Galiano Island Local Trust Committee
Regular Meeting Agenda

Date: May 6, 2019
Time: 12:30 pm
Location: North Community Hall
22790 Porlier Pass Road, Galiano Island, BC

Pages

1. CALL TO ORDER 12:30 PM - 12:30 PM

2. APPROVAL OF AGENDA

3. TOWN HALL AND QUESTIONS 12:30 PM - 1:00 PM

4. COMMUNITY INFORMATION MEETING

none

5. PUBLIC HEARING

none

6. MINUTES 1:00 PM - 1:10 PM

6.1 Local Trust Committee Minutes Dated April 1, 2019 (for Adoption) 4 - 16

6.2 Section 26 Resolutions Without Meeting Report

none

6.3 Advisory Planning Commission Minutes

none

7. BUSINESS ARISING FROM MINUTES 1:10 PM - 1:15 PM

7.1 Follow-up Action List Dated April 2019 17 - 19

8. DELEGATIONS

9. CORRESPONDENCE

Correspondence received concerning current applications or projects is posted to the LTC webpage

10.	**APPLICATIONS AND REFERRALS**	1:15 PM - 2:00 PM	
10.1	**GL-TUP-2019.3 (Coleman) - Staff Report (attached)**		20 - 26
10.2	**GL-TUP-2019.6 (Axmann) - Staff Report (attached)**		27 - 33
10.3	**GL-RZ-2017.1 (Stevens) - Staff Report (attached)**		34 - 39
11.	**LOCAL TRUST COMMITTEE PROJECTS**	2:00 PM - 2:15 PM	
11.1	**Groundwater Sustainability - Project Charter (attached)**		40 - 43
12.	**REPORTS**	2:15 PM - 2:30 PM	
12.1	**Work Program Reports (attached)**		
12.1.1	Top Priorities Report Dated April 2019		44 - 44
12.1.2	Projects List Report Dated April 2019		45 - 47
12.2	**Applications Report Dated April 2019 (attached)**		48 - 51
12.3	**Trustee and Local Expense Report Dated February 2019 (attached)**		52 - 52
12.4	**Adopted Policies and Standing Resolutions (attached)**		53 - 55
12.5	**Local Trust Committee Webpage**		
12.6	**Trustee Report**		
12.7	**Chair's Report**		
12.8	**Islands Trust Conservancy Report Dated March 2019 (attached)**		56 - 57
13.	**NEW BUSINESS**	2:30 PM - 2:40 PM	
13.1	**Annual Report**		58 - 58
13.2	**Galiano Island Local Trust Committee Fees Bylaw No. 270 (for further consideration)**		59 - 60
13.3	**Policy Statement Amendment Process - Staff Report (attached)**		61 - 102
14.	**UPCOMING MEETINGS**		
14.1	**Next Regular Meeting Scheduled for June 3, 2019, at the South Community Hall, Galiano Island**		
15.	**TOWN HALL**	2:40 PM - 3:00 PM	

16. CLOSED MEETING (Distributed Under Separate Cover) 3:00 PM - 3:30 PM

16.1 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) (d,f,g) for the purpose of considering:

- *Adoption of In-Camera Meeting Minutes Dated March 4, 2019*
- *Bylaw Enforcement Issues*

AND that the recorder and staff attend the meeting.

16.2 Recall to Order

16.3 Rise and Report

17. ADJOURNMENT 3:30 PM - 3:30 PM

Galiano Island Local Trust Committee

Minutes of Regular Meeting

Date: April 1, 2019
Location: Galiano South Community Hall
141 Sturdies Bay Road, Galiano Island, BC

Members Present: Dan Rogers, Chair
Members Present: Jane Wolverton, Local Trustee
Tahirih Rockafella, Local Trustee

Staff Present: Robert Kojima, Regional Planning Manager
Narissa Chadwick, Planner (in audience)
Yasemin Schnorr Von Carolsfeld, Recorder

Public: There were approximately (34) members of the public.

1. CALL TO ORDER

Chair Rogers called the meeting to order at 12:30 p.m. Chair Rogers acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations, particularly the Penelakut.

Chair Rogers introduced everyone at the table. He set out guidelines for the meeting, with the expectation that people talk to the issues rather than the personalities present.

2. APPROVAL OF AGENDA

The following changes and additions to the agenda were presented for consideration:

- 4.1 Trustee Report
- 4.2 Chair's Report
- 9.2 Potential Grant Request

By general consent the agenda was approved as amended.

3. TOWN HALL AND QUESTIONS

Colleen Doty asked about the applications for input, if there could be comments before the LTC discusses them.

Andrew Loveridge commented on the TUP application, he spoke in favour and would like them to continue with the B&B.

Susan Lambert had a letter of support for the TUP. She spoke to the discretionary authority of the governing body, the job is not just to apply rules.

1. There has to be discretion that is important to the democratic process.
2. Recusal is not being used appropriately.

Chair Rogers replied that Trustee Wolverton will speak to her recusal. It's her decision. Trustees make those decisions all the time.

Louise Decario spoke to the last minutes saying "a member of the public" was used instead of people's names

Regional Planning Manager (RPM) Kojima replied that there is a guideline to not include names, but it is practice to include them.

Sheila Anderson would like to give some background information to remind people that the OCP road network plan has specific emