets is changed to “Schedule D”;
 - vi. in the introduction to DP-8 Multi-dwelling Affordable Housing Development Permit Areas, the reference to Schedule C in brackets is changed to “Schedule D”; and
 - vii. in the introduction to DP-9 Light Industrial Use Development Permit Area.
2. Schedule B [Land Use Designations] is deleted and replaced with Plan 1 and Plan 2 attached to and forming part of this bylaw.

3. To Schedule C [Development Permits] the following information note is added:

“INFORMATION NOTE: This map is valid for the designation of “Development Permit Area No. 6 - Escarpment Areas” only; all other development permit areas are designated in Schedule D.”

4. Schedules D-1 and D-2 [Development Permit Area 3] are deleted and replaced with Plan 3 and Plan 4 attached to and forming part of this bylaw.

Date: April 27, 2015

File No.: 6500-20 Riparian
Areas Regulation

To: Gabriola Island Local Trust Committee
For the meeting of May 7, 2015

From: Courtney Simpson, Regional Planning Manager

CC: N/A

Re: Gabriola Riparian Areas Regulation Implementation Project

Final Report: consideration of final readings for Proposed Bylaws 265 and 266

The purpose of this report is to recommend final reading/adoption of Proposed Bylaws 265 and 266, and to provide a status update regarding communications for the new policies and regulations.

Project Objectives

- Adoption of mapping and guidelines to implement the provincial Riparian Areas Regulation (RAR), including review of existing DPA-3.
- Ongoing notification and effective engagement with property owners, residents and the Snuneymuxw First Nation.

Project Background

The Islands Trust Executive Committee considered and approved both bylaws at the April 15th, 2014 regular business meeting. The Ministry of Community, Sport, and Cultural Development approved Proposed Bylaw 265 on February 18, 2015. (Please note that our Ministry Staff Liaison let us know as soon as they received word of the Minister's signing, which was on April 14, 2015).

Next Steps

Communicating regulatory changes to the public is an important step that should take place after bylaws are adopted, in addition to the communications throughout the project, prior to adoption. The Local Trust Committee has already provided direction regarding communication materials after adoption of the RAR bylaws in the following resolution at the July 17, 2014 meeting:

GB-2014-139

It was **MOVED** and **SECONDED**,
that the Gabriola Island Local Trust Committee:

1. request staff to meet with Emcon Services Inc. on Gabriola Island to discuss roadside ditches that are applicable to the Riparian Areas Regulation
2. support staff to meet with Gabriola Streamkeepers to share information and develop a relationship
3. allocate \$1500 from the OCP/LUB project budget for development of print and web communication materials on riparian areas and the new Development Permit Area 3.

CARRIED

Unfortunately the \$1500 allocated from the OCP/LUB project budget was in the last fiscal year and is no longer available. In the current 2015/16 fiscal year, there is \$3,500 for "Gabriola OCP/LUB Targeted Review Continuation", and the LTC has not yet discussed how they will allocate this. Staff recommends that it proceed with developing communications materials that can be prepared at no cost, and return to the LTC with a budget for communications regarding all of the bylaws that are a part of the OCP/LUB Targeted Review. Staff will also proceed with setting up a meeting with Gabriola Streamkeepers.

On April 27, 2015 at the annual staff-to-staff meeting with the Ministry of Transportation and Infrastructure (MoTI), staff presented copies of the proposed bylaw maps for the RAR development permit area to MoTI staff, who will relay them to the Emcon road maintenance foreman in order for them to use best management practices that they have for ditch maintenance in fish-bearing streams. Item 1 from the resolution above is considered complete.

The RAR bylaws been discussed at a variety of events in 2013 and 2014. However, developing materials that indicate new regulations are in place will be important for property owners and others such as the realtor community, to understand the changes.

Summary of Planning Recommendations

Staff recommends adoption of the proposed bylaws, and support for staff to develop communication materials regarding the new regulations for the website.

RECOMMENDATIONS:

1. That the Gabriola Island Local Trust Committee Bylaw No. 265 cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 1, 2012" , be adopted.
 2. That the Gabriola Island Local Trust Committee Bylaw No. 266 cited "Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 1, 2012", be adopted.
-

Prepared and Submitted by:

Courtney Simpson

April 27, 2015

Courtney Simpson, RPP MCIP
Regional Planning Manager

Date

Concurred in by:

N/A

N/A

Date

Attachments:

1. Gabriola Bylaw No. 265
2. Gabriola Bylaw No. 266

Gabriola Island Local Trust Committee

BYLAW NO. 265

A BYLAW TO AMEND THE GABRIOLA ISLAND OFFICIAL COMMUNITY PLAN, NO. 166

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

1. Bylaw No 166, cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw No. 166, 1997" is amended as shown on Schedule 1, attached to and forming part of this bylaw.
2. This bylaw may be cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 1, 2012"

READ A FIRST TIME THIS	14	DAY OF	March	, 2013
PUBLIC HEARING HELD THIS	12	DAY OF	March	, 2014
READ A SECOND TIME THIS	16	DAY OF	January	, 2014
READ A THIRD TIME THIS	13	DAY OF	March	, 2014
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS	15	DAY OF	April	, 2014
APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT				
THIS	18	DAY OF	February	, 2015
ADOPTED THIS		DAY OF		, 2015

SECRETARY

CHAIRPERSON

Gabriola Island Local Trust Committee

Bylaw No. 265

Schedule 1

The Gabriola Island Official Community Plan Bylaw No. 166 cited as “Gabriola Island Official Community Plan (Gabriola Island) Bylaw No. 166, 1997”, is amended by:

1. Schedule A – Preface is amended as follows:

- a) To the section “Map Schedules”, the text of this section is deleted and replaced with the following:

“The Plan contains the following map schedules which form an integral part of the bylaw:

- I. Schedule B – the Plan Map contains land use designations
- II. Schedule C – the Development Permit Areas Map shows the location of development permit areas 1, 2, 4, 5, 6, 7, 8 and 9
- III. Schedule D-1 – the Development Permit Area 3 Map shows the location of Development Permit Area 3 – Riparian Areas for Castell Brook & McClay Creek Watersheds
- IV. Schedule D-2 – the Development Permit Area 3 Map shows the location of Development Permit Area 3 – Riparian Areas for Dick Brook Watershed”

- b) To the section “Interpretation” at the end of the second paragraph and before the period the following text is inserted:

“, Schedule D-1 and Schedule D-2.”.

2. “Section 2.0 [General Land Use]” is amended as follows:

- a) A new sub-section is inserted after the “General Land Use Policies” sub-section, as follows:

“Development Approval Information – Circumstances and Special Conditions

Circumstances

- l) Applicants for a zoning amendment in all designations of this Plan may be required to provide development approval information.

Special Conditions / Justification

- m) This Plan attempts to preserve the unique environment of the Gabriola Planning Area for future generations through its established goals, which speak to the protection of the natural environment and its sensitive ecosystems, the preservation of rural character and the promotion of a healthy community. In order to achieve the goals of this Plan and to fulfill the Object of the Islands Trust, future land use and development decisions must consider the anticipated impacts of proposed development on the environment and community resources. Development approval information may be required to ensure that development may be adequately serviced and accommodated in a manner that sustains natural resources, environmentally sensitive areas and the rural character of the Gabriola Planning Area. Development approval information may be required to help the Local Trust Committee determine appropriate uses, density and siting of future development.”

- b) The policies under the sub-section “General Land Use Advocacy Policies” are re-numbered accordingly.

3. Amending “Section 3.8 [Temporary Use Permits]” as follows:

- a) A new sub-section is inserted after the “Designations” sub-section, under the heading “Temporary Use Permit Designations and Guidelines”, as follows:

“Development Approval Information – Circumstances and Special Conditions

Circumstances

- b) Applicants for a temporary use permit in any land use designation of this Plan may be required to provide development approval information.

Special Conditions / Justification

- c) Temporary use permits are provided for in this Plan in order to give consideration to allowing certain types of commercial and/or industrial uses to be located in the Planning Area on a temporary basis, provided that the integrity of the existing neighbourhood would not be adversely affected and that may be adequately serviced. Development approval information may be required in order to ensure that the proposed use may be adequately serviced and may occur in a manner that complies with the guidelines of the Plan and that does not adversely affect local neighbourhoods or the environment. Development approval information may be required by the Local Trust Committee to determine appropriate uses, density and siting of temporary uses as well as appropriate permit conditions.”

- b) The policies under sub-section “Guidelines” are re-numbered accordingly.

4. Amending “Section 9.1 [Development Permits for Protection of the Natural Environment]” as follows:

- a) To sub-section “DP-1 The Tunnel” the existing paragraph directly below that heading is deleted and replaced with the following text:

“Development Permit Area 1 (Schedule C) is designated as a development permit area according to Section 919.1(1)(a) of the *Local Government Act* for the protection of the natural environment, its ecosystems and biological diversity. The area is also designated as an area for which development approval information may be required as authorized by Section 920.01 of the *Local Government Act*. Development approval information in the form of a report from a Registered Professional Biologist (R.P.Bio.) and/or another qualified professional may be required due to the special conditions and objectives described below.”

- b) To sub-section “DP-1 The Tunnel” a new sub-section is inserted, before the sub-heading “Objective” as follows:

“Justification

The shrub and tree canopy along North Road is an important scenic, heritage and environmental amenity that enhances the rural character of Gabriola. The designation of this area as a development permit area for the purposes of protecting the natural environment, its ecosystems and biological diversity will help ensure that the tree canopy and shrub buffer area will be maintained along North Road.”

- c) To sub-section “DP-1 The Tunnel”, the sub-heading “Development Guidelines” and the text under that sub-heading are deleted.
- d) To sub-section “DP-1 The Tunnel” the following text, is inserted following the sub-section “Objective”:

“Information Note: Development Permit Area Guidelines for DP-1 The Tunnel are in the Gabriola Island Land Use Bylaw.”

- e) To sub-section “DP-2 Lock Bay Area” the existing paragraph directly below that heading is deleted and replaced with the following text:

“Development Permit Area 2 (Schedule C) is designated as a development permit area according to Section 919.1(1)(a) of the *Local Government Act* for the protection of the natural environment, its ecosystems and biological diversity. The area is also designated as an area for which development approval information may be required as authorized by Section 920.01 of the *Local Government Act*. Development approval information in the form of a report from a Registered Professional Biologist (R.P.Bio.) and/or or another qualified professional may be required due to the special conditions and objectives described below.”

- f) To sub-section “DP-2 Lock Bay Area” a new sub-section is inserted before the sub-heading “Objective”, as follows:

“Justification

Lock Bay has been identified as a sensitive, unique beach of sand and gravel isolating a marsh of about 40 acres (Special Areas and Features Inventory, 1995). The designation of this area as a development permit area for the purposes of protecting the natural environment, its ecosystems and biological diversity will help ensure that the environmental values of this area are protected from the potential impacts of land development.”

- g) To sub-section “DP-2 Lock Bay Area” the sub-heading “Development Guidelines” and the text under that sub-heading are deleted.
- h) To sub-section “DP-2 Lock Bay Area” the following text is inserted, following the sub-section “Objective”:

“Information Note: Development Permit Area Guidelines for DP-2 Lock Bay Area are in the Gabriola Island Land Use Bylaw.”

- i) “DP-3 Hoggan Lake Area” is deleted in its entirety and replaced with the following:

“DP-3 Riparian Areas

Development Permit Area 3 (DP-3) is established, pursuant to Section 919.1(1)(a) of the *Local Government Act*, for the protection of the natural environment, its ecosystems and biological diversity.

Terms used in this section that are defined in the provincial *Riparian Areas Regulation* (RAR), which may be obtained from the provincial Ministry of Forests, Lands and Natural Resource Operations or from the BC Laws website, are intended to be interpreted in accordance with the definition given in the Regulation, as it may be amended from time to time.

Location

The Riparian Areas Development Permit Area, DP-3, includes all land designated on Schedules D-1 and D-2 of this plan, which are Streamside Protection and Enhancement Areas (SPEA) as determined using simple assessment methodology under the Riparian Areas Regulation and which includes any of the following that provides fish habitat:

- a) a watercourse, whether it usually contains water or not;
- b) a pond, lake, river, creek or brook; or
- c) a ditch, spring or wetland that is connected by surface flow to something referred to in paragraph (a) or (b).

For a stream that is not located in a ravine, the development permit area is a 30 metre strip on both sides of the stream measured from the high water mark, except for areas where a lesser distance is indicated on Schedule D-1;

For a stream located within a ravine, the development permit area is a 30 metre strip on both sides of the stream measured from the high water mark to a point that is 30 metres beyond the top of the ravine bank;

For a lake, wetland or other water body, the development permit area is 30 metres around the water body measured from the high water mark of the water body;

For a ditch or lotic system, a 10 metre strip on both sides of the ditch measured from the high water mark

The designation and delineation of Development Permit Area 3 consists of a digital record stored and maintained in a Geographic Information System (GIS) at the offices of the Islands Trust. The actual location of the streams and water bodies and the actual extent of the Development Permit Area may need to be determined on a site-specific basis by a qualified environmental professional or a surveyor.

Justification

This development permit area contains streams, lakes and wetlands and their associated riparian areas, which have been identified as potential fish habitat. Riparian areas are necessary for stream and watershed health. Our job as stewards of the land is to ensure that these areas continue to function well into the future.

Riparian ecosystems perform a number of valuable services to humans, plants and animals alike. They support a diversity of plants and animals, provide important refuges and migration routes for birds and wildlife, and support fish life processes. Vegetation in riparian areas moderates the volume and rate of water flowing through the watershed and stabilizes stream banks by holding soil in place. Plant root systems enhance the soil's ability to absorb water by making it more porous. This allows water to be stored and released slowly into the watercourse, reducing erosion and flooding. Soils also filter impurities and sediment from runoff water, improving water quality in the stream channel.

Riparian vegetation provides food and shelter for fish. Shade from trees within the riparian area regulates water temperatures within the stream, which is critical for salmon, trout and other fish species that need cool water to survive. Logs and other woody debris fall into streams from the riparian area influencing stream channel morphology, dissipating the stream's natural erosive energy and providing habitat for a diverse range of species. Land use practices including land clearing, road building, construction of buildings and structures, and location of septic systems in or near riparian areas can jeopardize these habitats and water quality. Protection of riparian vegetation and watercourses is therefore necessary to protect the natural environment, ecosystems and biological diversity of Gabriola Island.

It is a policy of the Islands Trust Council that local trust committees shall in their Official Community Plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or water courses, wetlands or riparian zones and to protect aquatic wildlife.

Furthermore, the province of British Columbia's *Fish Protection Act*, requires that local governments establish regulations to protect riparian areas. This designation is intended to protect riparian areas from development so that the areas can provide natural features, functions and conditions that support fish life processes.

Objectives

The objectives of this development permit area are as follows:

1. To protect the biological diversity and habitat values of riparian and aquatic ecosystems
2. To protect the natural environment necessary to conserve productive fish habitat, including both streams and the adjacent land and vegetation
3. To minimize adverse impacts of land use practices on fish habitat, which includes plant habitats in riparian areas

Development Approval Information

Development Permit Area 3 is designated as an area for which development approval information may be required as authorized by Section 920.01 of the Local Government Act. Development approval information in the form of a report from a qualified environmental professional (QEP) or another professional may be required due to the special conditions and objectives described above.

“Information Note: Development Permit Area Guidelines for DP-3 Riparian Areas are in the Gabriola Island Land Use Bylaw.”

- j) To sub-section “DP-4 Flat Top Islands Area” the existing paragraph directly below that heading is deleted and replaced with the following text:

“Development Permit Area 4 (Schedule C) is designated as a development permit area according to Section 919.1(1)(a) of the *Local Government Act* for the protection of the natural environment, its ecosystems and biological diversity. The area is also designated as an area for which development approval information may be required as authorized by Section 920.01 of the *Local Government Act*. Development approval information in the form of a report from a Registered Professional Biologist (R.P.Bio.) and/or another qualified professional may be required due to the special conditions and objectives described below.”

- k) To sub-section “DP-4 Flat Top Islands Area” a new sub-section is inserted before the sub-heading “Objective” as follows:

“Justification

The Flat Top Islands and Breakwater Island have been identified as having high and moderate-high marine, vegetation and wildlife natural areas. The designation of this area as a development permit area for the purposes of protecting the natural environment, its ecosystems and biological diversity will help ensure that the environmental values of this area are protected from the potential impacts of land development.”

- l) To sub-section “DP-4 Flat Top Islands Area” the sub-heading “Development Guidelines” and the text under that sub-heading is deleted.
- m) To sub-section “DP-4 Flat Top Islands Area” the following text is inserted following sub-section “Objective”:

“Information Note: Development Permit Area Guidelines for DP-4 Flat Top Islands Area are in the Gabriola Island Land Use Bylaw.”

- n) To sub-section “DP-5 Gabriola Pass Area” the existing paragraph directly below that heading is deleted and replaced with the following text:

“Development Permit Area 5 (Schedule C) is designated as a development permit area according to Section 919.1(1)(a) of the *Local Government Act* for the protection of the natural environment, its ecosystems and biological diversity. The area is also designated as an area for which development approval information may be required as authorized by

Section 920.01 of the *Local Government Act*. Development approval information in the form of a report from a Registered Professional Biologist (R.P.Bio.) and/or another qualified professional may be required due to the special conditions and objectives described below.”

- o) To sub-section “DP-5 Gabriola Pass Area” a new sub-section is inserted before the sub-heading “Objective as follows:

“Justification

Within the Gabriola Pass Area, the intertidal area is boulder-tiered ledges, sandstone and shale formations and sand and gravel banks. Tide pools exist along the length of Gabriola Island. The sub-tidal area is largely devoid of human impact and is exceptionally rich in an abundance of marine life (Marine Life Sanctuaries Society of BC, 1996). The designation of this area as a development permit area for the purposes of protecting the natural environment, its ecosystems and biological diversity will help ensure that the environmental values of this area are protected from the potential impacts of development.”

- p) To sub-section “DP-5 Gabriola Pass Area” the sub-heading “Development Guidelines” and the text under that sub-heading are deleted.
- q) To sub-section “DP-5 Gabriola Pass Area” the following text is inserted following sub-section “Objective”:

“Information Note: Development Permit Area Guidelines for DP-5 Gabriola Pass Area are in the Gabriola Island Land Use Bylaw.”

- 5. Section 9.2 [Development Permits for the Protection of Development from Hazardous Conditions]” is amended as follows:

- a) To sub-section “DP-6 Escarpment Areas”, the sub-heading “Development Guidelines” and the text under that sub-heading are deleted.
- b) To sub-section “DP-6 Escarpment Areas” the following text is inserted, following sub-section “Objective”:

“Information Note: Development Permit Area Guidelines for DP-6 Steep Slopes are in the Gabriola Island Land Use Bylaw.”

- 6. Section 9.3 [Development Permits to Establish Objectives and Guidelines for the Form and Character of Commercial, Industrial and Multi-dwelling Residential Development] is amended as follows:

- a) To sub-section “DP-7 The Village Centre the sub-heading “Development Guidelines” and the text under that sub-heading are deleted.
- b) To sub-section “DP-7 The Village Centre the following text is inserted as a new paragraph under the existing paragraph that begins “Development Permit Area 7...”:

“Information Note: Development Permit Area Guidelines for DP-7 The Village Centre are in the Gabriola Island Land Use Bylaw.”

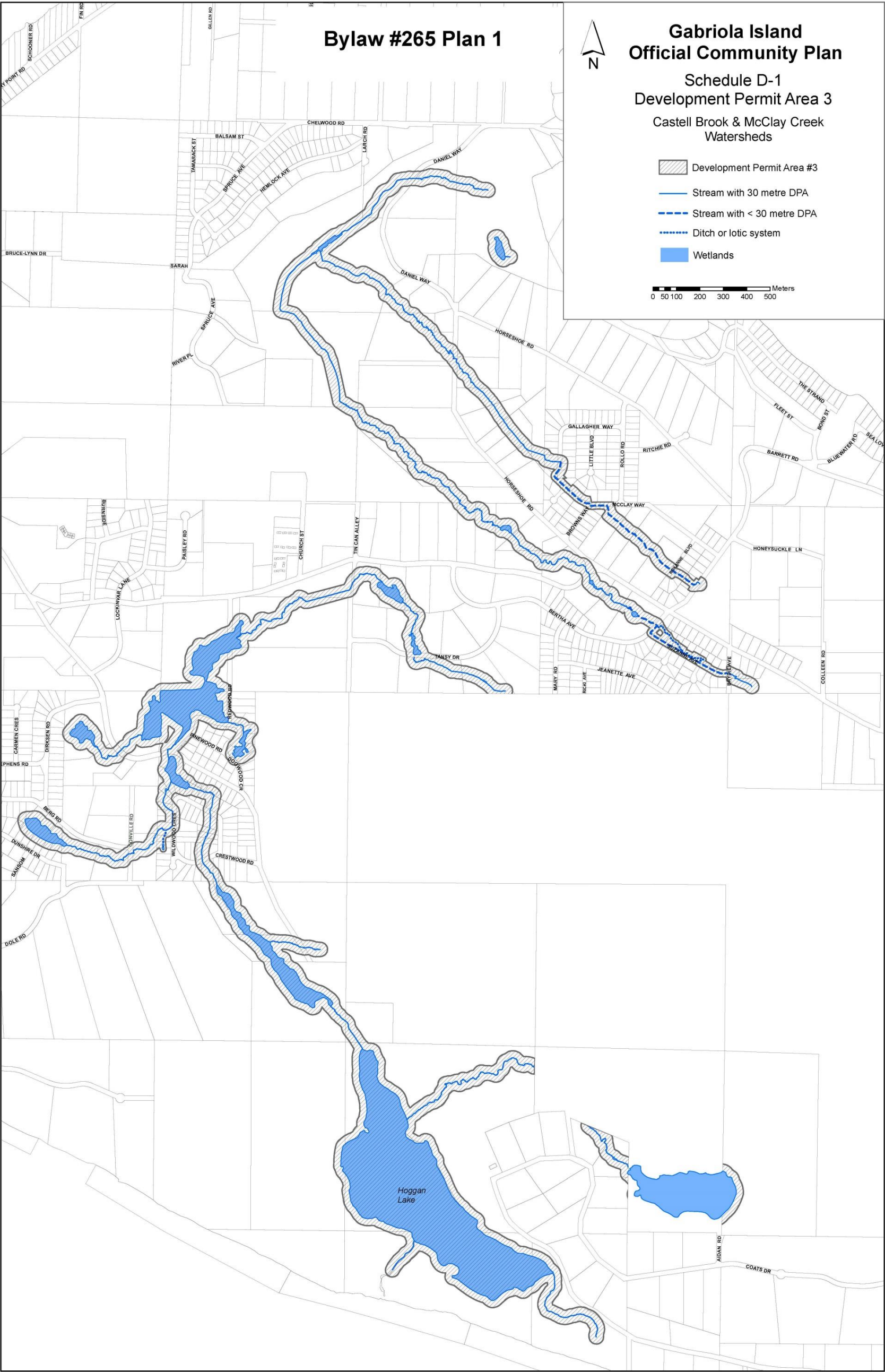
- c) To sub-section “DP-8 Multi-dwelling Affordable Housing Development Permit Areas the sub-heading “Development Guidelines” and the text under that sub-heading is deleted.
- d) To sub-section “DP-8 Multi-dwelling Affordable Housing Development Permit Areas” the following text is inserted following sub-section “Objective”:

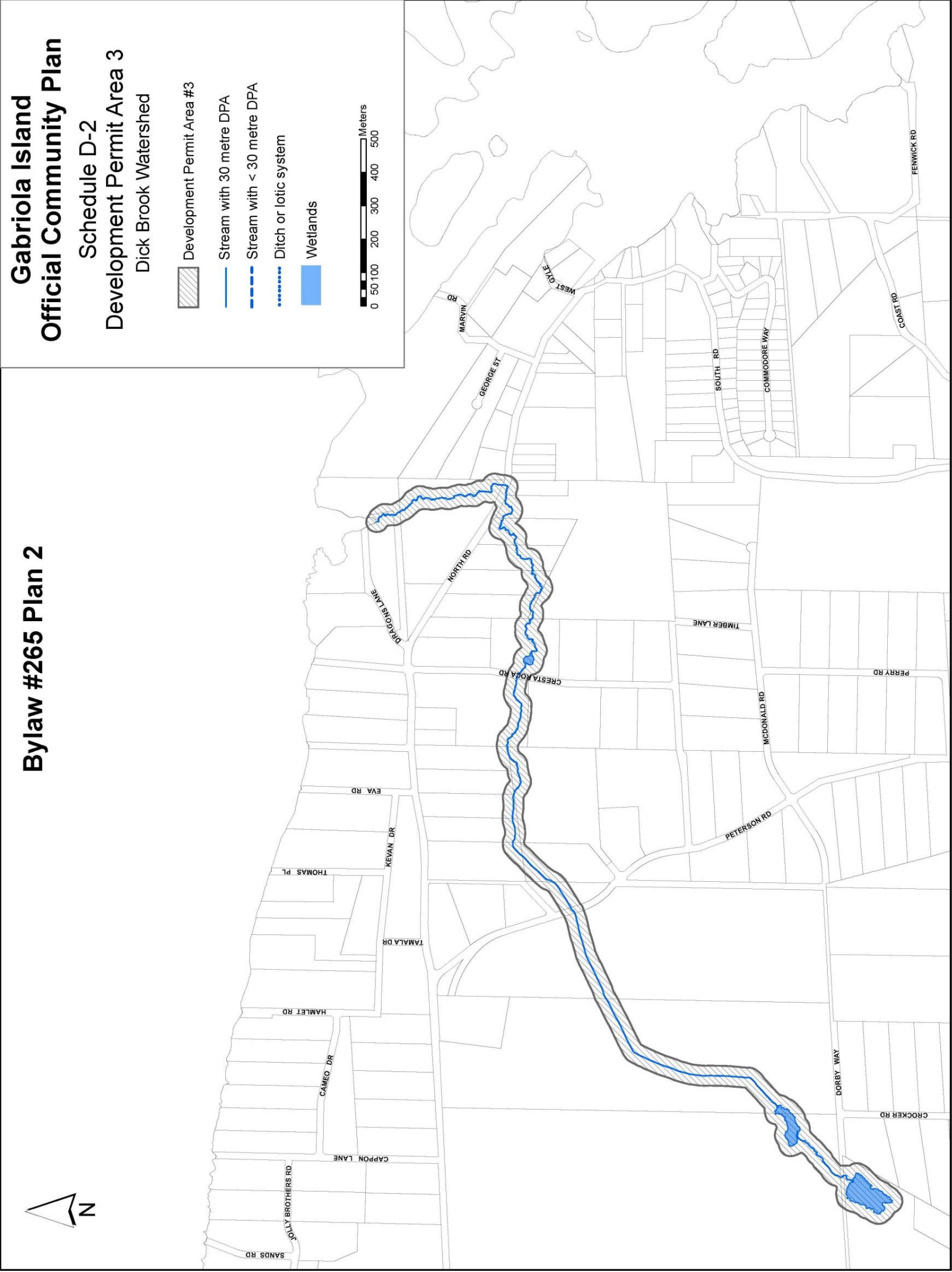
“Information Note: Development Permit Area Guidelines for DP-8 Multi-dwelling Affordable Housing Development Permit Areas are in the Gabriola Island Land Use Bylaw.”

- e) To sub-section “DP-9 Light Industrial Use Development Permit Area”, sub-heading “Development Guidelines” and the text under that sub-heading is deleted.
- f) To sub-section “DP-9 Light Industrial Use Development Permit Area” the following text is inserted following sub-section “Objective”:

“Information Note: Development Permit Area Guidelines for DP-9 Light Industrial Use Development Permit Area are in the Gabriola Island Land Use Bylaw.”

- 7. Appendix 1 [Definitions] is amended by deleting the definition of “watercourse”.
- 8. To Schedule C [Development Permit Areas] DP-3 “Hoggan Lake Area” is deleted.
- 9. A new schedule entitled “Schedule D-1 – Development Permit Area 3 – Castell Brook & McClay Creek Watersheds”, as shown in Plan 1, attached to and forming part of this bylaw, is added.
- 10. A new schedule entitled “Schedule D-2 – Development Permit Area 3 Dick Brook Watershed”, as shown in Plan 2, attached to and forming part of this bylaw, is added.





PROPOSED

Gabriola Island Local Trust Committee

BYLAW NO. 266

A BYLAW TO AMEND THE GABRIOLA ISLAND LAND USE BYLAW, NO. 177

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

1. Bylaw No. 177, cited as “Gabriola Island Land Use Bylaw No. 177, 1999” is amended as shown on Schedule 1, attached to and forming part of this bylaw.
2. This bylaw may be cited as “Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 1, 2012”

READ A FIRST TIME THIS	14	DAY OF	March	, 2013
READ A SECOND TIME THIS	16	DAY OF	January	, 2014
PUBLIC HEARING HELD THIS	12	DAY OF	March	, 2014
READ A THIRD TIME THIS	17	DAY OF	April	, 2014
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS	6	DAY OF	May	, 2014
ADOPTED THIS		DAY OF		, 2014

SECRETARY

CHAIRPERSON

Gabriola Island Local Trust Committee

Bylaw No. 266

Schedule 1

Schedule “A” of Gabriola Island Land Use Bylaw No. 177 cited as “Gabriola Island Land Use Bylaw No. 177, 1999”, is amended by:

1. Adding a new part, immediately following “Part E – Subdivision”, as follows:

Part F – DEVELOPMENT PERMIT AREA GUIDELINES

Information Note: Development Permit Areas are designated and described in Section 9 of the Gabriola Island Official Community Plan and their locations are shown in Schedules C and D of that Plan.

F.1 DP-1 The Tunnel

F.1.1 Applicability

- F.1.1.1 The following activities shall require a development permit whenever they occur within the DPA:
- a. subdivision of land
 - b. construction of, addition to, or alteration of a building or other structure
 - c. alteration of land
- F.1.1.2 In the event that a parcel of land is subject to more than one development permit area, all development permit area guidelines shall apply and only one development permit, containing conditions based on guidelines in all applicable development permit areas, is required.

F.1.2 Guidelines

Prior to undertaking any applicable development activities within DP-1, an owner of property shall apply to the Local Trust Committee for a development permit, and the following guidelines apply:

- F.1.2.1 A 183 metre (600 foot) wide tree canopy and shrub buffer shall be retained along North Road, measured 90.8 metres (300 feet) on either side of the centre line of the existing right-of-way, except in the case of land in the ALR, in which case the canopy buffer shall not be less than 30 metres.
- F.1.2.2 Construction within the buffer area shall be limited to:
- a. roads
 - b. trails, and
 - c. public utility works (within a road right-of-way)
- F.1.2.3 Where a utility corridor crosses the buffer area, the alignment shall be perpendicular to North Road so as to minimize the removal or disturbance of natural vegetation.
- F.1.2.4 Roads shall alter the natural vegetation as little as possible and the number of accesses to North Road shall be limited to two on each side of North Road.
- F.1.2.5 Water supply storage, utility buildings and wells shall be located outside of the tree canopy area.
- F.1.2.6 Trees greater than 30.4cm (12”) calliper, measured 5 feet from the ground, shall not be cut or damaged.
- F.1.2.7 Where this area includes trees that bear the nests of eagles or other species of birds, a buffer area around each nest tree should be left undisturbed. The size of the buffer should be determined prior to development by a qualified professional, with advice from the Ministry of Environment or the Canadian Wildlife Service.

F.2 DP-2 Lock Bay Area

F.2.1 Applicability

- F.2.1.1 The following activities shall require a development permit whenever they occur within the DPA:
- a. subdivision of land
 - b. construction of, addition to, or alteration of a building or other structure
 - c. alteration of land
- F.2.1.2 In the event that a parcel of land is subject to more than one development permit area, all development permit area guidelines shall apply and only one development permit, containing conditions based on guidelines in all applicable development permit areas, is required.

F.2.2 Guidelines

Prior to undertaking any applicable development activities within DP-2, an owner of property shall apply to the Local Trust Committee for a development permit, and the following guidelines apply:

- F.2.2.1 There shall be no disturbance of the vegetation or use of chemicals within 30 metres of the natural boundary of the sea except in accordance with any conditions specified in the permit.
- F.2.2.2 Garry oak meadows and similar indigenous species shall be identified and their habitats protected from disturbance.
- F.2.2.3 There shall be no alteration or disturbance causing a negative impact to the foreshore habitat.
- F.2.2.4 Buildings shall be integrated with the surrounding landscape and sited to minimize removal of vegetation.
- F.2.2.5 An assessment of the environmental impact, including mitigation measures required, prepared by a qualified professional, shall be required prior to any new developments or the expansion of an existing development.
- F.2.2.6 Existing trees and vegetation shall be retained along the upland area and adjacent to the foreshore in order to maintain the habitat and prevent erosion.
- F.2.2.7 Septic systems shall not be constructed within 30 metres of the natural boundary of a watercourse (including a body of water or the sea).
- F.2.2.8 Areas subject to flooding shall be subject to a 30 metre setback from the natural boundary of the sea, unless waived by the Ministry of Environment.
- F.2.2.9 Where this area includes trees that bear the nests of eagles or other species of birds, a buffer area around each nest tree should be left undisturbed. The size of the buffer should be determined prior to development by a qualified professional, with advice from the Ministry of Environment or the Canadian Wildlife Service.

F.3 DP-3 Riparian Areas

F.3.1 Definitions

- F.3.1.1 Terms used in Section F.3 that are defined in the provincial *Riparian Areas Regulation* have the same meaning as the definition given in the Regulation, as it may be amended from time to time.

F.3.2 Applicability

- F.3.2.1 The following activities shall require a development permit whenever they occur within the DPA, unless specifically exempted under Policy F.3.3.1:
- a. subdivision of land

- b. construction of, addition to, or alteration of a building or other structure
- c. removal, alteration or destruction of vegetation
- d. disturbance of soils
- e. creation of non-structural, impervious or semi-impervious surfaces
- f. application of artificial fertilizer, pesticides or herbicides
- g. any other development, as that term is defined under the provincial *Riparian Areas Regulation*

F.3.2.2 In the event that a parcel of land is subject to more than one development permit area, all development permit area guidelines shall apply and only one development permit, containing conditions based on guidelines in all applicable development permit areas, is required.

F.3.3 Exemptions

F.3.3.1 The following activities are exempt from any requirement for a development permit. Despite these exemption provisions, owners must satisfy themselves that they meet any other applicable local, provincial or federal requirements.

- a. for certainty, all uses that are not residential, commercial or industrial or accessory to such a use
- b. interior or exterior alterations, renovations, maintenance, reconstruction or repair to a pre-existing permanent building or structure to an extent that does not alter, extend or otherwise increase the footprint
- c. repair or replacement of a septic field on the same spot
- d. the removal of trees that have been examined by an arborist and certified to pose an immediate threat to life or property
- e. With the exception of nesting trees protected under Section 34 of the *Wildlife Act*, cutting of vegetation and trees more than 15 meters from the stream's high water mark or the top of the ravine bank, provided the cutting is not a precursor to development, the roots/stumps are left in the ground, and the cutting does not result in land alteration
- f. gardening and yard maintenance activities, not involving the application of artificial fertilizer, pesticides or herbicides, within a pre-existing *landscaped area*, including mowing, pruning, planting, and minor soil disturbance that does not alter the general contours of the land
- g. manual removal of invasive species and manual planting of native vegetation conducted in accordance with best management practices
- h. pruning of not more than two trees in one growing season and that is conducted in accordance with the standards and recommendations of the International Society of Arboriculture, and that does not involve: the lift pruning of lower limbs to the extent that the live crown ratio is less than 50%, the removal of more than 25% of the crown in one growing season, topping, or the pruning or removal of a structural root within the critical root zone
- i. ecological restoration or enhancement projects undertaken or authorized by a public body
- j. work that is authorized by Fisheries and Oceans Canada by permit under Section 35 of the *Fisheries Act*
- k. emergency procedures to prevent, control or reduce immediate threats to life or property including:
 - i. emergency actions for flood-protection and erosion protection,
 - ii. clearing of an obstruction from a bridge or culvert or an obstruction to drainage flow, and
 - iii. repairs to bridges and safety fences carried out in accordance with the *Water Act*

- l. farm operations as defined in the *Farm Practices Protection (Right to Farm) Act* and farm uses as defined in Section 2(2) of the *Agricultural Land Reserve Use, Subdivision, and Procedure Regulation* and horticulture as defined in the Gabriola Island Land Use Bylaw 177
- m. The construction of a fence if no native trees are removed and the disturbance of native vegetation is restricted to 0.5 meters on either side of the fence, or 1.5 meters on either side of the fence in agricultural areas
- n. The construction of a private trail if all of the following apply;
 - i. The trail is 1 meter wide or less;
 - ii. No native trees are removed;
 - iii. The surface of the trail is pervious (for example, soil, gravel or wood chips)
 - iv. The trail is designed to prevent soil erosion where slopes occur; and
 - v. Where the trail parallels the stream, the trail is more than 5 meters away from the high water mark of a stream.
- o. Disturbance of soils more than 15 meters from the stream's high water mark or the top of the ravine bank if the total area of soil disturbance is less than 5 meters squared
- p. The constructing of a small accessory building such as a pump house, gazebo, garden shed or playhouse more than 15 meters from the stream's high watermark or the top of the ravine bank if the building is located within an existing landscaped area and the total area of small accessory building is less than 10 meters squared

Information Note: For best management practices on manual removal of invasive species and planting of native vegetation, property owners should contact organizations such as the Invasive Species Council of British Columbia and the Coastal Invasive Species Committee.

Information Note: Some activities not listed here that are regulated under other provincial or federal legislation may not require a development permit.

F.3.4 Guidelines

Prior to undertaking any applicable development activities within DP-3, an owner of property shall apply to the Local Trust Committee for a development permit, and the following guidelines apply:

- F.3.4.1 In general, all development in this DPA should be undertaken in a manner that restores or maintains the proper function and condition of the riparian area, water bodies and ecosystems. Where a Qualified Environmental Professional (QEP) or other professional has made recommendations for mitigation measures, enhancement or restoration in order to lessen impacts on the riparian area and ecosystems, the Local Trust Committee may impose permit conditions, including a requirement for security in the form of an irrevocable letter of credit, to ensure the restoration and/or protection of riparian areas and ecosystems is consistent with the measures and recommendations described in the report.
- F.3.4.2 The development permit should not allow any development activities to take place within any Streamside Protection and Enhancement Area (SPEA) identified by the QEP and the owner should be required to follow any measures identified by the QEP for protecting the SPEA over the long term and these measures should be included as conditions of the development permit. The width of the SPEA may be less than the width of the DPA.
- F.3.4.3 Where a QEP or other professional's report describes an area within the DPA as suitable for development, that is, where the SPEA is less than the width of the DPA, the development permit should only allow the development to occur in compliance with the measures described in the report. Monitoring and regular reporting by a QEP or other professional at the applicant's expense may be required during construction and

development phases, as specified in a development permit.

- F.3.4.4 If the nature of the proposed project within the DPA changes after the professional report has been prepared such that it is reasonable to assume that the professional's assessment of the impact of the development may be affected, the Local Trust Committee may require the applicant to have the professional update the assessment at the applicant's expense and development permit conditions may be amended accordingly.
- F.3.4.5 The Local Trust Committee may consider variances to the subdivision, siting or size regulations of this Bylaw where the variance may result in enhanced protection of a SPEA, riparian buffer or riparian ecosystem in compliance with recommendations of a professional's report.

F.4 DP-4 Flat Tops Islands Area

F.4.1 Applicability

- F.4.1.1 The following activities shall require a development permit whenever they occur within the DPA:
 - a. subdivision of land
 - b. construction of, addition to, or alteration of a building or other structure
 - c. alteration of land
- F.4.1.2 In the event that a parcel of land is subject to more than one development permit area, all development permit area guidelines shall apply and only one development permit, containing conditions based on guidelines in all applicable development permit areas, is required.

F.4.2 Guidelines

Prior to undertaking any applicable development activities within DP-4, an owner of property shall apply to the Local Trust Committee for a development permit, and the following guidelines apply:

- F.4.2.1 There shall be no disturbance of the vegetation or use of chemicals within 30 metres of the natural boundary of the sea except in accordance with any conditions specified in the permit.
- F.4.2.2 Garry oak meadows and similar indigenous species shall be identified and their habitats protected from disturbance.
- F.4.2.3 There shall be no alteration or disturbance which would cause a negative impact to the foreshore habitat.
- F.4.2.4 Buildings shall be integrated with the surrounding landscape and sited to minimize removal of vegetation.
- F.4.2.5 Other than within existing marine lease areas, applicant shall provide an assessment of environmental impacts and mitigation measures, prepared by a qualified professional, prior to any expansions or new developments.
- F.4.2.6 Existing trees and vegetation shall be retained along the upland area and adjacent to the foreshore in order to maintain the habitat and prevent erosion.
- F.4.2.7 Septic systems shall not be constructed within 30 metres of the natural boundary of any watercourse (including a body of water or the sea).
- F.4.2.8 Areas subject to flooding shall be subject to a 15 metre setback unless waived by the Ministry of Environment.
- F.4.2.9 Where this area includes trees that bear the nests of eagles or other species of birds, a buffer area around each nest tree should be left undisturbed. The size of the buffer should be determined prior to development by a qualified professional, with advice from the Ministry of Environment or the Canadian Wildlife Service.

F.5 DP-5 Gabriola Pass Area

F.5.1 Applicability

- F.5.1.1 The following activities shall require a development permit whenever they occur within the DPA:
- a. subdivision of land
 - b. construction of, addition to, or alteration of a building or other structure
 - c. alteration of land
- F.5.1.2 In the event that a parcel of land is subject to more than one development permit area, all development permit area guidelines shall apply and only one development permit, containing conditions based on guidelines in all applicable development permit areas, is required.

F.5.2 Guidelines

Prior to undertaking any applicable development activities within DP-5, an owner of property shall apply to the Local Trust Committee for a development permit, and the following guidelines apply:

- F.5.2.1 Other than within existing marine lease areas, applicants shall provide an assessment of environmental impacts and mitigation measures, prepared by a qualified professional, prior to any expansions or new developments.
- F.5.2.2 There shall be no alteration or disturbance which would cause a negative impact to the foreshore habitat.

F.6 DP-6 Escarpment Areas

F.6.1 Applicability

- F.6.1.1 The following activities shall require a development permit whenever they occur within the DPA, unless specifically exempted under Policy F.6.2.1:
- a. subdivision of land
 - b. construction of, addition to, or alteration of a building or other structure
 - c. alteration of land.
- F.6.1.2 In the event that a parcel of land is subject to more than one development permit area, all development permit area guidelines shall apply and only one development permit, containing conditions based on guidelines in all applicable development permit areas, is required.

F.6.2 Exemptions

- F.6.2.1 In cases where the Regional District building inspector requires a report from a geotechnical engineer, which outlines precautionary measures to be taken in avoiding a hazardous situation, a development permit under this section shall not be required.

F.6.3 Guidelines

Prior to undertaking any development activities within DP-6, an owner of property shall apply to the Local Trust Committee for a development permit, and the following guidelines apply:

- F.6.3.1 There shall be no construction of buildings, septic tanks, drainage and deposit fields, irrigation or water systems unless a geotechnical engineer recommends that such construction may occur without subjecting land in the escarpment area to increased slope instability.
- F.6.3.2 There shall be no removal of trees or vegetation unless a geotechnical engineer recommends that such removal may occur without subjecting land in the escarpment area to increased slope instability.

F.7 DP-7 The Village Centre

F.7.1 Applicability

- F.7.1.1 The following activities shall require a development permit whenever they occur within the DPA, unless specifically exempted under Policy F.7.2.1:
- a. subdivision of land
 - b. construction of, addition to, or alteration of a building or other structure
 - c. alteration of land
- F.7.1.2 In the event that a parcel of land is subject to more than one development permit area, all development permit area guidelines shall apply and only one development permit, containing conditions based on guidelines in all applicable development permit areas, is required.

F.7.2 Exemptions

- F.7.2.1 The following activities are exempt from any requirement for a development permit. Despite these exemption provisions, owners must satisfy themselves that they meet any other application local, provincial or federal requirements.
- a. building painting, structural alterations and repairs of a minor nature that do not require a building permit
 - b. building repairs and maintenance where the materials to be used are of the same type and form as the existing materials
 - c. the installation of carved wood signs on parcels where there are existing buildings, provided the signs do not exceed the maximum sizes permitted in this Bylaw

F.7.3 Guidelines

Prior to undertaking any development activities within DP-7, an owner of property shall apply to the Local Trust Committee for a development permit, and the following guidelines apply:

- F.7.3.1 The character of each development shall be in keeping with the island environment and be capable of blending in with the aesthetic qualities of the natural surroundings.
- F.7.3.2 The development shall incorporate small scale building designs with such amenities as public walkways and outdoor open spaces for use by the public.
- F.7.3.3 Natural vegetation and trees shall be retained or planted and maintained for screening of parking and storage areas and to enhance the atmosphere of public open spaces. Safety and visibility shall be considered in landscape design.
- F.7.3.4 Lighting should be kept to the minimum necessary for pedestrian safety and visibility, in order to maintain a low level of light in the night-time atmosphere.
- F.7.3.5 Signs made from natural materials or incorporating material produced by local artisans and crafts people are encouraged.
- F.7.3.6 Pedestrian requirements (i.e. walkways), shall be incorporated into the development.
- F.7.3.7 Off-street parking shall be designed to be as unobtrusive as possible and where possible, located to the rear of the parcel away from public open spaces and eating areas.
- F.7.3.8 Landscaping shall facilitate water retention
- F.7.3.9 Exterior surfaces of local and/or natural materials such as wood, stone or brick shall be encouraged.
- F.7.3.10 Facilities for recycling shall be provided in garbage collection areas.

F.8 DP-8 Multi-dwelling Affordable Housing

F.8.1 Applicability

- F.8.1.1 The following activities shall require a development permit whenever they occur within the DPA, unless specifically exempted under Policy F.8.2.1:
- a. subdivision of land
 - b. construction of, addition to, or alteration of a building or other structure
 - c. alteration of land
- F.8.1.2 In the event that a parcel of land is subject to more than one development permit area, all development permit area guidelines shall apply and only one development permit, containing conditions based on guidelines in all applicable development permit areas, is required.

F.8.2 Exemptions

- F.8.2.1 The following activities are exempt from any requirement for a development permit. Despite these exemption provisions, owners must satisfy themselves that they meet any other applicable local, provincial or federal requirements.
- a. building painting, structural alterations and repairs of a minor nature that do not require a building permit
 - b. building repairs and maintenance where the materials to be used are of the same type and form as the existing materials
 - c. the installation of carved wood signs on parcels where there are existing buildings, provided the signs do not exceed the maximum sizes permitted in this Bylaw

F.8.3 Guidelines

Prior to undertaking any development activities within DP-8, an owner of property shall apply to the Local Trust Committee for a development permit, and the following guidelines apply:

- F.8.3.1 The character of the development shall be in keeping with the island environment and be capable of blending in with the aesthetic qualities of the natural surroundings.
- F.8.3.2 Natural vegetation and trees shall be retained or native vegetation planted and maintained for screening of parking and storage areas. Safety and visibility shall be considered in landscape design.
- F.8.3.3 Landscaping shall facilitate water retention.
- F.8.3.4 Facilities for recycling shall be provided in garbage collection areas.
- F.8.3.5 Lighting is to be kept to a minimum necessary for pedestrian safety and visibility. Lighting in off-street parking areas shall be adequate for security purposes.
- F.8.3.6 Signs made from natural materials or incorporating materials produced by local artisans and craft people are encouraged.
- F.8.3.7 Off-street parking shall be designed to be as unobtrusive as possible and, where possible, located to the rear of the parcel.
- F.8.3.8 Exterior surfaces of buildings and structure shall reflect a locally crafted character and be comprised of natural local materials such as wood or stone.
- F.8.3.9 Common area amenities shall be provided prior to alteration and/or occupancy.
- F.8.3.10 A vegetation screen shall be provided within the required setback area which provides and adequate visual screen of the intended use from an adjoining residential parcel.
- F.8.3.11 Bicycle storage areas and structures, bicycle and pedestrian paths and areas for community garden space shall be provided as a means of decreasing greenhouse gas emissions.

- F.8.3.12 Where possible, water conservation measures and energy efficient building siting and design shall be provided.

F.9 DP-9 Light Industrial Use

F.9.1 Applicability

- F.9.1.1 The following activities shall require a development permit whenever they occur within the DPA:
- a. subdivision of land
 - b. construction of, addition to, or alteration of a building or other structure
 - c. alteration of land
- F.9.1.2 In the event that a parcel of land is subject to more than one development permit area, all development permit area guidelines shall apply and only one development permit, containing conditions based on guidelines in all applicable development permit areas, is required.

F.9.2 Guidelines

Prior to undertaking any development activities within DP-9, an owner of property shall apply to the Local Trust Committee for a development permit, and the following guidelines apply:

- F.9.2.1 The character of the development shall be in keeping with the island environment and, with the exception of points of access to the property, adequate natural vegetation screening shall be maintained along the perimeter of the property.
- F.9.2.2 No buildings shall be located closer than 30m from a watercourse of the high water mark of the sea.
- F.9.2.3 A site plan shall be provided to illustrate where on site the off-street parking and equipment storage is to be accommodated and in no case shall any equipment, materials or vehicles used in association with the industrial use be located on an adjoining parcel or a public road right-of-way.

2. Re-numbering "Part F – Definitions" and all sub-sections under that part accordingly.

3. To current "Part F – Definitions" insert the following new definition in alphabetical order:

"landscaped area" means an area significantly altered by human activity where there is the continuous maintenance of no vegetation, cultivated vegetation and/or landscape materials, including but not limited to stones, boulders, cobbles, pavers and decorative concrete;"

Date: May 4, 2015

File No.: 6500-20 Parks
Rezoning

To: Gabriola Island Local Trust Committee
For the meeting of May 7, 2015

From: Courtney Simpson, Regional Planning Manager

CC: N/A

Re: Gabriola Parks Rezoning Project

Final Report: consideration of final readings for Proposed Bylaws 271 and 272

The purpose of this report is to recommend final reading/adoption of Proposed Bylaws 271 and 272, with the removal of amendments to the Coats Marsh Regional Park property due to concerns of the owners related to the Federal Ecological Gifts Program that was instrumental in the park acquisition.

Project Objectives

- Adoption of updated land use designations and zoning for parks on Gabriola Island that currently do not have zoning and/or land use designations that reflect their use.
- Long-term recognition and protection of park areas for the use of the Gabriola community.

Project Background

The Islands Trust Executive Committee considered and approved both bylaws at the July 29th, 2014 regular business meeting. The Ministry of Community, Sport, and Cultural Development approved Proposed Bylaw 275 on February 18, 2015. (Please note that our Ministry Staff Liaison let us know as soon as they received notice of the Minister's signing, which was on April 14, 2015).

Coats Marsh Regional Park:

In 2008, a long-time Gabriola landowner used the federal Ecological Gifts tax program to help The Nature Trust of BC (TNT) and the Regional District of Nanaimo (RDN) acquire and protect the 44 hectares of environmentally sensitive wetlands and forest.

The property is currently designated and zoned "Resource" and the size of the property allows 5 residential densities. Early in the project TNT and RDN raised concerns about moving 4 "unused" densities to the density bank (one density is to remain on the property as a caretaker residence). The Ecological Gifts program calculates the income tax deduction to the donor based on the appraised value of the property prior to the donation. This income tax deduction is

one that can be carried forward into future years on the donor's income tax. TNT has significant experience with the Ecological Gifts program and is aware that a change in zoning to remove the densities from the property may be a cause for concern for the federal government.

TNT and RDN's concerns regarding these densities have been focused on adding the unused residential densities to the density bank. Official Community Plan policy directs that unused residential densities from lands rezoned to park are to be added to the density bank. The addition of the 4 "unused" densities from Coats Marsh to the density bank, as well as the addition of 2 "unused" densities from Descanso Bay Regional Park, was proposed as part of separate bylaws 278 and 279 that are part of the "Housekeeping Bylaws" project, currently at second reading. Due to concerns from TNT and RDN upon referral of Bylaws 278 and 279, the LTC removed these additions to the density bank from those bylaws prior to second reading.

Since Bylaws 278 and 279 (Housekeeping) were given second reading, staff noted that changing the zoning from Resource to Parks 1 in Bylaws 271 and 272 effectively removes 4 densities. Although TNT and RDN did not raise concern about the densities on referral of bylaws 271 and 272 that rezones Coats Marsh from Resource to Parks 1, staff believes there may have been an assumption that the rezoning did not remove the residential densities, when in fact it does. Making the densities available in the density bank would actually be a result of the rezoning from Resource to Parks 1.

Now that TNT and RDN understand the implications that rezoning from Resource to Parks 1 has on the residential densities, they are opposed to the rezoning due to the problems this could create for them related to the Ecological Gifts program. Staff recommends that the re-designation and rezoning of Coats Marsh be removed from Bylaws 271 and 272 prior to adoption, and that staff be requested to undertake further discussions with TNT and RDN to encourage them to request approval from the Ecological Gifts program for the change in zoning.

Next Steps

There are benefits to rezoning Coats Marsh Regional Park from Resource to Parks 1 as this would make the zone reflect the actual use of the property; there would be more clarity regarding special events, temporary structures, removal of provision for the AM/FM tower, and the caretaker residence.

It is the understanding of staff that TNT and RDN could request a change in use with the Ecological Gifts program to facilitate this rezoning. This must, however be initiated by them as the property owners cannot be initiated by the LTC. Therefore, staff recommends that the LTC request staff to further discussion with TNT and RDN, encouraging them to request approval from the Ecological Gifts program for the change in zoning.

Summary of Planning Recommendations

Staff recommends revision of the bylaws to remove any changes to the Coats Marsh Regional Park property, and adoption of the bylaws as revised. Staff also recommends that the LTC request staff to further discussion with TNT and RDN, encouraging them to request approval from the Ecological Gifts program for the change in zoning.

RECOMMENDATIONS:

1. That the Gabriola Island Local Trust Committee Bylaw No. 271 cited as “Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 1, 2013”, be revised by removing all changes to Coats Marsh Regional Park which is legally described as The Northwest $\frac{1}{4}$ of Section 10, Gabriola Island, Nanaimo District, Except those Parts in Plans 29152, 30043 and 30051.
2. That the Gabriola Island Local Trust Committee Bylaw No. 271 cited as “Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 1, 2013”, be adopted as revised.
3. That the Gabriola Island Local Trust Committee Bylaw No. 272 cited as “Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 1, 2013” be revised by removing all changes to Coats Marsh Regional Park which is legally described as The Northwest $\frac{1}{4}$ of Section 10, Gabriola Island, Nanaimo District, Except those Parts in Plans 29152, 30043 and 30051.
4. That the Gabriola Island Local Trust Committee Bylaw No. 272 cited as “Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 1, 2013” be adopted as revised.
5. That the Gabriola Island Local Trust Committee request staff to further discussion with The Nature Trust of BC and the Regional District of Nanaimo, encouraging them to request approval from the Ecological Gifts program for the change in zoning for the Coats Marsh Regional Park property from Resource to Parks 1.

Prepared and Submitted by:

Courtney Simpson

May 4, 2015

Courtney Simpson, RPP MCIP
Regional Planning Manager

Date

Concurred in by:

N/A

N/A

Date

Attachments:

1. Gabriola Bylaw No. 271 – annotated with recommended revisions
2. Gabriola Bylaw No. 272 – annotated with recommended revisions

PROPOSED

Gabriola Island Local Trust Committee

BYLAW NO. 271

A BYLAW TO AMEND THE GABRIOLA ISLAND OFFICIAL COMMUNITY PLAN, NO. 166

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

1. Bylaw No 166, cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw No. 166, 1997" is amended as shown on Schedule 1, attached to and forming part of this bylaw.
2. This bylaw may be cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 1, 2013"

READ A FIRST TIME THIS	16 th	DAY OF	JANUARY	, 2014
PUBLIC HEARING HELD THIS	16 th	DAY OF	JULY	, 2014
READ A SECOND TIME THIS	17 th	DAY OF	JULY	, 2014
READ A THIRD TIME THIS	17 th	DAY OF	JULY	, 2014
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS	29 th	DAY OF	JULY	, 2014
APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT				
THIS	18 th	DAY OF	FEBRUARY	, 2015
ADOPTED THIS		DAY OF		, 201x

SECRETARY

CHAIRPERSON

Gabriola Island Local Trust Committee

Bylaw No. 271

Schedule 1

The Gabriola Island Official Community Plan Bylaw No. 166 cited as “Gabriola Island Official Community Plan (Gabriola Island) Bylaw No. 166, 1997”, is amended by amending Schedule B – Land Use Designations as follows:

~~1. By changing the land use designation on the land legally described as The Northwest ¼ of Section 10, Gabriola Island, Nanaimo District, Except those Parts in Plans 29152, 30043 and 30051 (PID: 009-735-828) from Resource to Parks as shown on Plan No. 1 attached to and forming part of this bylaw.~~

~~2.1.~~ By changing the land use designation on the land legally described as:

- a. Lot B, Section 20, Gabriola Island, Nanaimo District Plan VIP73679 (PID: 025-417-681); and
- b. Lot A, Section 20, Gabriola Island Nanaimo District Plan VIP73679 (PID: 025-417-673)

from Commercial (Tourist Recreational) to Parks as shown on Plan No. 12 attached to and forming part of this bylaw.

~~3.2.~~ By changing the land use designation on the land legally described as:

- a. The Northeast ¼ of Section 13, Gabriola Island, Nanaimo District (PID: 006-654-843);
- b. The Northwest ¼ of Section 14, Gabriola Island, Nanaimo District (PID: 006-655-335);
- c. The South ½ of the Northeast ¼ of Section 14, Gabriola Island, Nanaimo District (PID: 006-649-815);
- d. The Southeast ¼ of Section 14, Gabriola Island, Nanaimo District (PID: 006-649-599);
- e. The North ½ of the Southwest ¼ of Section 15, Gabriola Island, Nanaimo District (PID: 006-656-498); and
- f. The East ½ of the Northeast ¼ of Section 10, Gabriola Island, Nanaimo District (PID: 006-649-408)

from Forestry to Parks as shown on Plan No. 23 attached to and forming part of this bylaw.

~~4.3.~~ By changing the land use designation the land legally described as The North ½ of the North ½ of Section 20, Gabriola Island, Nanaimo District, Except Parts in plans 42874 and VIP73679 from Agriculture and Resource to Parks as shown in Plan No. 12 attached to and forming part of this bylaw.

~~5.4.~~ By changing the land use designation of the land legally described as Lot 9, Section 18 & 23, Gabriola Island, Nanaimo District, Plan 45781 from Large Rural

Residential to Parks and the portion of road allowance to Parks as shown on Plan No. [34](#) attached to and forming part of this bylaw.

~~6.5.~~ By changing the land use designation of the land designated as 'Park' on Plan VIP77409 from Agriculture and to Parks as shown on Plan No. [45](#) attached to and forming part of this bylaw.

~~7.6.~~ By changing the land use designation of the land designated as 'Park' on Plan 41031 from Large Rural Residential to Parks as shown on Plan No. [45](#) attached to and forming part of this bylaw.

~~8.7.~~ By changing the land use designation of the land designated as 'Park' on Plan VIP70945 from Large Rural Residential to Parks as shown on Plan No. [45](#) attached to and forming part of this bylaw.

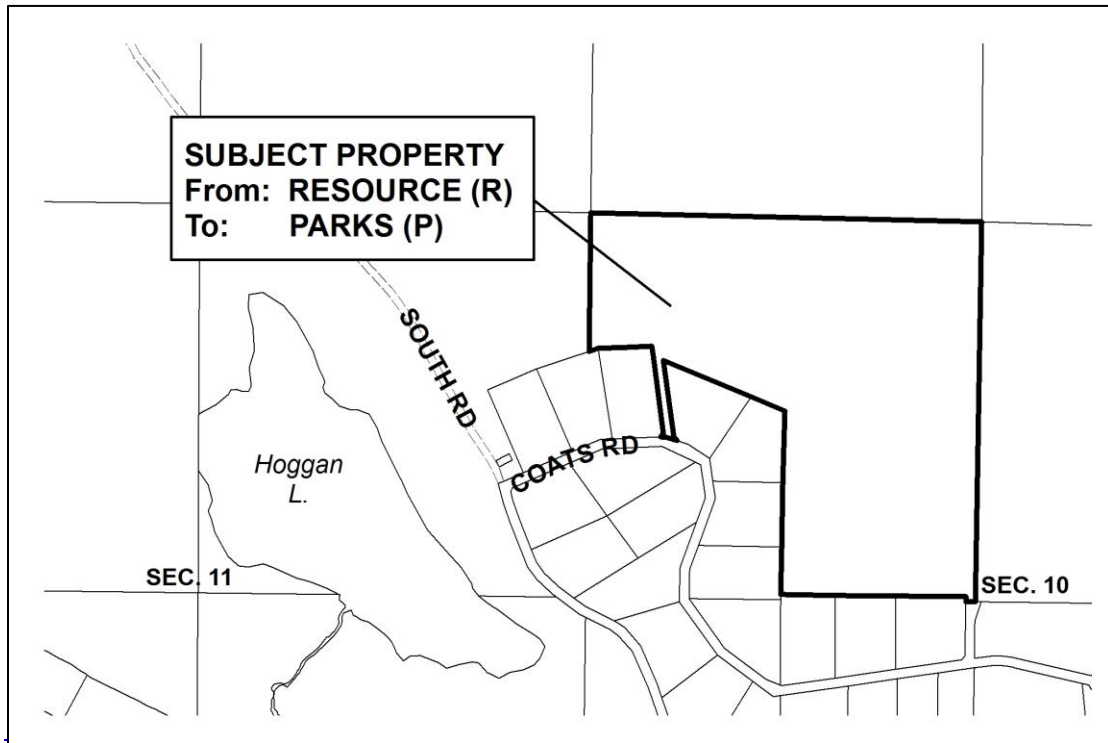
~~9.8.~~ By changing the land use designation of the land designated as 'Park' on Plan VIP66198 from Resource to Parks as shown on Plan No. [56](#) attached to and forming part of this bylaw.

~~10.9.~~ By changing the land use designations of those portions of land designated as 'Park' on Plan 17658 from Small Rural Residential to Parks as shown on Plan No. [67](#) attached to and forming part of this bylaw.

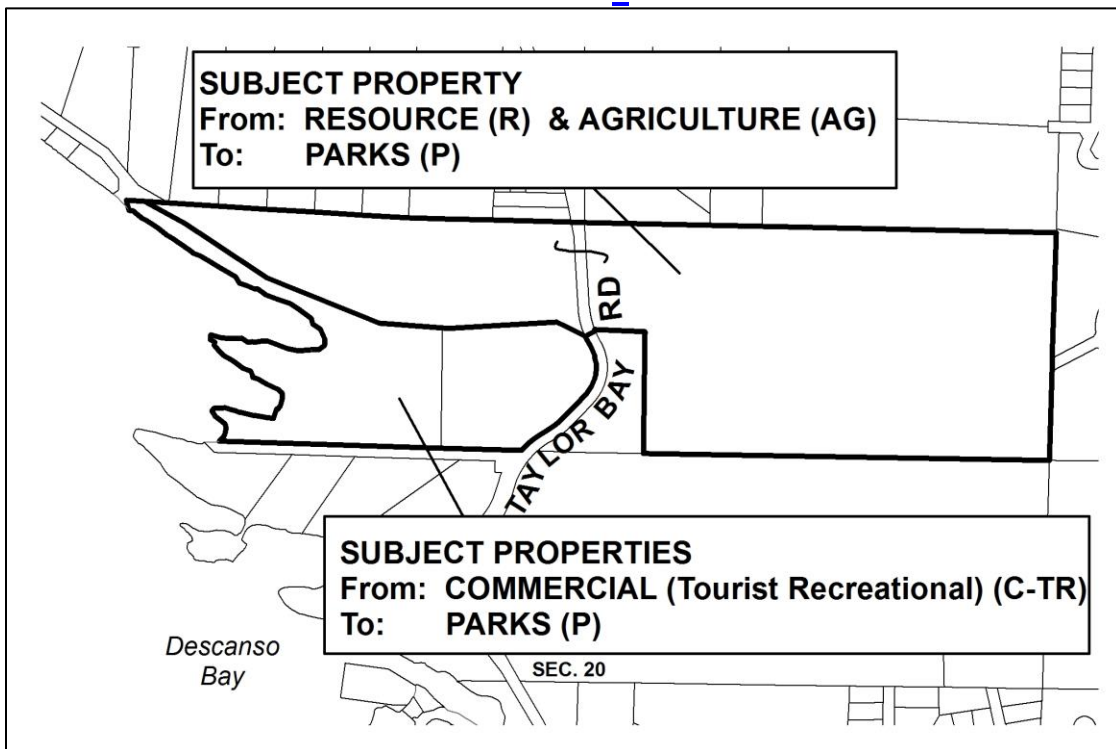
~~11.10.~~ By changing the land use designation of the land designated as 'Park' on Plan VIP82759 from Resource to Parks as shown on Plan No. [56](#) attached to and forming part of this bylaw.

~~12.11.~~ By changing the land use designation of the land designated as 'Park' on Plan EPP11544 from Institutional to Parks shown on Plan No. [78](#) attached to and forming part of this bylaw.

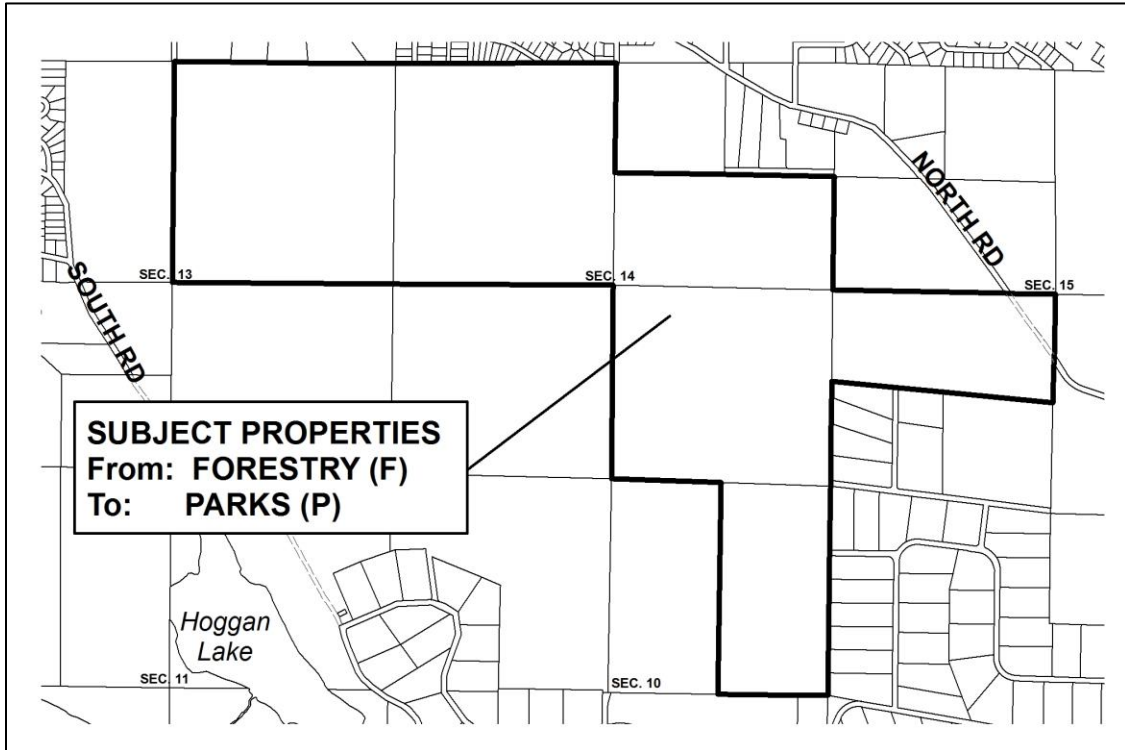
Plan No. 1



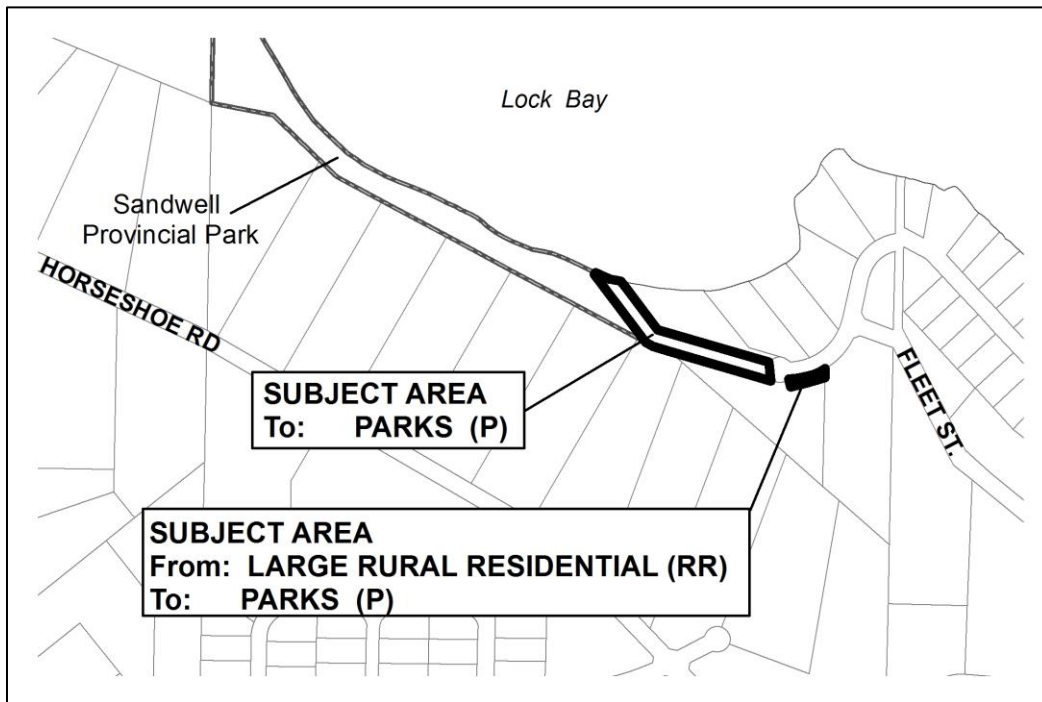
Plan No. 12



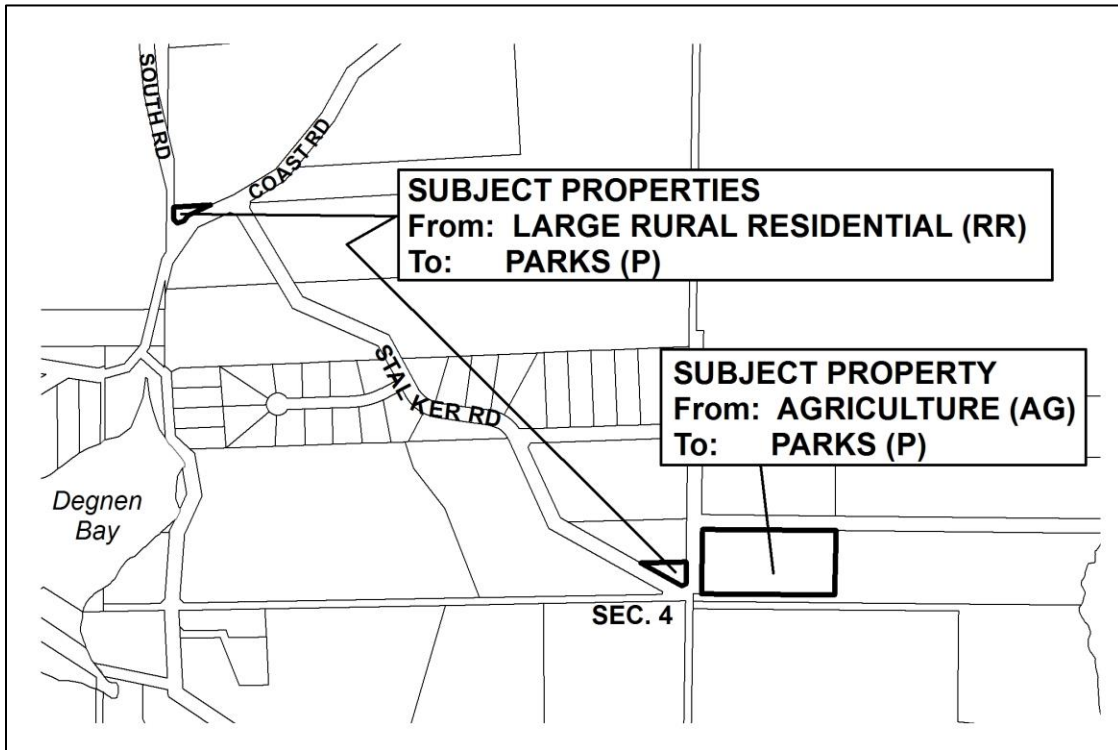
Plan No. 23



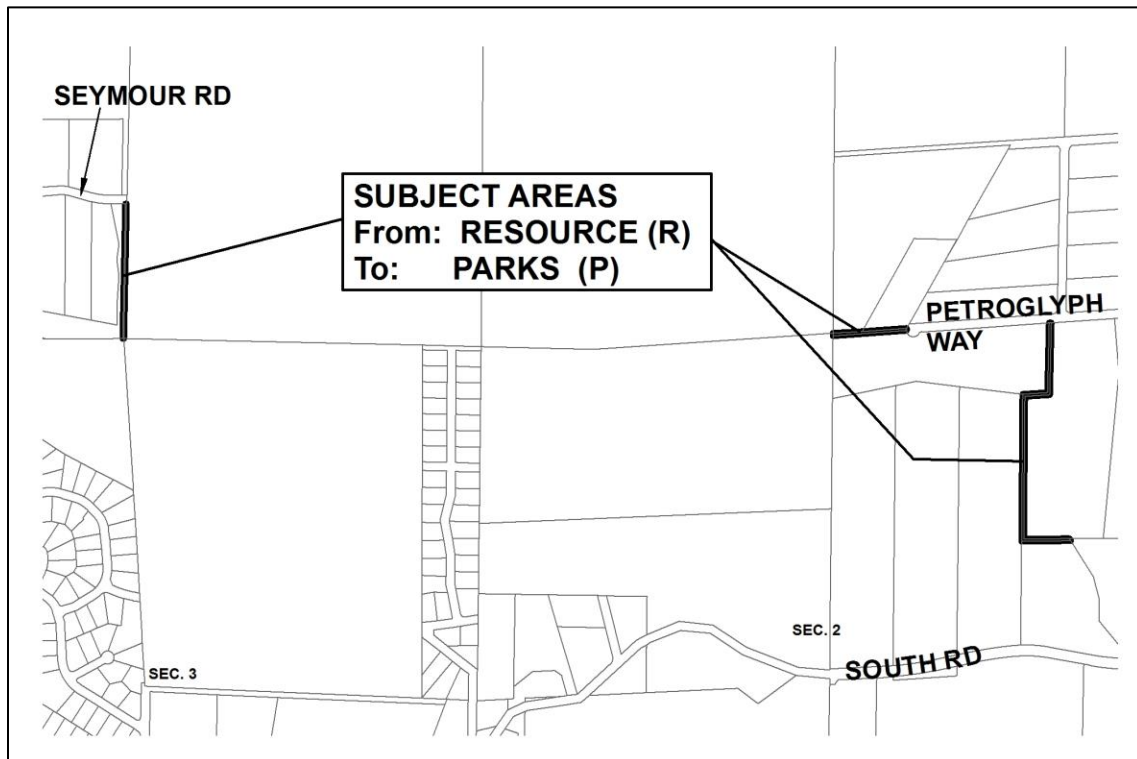
Plan No. 34



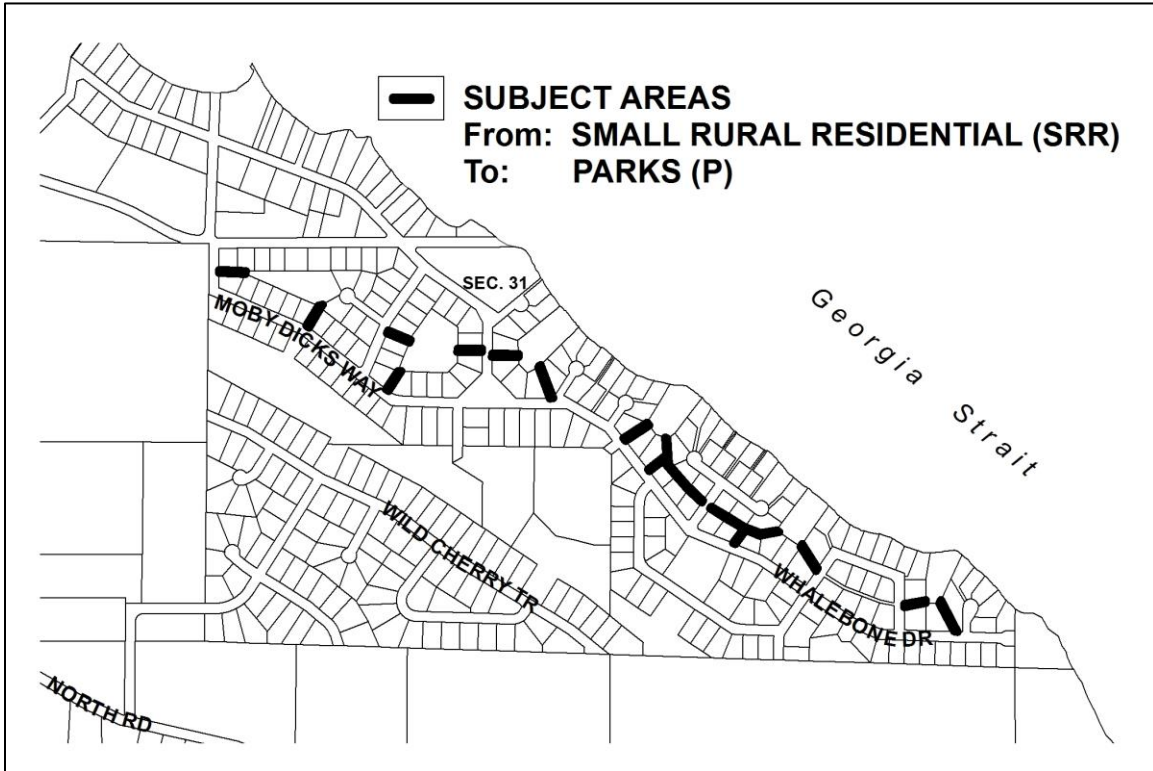
Plan No. 45



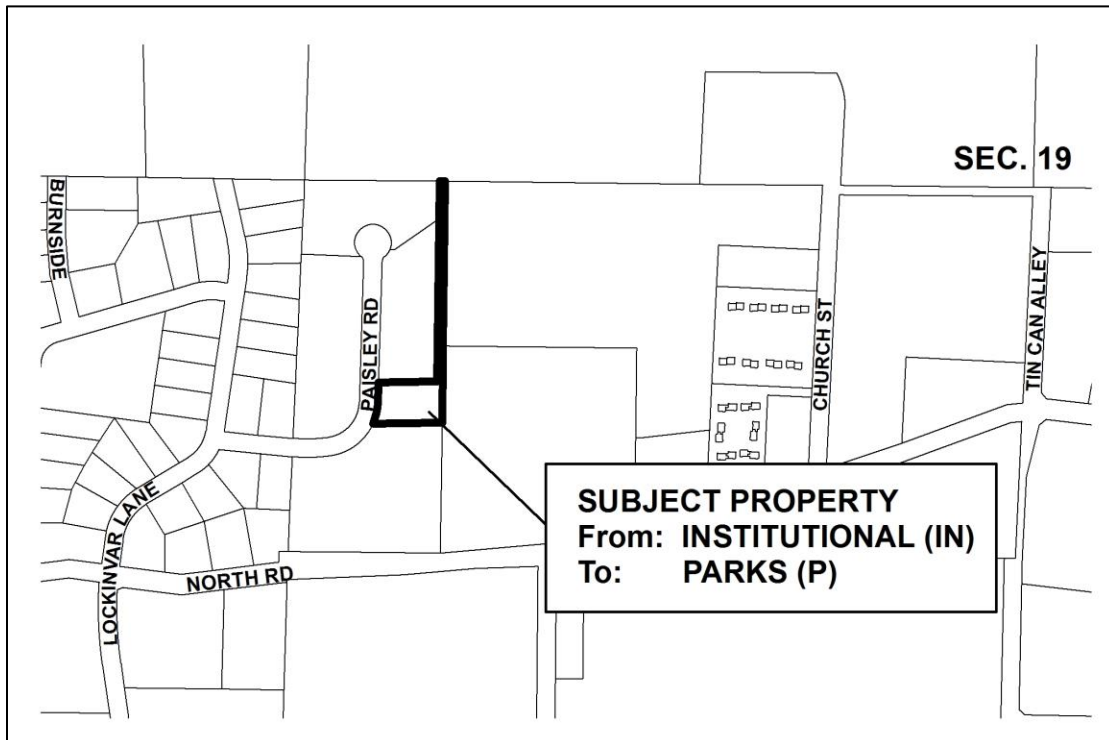
Plan No. 5-6



Plan No. [67](#)



Plan No. [78](#)



PROPOSED

Gabriola Island Local Trust Committee

BYLAW NO. 272

A BYLAW TO AMEND THE GABRIOLA ISLAND LAND USE BYLAW, NO. 177

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

1. Bylaw No. 177, cited as “Gabriola Island Land Use Bylaw, 1999” is amended as shown on Schedule 1, attached to and forming part of this bylaw.
2. This bylaw may be cited as “Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 1, 2013”

READ A FIRST TIME THIS	13 th	DAY OF	MARCH	, 2014
PUBLIC HEARING HELD THIS	16 th	DAY OF	JULY	, 2014
READ A SECOND TIME THIS	17 th	DAY OF	JULY	, 2014
READ A THIRD TIME THIS	17 th	DAY OF	JULY	, 2014
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS	29 th	DAY OF	JULY	, 2014
ADOPTED THIS		DAY OF		, 201x

SECRETARY

CHAIRPERSON

Gabriola Island Local Trust Committee

Bylaw No. 272

Schedule 1

1. Schedule “A” of Gabriola Island Land Use Bylaw No. 177 cited as “Gabriola Island Land Use Bylaw, 1999”, is amended as follows:

a) To section B.4 Signs:

- i. Table 1. Sign regulations for Recreation and Institutional Zones – P1, P2, P3 is amended to read as follows:

Recreation and Institutional Zones		
P1, P2, P3	n/a	2.5 sq.m (27.0 sq.ft) per park entrance

- i. article B.4.2.1 is amended to read as follows:

“B.4.2.1 Signs exempted from the provisions of Subsection B.4.1 are:

- a. directional, traffic and marine navigational signs sited and maintained by government agencies; and
- b. interpretive and directional signs sited and maintained by government agencies in the P1, P2 and P3 zones.”

c) To section D.2.4 Resource (R):

- i. sub-section D.2.4.1.a.iv is removed and the rest of the list is renumbered accordingly; and
- ii. under sub-section D.2.4.2.a.ii, the second bullet point which reads: “AM/FM Towers on lands shown on Schedule C, Map 5” is removed.

d) To section D.4.1 Parks 1 – Provincial and *Regional Park* (P1):

- i. under sub-section D.4.1.1.a “Permitted *Principal Uses*”, clause D.4.1.1.a.iii and iv are inserted as follows:

“iii *campground*, on lands shown on Schedule C, Map 16

iv special events under permit by the Regional District of Nanaimo or BC Parks”

- ii. new sub-section D.4.1.1.b is inserted as follows:

“ **b. Permitted Accessory Uses**

- i *caretaker residence*, on lands shown on Schedule C, Maps 16 and 17
- ii retail sales and rentals, excluding the sale of liquor, on lands shown on Schedule C, Map 16
- iii *campground* office use, on lands shown on Schedule C, Map 16

- iii. under sub-section D.4.1.2.a “Permitted *Buildings and Structures*”, new sub-sections ii and iii and iv are inserted as follows:

~~b) By changing the zoning on the land legally described as The Northwest ¼ of Section 10, Gabriola Island, Nanaimo District, Except those Parts in plans 29152, 30043 and 30051 (PID: 009-735-828) from Resource to Parks 1 – Provincial and Regional Park as shown on Plan No. 1 attached to and forming part of this bylaw.~~

e)b) By changing the zoning on the land legally described as:

- i. Lot B, Section 20, Gabriola Island, Nanaimo District Plan VIP73679 (PID: 025-417-681); and
- ii. Lot A, Section 20, Gabriola Island Nanaimo District Plan VIP73679 (PID: 025-417-673)

from Tourist Commercial 2 - Campgrounds to Parks 1 – Provincial and Regional Park as shown on Plan No. 2 attached to and forming part of this bylaw.

d)c) By changing the zoning on the land legally described as:

- i. The Northeast ¼ of Section 13, Gabriola Island, Nanaimo District (PID: 006-654-843);
- ii. The Northwest ¼ of Section 14, Gabriola Island, Nanaimo District (PID: 006-655-335);
- iii. The South ½ of the Northeast ¼ of Section 14, Gabriola Island, Nanaimo District (PID: 006-649-815);
- iv. The Southeast ¼ of Section 14, Gabriola Island, Nanaimo District (PID: 006-649-599);
- v. The North ½ of the Southwest ¼ of Section 15, Gabriola Island, Nanaimo District (PID: 006-656-498); and
- vi. The East ½ of the Northeast ¼ of Section 10, Gabriola Island, Nanaimo District (PID: 006-649-408)

from Forestry Wilderness/Recreation 1 to Parks 2 – Passive Recreation Community Park as shown on Plan No. 3 attached to and forming part of this bylaw.

e)d) By changing the zoning on the land legally described as The North ½ of the North ½ of Section 20, Gabriola Island, Nanaimo District, Except Parts in Plans 42874 and VIP73679 from Resource and Agriculture to Parks 2 – Passive Recreation Community Park as shown on Plan No. 2 attached to and forming part of this bylaw.

f)e) By changing the zoning on the land designated as 'Park' on Plan 41031 from Large Rural Residential to Parks 2 – Passive Recreation Community Park as shown on Plan No. 4 attached to and forming part of this bylaw.

g)f) By changing the zoning on the land designated as 'Park' on Plan VIP77409 from Agriculture to Parks 2 – Passive Recreation Community Park as shown on Plan No. 4 attached to and forming part of this bylaw.

h)g) By changing the zoning on the land designated as 'Park' on Plan VIP70945 from Large Rural Residential to Parks 2 – Passive Recreation Community Park as shown on Plan No. 4 attached to and forming part of this bylaw.

| ~~h)~~ By changing the zoning on the land designated as 'Park' on Plan VIP66198 from Resource to Parks 2 – Passive Recreation Community Park as shown on Plan No. 5 attached to and forming part of this bylaw.

| ~~i)~~ By changing the zoning on the land designated as 'Park' on Plan 17658 from Small Rural Residential to Parks 2 – Passive Recreation Community Park as shown on Plan No. 6 attached to and forming part of this bylaw.

| ~~j)~~ By changing the zoning on the land designated as 'Park' on Plan VIP82759 from Resource Residential 1 to Parks 2 – Passive Recreation Community Park as shown on Plan No. 5 attached to and forming part of this bylaw.

| ~~k)~~ By changing the zoning on the land designated as 'Park' on Plan EPP11544 from Institutional 3 to Parks 3 – Active Recreation Community Park as shown on Plan No. 7 attached to and forming part of this bylaw.

| ~~l)~~ By changing the zoning on that portion of land legally described as "lot 9, Section 18 & 23, Gabriola Island, Nanaimo District, Plan 45781" from Large Rural Residential to Parks 1 – Provincial and Regional Park as shown on Plan No. 8 attached to and forming part of this bylaw.

| ~~m)~~ By changing the zoning on that portion of water shown on Plan No. 8, attached to and forming part of this bylaw, from Water General to Water Protection 2.

| ~~n)~~ By changing the zoning on that portion of water shown on Plan No. 8, attached to and forming part of this bylaw, from Water Protection 2 to Water General.

| ~~o)~~ By changing the zoning on those portions of water shown on Plan No. 9, attached to and forming part of this bylaw, from Water Protection 1 to Water Protection 2.

| ~~p)~~ By changing the zoning on that portion of water shown on Plan No. 9, attached to and forming part of this bylaw, from Water Protection 2 to Water Protection 1.

| ~~q)~~ By changing the zoning on that portion of water shown on Plan No. 10, attached to and forming part of this bylaw, from Water General to Water Protection 2.

| ~~r)~~ By changing the zoning on that portion of water shown on Plan No. 10, attached to and forming part of this bylaw, from Water Protection 2 to Water General.

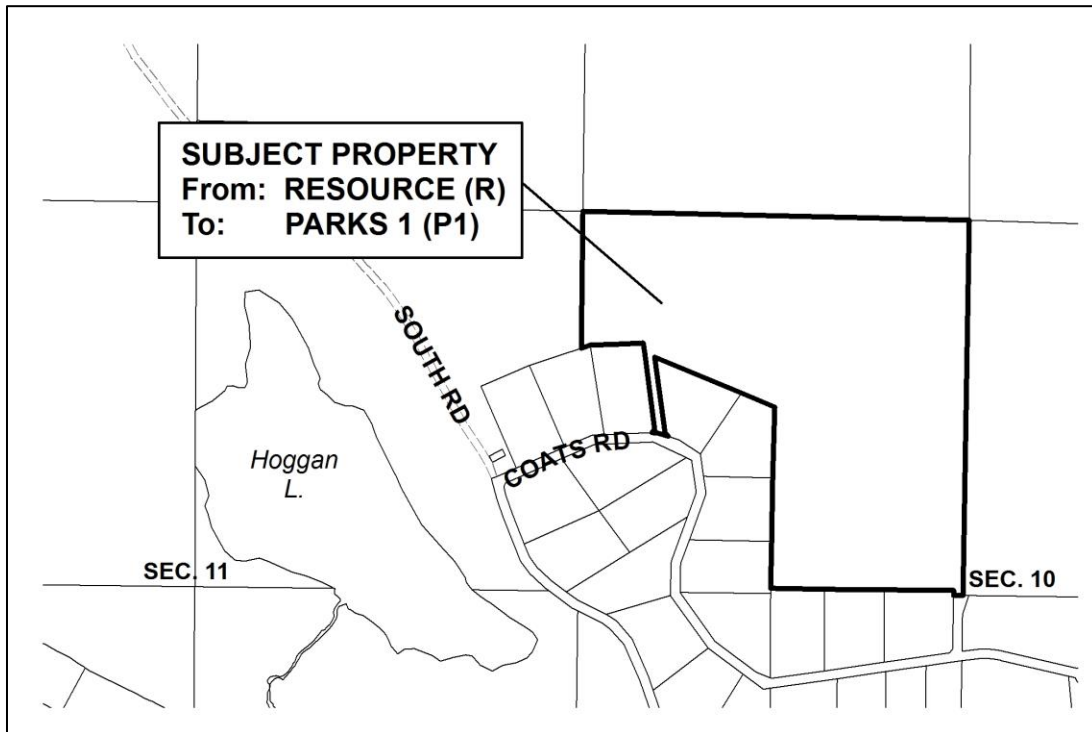
3. Schedule "C" of Gabriola Island Land Use Bylaw No. 177 cited as "Gabriola Island Land Use Bylaw No. 177, 1999", is amended as follows:

a) By deleting Map 5.

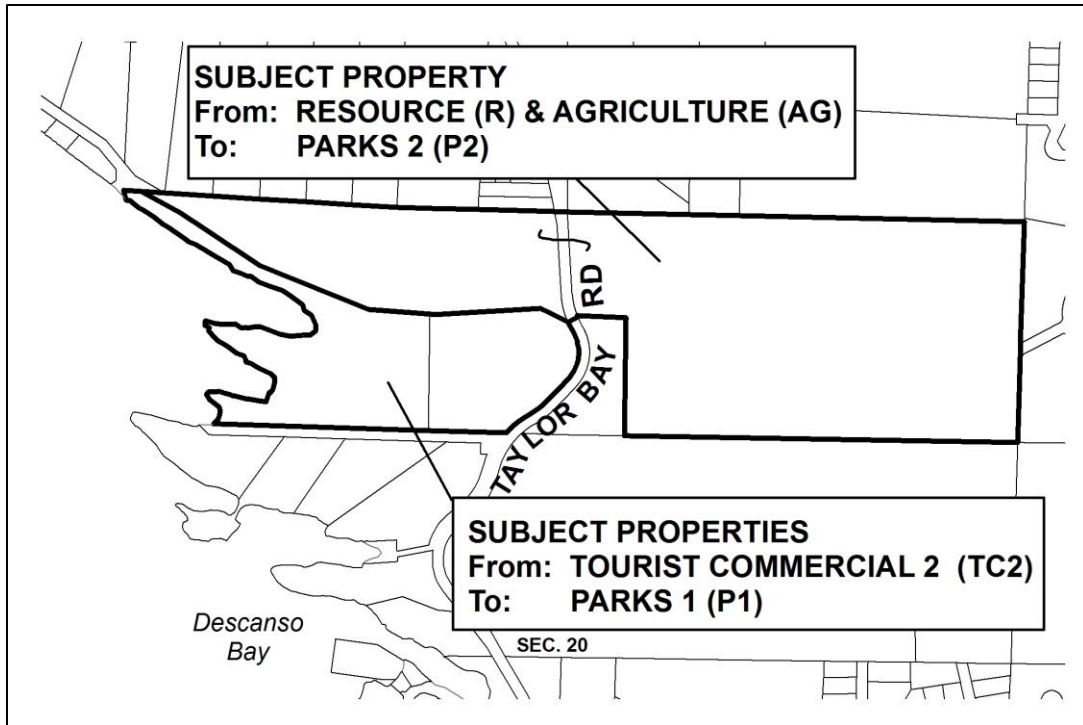
b) By adding Map 16 as shown on Plan No. 11, attached to and forming part of this bylaw.

| ~~c) By adding Map 17 as shown on Plan No. 12, attached to and forming part of this bylaw.~~

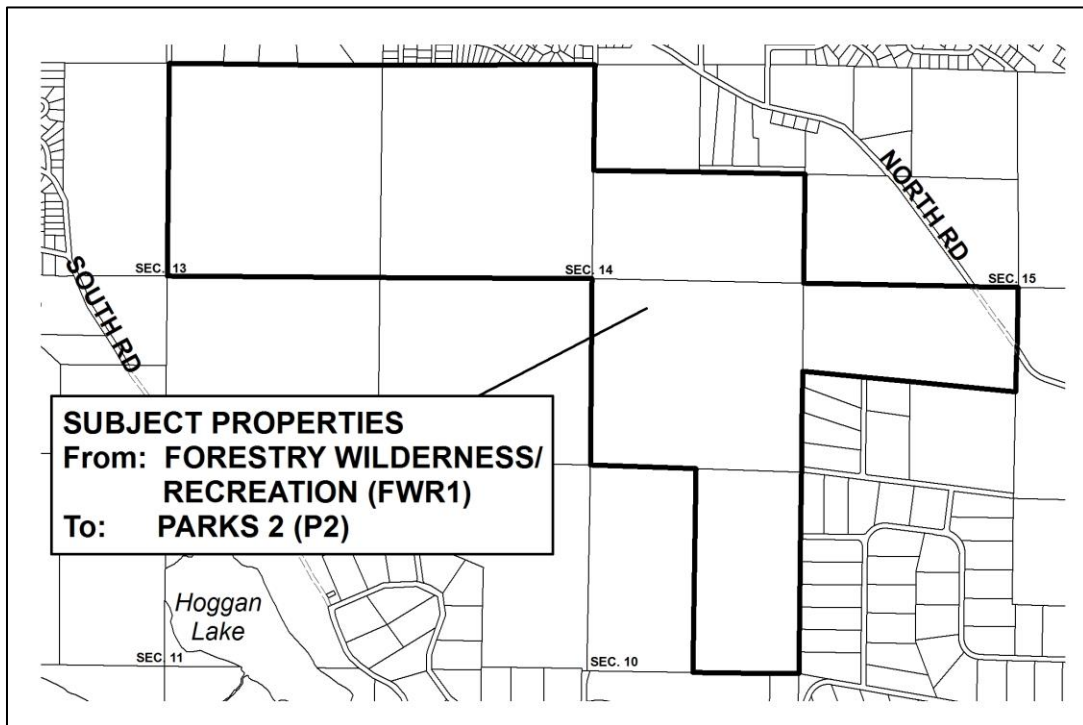
Plan No. 1



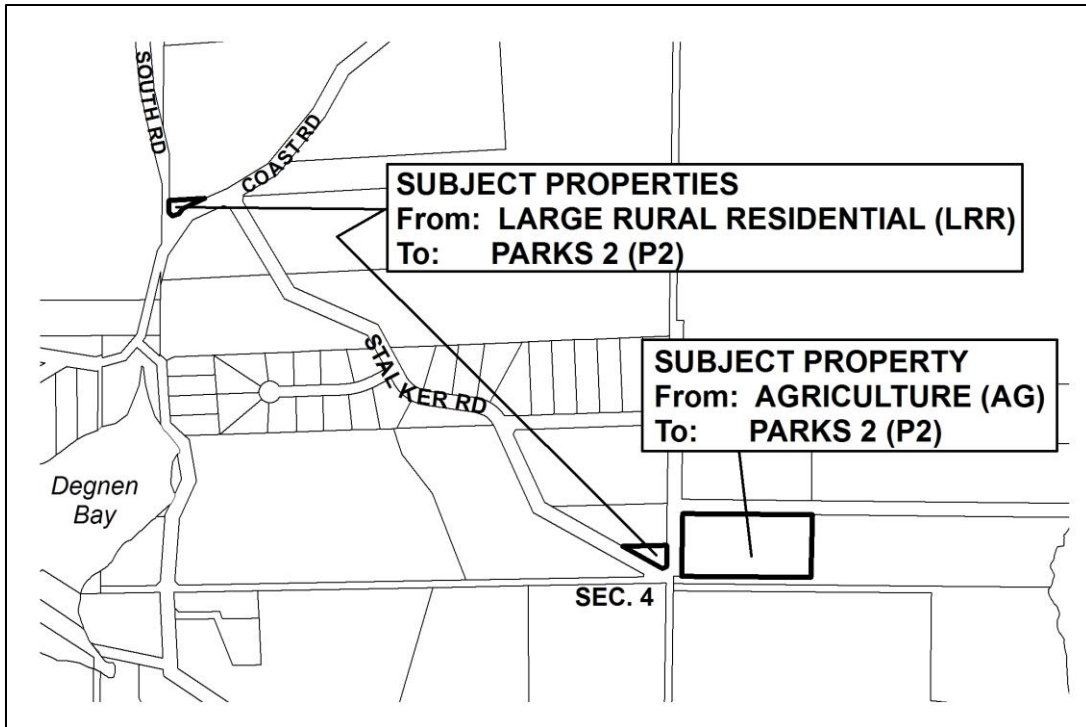
Plan No. 2



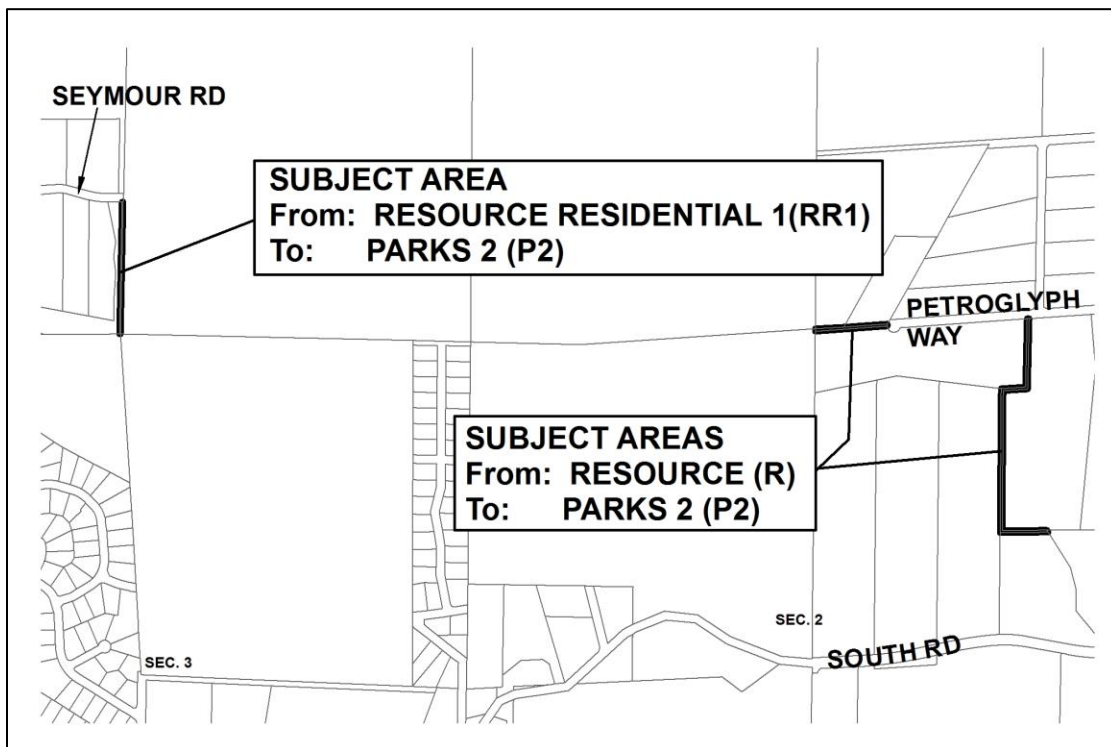
Plan No. 3



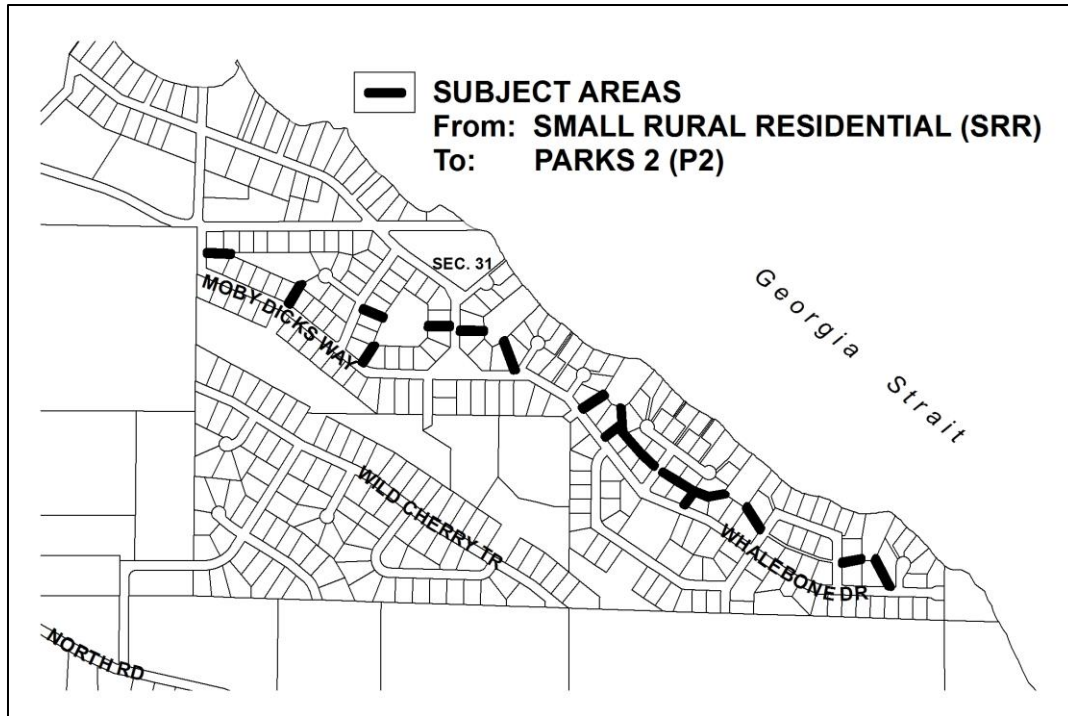
Plan No. 4



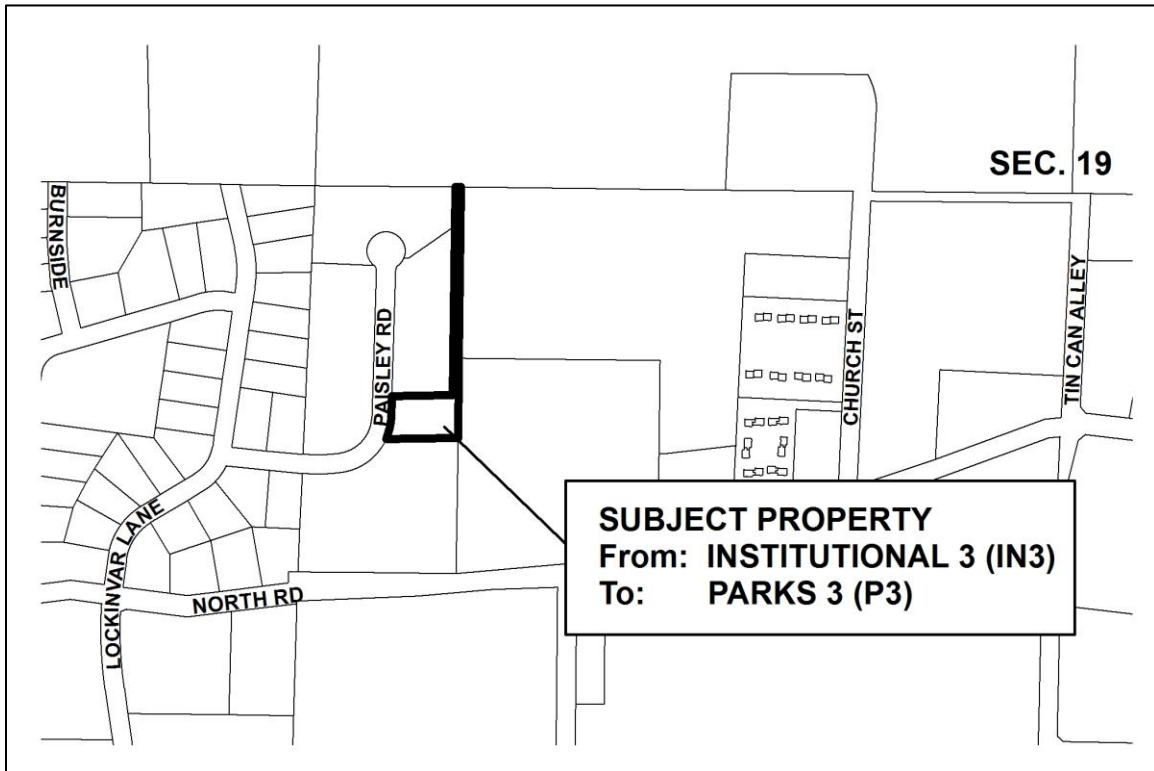
Plan No. 5



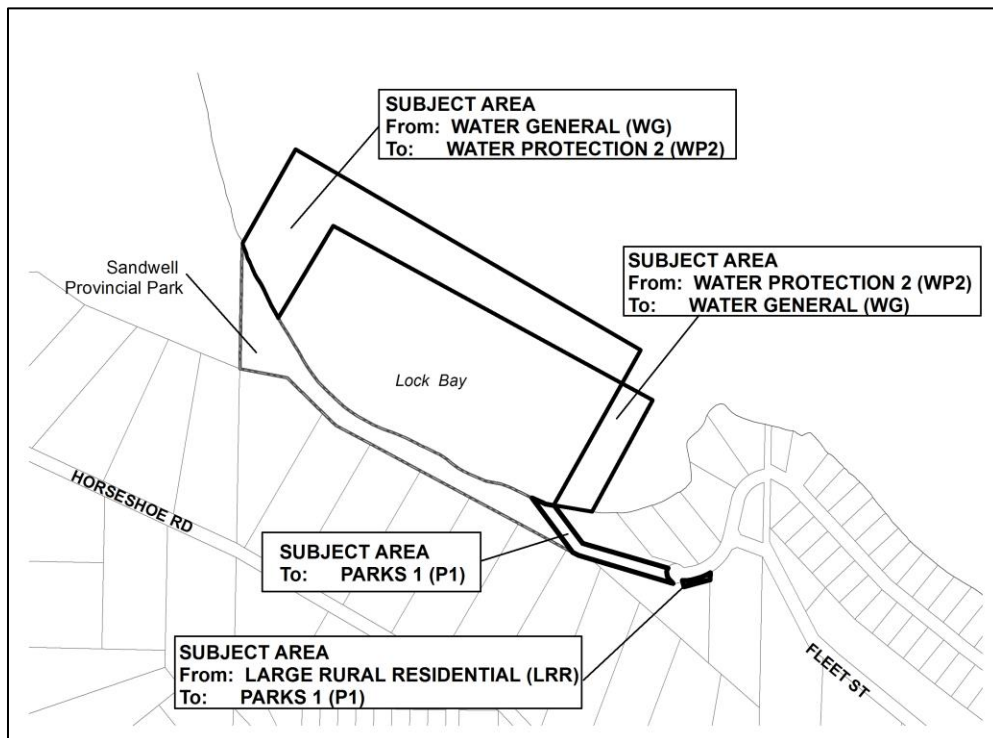
Plan No. 6



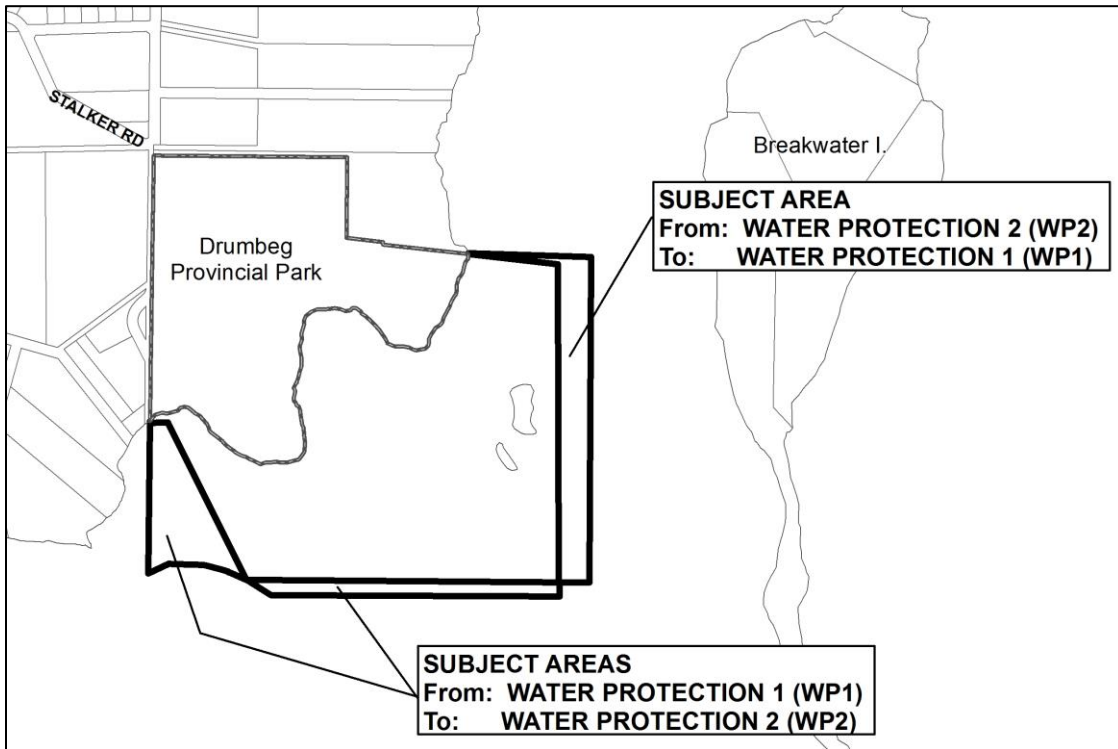
Plan No. 7



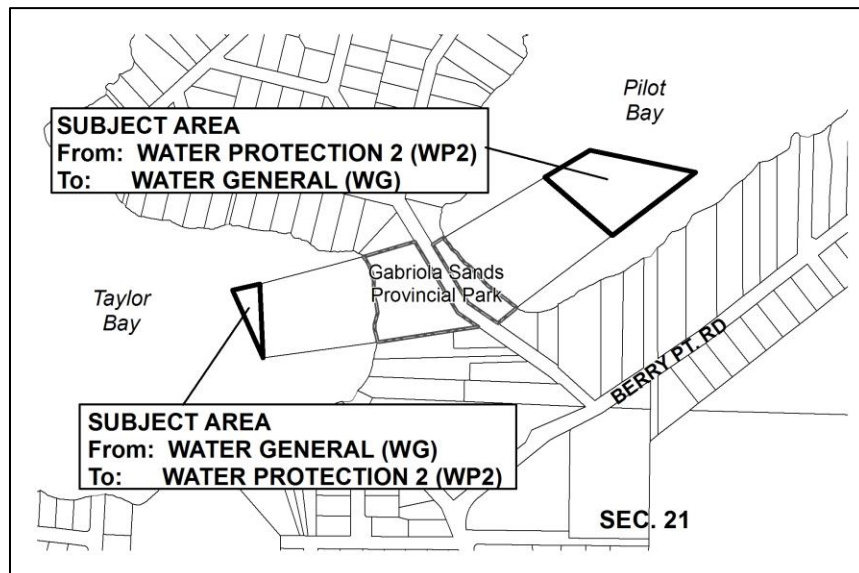
Plan No. 8



Plan No. 9



Plan No. 10



The map shows the layout of Descanso Bay Regional Park and its surrounding parcels. The park itself is a large, irregularly shaped area with a thick, dashed boundary. It is divided into two main sections, A and B, by a vertical line. Section A is on the left and contains the label 'VIP' and the parcel number '73679'. Section B is on the right and contains the label 'B'. To the north of the park, there is a row of parcels. From left to right, they are labeled 'P/I', 'Plan', '23212', and a parcel with a table. The table has two rows: the first row has '1', '2', and '3' with 'P/I' under '3'; the second row has '4' and '5' with '23603' under '5'. To the east of the park, a road labeled 'TAYLOR BAY RD' runs vertically. To the south of the park, there is another row of parcels. From left to right, they are labeled '1', '2', '3', and '4'. Parcel '2' is labeled 'VIP' and '86742'. There are also some smaller parcels and areas labeled 'P/I' and '5' at the top of the map.

[illegible]

Date: April 27, 2015

File No.: 6500-20 Agriculture Policies

To: Gabriola Island Local Trust Committee
For the meeting of May 7, 2015

From: Courtney Simpson, Regional Planning Manager

CC: N/A

Re: Gabriola Agriculture Policies Project

Final Report: consideration of final readings for Proposed Bylaws 274 and 275

The purpose of this report is to recommend final reading/adoption of Proposed Bylaws 274 and 275, and to recommend development of communications materials for the new policies and regulations.

Project Objectives

To remove barriers to farming; to increase farmland protection; and to increase local food security

Project Background

The Islands Trust Executive Committee considered and approved both bylaws at the July 29th, 2014 regular business meeting. The Ministry of Community, Sport, and Cultural Development approved Proposed Bylaw 275 on February 18, 2015. (Please note that our Ministry Staff Liaison let us know as soon as they received word of the Minister's signing, which was on April 14, 2015).

Next Steps

Communicating regulatory changes to the public is an important step that should take place after bylaws are adopted. In the case of bylaws 274 and 275, there are number of changes that will be of interest to the public, related to:

- Roadside farm stands
- Agritourism use
- Agritourism accommodation
- Setbacks for non-illuminated greenhouses
- Secondary suites

These topics have been discussed at an open house, and community information meeting in 2014. However, developing materials for the website that indicate new regulations are in place, will be important for property owners and others such as the realtor community, to understand the changes.

Summary of Planning Recommendations

Staff recommends adoption of the proposed bylaws, and support for staff to develop communication materials regarding the new regulations for the website.

RECOMMENDATIONS:

1. That the Gabriola Island Local Trust Committee Bylaw No. 274 cited as “Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 1, 2014”, be adopted.
2. That the Gabriola Island Local Trust Committee Bylaw No. 275 cited as “Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 1, 2014”, be adopted.
3. That the Gabriola Island Local Trust Committee request staff to prepare communication materials for the website regarding the new agriculture policies and regulations in Bylaws 274 and 275.

Prepared and Submitted by:

Courtney Simpson

April 27, 2015

Courtney Simpson, RPP MCIP
Regional Planning Manager

Date

Concurred in by:

N/A

N/A

Date

Attachments:

1. Gabriola Bylaw No. 274
2. Gabriola Bylaw No. 275

PROPOSED

Gabriola Island Local Trust Committee

BYLAW NO. 274

A BYLAW TO AMEND THE GABRIOLA ISLAND OFFICIAL COMMUNITY PLAN, BYLAW NO. 166

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

1. Bylaw No 166, cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw No. 166, 1997" is amended as shown on Schedule 1, attached to and forming part of this bylaw.
2. This bylaw may be cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 1, 2014"

READ A FIRST TIME THIS	14 th	DAY OF	MAY	, 2014
PUBLIC HEARING HELD THIS	16 th	DAY OF	JULY	, 2014
READ A SECOND TIME THIS	17 th	DAY OF	JULY	, 2014
READ A THIRD TIME THIS	17 th	DAY OF	JULY	, 2014
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS	29 th	DAY OF	JULY	, 2014
APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT				
THIS	18 th	DAY OF	FEBRUARY	, 2015
ADOPTED THIS		DAY OF		, 201x

SECRETARY

CHAIRPERSON

Gabriola Island Local Trust Committee

Bylaw No. 274

Schedule 1

The Gabriola Island Official Community Plan Bylaw No. 166 cited as “Gabriola Island Official Community Plan (Gabriola Island) Bylaw No. 166, 1997”, is amended by amending Schedule A – Policy Document as follows:

1. In section 3.8 Temporary Use Permit Designations and Guidelines, Designations a) vi) remove the word ‘Agriculture’.
2. In section 5.3 Agriculture Policies, add the following policies after i) and renumber subsequent policies accordingly:
 - j) This plan supports the amalgamation of lots in the AG designation.
 - k) This plan supports local farmers’ markets for the benefit of Gabriola farmers, consumers and the community.
 - l) The zoning bylaw shall prohibit the use of lands, buildings or structures in any zone being used for the manufacturing or research of genetically engineered seeds, plants or animals.
 - m) This plan supports agri-tourism on lands with farm status and the zoning bylaw shall regulate agri-tourism operations and accommodation. Any agri-tourism activities or agri-tourism accommodation shall be accessory to farming.
3. In section 5.3 Agriculture Advocacy Policies, add the following policies after p) (revised):
 - q) This plan discourages the severance of agriculture designated land by utility corridor development.
 - r) This plan discourages the use of genetically engineered or genetically modified seeds, plants or animals in the Plan area.
 - s) Land owners and operators of farms shall be encouraged to preserve and protect seasonally flooded agriculture fields.
 - t) Farm operators are encouraged to select production methods to maintain soil quality and to ensure surface and groundwater recharge areas are not contaminated by agricultural activities.
 - u) Farm operators are encouraged to construct physical barriers, including fencing and appropriate indigenous vegetation, to restrict access by farm animals to watercourses.
 - v) This plan supports partnerships with the farming community, senior government and private enterprise to promote the development of the agriculture sector.
 - w) Farm operators are encouraged to enhance environmental farming practices, for example by participating in the Canada – BC Environmental Farm Plan Program or other similar environmental farm programs.
 - x) This plan supports and encourages farmland edge planning inventory to inform future community conversations about the extent to which agriculturally zoned land and neighboring properties would benefit from further buffering.

PROPOSED

Gabriola Island Local Trust Committee

BYLAW NO. 275

A BYLAW TO AMEND THE GABRIOLA ISLAND LAND USE BYLAW, NO. 177

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

1. Bylaw No. 177, cited as “Gabriola Island Land Use Bylaw, 1999” is amended as shown on Schedule 1, attached to and forming part of this bylaw.
2. This bylaw may be cited as “Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 1, 2014”

READ A FIRST TIME THIS	14 th	DAY OF	MAY	, 2014
PUBLIC HEARING HELD THIS	16 th	DAY OF	JULY	, 2014
READ A SECOND TIME THIS	17 th	DAY OF	JULY	, 2014
READ A THIRD TIME THIS	17 th	DAY OF	JULY	, 2014
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS	29 th	DAY OF	JULY	, 2014
ADOPTED THIS		DAY OF		, 201x

SECRETARY

CHAIRPERSON

Gabriola Island Local Trust Committee

Bylaw No. 275

Schedule 1

1. Schedule "A" of Gabriola Island Land Use Bylaw No. 177 cited as "Gabriola Island Land Use Bylaw, 1999", is amended as follows:
 - a) To section B.1.2.1 Prohibited Uses add item i) as follows:

"i) use of land, buildings or structures to manufacture or research genetically engineered seeds, plants or animals."
 - b) To section B.6.4 Use of Travel Trailers, Recreational Vehicles and Accessory Buildings revise article B.6.4.2 by adding the words "except as permitted in the Agriculture (AG) zone." After the word "each".
 - c) To section D.1.1 Small Rural Residential (SRR):
 - i. Revise item D.1.1.1 b.iii by inserting the words "agri-tourism and" between "including" and "the".
 - ii. revise item D.1.1.2 a. i. bullet number four as follows:
 - "one agricultural produce stand per lot, not exceeding 4.6 square metres (50 square feet) floor area.
 - iii. Revise the second bullet to item D.1.1.3 a. ii. to read "10.0 metres (32.8 feet) from any lot line, except the minimum setback for greenhouses is 7.5 metres (24.6 feet) from any lot line."
 - iv. Replace the two bullets of item D.1.1.3 a. iii. with the following:
 - "the minimum *setback* for agricultural waste storage is 30.0 metres (98.4 feet) from any *lot line* or well head;
 - the minimum *setback* for an agricultural produce stand in the Small Rural Residential (SRR) zone is 4.5 metres (14.7 feet) from the front *lot line*."
 - d) To section D.1.2 Large Rural Residential (LRR):
 - i. Under clause D.1.2.1.b add a new item "v. agri-tourism"
 - ii. Revise the first bullet of item D.1.2.3 a. iii. to read "the minimum setback of boarding and breeding kennels is 30.0 metres (98.0 feet) from any lot line or well head;"
 - iii. Replace the second bullets of item D.1.2.3 a. iii. to read "on lots 1.0 hectare (2.47 acres) or larger, the minimum *setback* for greenhouses is 7.5 metres (24.6 feet) from any *lot line*. "
 - iv. Add to the end of the third bullet of item D.1.2.3 a. iii. "or well head; and"
 - v. Add a fourth bullet to item D.1.2.3.a.iii. to read "the minimum setback for an agricultural produce stand in the Large Rural Residential (LRR) zone is 4.5 metres (14.7 feet) from the front lot line."
 - e) To section D.1.3 Seniors and Special Needs (SSN):
 - i. under clause D.1.3.1.b "Permitted *accessory* Uses", add ii. "horticulture, including sale of horticultural products grown on the lot."

- ii. under clause D.1.3.2. a. “Permitted *Buildings and Structures*”, add iii. “one horticulture produce stand per lot, not exceeding 4.6 square metres (50 square feet) floor area.”
 - iii. under clause D.1.3.3. b. “*Buildings and Structures* Siting Requirements”, add ii. “the minimum setback for a horticultural produce stand is 4.5 metres (14.7 feet) from the front lot line.”
- f) To section D.2.1 Agriculture (AG):
- i. Under clause D.2.1.1.a add “vi. Indoor production of medical marihuana licenced under the *Marihuana for Medical Purposes Regulation* on lots in the Agricultural Land Reserve that are 4.0 hectares (9.88 acres) or larger”
 - ii. under clause D.2.1.1.b “Permitted *Accessory Uses*”, replace item ii. with “secondary suite or cottage residential on lots 2.0 hectares (4.94 acres) or larger.*”
 - iii. Under clause D.2.1.1.b add the following new items:
 - “agri-tourism; and
 - agri-tourism accommodation on lands in the Agricultural Land Reserve on lots 4.0 hectares (9.88 acres) or larger with farm classification under the *BC Assessment Act*”
 - iv. under item D.2.1.2 a. i.
 1. add a new bullet under the first bullet to read “on lots 2.0 hectares (4.94 acres) or larger in the Agriculture Land Reserve, one secondary suite per lot, not exceeding 90 square metres (968.7 square feet), or 40% of the habitable floor space of the dwelling, whichever is less and with the approval of the local Health Authority with respect to the provision of sewage disposal;”
 2. add a new bullet “four or fewer sleeping units for agri-tourism accommodation in the form of either seasonal campsites and/or short term use of bedrooms on a farm classified as a farm under the *Assessment Act* on lots 4.0 hectares (9.88 acres) or larger. Should farm classification discontinue for a period of two (2) consecutive years, agri-tourism accommodation is no longer a permitted accessory use on the lot.”
 - v. To item D.2.1.2 a. ii replace with “On lands in the Agriculture Land Reserve, a maximum of one manufactured home on lots 2.0 hectares (4.94 acres) or larger is permitted for immediate family or farm worker housing if:
 - The lot has farm classification under the *BC Assessment Act*; and
 - The manufactured home does not exceed 9 metres.(29.5 feet) in width and 120.7 m² (1300 ft²) in floor area; and
 - The manufactured home is sited so as to not have a negative effect on the existing farm operation; and
 - The owner of the lot on which the manufactured home is located shall register on the title of that lot a restrictive covenant under section 219 of the *Land Title Act* stating that the manufactured home will be removed if it is no longer being occupied by the approved user for a period of one year; and
 - The manufactured home is occupied by immediate members of the family that currently own the property; or

- The manufactured home is occupied by a farm employee(s) required for the farm operation and who provide a net benefit to the existing farm operation and written approval from the Agricultural Land Commission has been obtained.
- vi. under item D.2.1.3 a.i remove from the first bullet the words “accessory farm employee dwelling units” and replace with “a manufactured home for immediate family or farm worker housing”.
- vii. Under item D.2.1.3.a.ii remove from the first bullet the words “accessory farm employee dwelling units” and replace with “a manufactured home for immediate family or farm worker housing”.
- viii. under item D.2.1.3 a. iii.:
 1. Revise the first bullet to read “the minimum setback of boarding and breeding kennels is 30.0 metres (98.0 feet) from any lot line or well head;”
 2. Revise the second bullet to read “the minimum setback for greenhouses on land in the AG zone is 7.5 metres from any lot line;”
 3. Delete the third bullet.
 4. Revise the fifth bullet by adding the words “or well head; and” after “lot line”
 5. Add a sixth bullet to read “the minimum setback for an agricultural produce stand in the Agriculture (AG) zone is 4.5 metres (14.7 feet) from the front lot line.”
 6. Add a seventh bullet to read “the minimum setback for buildings, structures and fencing used for the indoor production of medical marihuana licenced under the *Marihuana for Medical Purposes Regulation* is 30 metres (98.4 feet) from any lot line”.
- ix. Under item D.2.1.3 b. ii add a third bullet to read “the maximum combined lot coverage of agri-tourism and/or agri-tourism accommodation including buildings, access and parking is one (1) percent of the lot area.”
- g) To section D.2.2. Forestry (F):
 - i. under clause D.2.2.1.b “Permitted Accessory Uses”, item D.2.2.1.b.v is inserted as follows:
 - v “agriculture, including agri-tourism and the sale of agricultural products grown or raised on the lot”
 - ii. under item D.2.2.2 a. i. “Permitted Buildings and Structures” add a fourth bullet to read “one produce stand per lot accessory to an agriculture use and not exceeding 20 square metres (215.3 square feet) floor area.”
 - iii. Replace item D.2.2.3 a.ii replace the bullet with: “10.0 metres (32.8 feet) from any lot line, except the minimum setback for greenhouses is 7.5 metres (24.6 feet) from any lot line “

- iv. Delete item D.2.2.3a.iii and replace with “iii. the minimum setback for an agricultural produce stand in the Forestry (F) zone is 4.5 metres (14.7 feet) from the front lot line.”
- h) To section D.2.4 Resource (R):
- i. Under clause D.2.4.1.b. add a new item “v. agri-tourism”
 - ii. Under item D.2.4.3.a.ii revise the first bullet to read “10.0 metres (32.8 feet) from any lot line, except the minimum setback for greenhouses is 7.5 metres (24.6 feet) from any lot line”
 - iii. Under item D.2.4.3 a. iii:
 1. Revise the first bullet to read “the minimum setback of boarding and breeding kennels is 30.0 metres (98.0 feet) from any lot line or well head;”
 2. Delete the second bullet.
 3. Revise the third bullet by adding the words “or well head; and” after “lot line”
 4. Add a fourth bullet to read “the minimum setback for an agricultural produce stand in the Resource (R) zone is 4.5 metres (14.7 feet) from the front lot line.”
- i) To section D.2.6 Resource Residential (RR1):
- i. Under clause D.2.6.1.b add item “iv. agri-tourism”
 - ii. Under item D.2.6.3 ii replace the bullet with: “10.0 metres (32.8 feet) from any lot line, except the minimum setback for greenhouses is 7.5 metres (24.6 feet) from any lot line”
 - iii. Delete item D.2.6.3 iii.
 - iv. Add a new item iii. to read “the minimum setback for an agricultural produce stand in the Resource Residential (RR1) zone is 4.5 metres (14.7 feet) from the front lot line.
- j) To section D.2.8 Gabriola Commons (GC) Comprehensive Zone:
- i. Under item D.2.8.1 b. add “vi. agri-tourism”
 - ii. Under item D.2.8.2 a. add “iii. one produce stand not exceeding 20.0 square metres (215.3 square feet) in floor area, accessory to an agricultural use.”
 - iii. Under item D.2.8.3 a. ii. replace the second bullet with “The minimum setback for all Agriculture buildings and structures is 20 metres (65.6 feet) from any lot line, except for a produce stand which has a minimum setback of 4.5 metres (14.7 feet) from the front lot line or greenhouses which have a minimum setback of 7.5 metres (24.6 feet) from any lot line.”
 - iv. Under item D.2.8.3.a.ii add to the end of the third bullet “or well head.”
- k) To section F.1 Definitions add the following definitions in alphabetical order:

- i. “agri-tourism means a tourist activity, service or facility which is accessory to a farm operation, as defined in the *Farm Practices Protection (Right to Farm) Act*, where the land is classified as a farm under the *Assessment Act*, and, where the farm is in active operation each year.”
 - ii. “farm product means a commodity that is produced from a farm use as defined in the *Agricultural Land Commission Act*.”
 - iii. “farm worker housing means a manufactured home authorized by the Agricultural Land Commission and used for the residential accommodation of a full-time farm employee who is required for the farm operation.”
 - iv. “immediate family means, with respect to an owner, the owner’s
 - (a) parents, grandparents and great grandparents,
 - (b) spouse, parents of spouse and stepparents of spouse,
 - (c) brothers and sisters, and
 - (d) children or stepchildren, grandchildren and great grandchildren.”
 - v. “seasonal means a use or activity in a facility or area for less than seven consecutive months of the year.”
 - vi. “secondary suite means an accessory, self-contained dwelling unit on land in the Agriculture Land Reserve located wholly within a building that is a single real estate entity which otherwise contains a single family dwelling, and having a floor area no greater than 90 square metres (968 square feet) or 40% of the habitable floor area of the dwelling, whichever is less.”
 - vii. “short term means the use of bedroom accommodation for agri-tourism for a period of not more than 30 consecutive days.”
 - viii. “sleeping unit means a) a bedroom in a dwelling or b) a tent or recreational vehicle on a campsite used for agri-tourism accommodation.”
 - ix. “temporary means a use or activity in a facility or area that is established and used on a limited time basis for agri-tourism activities, for less than seven consecutive months of the year. The building or structure may be used for other permitted uses during the course of or for the remainder of the year.
- l) To section F.1 Definitions:
- i. remove the term “mobile home” and replace with “manufactured home” and maintain the same definition.
 - ii. Replace the definition of “intensive agriculture” with “means the use of land, buildings and other structures by a commercial enterprise or an institution for the confinement of poultry, livestock or fur bearing animals, or the growing of mushrooms.”

Date: April 27, 2015

File No.: 6500-20 Climate
Change Policies
Implementation

To: Gabriola Island Local Trust Committee
For the meeting of May 7, 2015

From: Courtney Simpson, Regional Planning Manager

CC: N/A

Re: Gabriola Climate Change Policies Implementation Project

Final Report: consideration of final readings for Proposed Bylaws 276 and 273

The purpose of this report is to recommend recommend final reading/adoption of Proposed Bylaws 276, recommend minor administrative amendments at final reading/adoption of bylaw 273, and to recommend development of communications materials for the new policies and regulations.

Project Objectives

To implement climate change policies.

Project Background

The Islands Trust Executive Committee considered and approved both bylaws at the July 29th, 2014 regular business meeting. The Ministry of Community, Sport, and Cultural Development approved Proposed Bylaw 265 on February 18, 2015. (Please note that our Ministry Staff Liaison let us know as soon as they received word of the Minister's signing, which was on April 14, 2015).

Prior to adoption of bylaw 273, staff requests the following amendments at final reading to correct technical errors:

1. THAT a new clause after 1.b) ii be included to read "Delete F.7.3.8";
2. THAT the six guidelines of 1.b) iii. be corrected so that they begin with F.7.3.8 and end with F.7.3.13"; and
3. THAT 1. a) vi. be amended to read "Despite Table 2 of B.5.1.1., where a building or use provides more than 10 standard parking spaces, a minimum of 20% of the total spaces must be reduced to 2.4 metres in width and 4.6 metres in length and marked with the words 'SMALL VEHICLE ONLY' on the pavement or facing wall."

Existing clause F.7.3.8 (as per Bylaw 266) reads: “Landscaping shall facilitate water retention”. This guideline was intended to be removed completely as it is captured in new guidelines F.7.3.10 and F.7.3.12.

The numbering error of the six guidelines in section 1.b) iii. of Proposed Bylaw 273 can be corrected at final reading.

The third recommended revision clarifies that the small car parking space is not in addition to the standard parking spaces, but that 20% of the required standard spaces be reduced in size to meet the small vehicle parking dimensions.

Next Steps

Communicating regulatory changes to the public is an important step that should take place after bylaws are adopted, in addition to the communications throughout the project, prior to adoption. The Climate Change Policy Implementation project has been discussed at a variety of events in 2014. However, developing materials that indicate new regulations are in place will be important for property owners and others such as the realtor community, to understand the changes.

Summary of Planning Recommendations

Staff recommends adoption of the proposed bylaws as revised, and support for staff to develop communication materials regarding the new regulations.

RECOMMENDATIONS:

1. That the Gabriola Island Local Trust Committee Bylaw No. 276 cited as “Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 2, 2014” , be adopted.
 2. That the Gabriola Island Local Trust Committee revise bylaw No. 273 as follows:
 - a. THAT a new clause after 1.b) ii be included to read “Delete F.7.3.8”;
 - b. THAT the six guidelines of 1.b) iii. be corrected so that they begin with F.7.3.8 and end with F.7.3.13”; and
 - c. THAT 1. a) vi. be amended to read “Despite Table 2 of B.5.1.1., where a building or use provides more than 10 standard parking spaces, a minimum of 20% of the total spaces must be reduced to 2.4 metres in width and 4.6 metres in length and marked with the words ‘SMALL VEHICLE ONLY’ on the pavement or facing wall.”
 3. That the Gabriola Island Local Trust Committee Bylaw No. 273 cited “Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 2, 2013”, be adopted.
-

Prepared and Submitted by:

Courtney Simpson

April 27, 2015

Courtney Simpson, RPP MCIP
Regional Planning Manager

Date

Concurred in by:

N/A

N/A

Date

Attachments:

1. Gabriola Bylaw No. 276
2. Gabriola Bylaw No. 273 – annotated with recommended revisions

Gabriola Island Local Trust Committee

BYLAW NO. 276

A BYLAW TO AMEND THE GABRIOLA ISLAND OFFICIAL COMMUNITY PLAN, NO. 166

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

1. Bylaw No 166, cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw No. 166, 1997" is amended as shown on Schedule 1, attached to and forming part of this bylaw.
2. This bylaw may be cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 2, 2014"

READ A FIRST TIME THIS	26 th	DAY OF	JUNE	, 2014
PUBLIC HEARING HELD THIS	16 th	DAY OF	JULY	, 2014
READ A SECOND TIME THIS	17 th	DAY OF	JULY	, 2014
READ A THIRD TIME THIS	17 th	DAY OF	JULY	, 2014
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS	29 th	DAY OF	JULY	, 2014
APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT				
THIS	18 th	DAY OF	FEBRUARY	, 2015
ADOPTED THIS		DAY OF		, 201x

SECRETARY

CHAIRPERSON

Gabriola Island Local Trust Committee

Bylaw No. 276

Schedule 1

The Gabriola Island Official Community Plan Bylaw No. 166 cited as “Gabriola Island Official Community Plan (Gabriola Island) Bylaw No. 166, 1997”, is amended by:

1. Schedule A – Section 9 – Development Permit Areas, is amended as follows:

a) Delete the Section 9.3 title and replace with the following:

“9.3 Development Permits to establish objectives for the form and character of commercial development, to promote water conservation, and to promote the reduction of greenhouse gas emissions”

b) Delete DP-7 The Village Centre and replace with the following:

“DP-7 The Village Centre

Development Permit Area 7 (Schedule C) is designated according to Section 919.1(1)(f),(i) and (j) of the *Local Government Act* and is located in the commercial Village Centre area.

Justification

The Gabriola village centre area is designated as a development permit area for the purposes of establishing objectives for form and character, water conservation and reduction of greenhouse gas emissions. This designation will help ensure that commercial development will be pedestrian oriented, landscaped to conserve water resources and encourage fuel efficient vehicles and alternative modes of transportation.

Objectives

The objectives of this development permit area are as follows:

1. To promote small scale building design in the Village Centre.
2. To promote development in the Village Centre that is pedestrian oriented with amenities such as public open spaces and walkways.
3. To promote water conservation.
4. To promote the reduction of greenhouse gas emissions.

Information Note: Development Permit Area Guidelines for DP-7 The Village Centre are in the Gabriola Island Land Use Bylaw.”

c) Insert a new section heading of 9.4 before DP-8 Multi-dwelling Affordable Housing Development Permit Areas as follows:

“9.4 Development Permits to Establish Objectives for the Form and Character of Industrial and Multi-dwelling Residential Development”

PROPOSED

Gabriola Island Local Trust Committee

BYLAW NO. 273

A BYLAW TO AMEND THE GABRIOLA ISLAND LAND USE BYLAW, NO. 177

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

1. Bylaw No. 177, cited as “Gabriola Island Land Use Bylaw No. 177, 1999” is amended as shown on Schedule 1, attached to and forming part of this bylaw.
2. This bylaw may be cited as “Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 2, 2013”

READ A FIRST TIME THIS	14 th	DAY OF	MAY	, 2014
PUBLIC HEARING HELD THIS	16 th	DAY OF	JULY	, 2014
READ A SECOND TIME THIS	17 th	DAY OF	JULY	, 2014
READ A THIRD TIME THIS	17 th	DAY OF	JULY	, 2014
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS	29 th	DAY OF	JULY	, 2014
ADOPTED THIS		DAY OF		, 201x

SECRETARY

CHAIRPERSON

Gabriola Island Local Trust Committee

Bylaw No. 273

Schedule 1

1. Schedule "A" of Gabriola Island Land Use Bylaw No. 177 cited as "Gabriola Island Land Use Bylaw No. 177, 1999", is amended as follows:

a) To section B.5 Parking:

- i. insert a new article B.5.2.2 as follows: "In calculating the parking spaces required in Table 2 of B.5.1.1, for commercial uses in the Village Commercial 1, Village Commercial 2, and District Commercial zones, the standard parking requirements in column 2 are to be maximum parking requirements; for all other zones and uses listed in Table 2 of B.5.1.1, standard parking requirements are to be minimum parking requirements.";
- ii. insert a new article B.5.2.3 as follows: "Where parking spaces are designated for the use of motorcycles or scooters, such designated motorcycle/scooter parking spaces shall each be counted as the provision of 0.5 required vehicle parking spaces, to a maximum of 15% of required parking spaces.";
- iii. replace article B.5.3.3 with " Accessible parking spaces must be a minimum of 3.9 metres in width and 6.25 metres in length and have an unobstructed vertical clearance of at least 2.0 metres."
- iv. insert a new article B.5.3.4 as follows: "Despite B.5.3.2 parking spaces for motorcycles or scooters must be a minimum of 1.4 metres in width and 2.5 metres in length."
- v. Insert a new article B.5.3.5 as follows: "Despite B.5.3.2 parking spaces for small vehicles must be a minimum of 2.4 metres in width and 4.6 metres in length."
- vi. Insert a new article B.5.3.6 as follows: "Despite Table 2 of B.5.1.1, where a building or use provides more than 10 standard parking spaces, a minimum of 20% of the total spaces must be reduced to 2.4 metres in width and 4.6 metres in length and marked with the words 'SMALL VEHICLE ONLY' on the pavement or facing wall."
- vii. Replace article B.5.4.2 with "All accessible parking spaces, small vehicle and motorcycle/scooter parking spaces must be located adjacent to a main entrance of a building for which the parking is required and marked with a sign or symbol identifying each space reserved for such parking. Priority location adjacent to a main entrance must be for accessible parking spaces"
- viii. to B.5.1 add the words "and Bicycles" after "Automobiles"; and

ix. insert a new Column 4 to Table 2: Parking Requirements as follows:

Table 2: Parking Requirements			
Column 1	Column 2	Column 3	Column 4
Use	Standard Parking Requirements	Accessible Parking Requirements	Bicycle parking requirements
RESIDENTIAL			
<i>single family dwelling</i>	2 per <i>dwelling unit</i> plus 1 per <i>boarder</i>	None required	None required
<i>cottage</i>	2 per <i>cottage</i>	None required	None required
<i>multiple family dwelling</i>	1.25 per unit plus 1 per employee	Greater of 1 or 1 per 10 units	1 per unit without a garage
HOME OCCUPATIONS			
galleries and live theatre	1 per 16 square metres (172.2 square feet) of <i>floor area</i> or performance area used	None Required	None required
teaching of arts and crafts	1 per 2 students plus 1 per employee	None Required	None required
<i>bed and breakfast</i>	1 per rental room plus 1 per non-resident employee	None Required	None required
Instructional classes	1 per employee and 1 per 2 clients	None Required	None required
watercraft and bicycle rental	1 per 2 rentals	None Required	None required
<i>other home occupations</i>	1 per employee	None Required	None required
COMMERCIAL			
Village Commercial and District Commercial shopping centres	1 per 16.0 square metres (172.2 square feet) of leasable <i>floor area</i> in the <i>building</i>	1 per 150 square metres (1614.5 square feet) of leasable <i>floor area</i> in the <i>building</i>	1 per 150 square metres (1614.5 square feet) of leasable <i>floor area</i> in the <i>building</i>
restaurants and bars	1 per 3 seats	Greater of 1 or 1 per 50 parking stall	1 per 15 seats
nurseries and greenhouses	1 per 16.0 square metres (172.2 square feet) of <i>floor area</i> of the retail sales <i>building</i>	Greater of 1 or 1 per 50 parking stall	1 per 10 parking stalls
Offices	1 per 35 square metres (376.7 square feet) of <i>floor</i>	Greater of 1 or 1 per 50 parking	1 per 10 parking stalls

Table 2: Parking Requirements			
Column 1	Column 2	Column 3	Column 4
Use	Standard Parking Requirements	Accessible Parking Requirements	Bicycle parking requirements
	<i>area</i>	stalls	
mini-storage	1 per 5 mini-storage units	Greater of 1 or 1 per 50 parking stalls	None required
tourist accommodation except campgrounds	1 per sleeping unit plus 1 per 3 seats in a food or beverage area	Greater of 1 or 1 per 20 accommodation units	Greater of 1 or 1 per 10 sleeping units
<i>marina</i>	1 per 2 boats berthed on an annual basis and 1 per employee	Greater of 1 or 1 per 50 parking stalls	1 per 20 parking stalls
golf course	50 per nine holes plus 1 per employee	Greater of 1 or 1 per 50 parking stalls	1 per 20 parking stalls
<i>limited public market</i>	1 per vendor	Greater of 1 or 1 per 50 parking stalls	None required
INDUSTRIAL			
<i>light industry</i> and shipyard use	1 per 2 employees	Greater of 1 or 1 per 50 parking stalls	1 per 10 employees
boat building school	1 per 2 students and 1 per employee	Greater of 1 or 1 per 50 parking stalls	1 per 10 of the total number of students and employees
PUBLIC SERVICE AND UTILITY			
<i>Church</i>	1 per 2 metres of pews	Greater of 1 or 1 per 50 parking stalls	1 per 10 parking stalls
community halls, auditoriums, lodges, theatres	1 per 4 seats	Greater of 1 or 1 per 50 parking stalls	1 per 10 parking stalls
<i>schools</i> , elementary	1 per 1 employee	Greater of 1 or 1 per 50 parking stalls	1 per 10 employees plus 1 per 10 students
<i>schools</i> – secondary	1 per employee plus 1 per 10 students	Greater of 1 or 1 per 50 parking stalls	1 per 10 employees plus 1 per 8 students
library, post office	1 per 20.0 square metres (215.2 square metres) of <i>floor area</i>	Greater of 1 or 1 per 50 parking stalls	1 per 10 parking stalls

Table 2: Parking Requirements			
Column 1	Column 2	Column 3	Column 4
Use	Standard Parking Requirements	Accessible Parking Requirements	Bicycle parking requirements
police station	1 plus 1 per employee	Greater of 1 or 1 per 50 parking stalls	None required
fire hall	1 per 1 employee or volunteer	Greater of 1 or 1 per 50 parking stalls	None required
Museums	1 per 30.0 square metres (322.9 square feet) of <i>floor area</i>	Greater of 1 or 1 per 50 parking stalls	1 per 10 parking stalls
Medical Offices and Clinics	1 per 20 m ² (215 ft ²) of <i>floor area</i> .	Greater of 1 or 1 per 50 parking stalls	1 per 10 parking stalls

- x. Insert new subsection B.5.5 as follows:

“Standards for Bicycle Parking Spaces

- B.5.5.1 Each bicycle *parking space* must be accessible to a highway or vehicle *parking lot* via an access aisle that is not less than 1.2 metres (3.9 feet) in width.
- B.5.5.2 Bicycle *parking spaces* must be at least 0.8 metres (2.6 feet) in width and 1.8 metres (5.9 feet) in length with a minimum overhead clearance of 1.2 metres (3.9 feet).
- B.5.5.3 Bicycle *parking spaces* must include a fixed *structure* that supports the bicycle frame in a stable position without damage to the wheels, frame or components and that enables the frame and both wheels to be locked to the *structure* by the cyclist’s own locking device. Protection from precipitation must be provided for 50 per cent of all spaces required.
- B.5.5.4 Bicycle *parking spaces* are to be located at the primary entrance to the *building* or use being served.”

b) To section F.7 DP-7 The Village Centre:

- i. To F.7.3.6 replace with the following text “Pedestrian requirements include accessible, safe and landscaped walkways connecting the street to the businesses.”
- ii. To F.7.3.7 to add the following text after “eating areas”: “and businesses should open to the street to create a greater sense of intimacy and walkability in the village core”; Delete F.7.3.8 completely; and
- iii. Add the new Guidelines as shown below after F.7.3.7 and renumber the subsequent guidelines accordingly:

“F.7.3.8 On-site integrated storm water management plans prepared by a qualified professional shall be required and implemented to reduce impervious cover, promote infiltration and capture and treat storm water runoff from 90% of the average annual rainfall using acceptable best management practices.

F.7.3.9 Where a building or use provides more than 25 parking spaces, one electric vehicle charging station capable of at least 110V and 220/240V charging must be provided and marked with a sign or symbol identifying the space is reserved for charging/parking an electric vehicle, electric scooter or electric bicycle.

F.7.3.10 Landscaping design and maintenance shall facilitate water retention, minimize the need for irrigation and discourage the use of lawns unless for a gathering or play area.

F.7.3.11 Landscaped islands of trees and shrubs no smaller in area than 4 square metres (43 square feet) each shall be used in parking areas located at a minimum of every 15 stalls to break up expanses of paving and parking and capture and infiltrate runoff.

F.7.3.12 Fifteen percent of the property shall be devoted to public open space with fifty percent of that amount along the road frontage. Storm water retention areas or rain gardens may be used to meet this requirement.

F.7.3.13 Seventy-five percent of the designated public open space shall be contiguous with no portion less than two metres in width and designated spaces shall be connected, where possible, to public pedestrian paths or access points on adjacent properties or roads.
- iii. Add new exemptions below after iii.:
 - “iv. The installation of bicycle racks, bicycle or bus shelters or electric vehicle charging stations;
 - v. additions resulting in less than a 5% increase in floor area of a principal building or an accessory building where no changes to landscaping or access to the site are proposed.”

c) To section G.1 Definitions:

- i. amend the definition of “floor area” to delete “the outer surface of the exterior walls” and replace with “the interior surface of the exterior walls” and after number 3. add “4. a *sustainable energy systems utility room*; in a cottage, up to a maximum of 2.3 square metres (25 square feet) is excluded.”
- ii. amend the definition of “parking area” by adding the words “and bicycles” after “motor vehicles”;
- iii. amend the definition of “parking space” by adding the words “or bicycle” after “motor vehicle”; and
- iv. add a new definition after the definition of “structure” of “sustainable energy systems utility room” as follows: “a room in a cottage used for the installation and use of solar photo voltaic and solar domestic hot water conduits, electrical hardware or tanks; inverters; charge controllers; grey water treatment and/or heat pump components.”

Top Priorities

Gabriola Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Housekeeping Bylaw Amendments		Feb-20-2014	Karin Kronstal	Jul-31-2015	On Going
2	Gabriola Planning Area OCP Review:	This a targeted OCP/LUB review and each topic is listed and described below in order of priority	Jan-19-2012	Courtney Simpson	Sep-01-2014	On Going
2	<i>1) Riparian Areas Regulation</i>	Implement the provincial Riparian Areas Regulation (RAR), reduce fee for DP 3 application to \$200, and update communications materials. Fees bylaw amendment adopted. Bylaws 265 and 266 awaiting adoption.	Jun-28-2011	Courtney Simpson	Sep-14-2014	On Going
2	<i>2) Rezoning new RDN Parks and ITF nature reserves</i>	Bylaws 271 and 272 awaiting adoption	Nov-29-2012	Karin Kronstal	Sep-01-2014	On Going
2	<i>3) Review and amend OCP & LUB to increase local food security and farmland protection</i>	Bylaws 274 and 275 awaiting adoption	Jan-19-2012	Karin Kronstal	Sep-01-2014	On Going
2	<i>4) Implement OCP climate change policies into LUB</i>	Bylaws 273 and 276 awaiting adoption	Jan-07-2013	Karin Kronstal	Sep-01-2014	On Going
3	In house dog boarding definition (Gabriola)	Consider allowing in-house dog boarding in the small rural residential zone.	Jan-22-2015	Karin Kronstal		On Going



Projects

Gabriola Island

No.	Description	Activity	Received/Initiated	Status
1	DeCourcy Island Official Community Plan Review and Advisory Planning Commission Appointments. Topics include: • park areas without park zoning • DAI Bylaw		Apr-21-2011	On Going
1	Hazardous areas and steep slopes development permit area • also consider how to address areas of potentially problematic soils, shoreline erosion, and localized areas of steep terrain		Feb-21-2013	On Going
1	Forage Fish Mapping Workshop	March, 2013 resolution	Sep-05-2013	On Going
1	Land Based Aquaculture	Review most recent provincial direction on land based aquaculture and develop appropriate policies and regulations.	Jan-16-2014	On Going
1	Review OCP and LUB to include protective measures for biodiversity.	Species and Ecosystems at Risk (SEAR) Local Government Working Group may have resources for this project.	Jan-19-2012	On Going
1	Review OCP and LUB to improve protection of coastal areas.		Jan-19-2012	On Going
1	Review OCP and LUB to protect water quality and quantity.		Jan-19-2012	On Going
1	First Nations cultural references in land use planning	Work with Snuneymuxw First Nation (SFN) to seek funding for archaeological mapping and host and invite SFN Councillor Geraldine Manson to make a storytelling presentation on Gabriola.	Jan-27-2011	On Going

1	Bylaw enforcement staff requested to provide a report on methods of proactive enforcement on advertised unlawful dwellings, as that is the point they are most likely to be unoccupied.		Nov-01-2012	On Going
1	Bylaw enforcement staff requested to provide an update on proactive enforcement of unlawful foreshore structures.		Nov-01-2012	On Going
1	Consider implementing Eelgrass protection regulations (see February 19, 2014 memorandum).		May-14-2014	On Going
1	Mudge Island MMPR bylaw amendments	See Mudge APC minutes of June 8, 2014	Jun-26-2014	On Going
1	DeCourcy Island MMPR bylaw amendments	Amendment to the DeCourcy Island Bylaw No. 44 regarding the production of medical marihuana under the Marihuana for Medical Purposes Regulation See staff report dated April 28, 2014	Oct-02-2014	On Going
1	Snuneymuxw First Nation Protocol Agreement Implementation		Jan-22-2015	On Going
1	Consideration of affordable housing strategies		Apr-02-2015	On Going
1	Village Core Review		Apr-02-2015	On Going
1	Strengthen relationship with First Nations		Apr-02-2015	On Going
1	Review of food truck regulations		Apr-02-2015	On Going
1	Including eagle nest mapping in Gabriola OCP		Apr-02-2015	On Going
1	Initiatives to encourage green and renewable energy		Apr-02-2015	On Going

Applications w/ Status - Gabriola Island Status: Open

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2008.3	C.O. Smythies & Associates Ltd.	Oct-06-2008	To create 6 parcels btwn McCollum & Tait Roads. (PARCEL C (DD 51803I) OF THE NORTH 1/2 OF THE NORTH EAST 1/4 OF SECTION 9, GABRIOLA ISLAND, NANAIMO DISTRICT)

Planner: Marnie Eggen

Planning Status

Status Date: Apr-14-2014

parent lot is in transition of sale

Status Date: Oct-25-2013

PLA extension

Status Date: Aug-22-2012

PLA extension

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2011.1	Williamson & Associates Professional Surveyors	Dec-23-2010	To create 2 parcels on Daniel Way (THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 22, GABRIOLA ISLAND, NANAIMO DISTRICT, EXCEPT PARTS IN PLANS 22029, 30038, 32376 AND VIP54644)

Planner: Marnie Eggen

Planning Status

Status Date: Jan-13-2015

Working to satisfy conditions

Status Date: Mar-14-2014

PLA received

Status Date: Feb-19-2014

Request for extension

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2012.2	Don Powell Planner: Teresa Rittermann	Oct-24-2012	725 Church Street - subdivision to create one new lot and a remainder lot

Planning Status

Status Date: Mar-19-2015

No change in status.

Status Date: Feb-16-2015

No change in status.

Status Date: Sep-03-2014

Status has not changed. Still awaiting MOTI direction that reasons for non-approval have been overcome

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2013.2	Centre Stage Holdings Ltd. Planner: Teresa Rittermann	Aug-09-2013	Subdivision to 6 lots

Planning Status

Status Date: Mar-19-2015

No change in status.

Status Date: Feb-16-2015

No change in status.

Status Date: Oct-09-2014

Waiting further direction from applicant and confirmation that our conditions in original referral report have been met. Need final plan of subdivision before we can issue final approval.

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2013.3	Smythies & Associates Planner: Teresa Rittermann	Oct-28-2013	411 Daniel Way subdivision to create 2 parcels

Planning Status

Status Date: Mar-19-2015

No change in status. Contacted MOTI to see if they closed the file, but have not yet heard back.

Status Date: Feb-16-2015

No change in status. File will be closed by MOTI after March 10, 2015.

Status Date: Mar-14-2014

MOTI did NOT give approval for this subdivision. The applicant has 1 year to overcome the two reasons for non-approval, and then the file will be closed.

File Number	Applicant Name	Date Received	Purpose
GB-SUB-2013.4	Godfrey, Taggart, Shamai Planner: Marnie Eggen	Nov-13-2013	Driftwood Drive, Mudge Island Boundary Adjustment

Planning Status

Status Date: Nov-04-2014

no change

Status Date: Apr-23-2014

PLA issued

Status Date: Feb-13-2014

Referral Report complete, forwarded to MOTI

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
GB-TUP-2015.1	THOMAS PINK Planner: Karin Kronstal	Mar-11-2015	Vacation rental for approximate 6 to 8 weeks of the year

Planning Status

Status Date: Mar-23-2015

Final document received. Planner reviewing file.

Other

File Number	Applicant Name	Date Received	Purpose
GB-OTH-2014.1	GABRIOLA RADIO SOCIETY Planner: Aleksandra Brzozowski	Aug-07-2014	Antenna Siting Proposal

Planning Status

Status Date: Apr-16-2015

Industry Canada informed staff that the Gabriola Radio Society has claimed impasse. 15-Mar-2015

Received letter from Industry Canada requesting information for impasse claim. 17-Mar-2015

Response letter and information package sent to Industry Canada regarding impasse. 16-Apr-2015

Islands Trust
LTC EXP SUMMARY REPORT F2015
Invoices posted to Month ending March 2015

620 Gabriola	Invoices posted to Month ending March 2015	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-620	LTC "Trustee Expenses"	1,100.00	187.11	912.89
LTC Local				
65200-620	LTC - Local Exp - LTC Meeting Expenses	4,250.00	2,500.36	1,749.64
65210-620	LTC - Local Exp - APC Meeting Expenses	750.00	756.35	-6.35
65220-620	LTC - Local Exp - Communications	750.00	304.97	445.03
65230-620	LTC - Local Exp - Special Projects	2,250.00	1,000.00	1,250.00
TOTAL LTC Local Expense		<u>8,000.00</u>	<u>4,561.68</u>	<u>3,438.32</u>
Projects				
73001-620-2001	Gabriola OCP/LUB	10,000.00	6,361.71	3,638.29
73001-620-4026	Gabriola RDN/SFU Groudwater Mapping	6,250.00	6,250.00	0.00
TOTAL Project Expenses		<u>16,250.00</u>	<u>12,611.71</u>	<u>3,638.29</u>

Gabriola Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

Updated: January 12, 2015

No	Meeting Date	Resolution No.	Issue	Policy and Description
1.	January 29, 2010	GB-025-2010	Communication Towers and Antennae	It was MOVED and SECONDED that the Gabriola Island Local Trust Committee adopt the following standing resolution: • Proposals for any new or expanded communication towers and antennae require an application to the Gabriola Islands Local Trust Committee. • The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting and one advertisement in both local newspapers. • The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal; however, as a minimum, the proponent shall give written notice to Islands Trust Northern Office staff and the Snunéymuxw First Nation, all owners and residents of properties within a 2 kilometre radius of the subject property where the facility is proposed. The required notice shall include the following information: ○ the proposed location of the tower on the subject site ○ a description of the predicted power density level of the antenna/tower ○ methods to mitigate any aesthetic or visual impact ○ description of the natural environment, any sensitive ecosystems or other important habitat areas within 120 metres of the subject property and mitigation of impacts to such areas ○ physical details and example illustrations of the tower including its height, colour, type and design ○ the time and location of a public meeting and advertising ○ the name and contact information of the contact person employed by the proponent ○ the name and all contact information of the Islands Trust planning staff available for public comments and questions regarding the proposal; and ○ the proponent may be required to enter into a cost recovery agreement with the Islands Trust, in order to offset application processing costs incurred.

Trust Fund Board Report to Local Trust Committees and Bowen Island Municipality – April 2015

New Approved Conservation Covenants

At our March meeting, the Trust Fund Board authorized the signing of two new covenants. One protects a 6.73 ha property adjacent to Finlay Lake on **Galiano Island** owned by the Galiano Conservancy Association. The other is a NAPTEP covenant protecting a property at Wallace Point, the southernmost point on **North Pender Island**. Both covenants will be registered on the land title once they have been signed by the landowners.

New Conservation Proposals

The Board also received and approved two new conservation proposals. One would involve a conservation covenant on a **Lasqueti Island** property with high ecological values. The other is for a NAPTEP covenant on **Salt Spring Island**. It would be our twenty-fourth covenant on Salt Spring, including ten in the NAPTEP program.

“Gulf Islands landowners retain natural sites, reap tax savings”

This was the title of a great article in the Times Colonist about our NAPTEP (*Natural Areas Protection Tax Incentive Program*) featuring interviews with Robert and Francis Rose (whose property on North Pender Island is protected by NAPTEP) and with Kate Emmings, our Ecosystem Protection Specialist. Here is a link to the article: <http://www.timescolonist.com/news/local/gulf-islands-landowners-retain-natural-sites-reap-tax-savings-1.1697413>

Land protection initiatives on Thetis

Thetis Island Nature Conservancy (ThINC) is on-target in its fundraising program to acquire a 16 ha property on Lower Burchell Hill to establish the first nature reserve on **Thetis Island**. Rob Gratton, our Communications and Fundraising Specialist, is continuing to provide professional support to ThINC as it moves into the next phase of fundraising. Meanwhile, the Trust Fund Board has requested staff to explore options to protect another Thetis property with special values that are too significant to ignore. These activities support an objective of our Regional Conservation Plan to address the low level of land protection in the Thetis Island Local Trust Area.

Crown Land acquisition initiative for Lasqueti

TFB has the ability to apply for Sponsored Crown Grants to acquire properties for protection that have high conservation and community values. Nature reserves on **Bowen Island**, **Gambier Island** and **Gabriola Island** were established in this way. Now we are looking at a possible Sponsored Crown Grant to acquire a property that would contribute to a protected area network extending across **Lasqueti Island**. The first step we are taking is communication to address First Nation interests.

TFB Meeting with Executive Committee

Each spring the Trust Fund Board and the Executive Committee get together for an annual meeting. One issue for this year's meeting in May will be discussion about addressing First Nation interests. As this is the first meeting for this term, we will also be exploring topics relevant to ITF's work for possible inclusion in the term's Strategic Plan. These will include renewal of our Regional Conservation Plan and actions to protect Coastal Douglas-fir ecosystems.

Coastal Douglas-fir Conservation Strategy coming this spring!

Chair Tony Law and Ecosystem Protection Specialist Kate Emmings participated in a workshop to review, and provide input on, a draft Conservation Strategy for Coastal Douglas-fir and Associated Ecosystems. Participants included representatives of provincial government agencies, local governments, academia, conservancy organizations and landowners. Kate Emmings, who is a member of the Steering Committee, was one of the presenters. We are looking forward to the finalized strategy being available this spring and hope that it will inform not only ITF's initiatives, but the work of all Islands Trust entities.

Property Management Strategy

At the March Trust Council meeting some trustees raised questions about the implications of ITF's property management commitments. This is, of course, an important issue for the Trust Fund Board. An action item in our Regional Conservation Plan is "Creation of a Property Management Strategy and associated budget". Once this is complete we will be reporting on the results to Council.

Budget

As the 2014-15 financial year drew to a close, TFB is pleased to report that our expenditures are expected to be under budget. This is largely because our Conservation Planning / Land Securement and Legal budget lines were underspent. However, it is important to have the full amount in place in the budget in order to be in a position to address unanticipated opportunities or challenges.

More information?

Please contact any of the three trustees who are members of the Board – Tony Law, Susan Morrison and Kate-Louise Stamford – who will be glad to help answer any questions you may have.



BRIEFING

To: Trust Council

For the Meeting of: March 10-12, 2015

From: Miles Drew, Bylaw Enforcement Manager

Date : February 17, 2015

SUBJECT: BYLAW ENFORCEMENT REPORT

DESCRIPTION OF ISSUE:

A report on the number of enforcement files; organized by local trust area, and by the type of enforcement. Also included are reports on the status of open files and the length of time current files have been open.

BACKGROUND:

Attached are four tables and two pie charts that provide information on bylaw enforcement activity.

Table 1 shows the total number of bylaw enforcement files for each local trust area by fiscal year and the number of files remaining open at the end of the fiscal year. Information is provided for the 2012/13, 2013/14 and 2014/15 Fiscal years. For the current fiscal year the information is broken down by Quarter, in addition to providing a total for the 2014/15 Fiscal year.

Chart 1 shows the number of files open at the end of the most recent reporting Quarter.

Table 2 shows the number of open files by violation type. The table includes the more common categories of enforcement types. The "Other Land Use" column includes a mix of enforcement types that do not fit in the larger categories.

Chart 2 shows the percentage of open files by type.

Table 3 shows the status of open files as well as the numbers of new and closed files during the most recent reporting Quarter.

Table 4 shows how long current bylaw enforcement files have been open.

COMMENT:

Since December 2013 there has been a small decrease (3% of total files) in the number of files open longer than five years.

There was a large reduction in the number of open files in the Gabriola Island Local Trust Area, dropping from 45 open files to 28 open files. This was due to a

comprehensive review of existing files by a Bylaw Enforcement Officer who discovered that many files had been resolved but not formally closed.

No files were formally closed in the Salt Spring Island Local Trust Area during this quarter; however, the report to June 2015 Trust Council will reflect the work that has been recently done reviewing old files.

The number of on hold files in the Galiano Island Local Trust Area will drop next quarter because the short-term vacation rental bylaw amendments are complete and enforcement work can now resume.

The bylaw enforcement officers' primary goal in the next quarter is to develop and implement procedures for taking contested Bylaw Violation Notices through the adjudication process.

ATTACHMENT(S):

Bylaw Enforcement - File Volume
Bylaw Enforcement - Violation Type
Bylaw Enforcement - Status of Open Files
Bylaw Enforcement - Length of Time Files Have Been Open

AVAILABLE OPTIONS:

1. Receive for information.
2. Request additional information to be presented in the report.

FOLLOW-UP:

Reports will be updated and presented every quarter to Trust Council.

Prepared By: Miles Drew, Bylaw Enforcement Manager

Reviewed By/Date: David Marlor, Director, Local Planning Services/
February 17, 2015

Executive Committee/ February 25, 2015

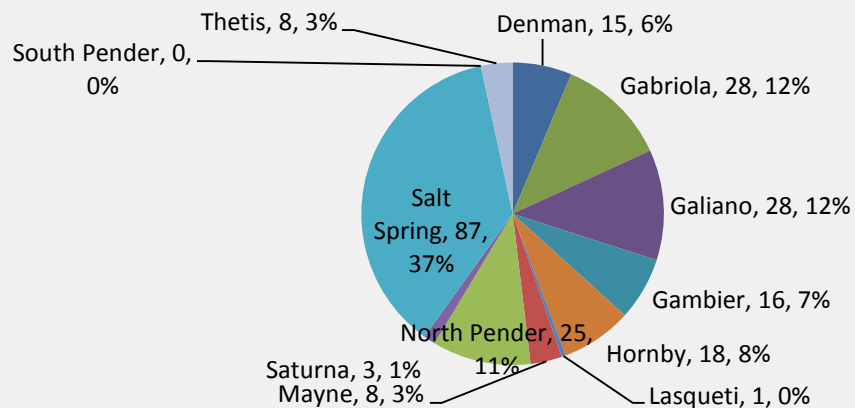
Chief Administrative Officer

Bylaw Enforcement - File Volume

TABLE 1

LTC	Fiscal 2012/13				Fiscal 2013/14				Fiscal 2014/15							
	Total	%	Open	%	Total	%	Open	%	Q1	Q2	Q3	Q4	YTD Total	YTD %	T Open	%
Denman	19	6%	18	6%	21	7%	14	6%	14	13	15		3	5%	15	6%
Executive	0	0%	0	0%	0	0%	0	0%	0	0	0		0	0%	0	0%
Gabriola	40	13%	40	14%	60	20%	51	20%	45	43	28		8	13%	28	12%
Galiano	25	8%	25	9%	32	11%	30	12%	28	24	28		4	7%	28	12%
Gambier	16	5%	16	6%	18	6%	17	7%	17	15	16		1	2%	16	7%
Hornby	17	6%	16	6%	16	5%	15	6%	16	15	18		3	5%	18	8%
Lasqueti	1	0%	1	0%	1	0%	1	0%	1	1	1		0	0%	1	0%
Mayne	8	3%	5	2%	10	3%	9	4%	12	6	8		3	5%	8	3%
North Pender	43	14%	40	14%	45	15%	36	14%	35	31	25		2	3%	25	11%
Saturna	8	3%	6	2%	6	2%	3	1%	3	4	3		1	2%	3	1%
Salt Spring	112	37%	104	37%	81	27%	66	26%	78	72	87		32	53%	87	37%
South Pender	1	0%	1	0%	1	0%	0	0%	0	0	0		0	0%	0	0%
Thetis	12	4%	10	4%	11	4%	8	3%	9	8	8		3	5%	8	3%
TOTAL	302	100%	282	100%	302	100%	250	100%	258	232	237	0	60	100%	237	100%

Chart 1: Open Files to Dec 31, 2014



LEGEND

YTD Total = Total number of open files year to date, including open files carried over from the previous quarter and files opened during the current reporting period.

T Open = Total number of files remaining open at the end of the current reporting period

Q1 = April 1 to June 30 - reported to September Trust Council

Q2 = July 1 to September 30, Report to December Trust Council

Q3 = October 1 to December 31, Reported to March Trust Council

Q4 = January 1 to March 31, Reported to June Trust Council

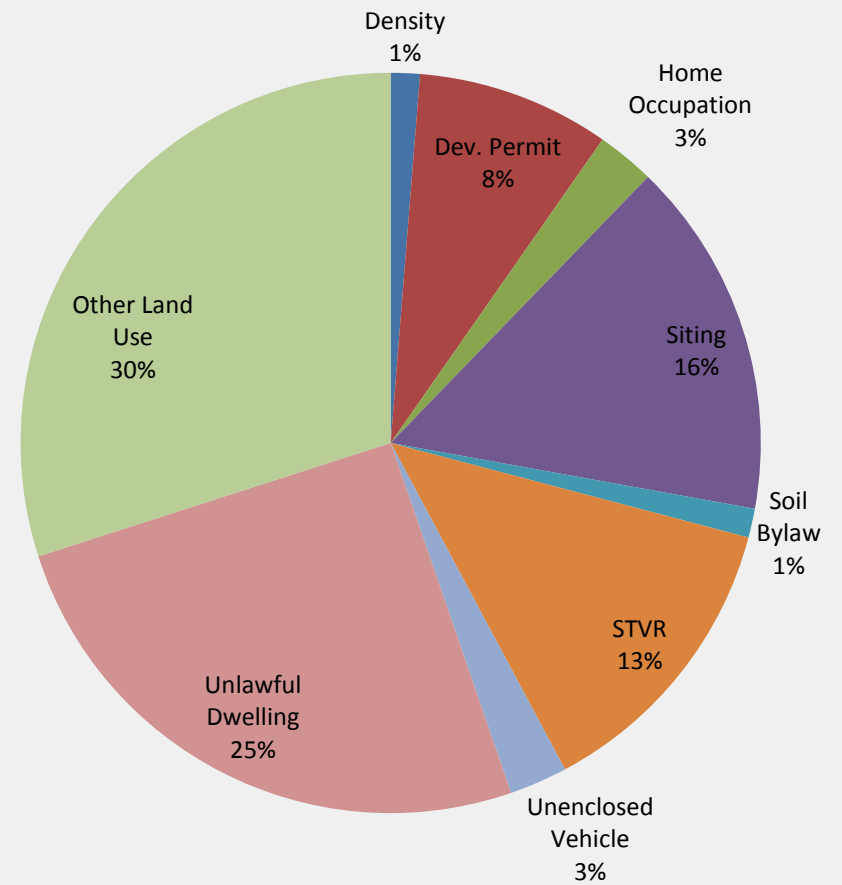
The numbers for each quarter are a running total of all open and closed files in the period.

Bylaw Enforcement - Violation Type

Table 2

LTC	Violation Type										
	Density	Dev. Permit	Home Occupation	Siting	Soil Bylaw	STVR	Unenclosed Vehicle	Unlawful Dwelling	Other Land Use	TOTALS	Percentage
Denman		6				1		4	4	15	6%
Executive										0	0%
Gabriola	2	1	1	5		5		8	6	28	12%
Galiano		1	1	7		3	2	6	8	28	12%
Gambier				6				1	9	16	7%
Hornby	1	1	1	4		2		6	3	18	8%
Lasqueti								1		1	0%
Mayne				1		4			3	8	3%
North Pender				4		8	1	5	7	25	11%
Saturna				2		1				3	1%
South Pender										0	0%
Salt Spring		11	3	4	3	7	3	28	28	87	37%
Thetis				4				1	3	8	3%
TOTALS	3	20	6	37	3	31	6	60	71	237	100%
%	1%	8%	3%	16%	1%	13%	3%	25%	30%	100%	

Chart 2: Open Files by Type



Bylaw Enforcement - Status of Open Files

Table 3

Local Trust Area	2014/2015 3rd Quarter (Oct 1 - Dec 31)				Proceeding to Compliance	On Hold			Litigation	TOTAL
	OPEN Start of Quarter	NEW	CLOSED	OPEN End of Quarter		Application in to LTC	LTC Direction	Staff Direction*		
Denman	15	0	0	15	10		3	1	1	15
Executive	0			0						0
Gabriola	43	0	15	28	28					28
Galiano	24	4		28	14	2		10	2	28
Gambier	15	1		16	8		5	1	2	16
Hornby	15	3		18	11		6	1		18
Lasqueti	1			1	1					1
Mayne	6	2		8	7	1				8
North Pender	31		6	25	10	1		11	3	25
Saturna	4		1	3	2		1			3
Salt Spring	72	15	0	87	65		16	5	1	87
South Pender	0			0						0
Thetis	7	1		8	8					8
Total	233	26	22	237	164	4	31	29	9	237
Percentage					69%	2%	13%	12%	4%	100%

* "Staff Direction" refers to files that Staff have decided not to pursue at this time for a variety of reasons, such as waiting for a court decision or for bylaw amendments that could alter the need for enforcement.

Bylaw Enforcement - Length of Time Files Have Been Open

Table 4

Local Trust Area	<1 year	1-5 Years	> 5 years	Total Open Files
Denman	2	11	2	15
Executive				0
Gabriola	11	16	1	28
Galiano	2	13	13	28
Gambier	2	14		16
Hornby	1	14	3	18
Lasqueti		1		1
Mayne	2	6		8
North Pender	4	20	1	25
Saturna	1	1	1	3
South Pender				0
Salt Spring	34	36	17	87
Thetis	3	4	1	8
TOTAL	62	136	39	237
PERCENTAGE	26%	57%	16%	

REQUEST FOR DECISION

To: Local Trust Committees

For the Meeting of: Various dates (see list attached at end)

From: Linda Adams
Chief Administrative Officer

Date Prepared: April 8, 2015

File No.: Strategic Plan

SUBJECT: PRELIMINARY LOCAL TRUST COMMITTEE INPUT INTO DEVELOPMENT OF THE ISLANDS TRUST STRATEGIC PLAN FOR 2014-2018

RECOMMENDATION: That the ** Local Trust Committee recommend to Trust Council that the potential objectives and strategies in the Discussion Draft of the Strategic Plan for 2014-2018 be amended as follows: *(to be determined by each LTC)*

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The Islands Trust Council is in the process of developing a Strategic Plan, which will guide staff work programs, and budget development for the 2014-2018 term. Trust Council has assigned the Executive Committee to facilitate the plan's development. At this stage in the process, the Executive Committee is seeking input from Local Trust Committees (LTCs) into a *Strategic Plan Discussion Draft*, with a focus on the objectives and strategies that LTCs believe to be priorities. The current *Strategic Plan Discussion Draft* includes those objectives and strategies that LTCs had identified previously through their work programs, where these had specific objectives and could have budget or work program implications. After further consultation with Council Committees, the Trust Fund Board and Bowen Island Municipality, the Executive Committee will prepare a further Discussion Draft for discussion at a facilitated session at the June meeting of Trust Council. Public consultation is planned from June-Sept. The Strategic Plan is scheduled for adoption in September, in time to be considered during budget planning for the next fiscal year.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The task of developing and providing LTC recommendations about a Strategic Plan can be accommodated with existing resources.

FINANCIAL:

No external financial implications of providing LTC recommendations about a Strategic Plan.

LTC's requests for strategies and actions for the 2015-2016 fiscal year should consider the available resources in the current budget.

Should an LTC propose strategies and actions that would require additional resources in a future fiscal year, such requests would be considered by the Financial Planning Committee and Trust Council during the budget development process.

POLICY: No implications for existing policy. Trust Council's Strategic Plan could include objectives and strategies that result in amendments to existing policies.

IMPLEMENTATION/COMMUNICATIONS:

LTCs may wish to consider the following questions, in developing their input into the Strategic Plan Discussion Draft:

- Is the list of potential priority objectives complete? Should any be removed or amended?
- Should additional potential objectives be added? Should any be removed or amended?
- What is the relative importance of each potential objective identified?
- Are there additional or different strategies that should be identified at this stage? (Note: only broad strategies need to be identified at this stage; later in the process, more specific activities will be identified to carry out each strategy)

Local Trust Committee resolutions regarding potential additions, deletions or changes to the Discussion Draft of the Strategic Plan should be conveyed to the Acting Executive Coordinator by June 3, for inclusion in the Executive Committee's June 10 meeting agenda package. Where this timing is not possible, resolutions should be submitted as soon as practical, for inclusion in the Trust Council meeting agenda package.

OTHER: As other Islands Trust bodies will be asked for input about the Strategic Plan and Trust Council will have further opportunities to discuss successive drafts of the Strategic Plan, LTCs may wish to focus on matters that are most relevant to LTC work.

BACKGROUND

- The Islands Trust Council adopts a strategic plan each term to focus its work on the priority areas identified by trustees, as well as the many separate bodies that make up the Islands Trust. Trust Council has assigned the Executive Committee the responsibility for facilitating development of the Strategic Plan.
- The Executive Committee has endorsed a process for Strategic Plan development, included in Attachment 1. The current phase is highlighted.
- Trust Council's input about priorities for the coming term was initially provided in a relatively informal way during the inaugural meeting of Trust Council in December 2014. Trustees received [an introduction to the existing Strategic Plan](#) and were asked to indicate what they saw as priorities for the coming term.
- A summary of trustee comments from December 2014 is included as Attachment 2. It has been colour-coded to illustrate how common themes were grouped into preliminary objectives, for further discussion.
- The preliminary objectives identified by trustees in December 2014 were the subject of a [Trust Council Strategic Planning](#) session in March 2015 (see Slide 31). At that session, trustees were asked to begin indicating the relative priority of the various objectives they had identified previously.
- The results of the Trust Council Strategic Planning Session in March 2015 are included as Attachment 3 and were previously circulated to trustees.
- Due to technical difficulties experienced during the Trust Council March meeting, the results found on the slides 36, 43, 44, 45 and 52 in Attachment 3 should not be considered accurate.
- A follow-up survey was conducted to re-ask the questions where survey results from the Trust Council March meeting were inaccurate. The results of that follow-

up survey are included in Attachment 4 and were previously circulated to trustees.

- All Islands Trust bodies are asked to submit their priorities for inclusion in a 'Priority Chart' that is included in the [agenda package](#) at each Trust Council meeting (see Item 7.2 for the March 2015 version). This information has also been reviewed.
- Trust Council's March 2015 [agenda package](#) was also accessed to review the priorities identified by the Executive Committee (item 3.2), Financial Planning Committee (item 4.2), Trust Programs Committee (item 5.2), Local Planning Committee (item 2.2) and Trust Fund Board (item 5.3) were also reviewed.
- At its meeting on April 1, the Executive Committee considered trustee input to date and an early *Strategic Plan Discussion Draft* (Attachment 5). That draft illustrates how new priorities that have been identified by trustees, LTCs, Council Committees and the Trust Fund Board could be integrated into the Strategic Plan from 2011-2014, which includes some on-going work of various bodies of the Islands Trust. The *Strategic Plan Discussion Draft* also includes comments that indicate some of the sources of various potential objectives and strategies that have been identified to date.
- In keeping with its adopted process for Strategic Plan development, the Executive Committee agreed to circulate the *Strategic Plan Discussion Draft* to local trust committees, Council Committees, the Trust Fund Board and Bowen Island Municipality for preliminary input. The April 1 version of the *Discussion Draft* was updated on April 8 to include some additional information about the priorities that LTC's had previously identified, etc.
- In response to input from trustees after the March 2015 Trust Council meeting, the Executive Committee has put plans in place to host a more lengthy and facilitated discussion on June 23, 2015 about strategic priorities for the 2014-2018 term. The aim will be to develop materials (for example, a list of strategic objectives and strategies) that could be circulated for public input from June through August.
- Once public input has been received and considered, Trust Council will be asked to consider adoption of an initial Strategic Plan in September that would form the basis for budget development for the next fiscal year. The draft budget that Trust Council considers in December would reflect the adopted Strategic Plan.
- A diagram and glossary of strategic planning terms is included in Attachment 6.

REPORT/DOCUMENT:

Attachment 1 – Strategic Plan Development Process – February 17, 2015
Attachment 2 – Summary of Trustee Roundtable Comments – December 2014
Attachment 3 – Results of Trust Council Strategic Planning Session – March 2015
Attachment 4 – Results of Follow-up Survey of Trustees – March 2015
Attachment 5 – Strategic Plan Discussion Draft for 2014-15 April 8, 2015
Attachment 6 – Diagram and Glossary of Strategic Planning Terms

KEY ISSUE(S)/CONCEPT(S):

Preliminary LTC input into the Strategic Plan for 2014-2018

RELEVANT POLICY:

The Strategic Plan is intended to carry out the Islands Trust Policy Statement, by identifying priorities for each term.

[Trust Council's Policy 2.4.i](#) gives the Executive Committee the responsibility to facilitate development of the Strategic Plan.

DESIRED OUTCOME:

An understanding of LTC input into the Islands Trust's Strategic Plan for 2014-2018.

RESPONSE OPTIONS

Recommended:

That the ** Local Trust Committee recommend to Trust Council that the potential objectives and strategies in the Discussion Draft of the Strategic Plan for 2014-2018 be amended as follows:
(to be determined by each LTC)

Alternative:

That the ** Local Trust Committee not provide comments regarding the Discussion Draft of the Strategic Plan at this time.

Prepared By: Linda Adams, Chief Administrative Officer

Reviewed By/Date: N/A



Linda Adams, Chief Administrative Officer

NOTE:

This RFD has been prepared for receipt at the following meetings of LTCs:

Ballenas/Winchelsea: May 19
Denman LTC: Apr 21
Gabriola LTC: May 7
Galiano LTC: May 4
Gambier LTC: May 7
Hornby LTC: May 15
Lasqueti LTC: May 14
Mayne LTC: Apr 27
North Pender LTC: Apr 30
Salt Spring LTC: Apr 16 or May 14
Saturna LTC: Apr 23
South Pender LTC: Apr 28
Thetis LTC: Apr 14

A similar briefing will be prepared for the meetings of Council Committees, the Trust Fund Board and Bowen Island Municipality



Islands Trust

Strategic Planning Process Phases(2014-2018)

Endorsed by EC: Feb 17/15

PHASE ¹	TIME	ACTIVITY	WHO	OUTCOME
1	December 2014	Initial trustee roundtable Review of Strategic Plan	Trust Council	- Identification by trustees of initial priority <i>objectives</i> - Trustee review of Strategic Plan, accomplishments of 2011-14 term, on-going activities determined by current plan
	February 2015	Review of trustees' initial priority <i>objectives</i>	Executive Committee	- Initial discussion of trustee priority <i>objectives</i> - Initial discussion of strategic planning process - Discussion draft to EC to illustrate how new <i>objectives</i> and <i>strategies</i> could be introduced into the existing Strategic Plan
	March 2015	Session at Trust Council – Introduction to Strategic Planning Discussion about strategic priority <i>objectives</i>	Trust Council	- Trust Council review/discussion/understanding of strategic planning process - Further identification of Trust Council's priority <i>objectives</i> - Further identification of potential <i>strategies</i> to achieve <i>objectives</i>
2	March -April 2015	Review of priority strategic <i>objectives</i> and identification of potential <i>strategies</i> from Trust Council, Council committees, TFB and LTCs Review of strategic planning process	Executive Committee	Develop further draft with 7 to 12 strategic <i>objectives</i> and potential <i>strategies</i> for discussion by Council committees, LTCs, TFB and BIM
	April - May 2015	Make recommendations regarding strategic <i>objectives</i> and <i>strategies</i>	Council committees Local Trust Committees Trust Fund Board Bowen Island Municipality	Comments to Executive Committee about 7 to 12 potential strategic <i>objectives</i> and <i>strategies</i> to be circulated for public input
			Executive Committee	Recommendations to Trust Council about 7 to 12 potential strategic <i>objectives</i> and <i>strategies</i>

¹ See last page for diagram of phases



Islands Trust

Strategic Planning Process Phases(2014-2018)

Endorsed by EC: Feb 17/15

PHASE ¹	TIME	ACTIVITY	WHO	OUTCOME
				to be circulated for public input
2	June 2015	Preliminary identification of strategic <i>objectives</i> and <i>strategies</i> in preparation for public input	Trust Council	Draft of 7 to 12 strategic <i>objectives</i> and <i>strategies</i> identified and prepared for public input
	June – July 2015	Solicit public input	Executive Committee	Public input about Trust Council's strategic <i>objectives</i> and <i>strategies</i> solicited, received and distributed
3	July 2015	Draft Strategic Plan development	Executive Committee	Draft Strategic Plan for Council Committee and Trust Fund Board review, including 7 to 12 <i>objectives</i>, along with related <i>strategies</i>, <i>actions</i> and <i>performance measures</i>
	Aug 2015	Draft Strategic Plan review	Council Committees Trust Fund Board Executive Committee Bowen Island Municipality	- Consider public input - Recommendations regarding draft Strategic Plan
4	Sept 2015	Strategic Plan adoption	Trust Council	- Adopt Strategic Plan for remainder of 2015/16 - Begin implementation as possible within current resources - Identify new resource needs
	Oct 2015	Strategic Plan implementation for remainder of 2015/16	Islands Trust bodies Management	Implementation plans for each unit for remainder of 2015/16
	November 2015	Identify preliminary costs of achieving adopted Strategic Plan for 2015/16	Management	2015/16 Strategic Plan budget prepared
		Develop draft budget to achieve Strategic Plan in 2015/16	Financial Planning Committee	Development of budget recommendations to achieve Trust Council's Strategic Plan in 2015/16
	December 2015	Strategic Plan progress report to Trust Council	Management	Report on progress to Trust Council
		Discussion of draft budget and identify potential	Trust Council	Provide direction to Financial Planning Committee re draft 2016/16 budget



Strategic Planning Process Phases(2014-2018)

Endorsed by EC: Feb 17/15

PHASE ¹	TIME	ACTIVITY	WHO	OUTCOME
		amendments to Strategic Plan in regards to budget		Provide direction to Executive Committee re Strategic Plan amendments for 2016/17 in response to budget
5	February 2016	Development of draft budget for 2016/17	Financial Planning Committee	Budget recommendation to Trust Council
		Development of revised draft Strategic Plan for 2016/17	Executive Committee	Strategic Plan recommendation to Trust Council in alignment with proposed budget
6	March 2016	Strategic Plan progress report to Trust Council	Management	Create report on progress to Trust Council
		Adopt budget for 2016/17	Trust Council	Adopted budget for 2016/17 aligned with Strategic Plan
		Adopt Strategic Plan activities for 2016/17	Trust Council	Strategic Plan activities confirmed and initiated for 2016/17
	<i>Remainder of process to repeat – similar to initial process</i>			

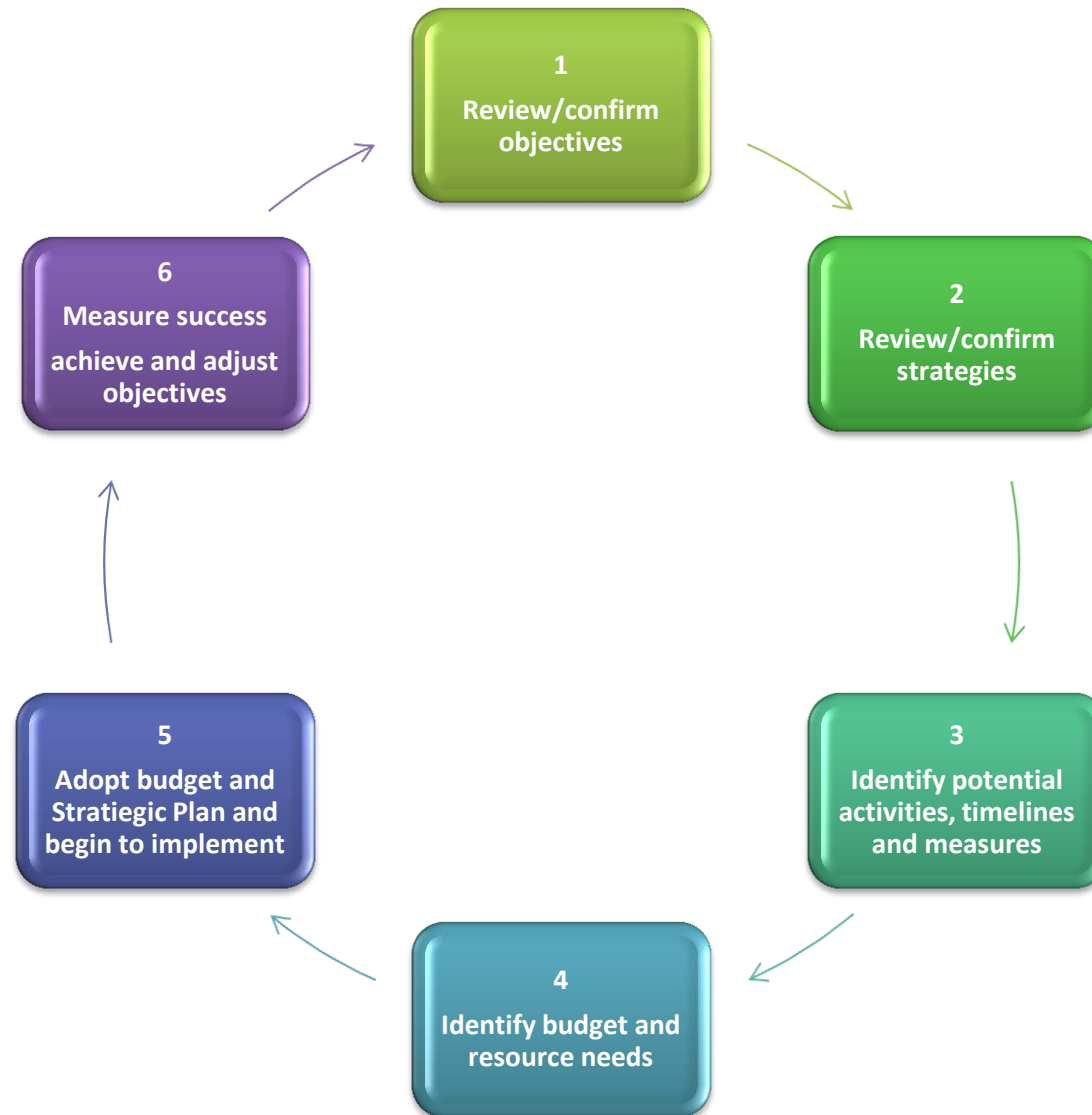
LTC = local trust committee; TFB = Trust Fund Board; BIM = Bowen Island Municipality



Islands Trust

Strategic Planning Process Phases(2014-2018)

Endorsed by EC: Feb 17/15



Summary

Islands Trust Council's December 3, 2014 'What's Important' Roundtable Notes¹

On December 3, 2014 the Islands Trust Council received a review of the 2012-2014 Strategic Plan and then held a roundtable discussion about 'What's Important'. This was to discuss opportunities and challenges facing their communities, and to begin an informal inventory of issues that trustees believe the Islands Trust Council should address in the 2014-2018 term.

Linda Adams, Chief Administrative Officer, introduced the session by suggesting trustees consider topics such as current priorities, emerging and neglected issues, gaps in best practices, organizational challenges, and public perception.

This summary includes only those points raised that could contribute to the development of the 2015-2018 Strategic Plan.

Trustee Sandy Pottle - Galiano

- Would prefer younger more affordable community with more home-based business.
- Wants to make sure the Islands Trust is promoted more widely in a way that gives a feeling of ownership and participation so that when we design bylaws they are well thought out and acceptable to majority of people.
- Sees current good balance between development and conservation.

Trustee Brian Crumblehulme - Mayne

- Developing respect on a larger level, collaboration with other organizations, regional and beyond – most want to work with the Islands Trust. Can advocate with other organizations on issues beyond our mandate.
- Optimistic about what can be accomplished on the local level and at the Council level.
- Channel information on a collective level.

Trustee Lee Middleton – Saturna

- Wants a community where younger people are welcome, but not at expense of Islands Trust mandate.
- Would like to see attention to better communication around land use planning issues.

¹ See last page of this appendix to see how trustee comments have been colour-coded to illustrate how they were reflected in the survey questions that Trust Council considered in March 2014 (at the Trust Council meeting and in a follow-up survey).

- Would like the Trust to try other methods like open forums outside trust proceedings, etc. Economy on the island is priority for people.
- Wants to look how to blend ecology and economy. The ecology is the economic driver and is the value of living there.
- Would like to explore how to support a transition to an local economy that does not rely on tourism so much. (e.g. wifi on the islands is opportunity for people to work from home and a viable way to increase permanent membership in community that will allow younger people to come and find a home).
- Wants to pursue the NMCA as much as possible given it is stalled. Promoting the NMCA is one way to support the value of living in a harmonious way with nature.
- Concerned about light pollution from Delta Port berths 4 & 5 for the mainland-facing shorelines of Mayne, Galiano, and Saturna - modern lighting technology can diminish the affects of the lights.

Trustee Wendy Scholefield – South Pender

- Concerned that Executive Committee and staff not listening to trustees
- Concerned Islands Trust image is at the lowest ebb she has ever seen.
- Concerned that Islands Trust values control and command more than preserve and protect.
- Concerned about the Islands Trust image, whether it offers value for money and whether we need to keep it
- Wants to do something at the local level to let people speak and be heard.
- Concerned about it is becoming about persevering and protecting Islands Trust as an organization. Need better coordination of levels of govt.
- Concerned that application processes are not coordinated and there is a perception the Trust is putting hurdles in the way.
- Wants a smoother process for land use applicants to follow.
- Support local autonomy / decision-making.

Trustee Kate-Louise Stamford – Gambier

- Concerned with woodlot logging proposal for Gambier Islands Trust

- Pleased that Trust Council has added the updating of protocol agreements with the Ministry of Forests, Lands and Natural Resource Operations to the Strategic Plan. Wants the Ministry of Forests, Lands and Natural Resource Operations protocol agreement worked on before the next strategic plan is in place.
- Wants a focus on how to work with First Nations, as they are becoming the movers and shakers on Gambier and other islands.
- This term Gambier Island hopes to become compliant with the Riparian Area Regulation – 90+ watersheds down to 10.
- Sees biggest issue for Howe Sound is re-industrialisation of Howe Sound as big proposals on the table
- Concerned about the Gambier Island Local Trust Committee's meeting challenges (e.g electronic participation by Chair restricted to cell phone due lack of broadband)
- Concerned about public perception of the Islands Trust
- Sees a need to continue to build the importance of the Trust in the area.
- Wants more effective communications to promote in what we do in a marketable way.

Trustee Dan Rogers – Gambier (Keats)

- Interested in motivating islanders to get interested in how to protect private land used for recreation.
- Values advocacy in Howe Sound for off-island projects that impact the Islands (e.g. proposal to have LNG ships travelling past Bowen and Keats Islands). Howe Sound has gone through a tremendous regeneration of marine life and development pressures threaten this recovery.

Trustee George Grams, Salt Spring

- Wants to show communities how the Islands Trust supports them in order to build respect and regard for the Trust.
- Wants to continue supporting the SSI Water Protection Authority – coordinated management of watersheds on the island.
- Wants to undertake review of possibilities regarding tailored building code for southern gulf islands. Can do this through SSIWPA by looking at rainwater collection and recycling as part of building code.
- Sees needs for review of industrial land on Salt Spring Island to determine if the zoning is appropriate and appropriate for the IT mandate.

- Sees need for more integrated governance –work close with other agencies, on island communities, and have been fortunate that this Council has granted SSI LTC some powers to deal with issues. The more we can integrate our governance and be effective under the current system. The absence of coordinated governance is a cornerstone for those who want incorporation, so the more we coordinate, the more we remove the justifications for incorporation.
- Supports more integrated governance with other agencies.

Trustee Peter Grove, Salt Spring

- Wants to see Salt Spring Island initiatives continued (e.g. SSIWPA, review of industrial land, more integrated governance, long term sustainability plan)
- Wants to see Ganges planning work proceed.
- Supports proceeding with a review of the Policy Statement.

Trustee Peter Luckham ,Thetis

- Looking forward to implementing the OCP for the Thetis associated islands.
- Riparian Area Regulation bylaw work will need to continue.
- Want to open door to economic development with RD.
- Interested in seniors housing.
- Wants to improve engagement with communities through more open communications and dialogue.

Trustee Alex Allen, Hornby

- Hopes the Islands Trust continues with marine advocacy and does more than write letters.

Trustee Tony Law, Hornby

- Wants more advocacy, with more communications follow-up.
- Would like to see the website improved to reflect the beauty of the islands/ success of Islands Trust.
- Supports the Islands Trust playing coordinating role to bring agencies together to support the mandate.

Trustee Paul Brent, Saturna

- Committed to working with MLA and Regional District representatives to address concerns about island demographics - 60% of owners live off island and median age is 63 years old.
- Supports the Islands Trust adopting ideas and different ways of doing things from other organizations, and thinking outside the box.

Trustee Melanie Mamoser, Gabriola²

- Was pushed to run but has fun with planning. Mudge all candidates meeting asked for an LTC meeting to be hosted there. Maybe someone from Mudge could run. We have more in common with each other than we do – need more marketing of the Islands Trust. Engage the community better. Working with community groups. Bridge issue was and still could be huge.
- Likes the idea of better marketing the Islands Trust and improving engagement with communities outside of local trust committee meetings.
- Plans to look at other islands' affordable housing to see what Gabriola can do. Stewardship - look to draw on resources at the community level.
- Concerned about study of possible bridge to Gabriola Island that would go through Mudge Island.

Trustee Heather Nicholas, Gabriola

Very interested in Islands Trust advocacy

- Concerned with sustainability, and a strong and diverse local economy
- Sees need to steward the local economy.
- Sees need to be proactive to manage Gabriola Island village core process.
- Concerned about island access, affordable housing, food security, and local agriculture.

Trustee Ken Hunter, Thetis

- Protect environment not at expense of private property rights, more transparency, improve disclosure and more direct dialogue.
- Supports petitioning the provincial government to pay fair share of the Islands Trust budget for the good of the people of the province.

² Trustee Mamoser requested some changes to the way some of these statements were categorized. Those changes are reflected in this draft

- Supporting spending less on big picture that are covered by other layers of government - less duplication of services.
- Concerned that people don't go to the meetings because there is no chance for participation.
- Supports more direct participation by people.

Trustee Susan Morrison, Lasqueti

- Want to finish Riparian Area Regulation bylaw on Lasqueti
- Wants to do something with shoreline protection on Lasqueti using new forage fish mapping
- Supports improving communication about what Islands Trust does and can do / encourage voluntary stewardship.
- Supports continued advocacy for protection of the Salish Sea.
- Want to see engagement with First Nations.

Trustee Alison Morse, Bowen

- Wants a positive relationship between the Islands Trust and Bowen Island Municipality.
- Concerned about BC Ferries and derelict vessel issues
- Concerned the success of the Trust Fund Board is creating a financial burden.
- Supporting of seeking provincial funding for the Trust Fund Board
- Wants the Islands Trust Council's Strategic Plan to be more focussed.
- Supports Howe Sound Management Plan
- Supports focus on First Nations will need focus
- Wants to work on housing balance of housing on Bowen Island and open communications

Trustee David Critchley, Denman

- Concerned about aquaculture
- Concerned about renewed application by Raven Coal to build a coal mining operation on Vancouver Island that could contaminate Baynes Sound.
- Supports advocacy for marine issues that may be outside jurisdiction of the Islands Trust.
- Interested in First Nations relations.

Trustee Diane Barber, North Pender

- Concerned with waste management and short term vacation rental issues.
- Concerned with stagnant economy.
- Supports getting people together
- What can we do to get people together to make North Pender Island a better place to be.

Trustee Jeanine Dodds, Mayne

- Concerned about fallow deer a big problem
- Riparian Area Regulations bylaw still needs to be done.
- Supports engagement that makes sure everybody understands issues before making decisions.

Trustee Laura Busheikin, Denman

- Supports looking at communications and how Islands Trust communicates with the public and other agencies locally and Trust wide
- Considers First Nations relations imperative to be involved in.
- Balancing ways we can support economy health with our mandate.
- Supports balancing economic health and Islands Trust mandate.

Trustee Derek Masselink, North Pender

- Interested in change through engagement
- Sees need to think about what our communities look like - relationships, infrastructure, economy
- Supports efforts to better connect with and engage island communities and First Nations.

Trustee Bruce McConchie, South Pender

- Supports local trust committee doing a holistic community review properly
- Concerned about industrial activity of Plumper Sound
- Supports establishing strategic priorities
- Supports real communication leading to coordination instead of duplication.
- Sees waste management issue as a priority.
- Supports maintaining shorelines.

Trustee George Harris, Galiano

- Supports community engagement efforts

Trustee Sue Ellen Fast, Bowen

- Wants to learn from experiences of other islands
- Concerned about BC Ferries, seniors housing, affordability, green economy (working from home)
- Supports improved communication and community engagement
- Support efforts re marine environment and shorelines
- Concerned about Howe Sound issues.

Trustee Tim Peterson, Lasqueti

- Concerned re shipment of coal to/from Texada Island and wants to know more about advocacy options.
- Concerned about aging population, retaining young people in community, economic viability for young people to be there. Wants to learn from experiences of other islands.
- Prioritizes communication, participation, and collaboration

TRUST COUNCIL MARCH 2014 SURVEYS – IDENTIFICATION OF PRIORITY OBJECTIVES

Summary of Common Themes and Objectives Identified by Trustees in December 2014	Objectives identified as potential priorities in a PowerPoint presentation and survey of trustees at Trust Council (and in a follow up internet survey)
• Identify and protect sensitive environmental areas • Reduce GHG emissions in communities • Protect water quality and quantity • Protect coastal areas and marine shore lands • Protect/restore community socio-economic diversity • Enhance food security • Enhance community economic sustainability • Improve community engagement and participation • Improve Islands Trust cost effectiveness and resilience • Improve communications • Improve development application procedures • Improve understanding and support for IT object • Open and transparent government • Improve relations with First Nations • Confirm the Islands Trust vision and policies	Potential priority objectives SOME POTENTIAL OBJECTIVES IDENTIFIED BY TRUSTEES SO FAR: • Identify and protect sensitive environmental areas • Reduce GHG emissions in communities • Protect water quality and quantity • Protect coastal areas and marine shore lands • Protect/restore community socio-economic diversity • Enhance food security • Enhance community economic sustainability • Improve community engagement and participation • Improve Islands Trust cost effectiveness and resilience • Improve communications • Improve development application procedures • Improve understanding and support for IT object • Open and transparent government • Improve relations with First Nations • Confirm the Islands Trust vision and policies

Islands Trust Council Strategic Planning Session

March 2015
Gabriola Island

What is Strategic Planning?

- A process for Trust Council to determine its long-term goals.
- A process for achieving those goals.



What is a Strategic Plan?

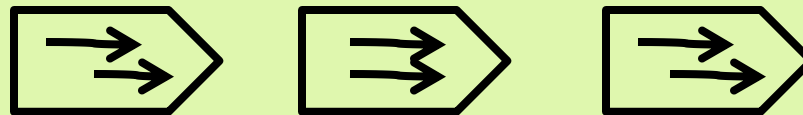
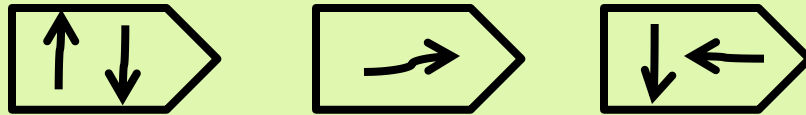
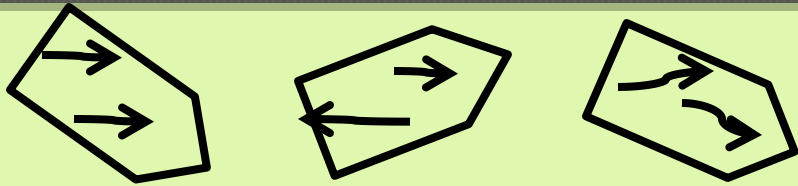
- ◎ A 'high level' plan that outlines your *mission* and key *goals* and *objectives* for the medium to long term, and sets out *strategies* for achieving your *goals* and *objectives*.
- ◎ A plan for at least three-four years.
- ◎ Strategic plans can last for longer than a term of office.
- ◎ Council has a strategic plan, but many of the initial *strategies* identified are complete.
- ◎ A review of *goals* and *objectives* is usually undertaken at the beginning of each term.

Why do Strategic Planning?



- ◉ *If you don't know where you're going, you'll probably end up somewhere else.*
- ◉ *Failing to plan is planning to fail.*

What if we don't do it?



Benefits of Strategic Planning

- To confirm a collective purpose
- To identify Trust Council's common priorities
- To plan for the future
- To focus limited resources and avoid spreading them too thin
- To have everyone 'singing from the same song sheet'
- To communicate Council priorities to the public, other agencies and to staff

General strategic framework



What is a Mission (Object)?



A broad statement
of what we do,
why we do it and
who we do it for.

Islands Trust Mission (or object)

“To preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the Government of British Columbia.”

Goal

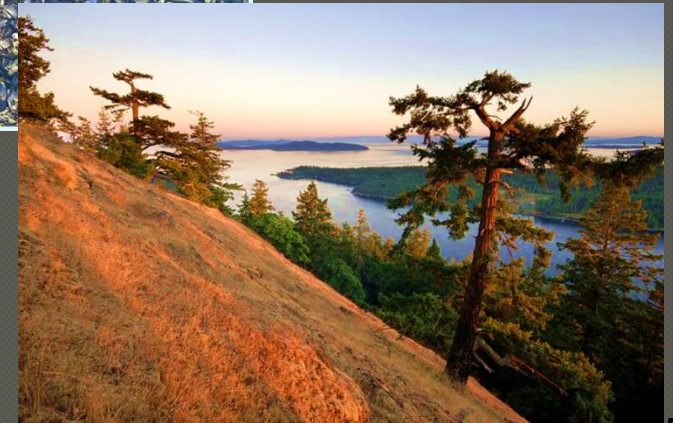
- A general statement of desired results to be achieved over an unspecified period of time.
- The Islands Trust's goals are currently defined in its Policy Statement.
- Missions and goals should stay fairly stable over a long period.



Goal 1 – Ecosystem Preservation and Protection

- ◎ ***“To foster preservation and protection of the Trust Area’s ecosystems”***

- *Ecosystems*
- *Forest Ecosystems*
- *Freshwater and Wetland Ecosystems and Riparian Zones*
- *Coastal and Marine Ecosystems*



Goal 2 – Stewardship of Resources



- ◉ *“To ensure that human activity and the scale, rate and type of development in the Trust Area are compatible with maintenance of the integrity of trust area ecosystems.”*

- *Agricultural land*
- *Forests*
- *Wildlife and vegetation*
- *Freshwater resources*
- *Coastal areas and marine shorelines*
- *Soils and other resources*

Goal 3 – Sustainable Communities

“To sustain island character and healthy communities”

- Aesthetic qualities
- Growth and development
- Transportation and utilities
- Recreation
- Cultural and Natural heritage
- Economic Opportunities
- Health and Well-being



Goal 4 (...IN COOPERATION WITH...)

- “Assistance, cooperation and collaboration are required from local trust committees, island municipalities, the Trust Fund Board, the Provincial Government, other government agencies, non-government organizations, communities, First Nations, property owners, residents and visitors”



Objective

- ◎ A more precise statement of specific results that can be achieved over a specified time.
- ◎ While the *mission* and *goals* remain relatively constant, *objectives* may change more frequently as some *objectives* are achieved, new ones emerge and priorities change.
- ◎ A new Council may choose different *objectives* and have different priorities for achieving the same *goals*.

Strategies

- ◎ The *actions* that describe how *objectives* are to be achieved. *Strategies* are made up of a set or group of *activities*.
- ◎ *Strategies* should be discussed AFTER *objectives* are identified.
- ◎ *Strategies* are often confused with *objectives*.

Activities

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

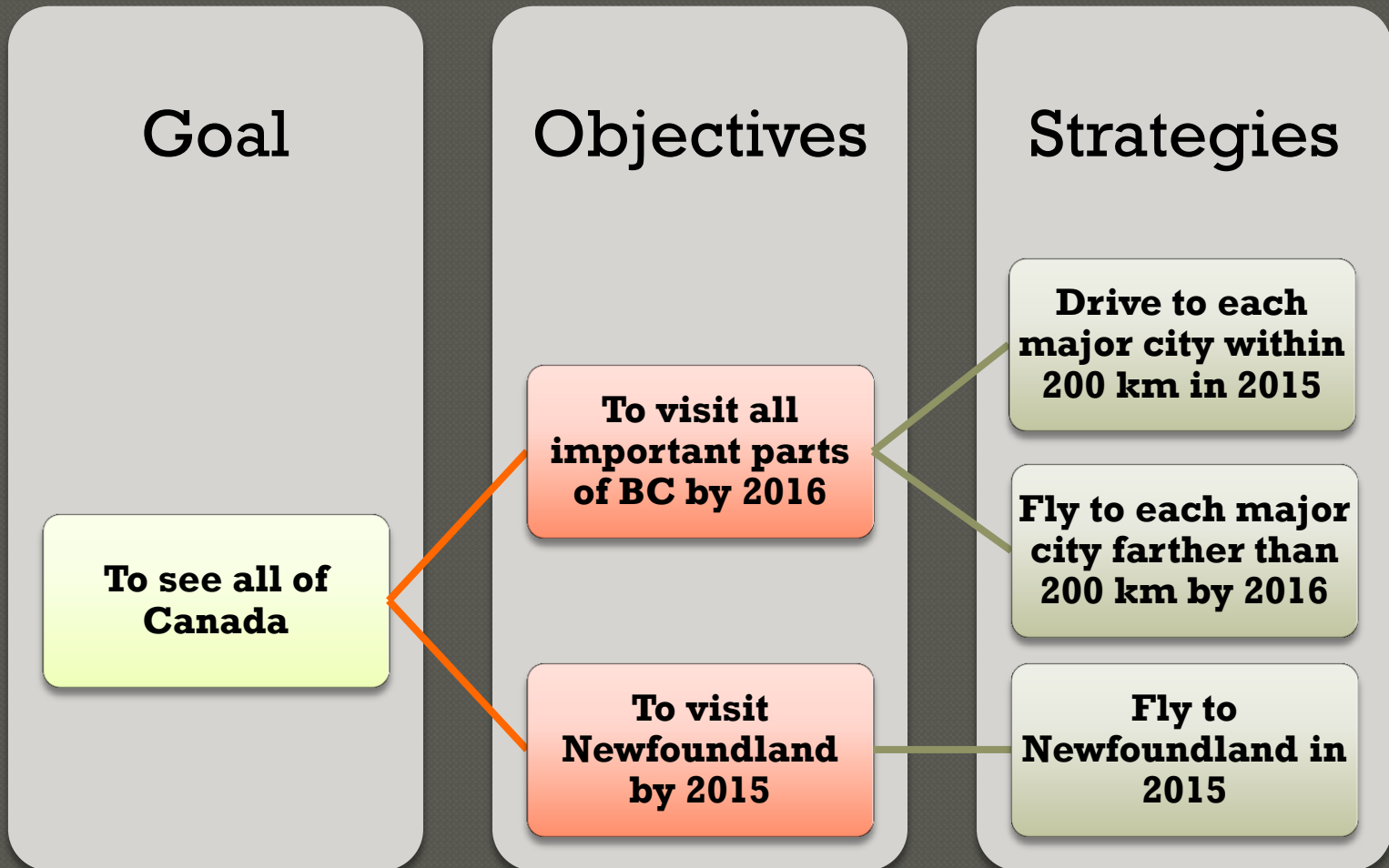


Understanding the Terms

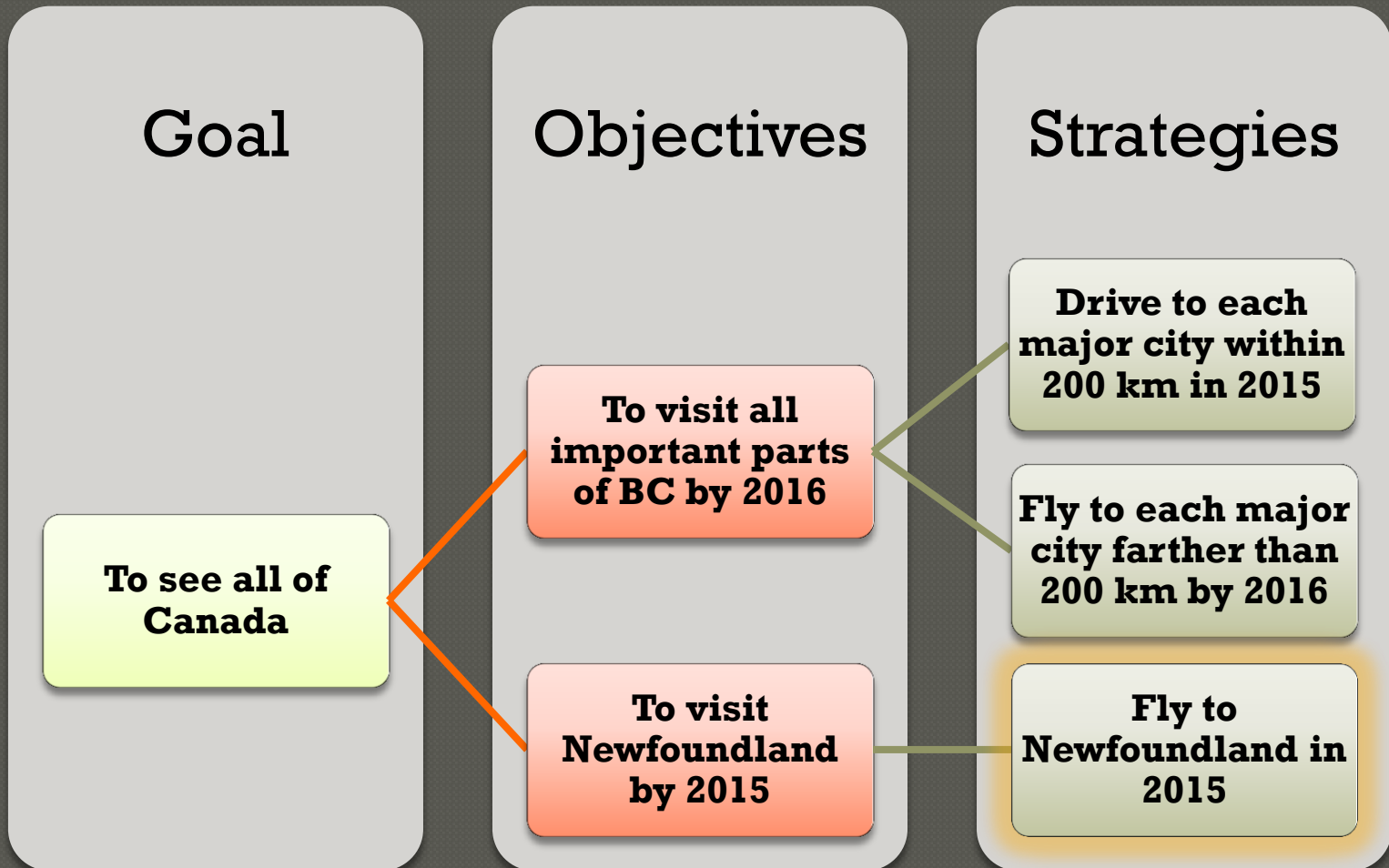
- Goals, Objectives and Strategies

- Activities and Measures

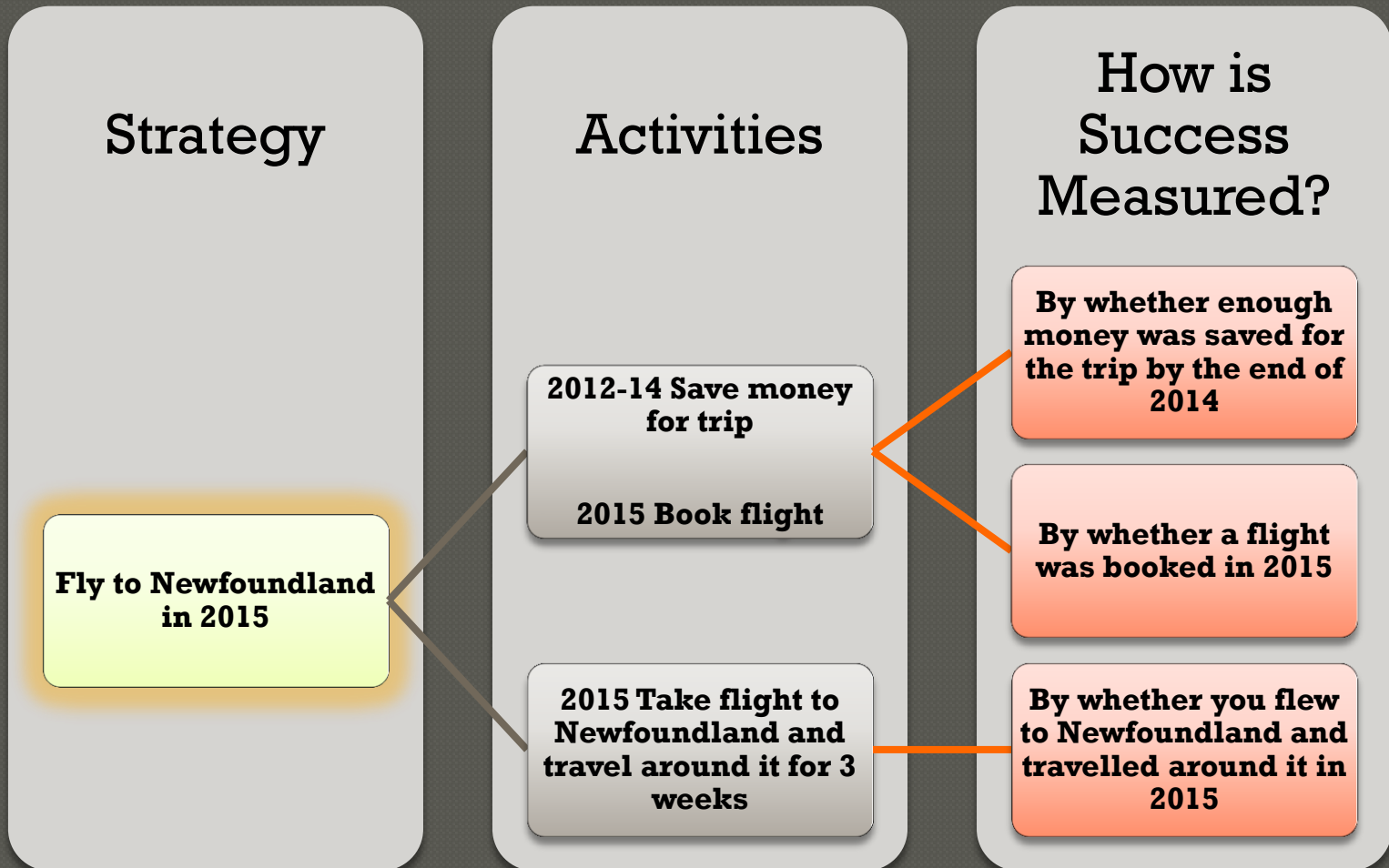
Goals, Objectives and strategies



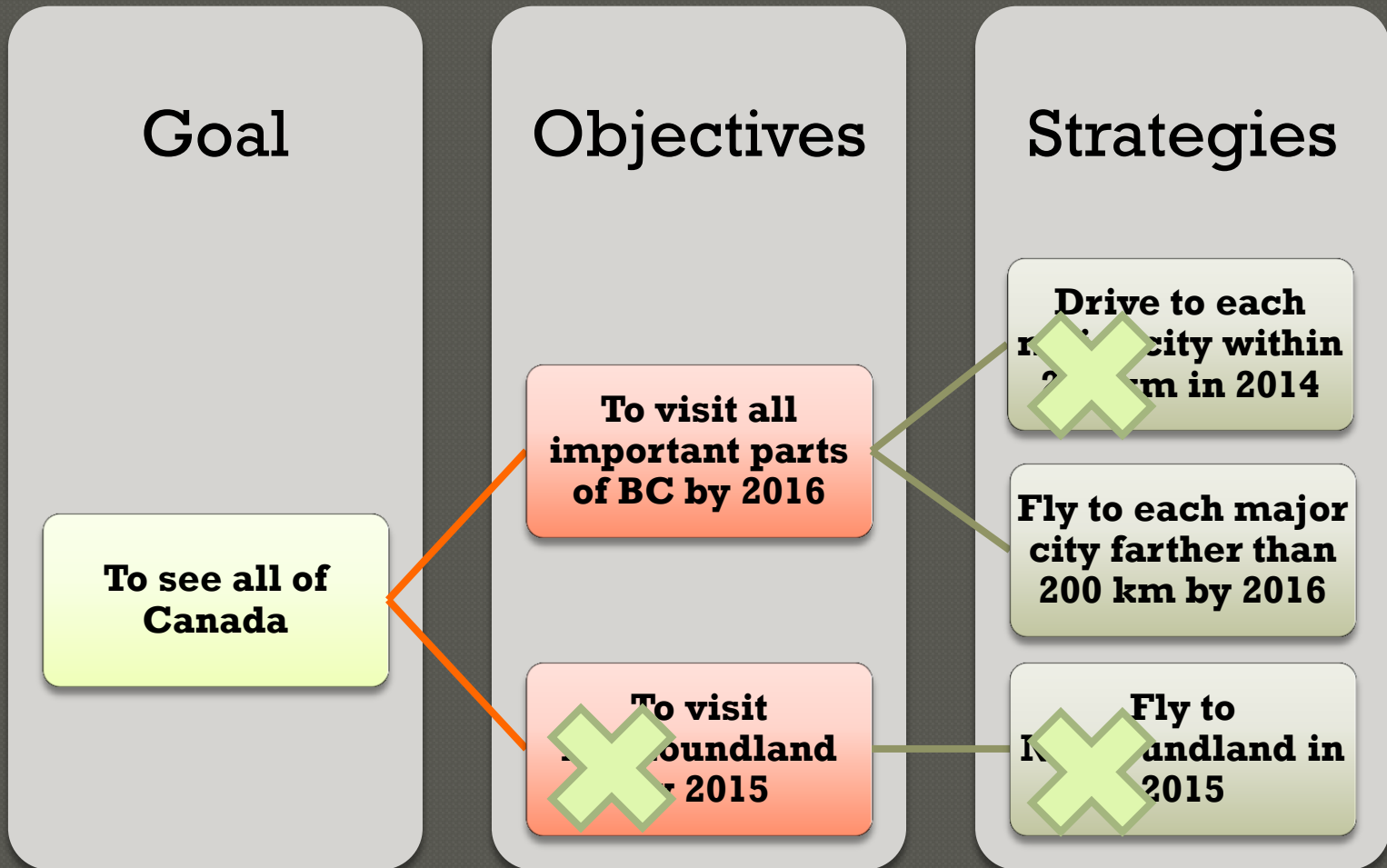
Goals, Objectives and strategies



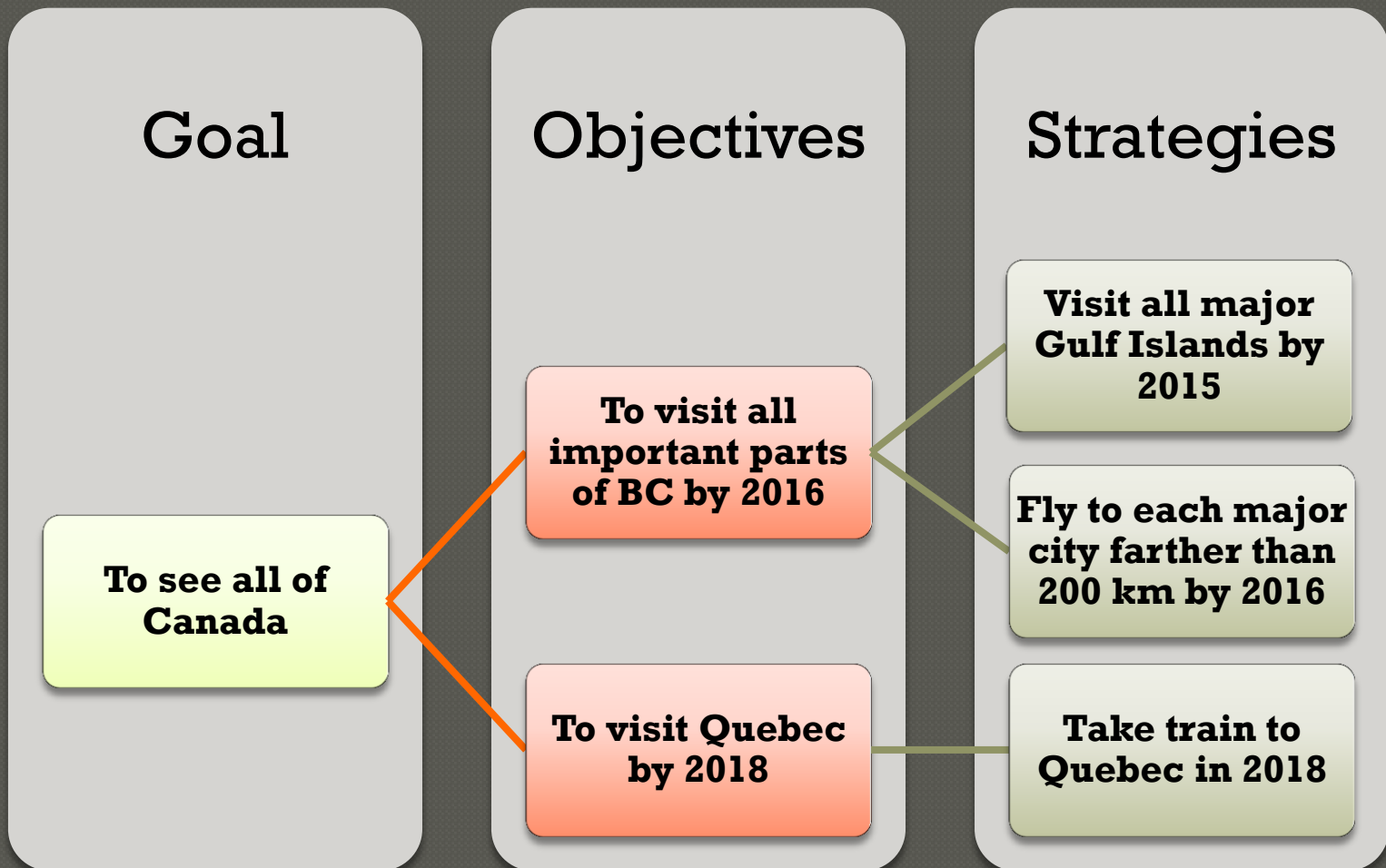
Strategies, activities and measures



Revisit objectives and strategies and adjust



Revisit Objectives and strategies



A trust Council example

Goal

**Open and Transparent
Government**

Objective

**To improve the
openness and
transparency of the
Islands Trust Council
meetings**

Strategy

**Publish videotapes of
Council meetings on
Islands Trust website**

A trust Council example

Strategy

**Publish videotapes of
Council meetings on
Islands Trust website**

Activity

2015

**Identify budget needs
Develop business case
Review policies**

2016

**Purchase equipment
Hire contractor**

Measure

**Has business case and
budget been developed?
Have policies been
reviewed?**

**Is equipment
purchased?
Is contractor engaged?**

What's Strategic ?

Topic	Operational Activities	Strategic Activities
Household	Cooking, cleaning, laundry	Adding a new room
Gardening	Weeding, lawn cutting, pruning	Designing and planting a new vegetable garden
Children	Eating, going to school, playing	Taking music lessons
Health	Eating well, regular check ups	Starting a new sport or exercise

What's Strategic ?

Topic	Operational	Strategic
Local Trust Committee	Regular meetings, applications processing, public enquiries	OCP Review New Development Permit Area LTC-initiated projects
Communications	Website maintenance News releases	Redesign website New publication New communications program
Financial management	Preparation and monitoring of annual budget	New policies New budget format New reporting format
Trust Council	Regular meetings Regular briefings and decisions	Community Forum Policy Statement Review

Caution: Strategic Items can lead to increased needs for operational time

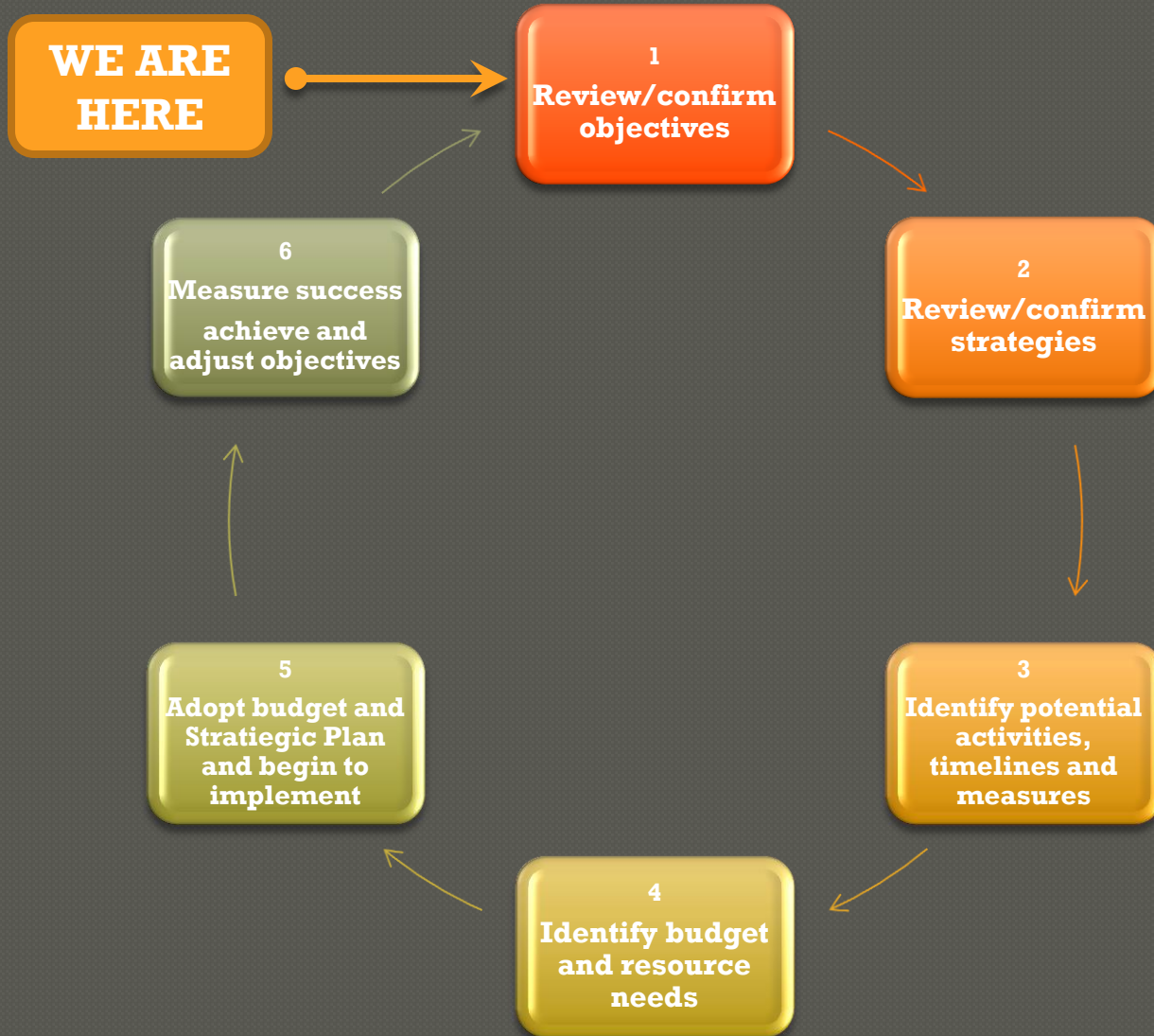
◎ Strategic Item

- More detailed budget format
- New Development Permit Areas
- New Protocol Agreement

◎ Increased operational time

- More time required to prepare budget reports
- More time required to process and monitor permits
- More time required to meet commitments in Protocol Agreement

Where are we now?



Can't we just do it all?



Potential priority objectives

SOME POTENTIAL OBJECTIVES IDENTIFIED BY TRUSTEES SO FAR:

- Identify and protect sensitive environmental areas
- Reduce GHG emissions in communities
- Protect water quality and quantity
- Protect coastal areas and marine shore lands
- Protect/restore community socio-economic diversity
- Enhance food security
- Enhance community economic sustainability
- Improve community engagement and participation
- Improve Islands Trust cost effectiveness and resilience
- Improve communications
- Improve development application procedures
- Improve understanding and support for IT object
- Open and transparent government
- Improve relations with First Nations
- Confirm the Islands Trust vision and policies

Identifying priorities

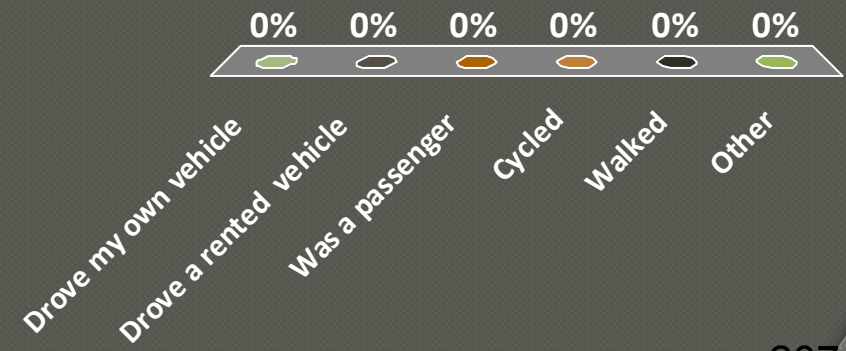
- ◉ Council exercise to identify how important these potential priorities are

NOTE: These won't work on your TV or computer at home
...please return them 😊



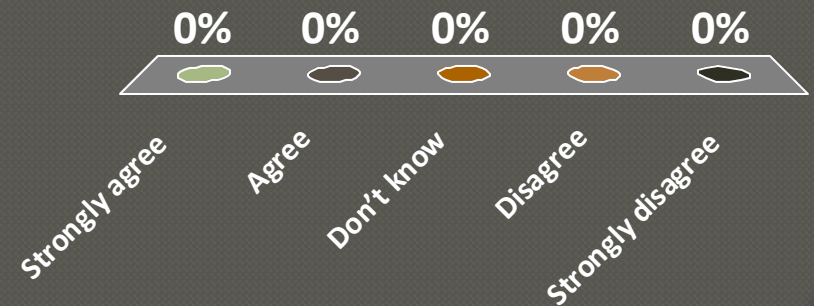
Practice Question 1: How did you travel to Trust Council?

- A. Drove my own vehicle
- B. Drove a rented vehicle
- C. Was a passenger
- D. Cycled
- E. Walked
- F. Other



Practice Question 2: Gabriola Island is beautiful

- A. Strongly agree
- B. Agree
- C. Don't know
- D. Disagree
- E. Strongly disagree



The real questions: Potential strategic priorities

- For each of the following slides, indicate whether or not you think a particular *objective* should be a priority for the Islands Trust this term.



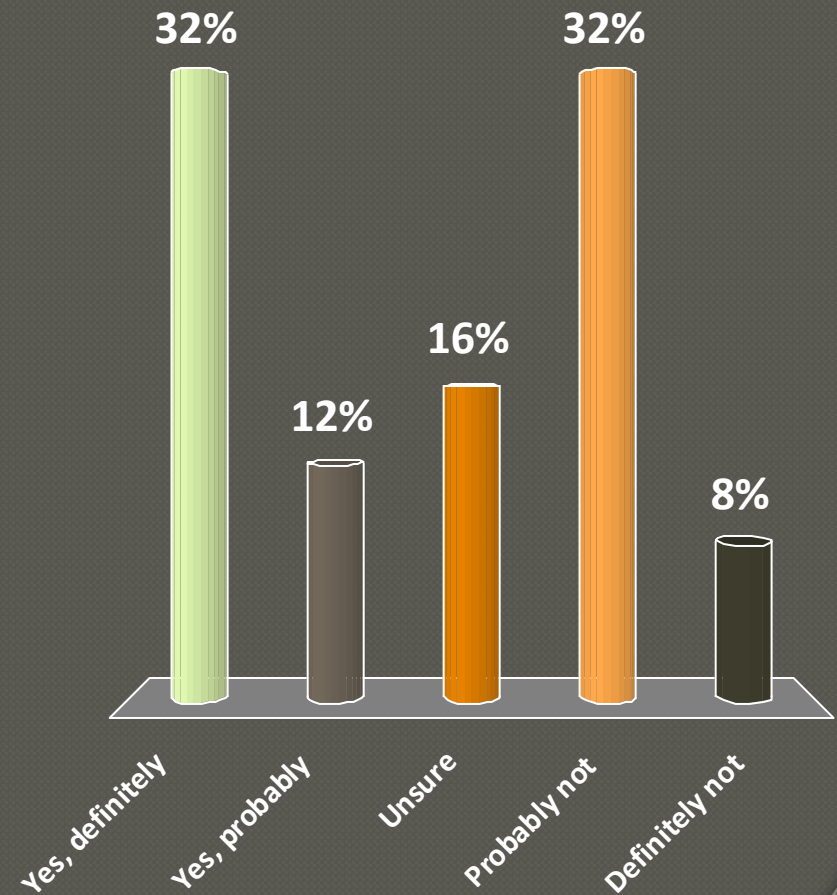
Do you believe

'Identify and protect sensitive environmental areas'
should be a strategic priority this term?

- A. Yes, definitely
- B. Yes, probably
- C. Unsure
- D. Probably not
- E. Definitely not

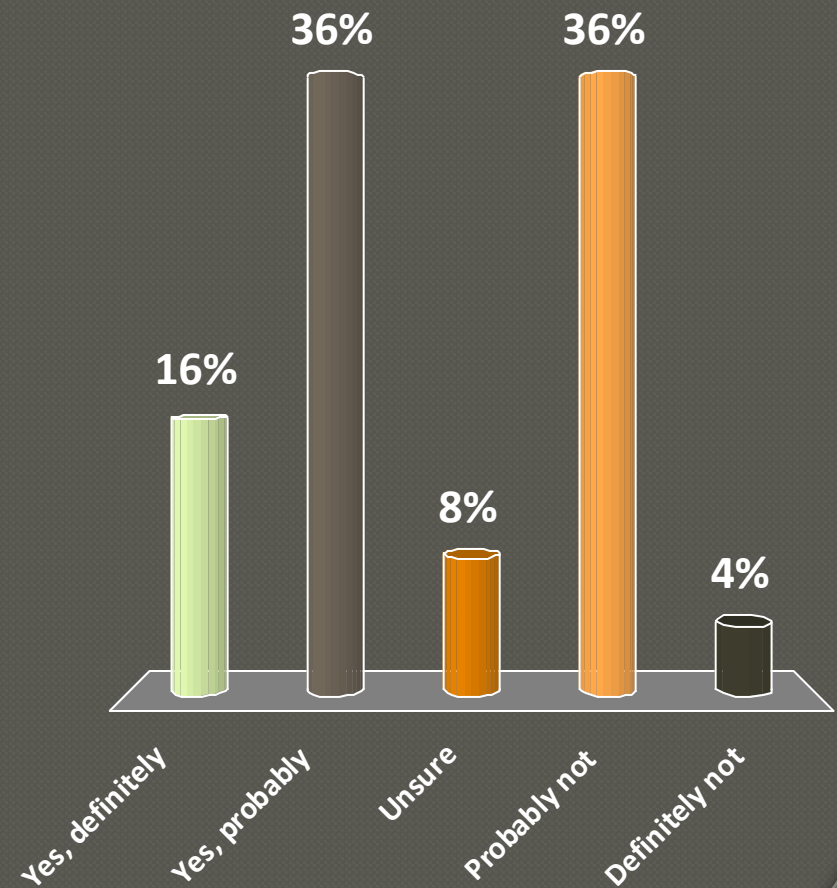
Do you believe
'Reduce GHG emissions in communities'
should be a strategic priority this term?

- A. Yes, definitely
- B. Yes, probably
- C. Unsure
- D. Probably not
- E. Definitely not



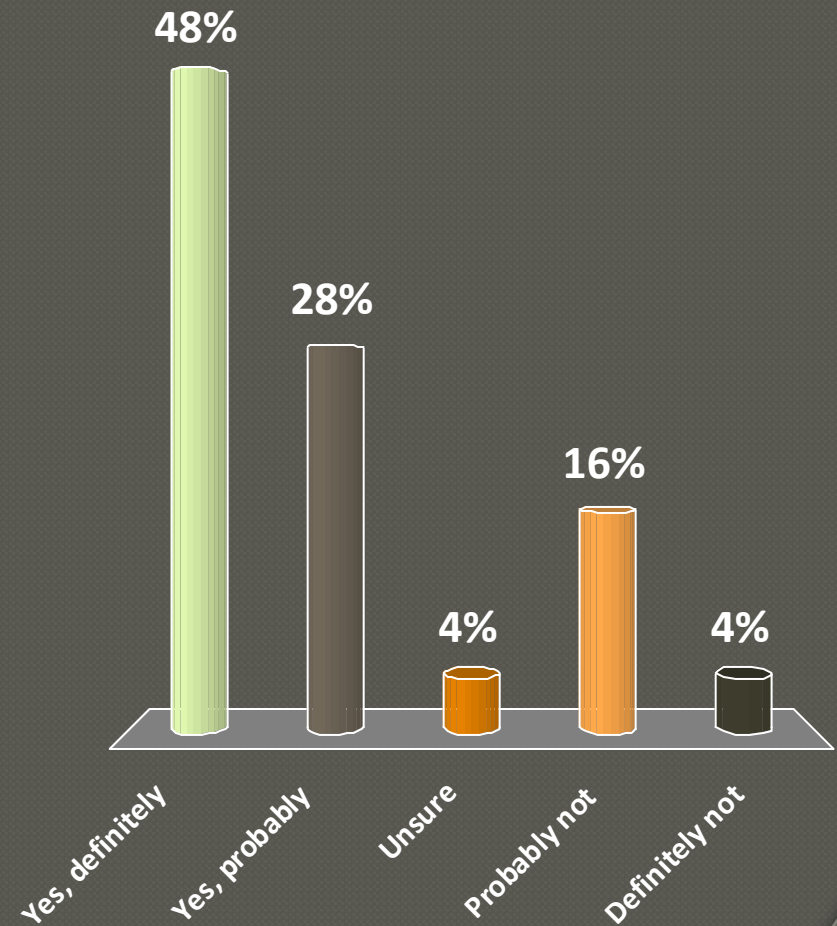
Do you believe
'Protect freshwater quality and quantity'
should be a strategic priority this term?

- A. Yes, definitely
- B. Yes, probably
- C. Unsure
- D. Probably not
- E. Definitely not



Do you believe
'protect coastal areas and marine shore lands'
should be a strategic priority this term?

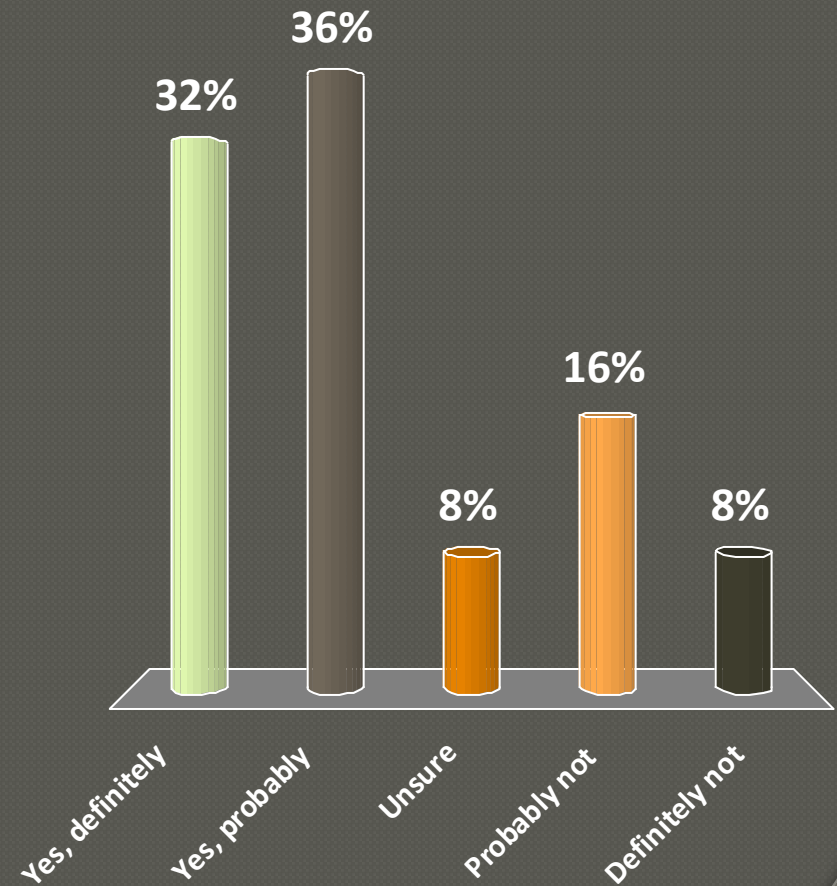
- A. Yes, definitely
- B. Yes, probably
- C. Unsure
- D. Probably not
- E. Definitely not



Do you believe

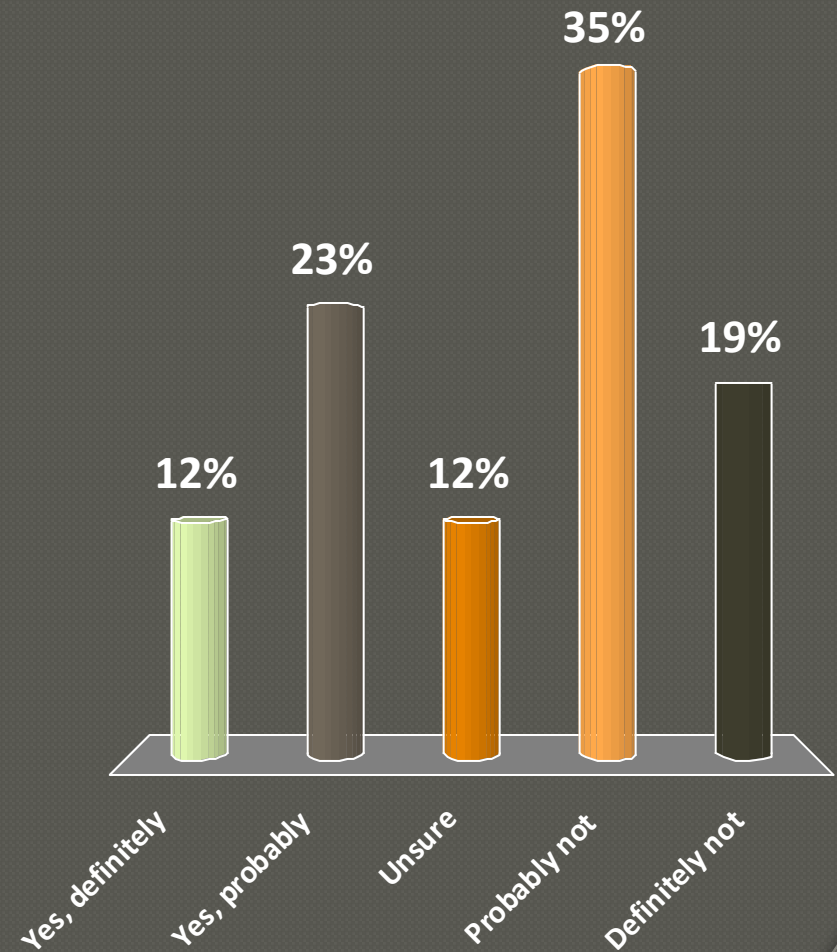
'protect/restore community socio-economic diversity'
should be a strategic priority this term?

- A. Yes, definitely
- B. Yes, probably
- C. Unsure
- D. Probably not
- E. Definitely not



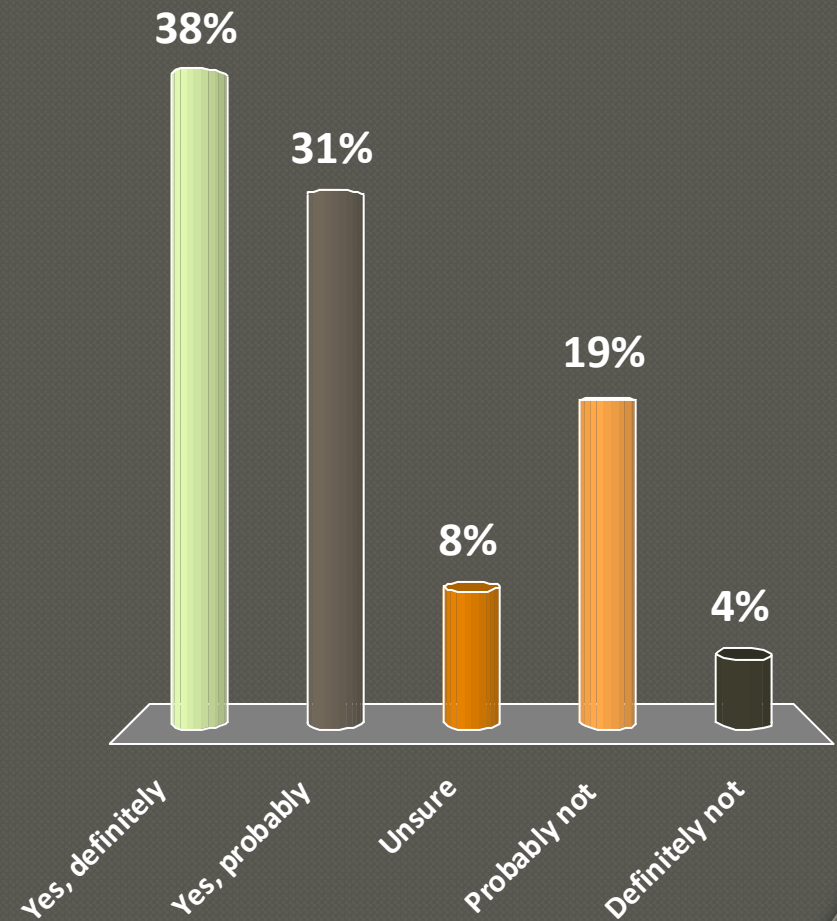
Do you believe
'enhance food security'
should be a strategic priority this term?

- A. Yes, definitely
- B. Yes, probably
- C. Unsure
- D. Probably not
- E. Definitely not



Do you believe
'*enhance community economic sustainability*'
should be a strategic priority this term?

- A. Yes, definitely
- B. Yes, probably
- C. Unsure
- D. Probably not
- E. Definitely not



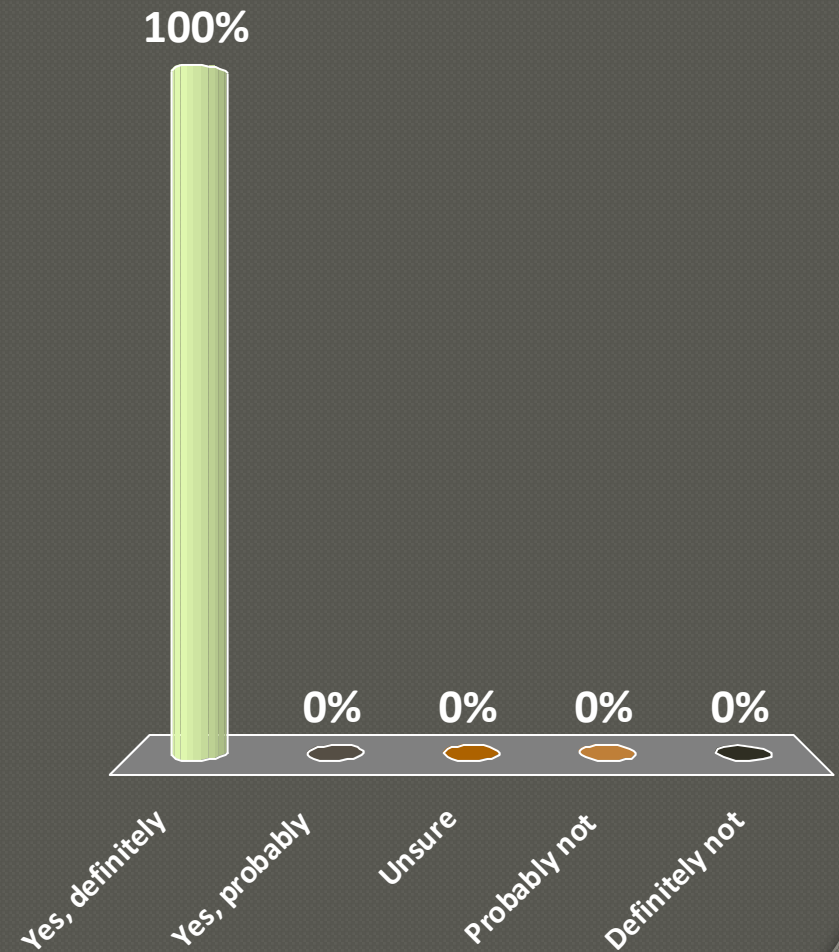
Do you believe

'improve community engagement and participation'
should be a strategic priority this term?

- A. Yes, definitely
- B. Yes, probably
- C. Unsure
- D. Probably not
- E. Definitely not

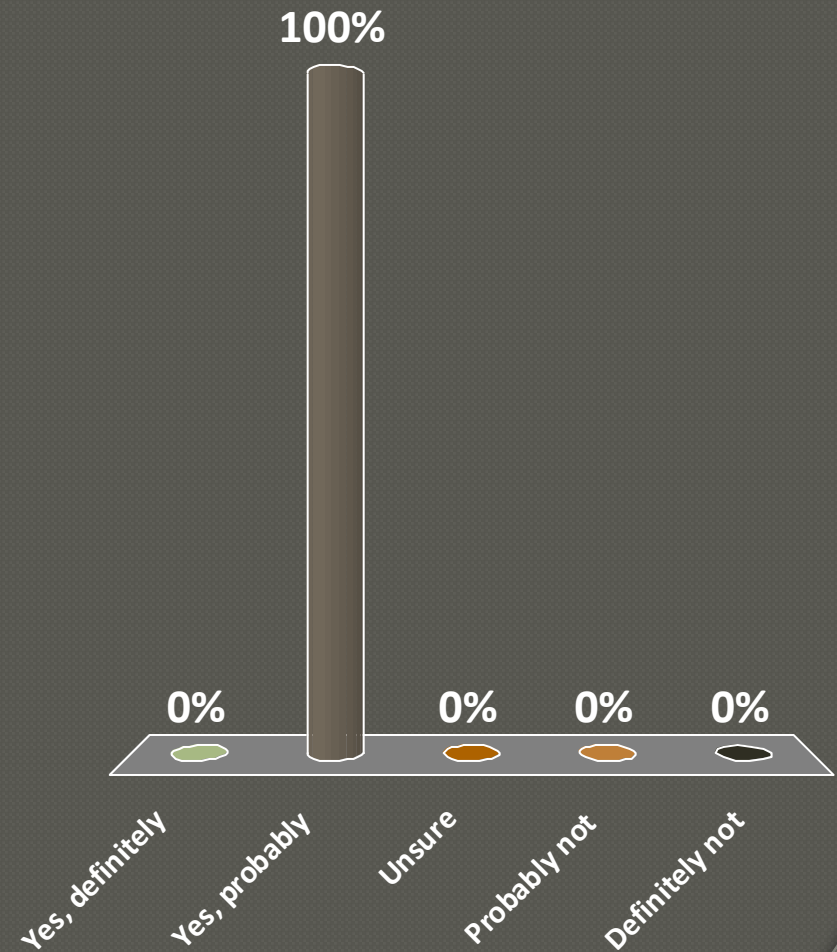
Do you believe
'improve Islands Trust cost effectiveness and resilience'
should be a strategic priority this term?

- A. Yes, definitely
- B. Yes, probably
- C. Unsure
- D. Probably not
- E. Definitely not



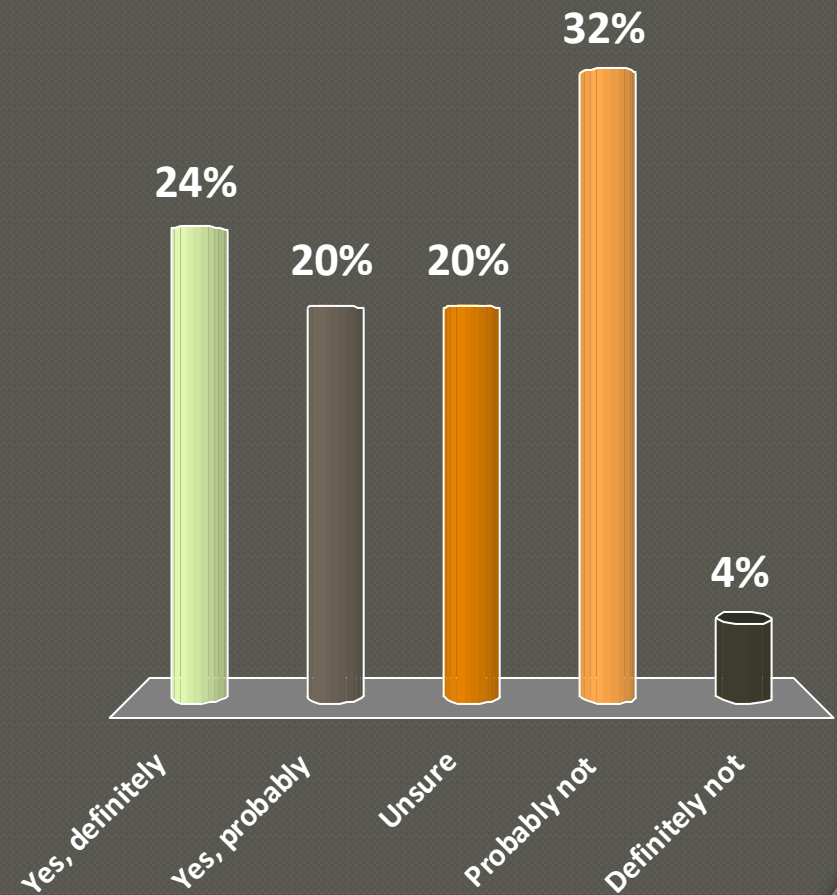
Do you believe
'improve development application procedures'
should be a strategic priority this term?

- A. Yes, definitely
- B. Yes, probably
- C. Unsure
- D. Probably not
- E. Definitely not



Do you believe
'improve external communications'
should be a strategic priority this term?

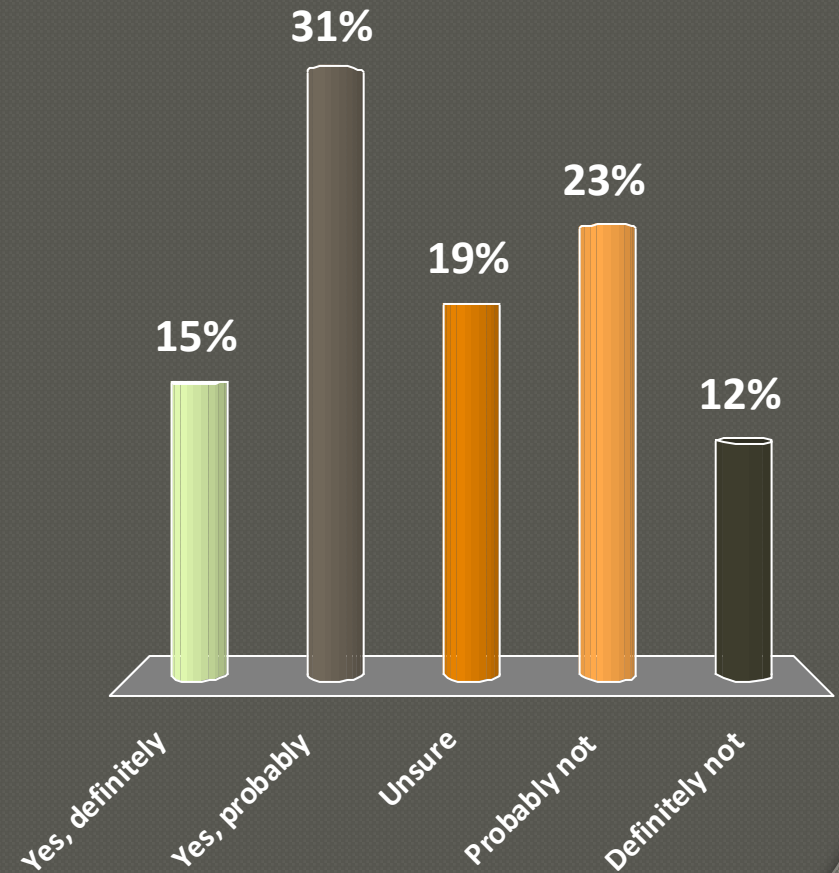
- A. Yes, definitely
- B. Yes, probably
- C. Unsure
- D. Probably not
- E. Definitely not



Do you believe

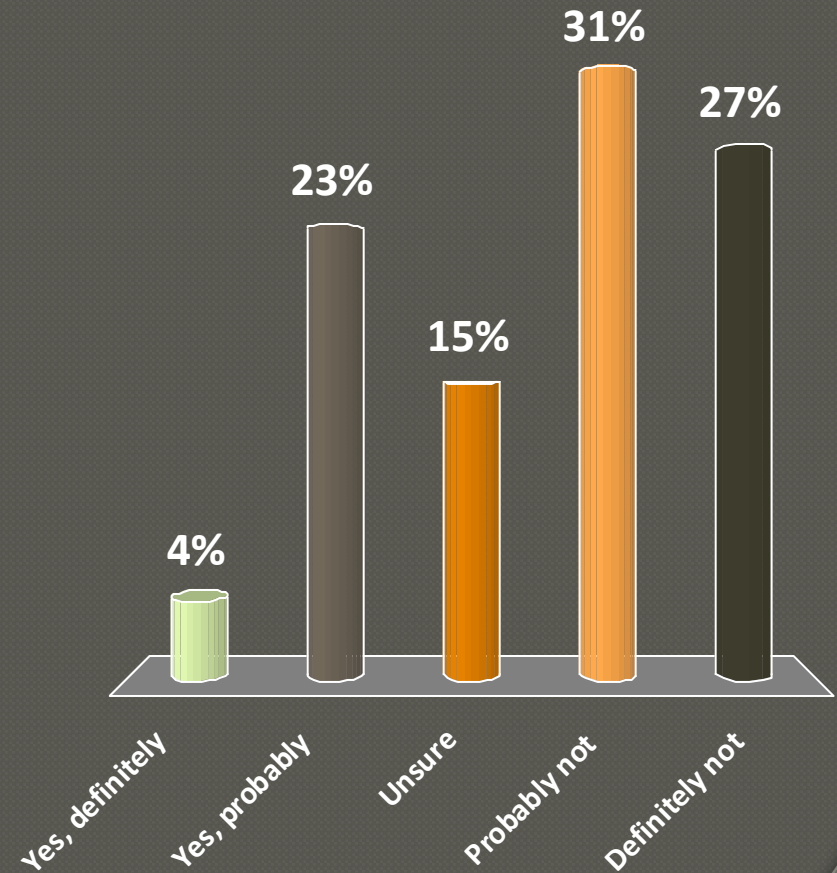
'improve understanding and support for the IT object'
should be a strategic priority this term?

- A. Yes, definitely
- B. Yes, probably
- C. Unsure
- D. Probably not
- E. Definitely not



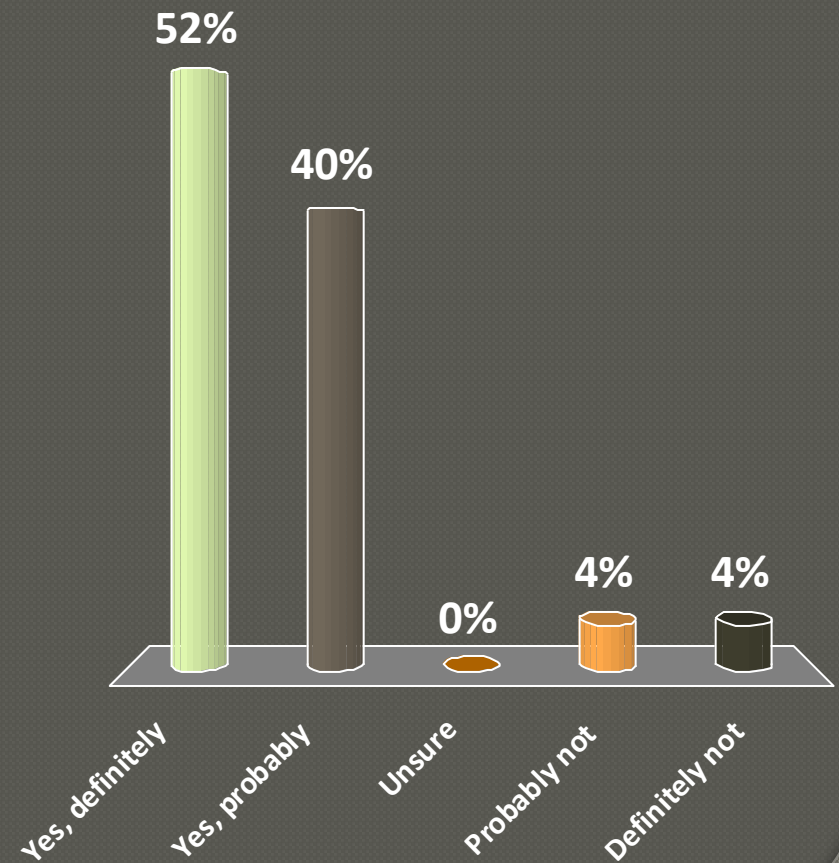
Do you believe
'improve open and transparent government'
should be a strategic priority this term?

- A. Yes, definitely
- B. Yes, probably
- C. Unsure
- D. Probably not
- E. Definitely not



Do you believe
'strengthen relations with First Nations'
should be a strategic priority this term?

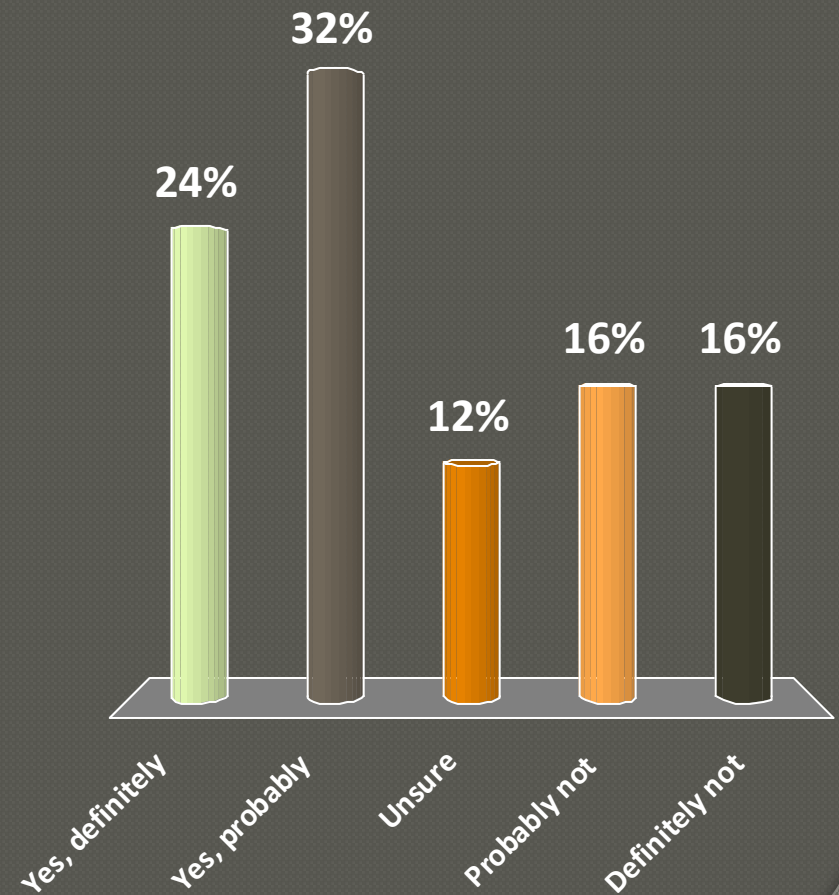
- A. Yes, definitely
- B. Yes, probably
- C. Unsure
- D. Probably not
- E. Definitely not



Do you believe

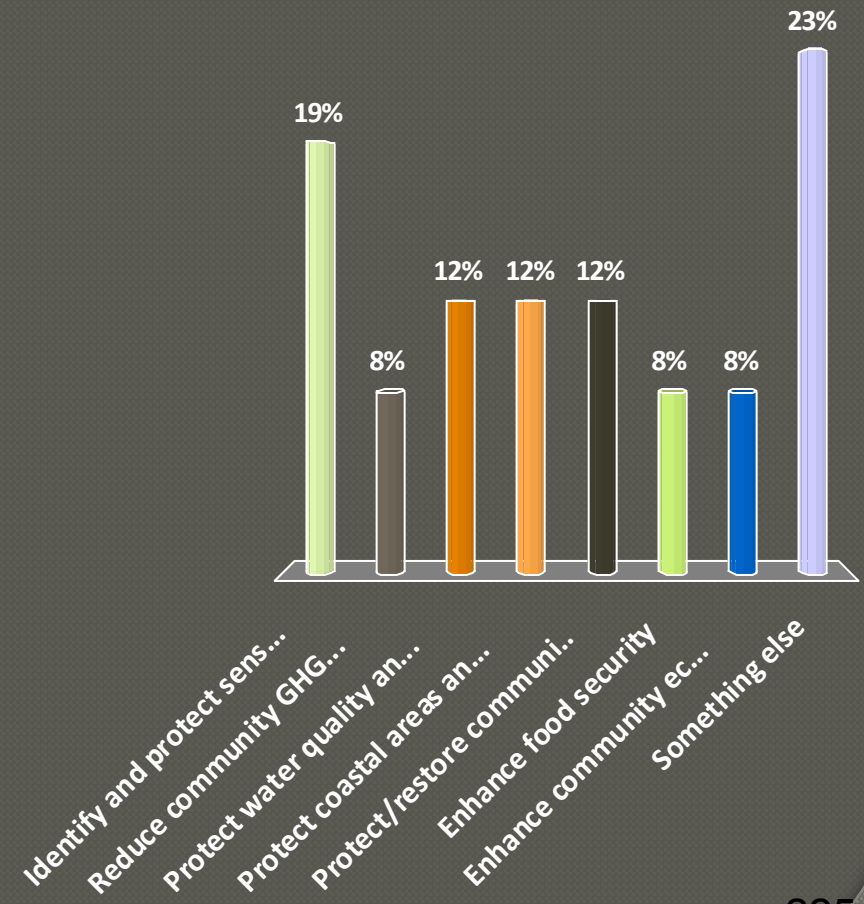
'Review/confirm the Islands Trust vision and policies'
should be a strategic priority this term?

- A. Yes, definitely
- B. Yes, probably
- C. Unsure
- D. Probably not
- E. Definitely not



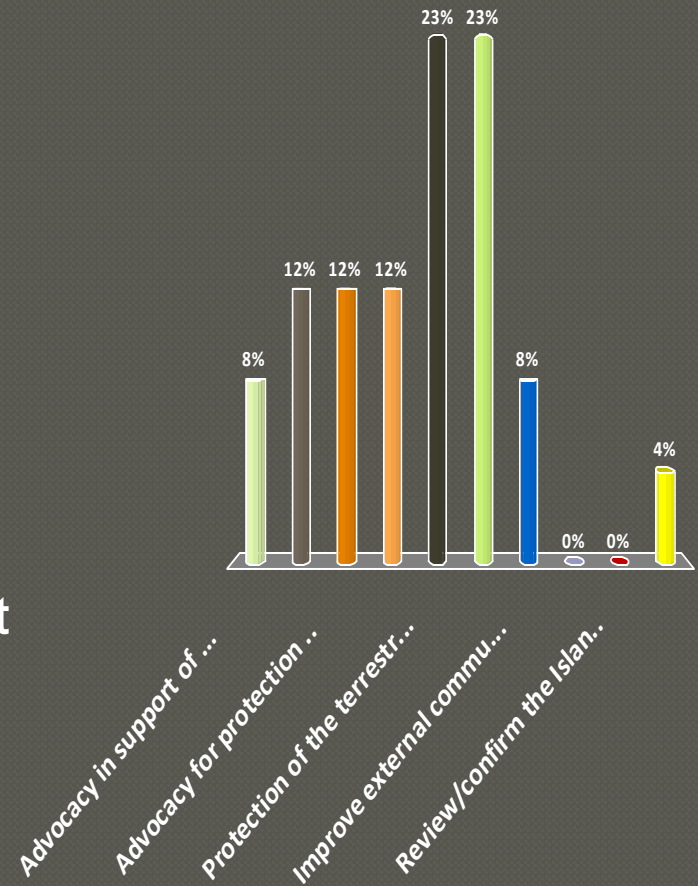
Which are the 3 most important land use planning topics for your Local Trust Committee to work on?

- A. Identify and protect sensitive ecosystems
- B. Reduce community GHG emissions
- C. Protect water quality and quantity
- D. Protect coastal areas and marine shore lands
- E. Protect/restore community socio-economic diversity
- F. Enhance food security
- G. Enhance community economic sustainability
- H. Something else



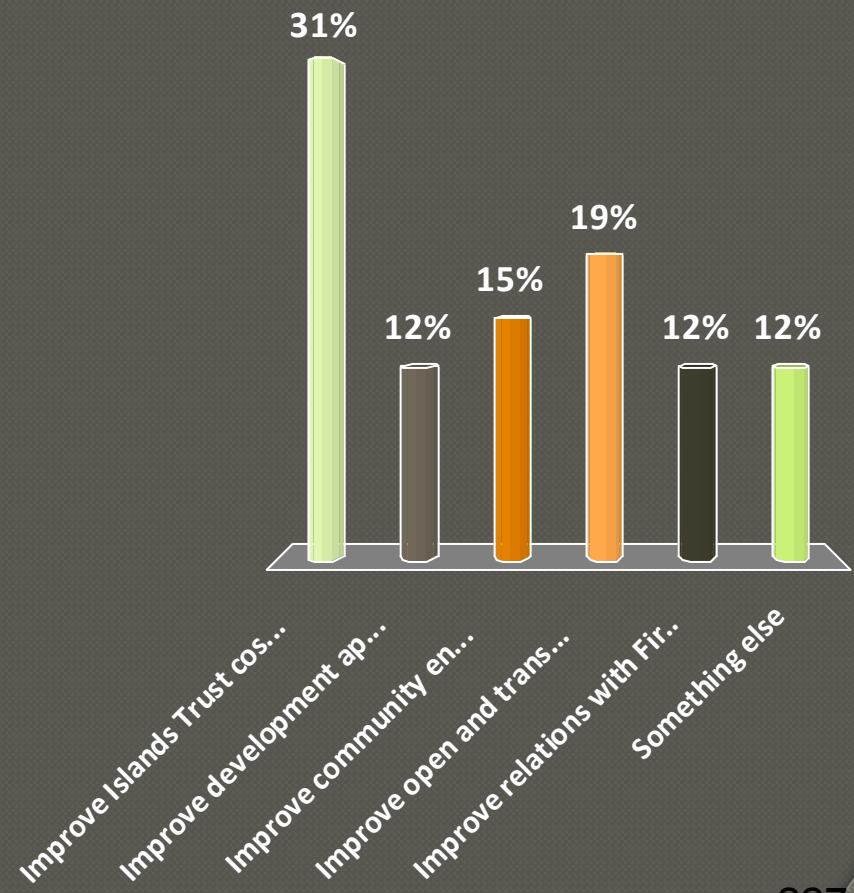
What are the 3 most important topics for Trust Area Services to work on?

- A. Advocacy in support of economic sustainability
(e.g. BC Ferries, tourism)
- B. Advocacy for protection of marine areas
(e.g. shipping safety, derelict vessels, nearby industrial activities, etc.)
- C. Protection of the terrestrial environment of islands
(e.g. land conservation)
- D. Improve external communications
- E. Improve understanding and support for the Islands Trust
- F. Review/confirm the Islands Trust vision and policies
- G. Something else



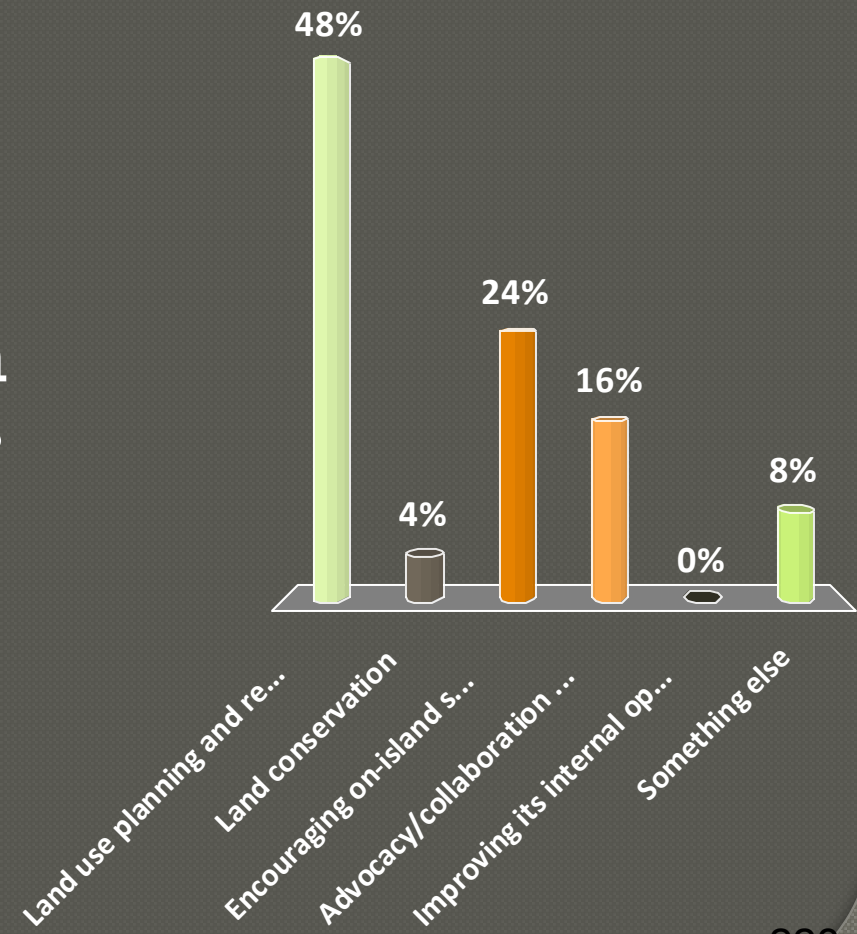
What are the 3 most important organizational improvements we could make?

- A. Improve Islands Trust cost-effectiveness and resiliency
- B. Improve development application processes
- C. Improve community engagement and participation
- D. Improve open and transparent government
- E. Improve relations with First Nations
- F. Something else



What is the best way for the Islands Trust to achieve its object?

- A. Land use planning and regulation
- B. Land conservation
- C. Encouraging on-island stewardship by others
- D. Advocacy/collaboration with others about issues outside our jurisdiction
- E. Improving its internal operations
- F. Something else



Discussion...

◎ Reactions?

- Did anything surprise you?
- Is anything missing?
- What else would you add as a potential objective?

Next steps

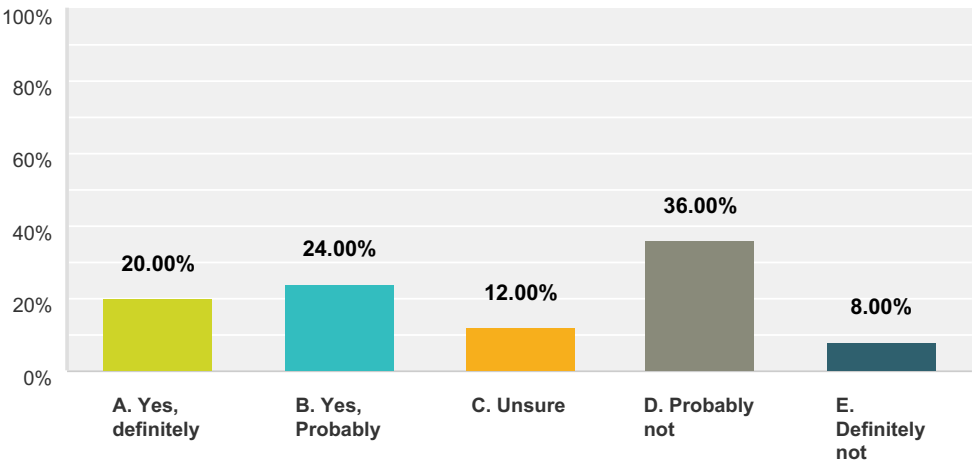
- ◉ Discussion by Council Committees, LTCs, Bowen Island Municipality, Trust Fund Board.
- ◉ Draft of potential priority objectives and strategies for review by Trust Council in June 2015.
- ◉ Executive Committee will solicit public input based on Council's adopted list of objectives and strategies.
- ◉ All public input will be directed to a single address
- ◉ All public input received will be considered by Council committees Executive Committee will develop a draft strategic plan for Council's consideration in September
- ◉ On-going quarterly progress reports to Trust Council
- ◉ Development of a draft budget in December 2015
- ◉ Adoption of next annual budget in March (2016)
 - Possible amendment of strategic plan based on adopted budget

Please remember to return the clickers!!



Q1 Do you believe 'Identify and protect sensitive environmental areas' should be a strategic priority this term?

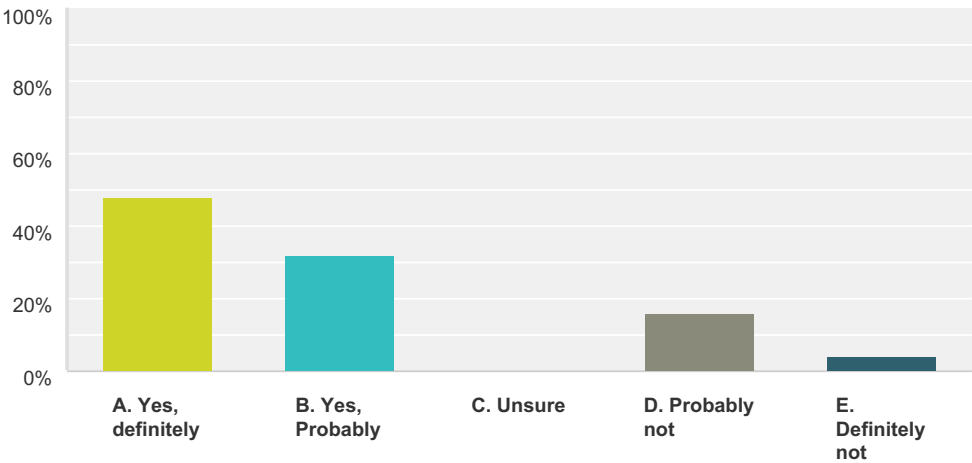
Answered: 25 Skipped: 0



Answer Choices	Responses	
A. Yes, definitely	20.00%	5
B. Yes, Probably	24.00%	6
C. Unsure	12.00%	3
D. Probably not	36.00%	9
E. Definitely not	8.00%	2
Total		25

Q2 Do you believe 'improve community engagement and participation' should be a strategic priority this term?

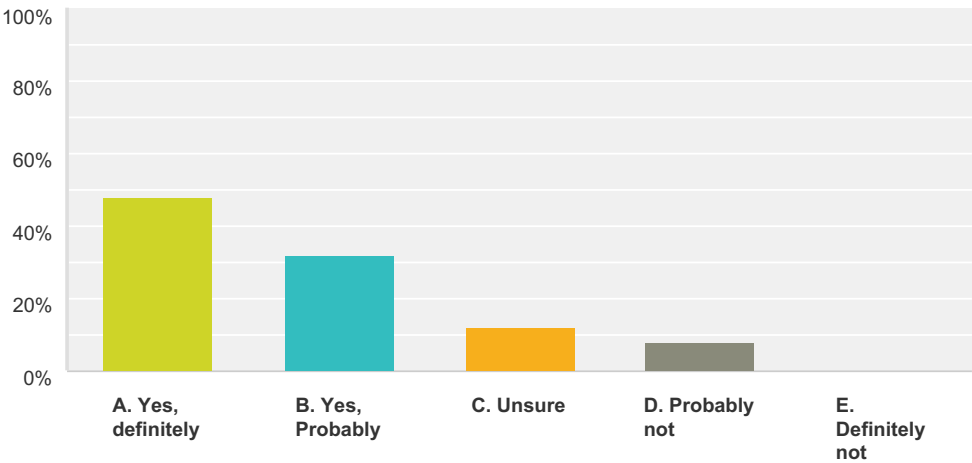
Answered: 25 Skipped: 0



Answer Choices	Responses	
A. Yes, definitely	48.00%	12
B. Yes, Probably	32.00%	8
C. Unsure	0.00%	0
D. Probably not	16.00%	4
E. Definitely not	4.00%	1
Total		25

Q3 Do you believe 'improve Islands Trust cost effectiveness and resilience' should be a strategic priority this term?

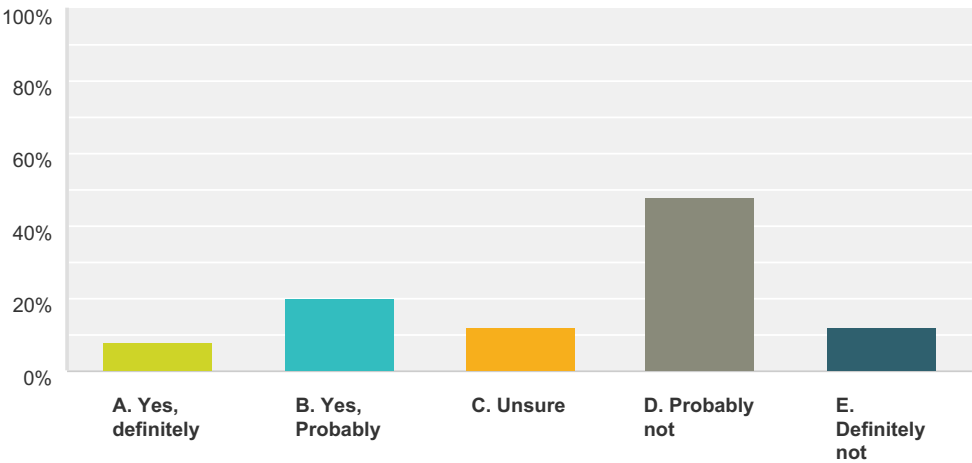
Answered: 25 Skipped: 0



Answer Choices	Responses	
A. Yes, definitely	48.00%	12
B. Yes, Probably	32.00%	8
C. Unsure	12.00%	3
D. Probably not	8.00%	2
E. Definitely not	0.00%	0
Total		25

Q4 Do you believe 'improve development application procedures' should be a strategic priority this term?

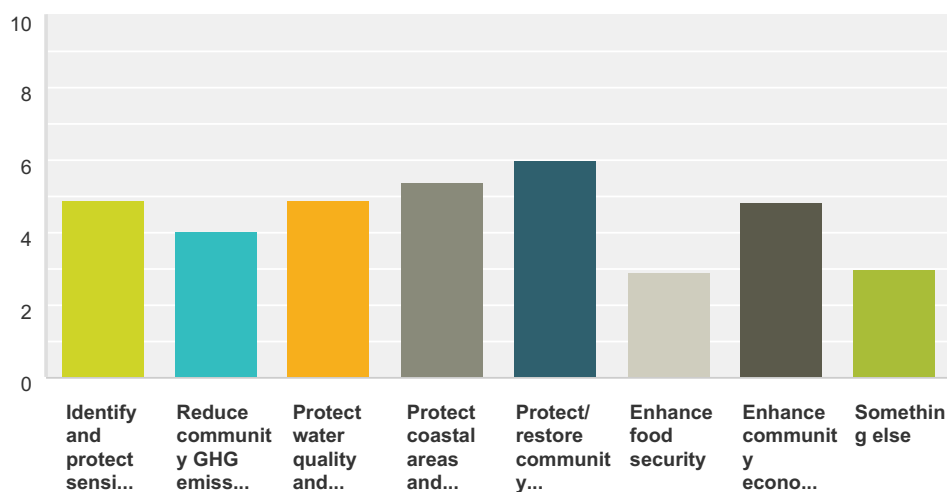
Answered: 25 Skipped: 0



Answer Choices	Responses	
A. Yes, definitely	8.00%	2
B. Yes, Probably	20.00%	5
C. Unsure	12.00%	3
D. Probably not	48.00%	12
E. Definitely not	12.00%	3
Total		25

Q5 In order of importance, which are the most important land use planning topics for your Local Trust Committee to work on?
(iPad users can set order by using the dropdown list, desktop users can drag and drop)

Answered: 25 Skipped: 0



	1	2	3	4	5	6	7	8	Total	Score
Identify and protect sensitive ecosystems	8.00% 2	12.00% 3	24.00% 6	20.00% 5	16.00% 4	4.00% 1	8.00% 2	8.00% 2	25	4.92
Reduce community GHG emissions	4.00% 1	12.00% 3	20.00% 5	4.00% 1	16.00% 4	8.00% 2	24.00% 6	12.00% 3	25	4.04
Protect water quality and quantity	4.00% 1	8.00% 2	16.00% 4	36.00% 9	20.00% 5	12.00% 3	4.00% 1	0.00% 0	25	4.88
Protect coastal areas and marine shore lands	24.00% 6	20.00% 5	4.00% 1	8.00% 2	16.00% 4	24.00% 6	4.00% 1	0.00% 0	25	5.40
Protect/restore community socio-economic diversity	20.00% 5	28.00% 7	20.00% 5	4.00% 1	20.00% 5	8.00% 2	0.00% 0	0.00% 0	25	6.00
Enhance food security	0.00% 0	0.00% 0	8.00% 2	16.00% 4	0.00% 0	28.00% 7	32.00% 8	16.00% 4	25	2.92
Enhance community economic sustainability	20.00% 5	20.00% 5	0.00% 0	12.00% 3	8.00% 2	16.00% 4	20.00% 5	4.00% 1	25	4.84
Something else	20.00% 5	0.00% 0	8.00% 2	0.00% 0	4.00% 1	0.00% 0	8.00% 2	60.00% 15	25	3.00

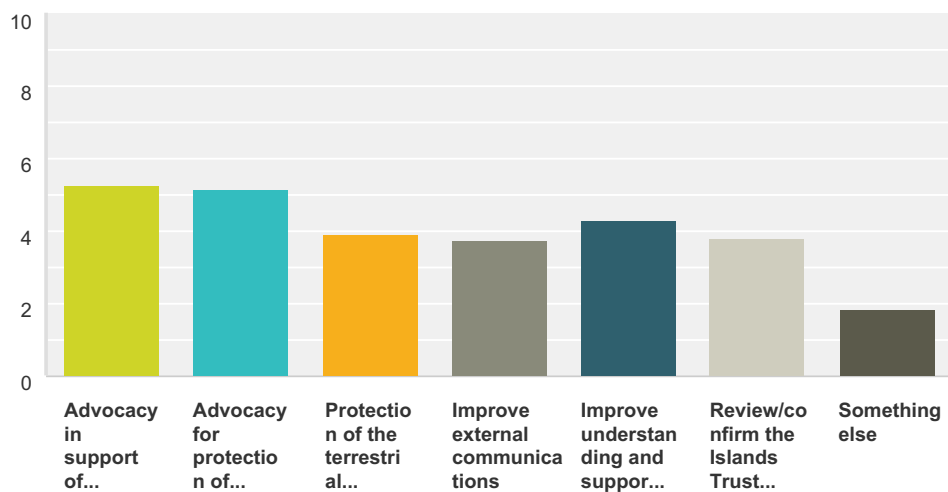
Q6 If you chose "Something else" as one of your top 3, please describe the topic.

Answered: 8 Skipped: 17

#	Responses	Date
1	A vision to guide the trust in the creation of truly sustainable communities in the Trust area	3/25/2015 4:21 PM
2	It ranked all of them would not let me not rank them, think top priority is to do the zoning so have housing diversity, places where jobs can happen	3/24/2015 10:35 PM
3	Secondary suites/dwellings and reviewing lot density	3/23/2015 6:30 PM
4	Reduce budget or get province to cough up (or both)	3/23/2015 3:46 PM
5	Review and update our present LUB	3/23/2015 3:43 PM
6	Integrated community sustainability plan. Second should be lowering ecological footprint, then number 2 is third, etc.	3/23/2015 1:40 PM
7	strengthen First Nations relationships	3/19/2015 11:32 AM
8	Community sustainability	3/18/2015 10:29 PM

Q7 In order of importance, what are the most important topics for Trust Area Services to work on?(iPad users can set order by using the dropdown list, desktop users can drag and drop)

Answered: 25 Skipped: 0



	1	2	3	4	5	6	7	Total	Score
Advocacy in support of economic sustainability (e.g. BC Ferries, tourism)	28.00% 7	20.00% 5	28.00% 7	8.00% 2	8.00% 2	4.00% 1	4.00% 1	25	5.24
Advocacy for protection of marine areas (e.g. shipping safety, derelict vessels, nearby industrial activities, etc)	24.00% 6	28.00% 7	16.00% 4	16.00% 4	8.00% 2	4.00% 1	4.00% 1	25	5.16
Protection of the terrestrial environment of islands (e.g. land conservation)	8.00% 2	8.00% 2	20.00% 5	24.00% 6	16.00% 4	20.00% 5	4.00% 1	25	3.92
Improve external communications	0.00% 0	16.00% 4	12.00% 3	24.00% 6	28.00% 7	20.00% 5	0.00% 0	25	3.76
Improve understanding and support for the Islands Trust	20.00% 5	4.00% 1	12.00% 3	28.00% 7	24.00% 6	8.00% 2	4.00% 1	25	4.28
Review/confirm the Islands Trust vision and policies	16.00% 4	16.00% 4	8.00% 2	0.00% 0	16.00% 4	40.00% 10	4.00% 1	25	3.80
Something else	4.00% 1	8.00% 2	4.00% 1	0.00% 0	0.00% 0	4.00% 1	80.00% 20	25	1.84

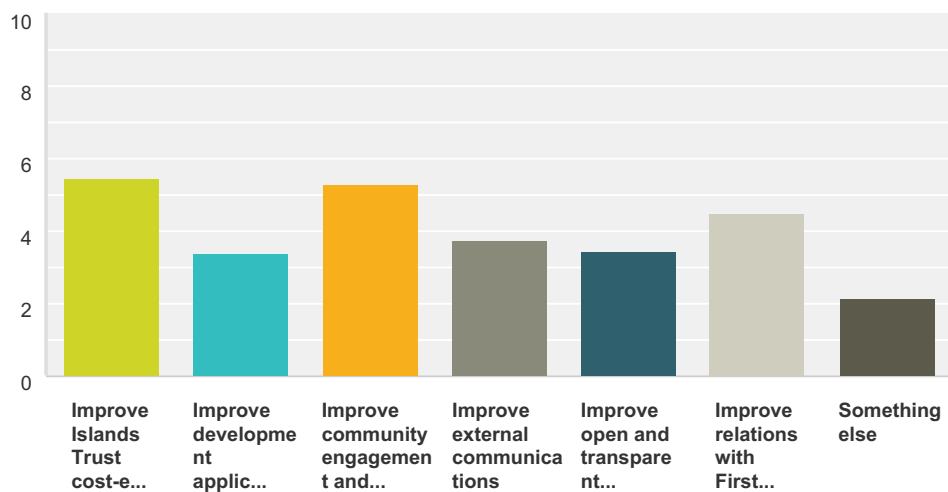
Q8 If you chose "Something else" as one of your top 3, please describe the topic.

Answered: 5 Skipped: 20

#	Responses	Date
1	A trust vision for sustainable communities that embraces ecology and society	3/25/2015 4:22 PM
2	First Nations engagement in regards to aquaculture and protection our marine environment	3/23/2015 6:34 PM
3	I see "improve external communications" as a subset of "improve understanding and support for the It"	3/23/2015 3:58 PM
4	I believe there are major gaps in integrated planning in our communities. In concert with other agencies, we need to examine how we fill those gaps.	3/23/2015 1:47 PM
5	Strategic planning, First Nations, and attending to the health, attitude and direction of the organization	3/18/2015 10:33 PM

Q9 In order of importance, what are the most important organizational improvements we could make?(iPad users can set order by using the dropdown list, desktop users can drag and drop)

Answered: 25 Skipped: 0



	1	2	3	4	5	6	7	Total	Score
Improve Islands Trust cost-effectiveness and resiliency	32.00% 8	28.00% 7	12.00% 3	12.00% 3	12.00% 3	4.00% 1	0.00% 0	25	5.44
Improve development application processes	4.00% 1	12.00% 3	8.00% 2	24.00% 6	12.00% 3	28.00% 7	12.00% 3	25	3.40
Improve community engagement and participation	12.00% 3	40.00% 10	28.00% 7	12.00% 3	4.00% 1	4.00% 1	0.00% 0	25	5.32
Improve external communications	8.00% 2	0.00% 0	28.00% 7	16.00% 4	24.00% 6	20.00% 5	4.00% 1	25	3.76
Improve open and transparent government	8.00% 2	4.00% 1	12.00% 3	12.00% 3	36.00% 9	20.00% 5	8.00% 2	25	3.44
Improve relations with First Nations	24.00% 6	8.00% 2	12.00% 3	24.00% 6	12.00% 3	20.00% 5	0.00% 0	25	4.48
Something else	12.00% 3	8.00% 2	0.00% 0	0.00% 0	0.00% 0	4.00% 1	76.00% 19	25	2.16

Q10 If you chose "Something else" as one of your top 3, please describe the topic.

Answered: 5 Skipped: 20

#	Responses	Date
1	Internal priorities are focused and produce a strategic vision that aligns with clear budgeting.	3/25/2015 4:24 PM
2	assist trustees to look for examples trust-area-wide (Bowen isolated from Trust, looks to MetroVancouver)	3/24/2015 11:43 AM
3	Examine how we can decentralize as an organization. This is an exercise that needs to be undertaken in concert with item 2.	3/23/2015 1:49 PM
4	review and reform the flow of information and the conduct of meetings	3/19/2015 12:07 PM
5	Our attitude and relationships with each other (trust)	3/18/2015 10:35 PM



Islands Trust Council

Discussion Draft **Strategic Plan**

2014-2018

April 8, 2015



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The Islands Trust Area

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

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

Our Provincial Mandate

"to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia"

– Islands Trust Act

The Islands Trust Council

The Islands Trust Council has a unique mandate from the province to preserve and protect the amenities and environment of the Islands Trust Area, for the benefit of residents and all British Columbians. It meets quarterly to make decisions about the Islands Trust's overall policy, advocacy positions, staff resources and budget. Trust Council is made up of the 26 locally-elected trustees who also sit on 12 local trust committees and one island municipality. There they have responsibilities for land use planning and regulatory decisions that are separate from their role at the Islands Trust Council. The current Council was elected for a 4-year term during BC Local General Elections in November 2014. Trustee terms will end in October 2018.



Trust Council's Current Strategic Plan

The [Islands Trust Policy Statement](#) is partially implemented through Council's strategic plan. By identifying goals and developing a plan to achieve them, Council focuses finite resources and measures progress. After extensive review and public input in 2012, Trust Council confirmed the following focus areas for its [2011-2014 Strategic Plan](#):

[Islands Trust Policy Statement Goal A - Ecosystem Preservation and Protection](#)

The Islands Trust will work to protect the natural environment of islands by:

Encouraging and enabling islanders in voluntary stewardship actions that protect special areas, including the shoreline

Working to protect fish habitat under BC's Riparian Areas Regulation

Protecting special ecosystems, managing shoreline areas and reducing greenhouse gas emissions when land use decisions are made

Advocating for new approaches to oil spill preparedness, derelict vessels, industrial developments, aquaculture, marine sewage and national marine conservation

[Islands Trust Policy Statement Goal B – Stewardship of Island Resources](#)

The Islands Trust will focus on good management of island water resources by:

Encouraging voluntary stewardship, advocating for legislative reform and exploring creative solutions for watershed management

Using land use planning tools and decisions to protect the quality and quantity of water resources

[Islands Trust Policy Statement Goal C – Sustain Island Character and Healthy Communities](#)

The Islands Trust will work to enhance the economic sustainability and security of island communities by:

Creating linkages between islanders and regional districts to share effective economic development models

Continuing to advocate for sustainable, affordable and appropriate ferry services

Using land use planning tools and decisions to positively affect housing, food security, farmland protection, and socio-economic diversity.

[Goal D – To work in Cooperation with Others \(from the Islands Trust object\)](#)

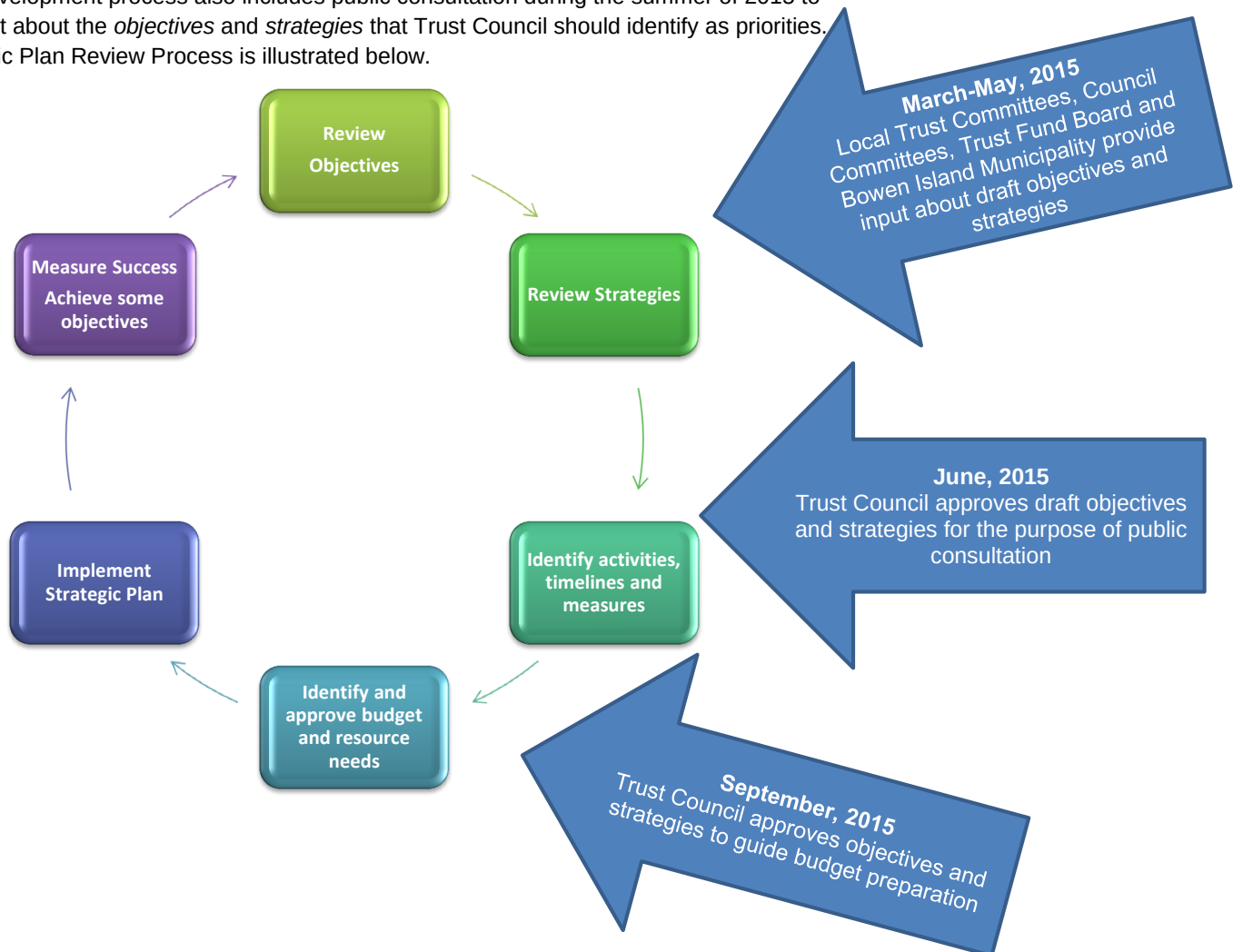
The Islands Trust will work with others by:

Strengthening relations with the many First Nations who have interests in the Islands Trust Area, through improved liaison at the political level and communications about marine advocacy.

Continually working to improve our organizational effectiveness.

Strategic Plan Review and Update

The Islands Trust Council has given its Executive Committee responsibility for facilitating the review and amendment of Trust Council's Strategic Plan for the 2014-2018 term. To develop drafts of the plan, the Executive Committee has adopted a process (See Appendix 1) to identify between 7 and 12 priority **objectives**, along with related **strategies**, through consultation with each of Council's three standing committees, the Trust Fund Board, local trust committees and Bowen Island Municipality. Once the most important **objectives** are confirmed or amended, more detailed **strategies**, activities, timelines, resource needs and progress measures will be identified. The plan development process also includes public consultation during the summer of 2015 to receive input about the **objectives** and **strategies** that Trust Council should identify as priorities. The Strategic Plan Review Process is illustrated below.



Strategic Plan Discussion Draft for 2014-2018

Attachment 1 is a Discussion Draft of a Strategic Plan for the 2014-2018 term. Based on the 2011-2014 Strategic Plan, it illustrates how some potential new objectives and strategies could be introduced into the existing plan, while recognizing the need for Islands Trust Council, local trust committees and the Trust Fund Board to complete work they still have underway from the previous term. Potential new objectives and strategies are shown in *italics*. These have been identified on a preliminary basis, and are based on:

- preliminary trustee discussions in December 2014 about objectives and strategies for the coming term (see [Session 4 Outline](#), Session 4 [Presentation](#);
- Notes from the trustee roundtable discussion in December 2014
- Preliminary feedback from Trust Council about the relative priority of the objectives that trustees had identified
- Preliminary priorities identified by Council Committees in their work programs.
- Preliminary priorities identified in local trust committee work programs.
- Preliminary priorities identified in the Trust Fund Board work program.
- Where known, relevant priorities of Bowen Island Municipality (BIM Strategic Plan is in development)

In several instances, more detailed strategies, along with specific activities, will need to be identified, once Islands Trust bodies confirm their priority objectives for the coming term.

Attachment 1 – Islands Trust Strategic Plan Discussion Draft

Shaded text=activities primarily achieved in the current or prior fiscal years or proposed for future fiscal years and subject to future budget decisions;

Italics – status updates (in status column) since last Trust Council meeting and potential new objectives and strategies **NB – Status Column has not been fully updated, pending further confirmation of priority objectives**

NOTE: Status column is colour-coded to provide a quick visual indicator, as follows:

	Not due to start or awaiting actions of others
	Completed
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
	In progress - Behind Target (e.g. not funded, delayed by other priorities, actions of others etc.)
	Not started – Behind target

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

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
1 PROTECT the natural environment of islands	1.1 Encourage voluntary stewardship of natural environment	FY 2011/12- 2014/15 1.1.1 Promote community participation in conservation through information sharing and education about private land stewardship options	TFB	Subject to funding in annual budgets or grant funding	By whether the Islands Trust Fund is actively promoting its conservation programs at community events, in publications and online	Ongoing
		FY 2012/13 – 2014/15 1.1.2 Share information about best practices for covenants and NAPTEP with all planning staff	TFB	Funded by base budget	By whether planners have been provided with covenant education opportunities and whether information is available through the Islands Trust Fund website	ITF presentation to LPS not started.
		FY 2012/13 – 2014/15 1.1.3 Improve and update mapping of natural and modified environments, including terrestrial ecosystem mapping, protected area networks, nearshore mapping and areas under sustainable forestry or sustainable agricultural use.	TFB	Funded by program budget of 22K in 2013/14 and \$25K in 2014/15 for eelgrass mapping; \$10K in 2013/14 for forage fish mapping, as well as matching funds secured by partners	By whether maps of natural and modified environments are available to LTC's and BIM, RDs, local conservancies and other partners	Draft Protected Area Network mapping available; eelgrass mapping will be complete for whole Trust Area in mid Dec. Forage fish habitat mapping completed for North and South Pender, Denman, Hornby, Thetis, Bowen and Gambier.
		FY 2013/14-2014/15 1.1.4 Research and develop a pilot landowner contact program in collaboration with a local conservancy	TFB	No external funding secured; working within base budget	By whether a landowner contact pilot program is implemented	Outreach via mail complete. Site visits on Lasqueti underway.
		FY 2011/12 - 2014/15	TFB	Funded by base	By the number of island	2014/15 to date \$2,044.

Comment [LA1]: Less than 45 % of trustees indicated 'protection of sensitive ecosystems' should be a priority this term, although they also indicated that 'identify and protect sensitive ecosystems' was the third most important topic for LTCs to work on.

Comment [LA2]: This is a priority of the Trust Fund Board

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
		1.1.5 Support island-based land trusts with partnerships, funding and capacity building opportunities			budget and donations	conservation projects supported from private donations through the Opportunity Fund	
	1.2 Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area	FY 2015/16 1.2.1 Present NAPTEP program to BIM Council for consideration	TFB	BIM***	Funded by base budget	By whether or not BIM has considered participating in the NAPTEP program	Underway
		FY 2016/17 1.2.2 Launch NAPTEP on Bowen Island (subject to BIM approval)	TFB		Subject to budget	By whether NAPTEP has been launched on Bowen Island	Not due. Not started.
	1.3 Protect fish habitat by implementing Riparian Areas Regulation	PHASE 1 – Identify watersheds FY 2014/15 1.3.1 Identify RAR watersheds on Gambier and Lasqueti	LTCs**		Subject to budget	By whether all RAR watersheds on Gambier and Lasqueti have been identified	Gambier underway.
		PHASE 2 – Improve mapping FY 2014/15 – 2015/16 1.3.4 Improve mapping of additional riparian areas in Gambier LTA	LTCs**		Funded in 2014/15 program budget (\$30,000 mapping on Gambier LTA)	By whether new mapping of riparian areas is complete	RFP in preparation for Gambier LTA
		PHASE 3 – Adopt bylaws FY 2014/15 – 2015/16 1.3.5 Adopt new bylaws to implement RAR on selected islands (Gabriola, Lasqueti, Mayne, Salt Spring/Prevost, Saturna, Thetis)	LTCs**		Funded by 2014/15 program budget	By whether Gabriola, Lasqueti, Mayne Saturna and Thetis are RAR compliant through bylaw development	Gabriola bylaw submitted for ministerial approval. Lasqueti & Thetis in progress. Mayne restarting work.
		FY 2014/15 – 2015/16 1.3.6 Adopt new bylaws to implement RAR on all islands where still required (Ballenas/Winchelsea, Denman, Hornby, and Salt Spring)	LTCs**		Funded by 2014/15 program budget (\$17,500)	By whether Ballenas/Winchelsea, Denman, Hornby and Salt Spring are compliant with RAR through bylaw development	Denman bylaw given 1 st reading. Hornby bylaw drafted. SSI bylaw given 3 rd reading.
		FY 2014/15 - ? 1.3.7 Adopt new bylaws to implement RAR on all Lasqueti and Gambier watersheds	LTCs**		Subject to 2015/16 program budget	By whether all Gambier and Lasqueti watersheds are compliant with RAR through bylaw development	Project planning underway on Lasqueti
	1.4 Establish reliable, adequate and sustainable funding for the Islands Trust Fund	FY 2014/15 – ? 1.4.1 Seek legislative change regarding TFB corporate structure and name	EC	TFB	Funded by base budget	By whether legislative change has been requested	Chair correspondence sent Nov/12. Initial response received Feb/13. Minister unable to meet before end of 2011/14 term. New meeting request with ADM initiated
		FY 2016/17 1.4.3 Develop and implement strategy re changes to corporate structure and name	TFB		Subject to 2014/15 program budget	By whether TFB corporate status and name change has been implemented	Not started. Not due unless province makes legislative changes

Comment [LA3]: This is a top work program item for the Trust Fund Board

Comment [LA4]: This is a priority for Bowen Island Municipality

Comment [LA5]: 7 LTCs indicate that RAR implementation is a priority for this term (Denman, Gambier, Hornby, Lasqueti, Mayne, Thetis, SSI)

Comment [LA6]: Identified as an Exec Committee work program priority, based on a Trust Fund Board request

Strategic Plan | 2014-2018

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
		<u>FY 2017/18</u> 1.4.4 Review and launch long-term funding strategy	TFB	Subject to 2015/16 program budget	By whether the long-term funding strategy has been reviewed and launched	Not started. Not due unless province makes legislative changes
	1.5 Establish core conservation areas to protect biodiversity priorities	<u>FY 2014/15 – (?)</u> 1.5.1 Map and prioritize high biodiversity areas and develop a strategy for protection	TFB	Funded by base budget	By whether the TFB has a prioritized high biodiversity areas, and developed a strategy including a funding needs assessment)	Mapping finalized; strategy in development
		<u>FY 2014/15 – 2018/19</u> 1.5.2 Protect land with high biodiversity, through acquisition, donation, or conservation covenant	TFB*	Partial funding through base budget; acquisitions funded by donations and external grants	By whether the TFB has protected at least ** hectares of high biodiversity land in the timeframe of the Regional Conservation Plan 2011-2015	133.7 hectares protected 2011-2014
	1.6 Reduce greenhouse gas emissions	<u>FY 2012/13 – 2015/16</u> 1.6.1 Use new planning tools (Bill 27) to reduce greenhouse gas emissions to implement OCP policies LTCs adopted last term (e.g. as illustrated in Council toolkit Reducing Greenhouse Gases in the Islands Trust Area)	LTCs**/BIM***	Funded in 2013/14 annual budget	By whether LTCs/BIM have used new planning tools to foster reduced GHG emissions from development	Gabriola bylaw to implement OCP policies submitted for ministerial approval.
		<u>FY 2013/14 – 2015/16</u> 1.6.3 Develop a Renewable Energy Tool Kit	LPC	Funded by base budget	By the number of elements of the Renewable Energy Tool Kit that have been completed	Two reports complete: (Domestic Small Scale Wind Energy and Ocean Based Geo-Exchange). Macro-hydro fact sheet in draft form.
	1.7 Use land use planning tools and decisions to protect coastal Douglas fir and associated ecosystems	<u>FY 2015/16</u> 1.7.1 Develop recommendations re LTC use of planning tools to protect cDf and associated ecosystems	LPC	Subject to funding	By whether recommendations for planning tools have been prepared	Not due Not started
	1.8 Advocacy re protection of ecosystems	<i>TBD (e.g. eradication of non-native species)</i>	LTCs			
2. PROTECT coastal and marine areas	2.1 Use land use planning tools for shoreline protection	<i>Specific activities and phases to be determined by LTCs and BIM who have identified this as a priority area</i>	LTCs**/BIM***	TBD	TBD	TBD
	2.2 Participate in planning for National Marine Conservation Area Reserve	<u>FY ***</u> 2.2.1 Respond to NMCA implementation steps with complementary activities, as required	LTCs**	Subject to budget	TBD	Pending federal decisions Not due Not started
	2.3 Advocate for protection of the Salish Sea and Howe Sound re shipping safety, derelict vessels and industrial	<u>FY 2015/16 – 2017/18</u> 2.3.1 Chair correspondence regarding shipping safety	EC	Funded by base budget	By whether the Chair has sent correspondence to advocate for shipping safety	Previous marine advocacy complete. Correspondence sent since Dec/14: Woodfibre LNG

Comment [LA7]: Identified as a Trust Fund Board priority

Comment [LA8]: Consider for potential removal or reduced effort. No LTCs have identified this as a priority, so further development of the toolkit may not be effective. Less than 50% of trustees indicated 'reduce GHG emissions in communities' should be a priority for this term.

Comment [LA9]: The Local Planning Committee has this on its work program, subject to further input from trustees.

Comment [LA10]: Consider for potential removal or reduced effort. No LTCs have identified this as a priority, so it may not be effective to develop related recommendations about the use of planning tools

Comment [LA11]: Mayne LTC has identified fallow deer eradication as a community advocacy priority

Comment [LA13]: Trustees indicated that 'protect coastal areas and marine shorelands' was the second most important topic for LTCs to work on. 3 LTCs and BIM have identified related land use planning as priority work program item. Specific activities and phases to be determined at the local level. The Local Planning Committee has identified work on Green Shores for Homes on is work program, subject to further input from trustees.

Comment [LA12]: Over 75% of trustees indicated 'protect coastal areas and marine shorelands' should be a priority this term.

Comment [LA14]: Trustees indicated that 'advocacy for protection of marine areas was a close second in terms of the most important topic for Trust Area Services work. Advocacy regarding oil spill and shipping safety is identified as a top priority on the Executive Committee's work program.

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
	activities	2.3.2 Chair participation through a 'letter of comment' to hearings related to Kinder Morgan tanker traffic	EC	Funded by base budget	By whether the Chair has sent a letter of comment regarding the Kinder Morgan pipeline proposal	NEB accepted IT's application to participate as a commenter. Deadline delayed to Mar/15
		FY 2015/16 – 2016/17 2.3.3 Continue to advocate for senior government solutions to derelict vessels	EC	Funded by base budget	By whether the Islands Trust has continued to advocate for derelict vessel solutions	Islands Trust participation on derelict vessel working group is on-going
		FY 2015/16 2.3.4 Howe Sound advocacy – specific activities and phases to be defined by EC/TPC with input from Gambier LTC and BIM	TPC	TBD	TBD	**
		FY 2015/16 2.3.5 (EC to identify/confirm advocacy priorities in consultation with Trust Council (e.g. light pollution, freighter anchorage activities , bridge connections, etc)	EC	TBD	TBD	**

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

TC	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
3. PROTECT quality and quantity of water resources	3.1 Coordinate with other agencies to protect water quality and quantity	FY 2014/15 – 2015-16 3.1.1 Facilitate structured decision-making process to identify strategies for St. Mary Lake watershed management through SSIWPA (SSI) Further activities and phases to be identified by LTCs with this as a priority	LTC	Funded by special tax requisition in 2015/16 budget	TBD	**

Comment [LA15]: Just over 50% of trustees indicated 'protect freshwater quality and quantity' should be a priority this term. Two LTCs (SSI and Gabriola) have identified work related to freshwater quality and quantity as a priority on their work programs

TC	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
		FY ** 3.1.2 Identify next priority for water quality and quantity management (SSI)	LTC	TBC	TBD	**

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

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
4. ENHANCE (protect/restore) community socio-economic diversity and economic sustainability	4.1 Advocate for sustainable, affordable and appropriate ferry service	To be defined by decisions of EC and recommendations of TPC	EC	TPC	Funded by budget in 2015-16 Subject to budget decisions in future years	TBD	Prior advocacy initiates complete. EC has requested advice re potential advocacy re fare reduction
	4.2 Use land use planning tools and decisions to improve the availability of affordable, accessible, appropriate housing (as described in Trust Council's Community Housing Toolkit)	FY 2015/16 – 2016/17 4.3.1 Amend OCPs to include affordable housing policies	LTCs**/BIM***		Subject to budget	By whether LTCs and BIM have amended their OCPs to include new affordable housing policies	Hornby considering OCP amendments. Saturna OCP bylaw public hearing held. Mayne OCP bylaw received ministerial approval. SSI bylaw adopted to allow secondary suite. Bylaw for temporary portable homes in progress.

Comment [LA17]: Trustees indicated that 'advocacy in support of economic sustainability (e.g. BC Ferries, tourism)' was the most important topic for Trust Area Services work. Related tasks are currently identified as top priorities on the work programs of both the Executive Committee and the Trust Programs Committee

Comment [LA16]: Almost 70% of trustees indicated that 'enhance community economic sustainability' and 'protect/restore community socioeconomic diversity' should be a strategic priority this term. Trustees indicated that housing was the most important topic for LTCs to work on.

Comment [LA18]: Four LTCs have identified work related to housing as a priority work program item (Galiano, N Pender, Saturna, Denman)

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
		4.3.2 Amend LUBs to improve availability of affordable housing	LTCs**/BIM***	Subject to budget	By whether LTCs and BIM have amended their LUBs to improve availability of affordable housing	GL, NP, SSI and SA considering bylaw reviews/amendments/applications re housing.
	4.3 Use land use planning tools to promote economic sustainability	FY 2013/14 – 2014/15 4.3.1 Amend LUB to ensure an appropriate supply of land zoned for emerging industrial and commercial needs in one LTA	LTCs**		By whether one LUB has been amended to ensure an appropriate supply of land zoned for emerging industrial and commercial needs	SSI project – status to be confirmed
		4.3.2 Improve planning for island villages (SSI and Gabriola) (details to be defined)	LTCs**	**	TBD	**
		4.3.3 Amend LUB in one or more LTAs to address the diversity of economic and employment opportunities (e.g. Galiano project re contractor yards)	LTCs**	**	TBD	TBD
		4.4 Use land use planning tools to assist communities in adapting to future climate change To be determined	LTCs**	**	TBD	TBD
	4.5 Work with other agencies to promote economic sustainability	Specific activities to be determined (e.g. foster reputation/attraction of the Islands Trust Area as a model of sustainability, work related to waste management)	TPC	LTCs		

Comment [LA19]: This is a priority work program item for the SSILTC

Comment [LA20]: This is a priority work program item for the SSI and Gabriola LTCs

Comment [LA21]: This is a priority work program item for the Galiano LTC

Comment [LA22]: Consider removing? No LTCs have identified this as a work program priority.

Comment [LA23]: This is a priority for the North Pender LTC

Goal D: In cooperation with others... Effective, efficient and collaborative governance

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
5. STRENGTHEN relations with First Nations	5.1 Improve engagement with First Nations	FY 2015/16 - 5.1.1 Develop strategy to use funding allocated to improve FN relations	EC/LPC?	\$50,000 allocated in 2015/16 budget	TBD	Not started
		FY 2015/16 - 5.1.2. Improve First Nations liaison at an informal political level	LTCs		TBD	**

Comment [LA24]: Over 90% of trustees indicated that 'strengthen relations with First Nations' should be a priority this term. 6 LTCs have included this topic in their work programs

Strategic Plan | 2014-2018

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?			IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
	5.2. Improve protection of archaeological and First Nations cultural resources	Specific activities to be determined. (e.g. session at TC re concerns with archaeological site protection, work with ministry, etc)	LPC?			TBD	TBD	**
6. IMPROVE organizational cost effectiveness and resilience	6.1 Improve cost-effectiveness of operations, including local planning services	Specific activities and phases to be determined. (e.g.) • 'value for money' audit and benchmarking of LPS services • review of LPS services • review of office locations	EC	LPC?	FPC?	TBD	TBD	
	6.2 Prepare Island Trust organization to adapt to the potential incorporation of Salt Spring Island	FY 2015/16(?) - ? 6.2.1 Identify Adaptation Strategy principles and objectives	EC?			\$5000 funding provided by province.	By whether Adaptation Plan principles and objectives have been identified re adaptation to potential incorporation of SSI	Not started Not due unless minister approves 2 nd phase incorporation study
		FY 2016/17(?) 6.2.4 Review existing IT-MCSCD protocol agreement regarding incorporation of municipalities in the Islands Trust Area	EC				By whether protocol with ministry is updated	Not started Not due unless minister approves 2 nd phase incorporation study
		FY 2016/17 - ? 6.2.1 Develop detailed Islands Trust Adaptation Strategy to implement in the event of municipal incorporation of Salt Spring Island	EC?			TBD	By whether an Adaptation Plan has been adopted	Not started Not due unless there is a positive referendum in regards to SSI incorporation
		FY 2016/17-2017/18(?) 6.2.3 Finalize and adopt detailed Adaptation Strategy	EC?			Subject to future budgets	By whether Trust Council has finalized and adopted a detailed adaptation strategy	Not started. Not due unless there is a positive referendum in regards to SSI incorporation
7. Improve cooperation and integration with other levels of government	7.1 Negotiate new protocol agreement and letter of understanding with the Ministry of Forests, Lands and Natural Resource Operations	FY 2015/16 - ? 7.1 Revise and consolidate six agreements with the Province relating to Crown Land in the Islands Trust Area	EC	TPC		Funded by base budget	By whether the protocol agreement with the ministry has been amended and approved by Trust Council and the Minister responsible.	BIM has supported project. Project charter in development.
	7.2 Strategies to be determined (e.g. Integrated Community Sustainability Planning)	To be determined by LTCs, or potentially by LPC and EC (e.g. improve process for development of RD/LTC protocol agreements)	LTCs? LPC?			TBD	TBD	TBD
8. Improve community and agency understanding and support of	8.1 To be determined by TPC e.g. Engage communities and agencies in review of the Islands Trust Policy	To be determined by TPC	TPC			TBD	TBD	TBD

Comment [LA25]: 80% of trustees indicated that 'improve Islands Trust cost effectiveness and resilience' should be a strategic priority this term

Comment [LA26]: This is identified as a priority on the Executive Committee's Work Program Report

Comment [LA27]: This is identified as a priority on the Executive Committee and the Trust Programs Committee Work Programs

Comment [LA28]: The Executive Committee's Work Program identifies 'review process for development of RD/LTC protocol agreements as a priority)

Comment [LA29]: Just over 45% of trustees indicated that 'improve understanding and support for the Islands Trust' should be a strategic priority this term. Five LTCs have included this as an item on their work programs. Trustees indicated that 'improve understanding and support for the Islands Trust' was the 3rd most important topic for Trust Area Services work.

Comment [LA30]: Just over 55% of trustees indicated that 'review/confirm the Islands Trust vision and policies' should be a strategic priority this term.

Strategic Plan 2014-2018

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
the Islands Trust	Statement and/or engage communities in development of an Islands Trust Area vision					
	8.2 Improve communications about the Islands Trust object and history	To be determined (e.g. new communications tools, website photos, social media, video)	EC	TBD	TBD	TBD
	8.3. Engage communities and agencies in development of updated land use bylaws	To be determined by LTCs	LTCs	Funded by base budget and projects budget	TBD	TBD
9. Improve community engagement and participation in Islands Trust work	9.1 Improve communications about Islands Trust activities and opportunities to participate	To be determined (e.g. by LTCs, EC, TC)	TBD	TBD	TBD	TBD
	9.2 Improve opportunities to participate in Islands Trust activities	To be determined (e.g. by LTCs, EC, TC)	TBD	TBD	TBD	TBD
10 Improve internal operations	10.1 TBD	To be determined (e.g. by improving the policy development program)	EC	TBD	TBD	TBD

Comment [LA31]: Several LTCs have identified this as a priority

Comment [LA32]: 9 LTCs have identified general bylaw updates as priorities in their work program (Mayne, Saturna, S. Pender, Ballenas/Winchelsea, Gabriola, Gambier, Hornby, Lasqueti, Thetis)

Comment [LA33]: 80% of trustees indicated that 'improve community engagement and participation' should be a strategic priority this term. Only 27% indicated that 'improve open and transparent government' should be a strategic priority

Comment [LA34]: This is identified as a priority on the Executive Committee's work program

* subject to decisions of Trust Fund Board **subject to decisions of local trust committees ***subject to decisions of Bowen Island Municipality

Abbreviations:

AVICC – Assoc. of Vancouver Island Coastal Communities
BIM – Bowen Island Municipality
cDf – coastal Douglas fir
EC – Executive Committee
FN – First Nations
FPC – Financial Planning Committee
FY – Fiscal Year
IT – Islands Trust
ITF – Islands Trust Fund
ITPS – Islands Trust Policy Statement
LGA – Local Government Act
LPC – Local Planning Committee

LPS – Local Planning Services
LTA – Local Trust Area
LTC – Local Trust Committee
LUB – Land Use Bylaw
MCSCD – Ministry of Community, Sport and
Cultural Development
MVRD – Metro Vancouver Regional District
NA – Not Applicable
NEB – National Energy Board
NAPTEP – Natural Area Protection Tax
Exemption Program
NMCA – National Marine Conservation Area

OCP – Official Community Plan
ProD – Professional Development
RAR – Riparian Areas Regulation
RD – Regional District
RFD – Request for Decision
SSI – Salt Spring Island
TAS – Trust Area Services
TBD – To Be Determined
TC – Trust Council
TFB – Trust Fund Board
TPC – Trust Programs Committee
UBCM – Union of BC Municipalities

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Colour Key for Middle Column:

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

**** Colour Key for Status Column:**

Colour	Status Description
	Not due to start or awaiting actions of others
	Completed or anticipated tasks for 2011/14 term are complete
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
	In progress - Behind Target (e.g. not funded, delayed by other priorities, actions of others etc.)
	Not started – Behind target

Attachment 6

Strategic Planning - General Framework



Strategic Planning -- Glossary

Strategic Plan

- A high level plan that outlines an organization's mission and key objectives for the medium to long term, and sets out strategies for achieving the goals and objectives.
- Typically, a strategic plan covers a three to ten-year timeframe. In the case of the Trust Council, it has undertaken strategic planning exercises that correspond to a term of office (three years – now changed to four as of 2014), with some on-going strategies and actions that have carried on between terms.

Mission (Object)

- A broad statement of what an organization does, why it does it and who it does it for. In the case of the Islands Trust, its 'mission' is its provincial object:
"To preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the Government of British Columbia."

Goal

- A general statement of desired results to be achieved over an unspecified period of time. A goal should answer the question of 'what' needs to be achieved, rather than 'how' to achieve it.
- For the purposes of Trust Council's current strategic planning exercise, the current plan includes the three goals from the Islands Trust Policy Statement and a fourth that responds to the statement in the object about working in cooperation with others.

Objective

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

Strategy

- The actions that describe how objectives are to be achieved. Strategies are made up of a set or group of activities. As opposed to goals and objectives, strategies focus on 'how' to achieve things.

Activities

- The actions, steps, projects or initiatives undertaken by an organization to carry out a strategy. This is the more detailed 'break-down' of a strategy, indicating if certain activities need to take place first, before others can be undertaken.

Measurement

- A process of assessing progress in achieving objectives.

REQUEST FOR DECISION

To: Gabriola Island Local Trust
Committee

For the Meeting of: May 7, 2015

From: Karin Kronstal, Island Planner

Date Prepared: April 20, 2015

**SUBJECT: 2014-2015 ANNUAL REPORT – APPROVAL OF GABRIOLA ISLAND
LOCAL TRUST COMMITTEE SECTION**

RECOMMENDATION: That the Gabriola Island Local Trust Committee approves the text below for inclusion in the 2014-2015 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Community, Sport and Cultural Development.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Preparation of the Islands Trust Annual Report is undertaken by Trust Area Services Communications staff, reporting to the Executive Committee and consistent with Trust Council's Annual Report Policy 6.10.i. To comply with the schedule indicated in the policy, the Executive Committee has adopted the following schedule for preparation of individual committee reports:

Committee reports:	Reports to be approved on the following dates:
TPC	June 1
LPC	May 28
FPC	June 3
TFB	May 12
EC	April 22 / May 27
Denman	April 21
Gambier	March 26 / May 7
Gabriola	April 2 / May 7
Galiano	April 13 / May 4
Hornby	March 27 / May 15
Lasqueti	April 9 / May 14
Mayne	April 27 / May 25
North Pender	April 30 / May 21
Salt Spring Island	April 16 / May 14
Saturna	April 23
South Pender	April 14
Thetis	April 14
Ballenas-Winchelsea	May 19
Executive Islands	

Under Trust Council's Policy, all LTCs and Council committees are expected to review and approve their sections at regular meetings listed above.

FINANCIAL: None

POLICY: No implications for existing policy

IMPLEMENTATION/COMMUNICATIONS: The process for development of the Annual Report is outlined in Trust Council's policy. Once each committee has approved its section, staff will create a draft Annual Report for review by the Executive Committee and consideration of Trust Council in June. Upon approval by Trust Council, the Annual Report is sent to the Minister of Community Sport and Cultural Development and circulated as indicated in Trust Council's policy.

BACKGROUND

- At its February 25, 2015 meeting, the Executive Committee approved the format and outline of the 2014-2015 Annual Report.
- A joint message from former and current Islands Trust Council and Trust Fund Board Chairs will be included in the Report.
- Messages from Council Chairs, Trust Fund Board Chair and the Chief Administrative Officer will be accompanied by their photos. Section 2 (Islands Trust Council Highlights) will be accompanied by Council group photo.

REPORT: Gabriola Island Local Trust Committee

In 2014-2015, the Gabriola Island Local Trust Committee held ten regular business meetings, three special meetings, two community information meetings and three Public Hearings.

Over the past year the Gabriola Local Trust Committee gave third reading to a number of bylaws as part of a broader Official Community Plan and Land Use Bylaw review. Projects included the rezoning of lands from forestry to parks (*Islands Trust Policy 3.2.3*), climate change initiatives that reduced parking requirements and encouraged pedestrian linkages in commercial areas (*Islands Trust Policy 3.1.5*), agricultural and agri-tourism policies to support small-scale farming (*Islands Trust Policy 4.1.5*), and implementation of the Riparian Areas Regulation (*Islands Trust Policy 3.3.2*). Following this work, the LTC issued a development permit for one new major commercial building in the Village core that includes reduced parking requirements as per the new climate change bylaws.

The Gabriola LTC continues to work with other agencies on shared objectives. The LTC contributed \$6,250 to a joint project between the Regional District of Nanaimo and Simon Fraser University to map the Island's groundwater (*Islands Trust Policy 4.4.2*) and looks forward to continuing to support this work in the coming year. In February 2014 Islands Trust staff made a presentation at the first session organized by the Village Vision community group and will continue to participate in this process along with other government agencies (*Islands Trust Policy 5.5.1*).

KEY ISSUE(S)/CONCEPT(S): Consistent reporting from each committee following new standards and committee approval of its section in the Annual Report.

RELEVANT POLICY: This approach complies with Section 19 of the *Islands Trust Act* and Trust Council's Annual Report Policy 6.10.i.

DESIRED OUTCOME: Trust Council is able to easily approve its annual report in June 2015 without further editing from staff or trustees at the Trust Council meeting.

RESPONSE OPTIONS

Recommendation: That the Gabriola Island Local Trust Committee approves the report above for inclusion in the 2014-2015 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Community, Sport and Cultural Development.

Alternative: None

Prepared By: Karin Kronstal, Island Planner

Reviewed By/Date: David Marlor, Director of Local Planning Services
Courtney Simpson, Regional Planning Manager (Northern Office)



Memorandum

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Date April 25, 2015 File Number 5600-20 (Sustainable Communities – Water)

To Gabriola Island Local Trust Committee
For meeting of May 7, 2015

From Courtney Simpson
Regional Planning Manager
Northern Office

Re Regional District of Nanaimo Drinking Water and Watershed Protection Program

The purpose of this memorandum is to provide a status report to the Local Trust Committee (LTC) on the work of the Regional District of Nanaimo (RDN) Drinking Water and Watershed Protection Program (DWWP) as it relates to Gabriola Island. Regional Planning Manager Courtney Simpson sits on the DWWP Technical Working Group who last met on April 14, 2015.

The DWWP includes Electoral Area B, Gabriola, Mudge and DeCourcy Islands. In 2013, a Water Budget – Gulf Islands Report was completed for the islands. Currently, a jointly funded RDN, Simon Fraser University and Gabriola Island Local Trust Committee (LTC) project to produce a groundwater model for Gabriola Island is underway. The purpose of developing the model is to improve current understanding of groundwater as presented in the Water Budget report.

At the April 14, 2015 meeting the DWWP Technical Working Group reviewed a Regional Climate and Hydrometric Monitoring Network Scoping Study that includes Gabriola, Mudge and DeCourcy. This study comes out of recommendations made in the Regional Water Budget Phase 1 project that recognized the need for climate and hydrometric data to build a better understanding of surface and groundwater resources.

The RDN staff has only just received this report and it must be received by the RDN Select Sustainability Committee in June or July of this year prior to public release or next steps which is likely to include investigating potential sites for hydrometric monitoring throughout the RDN.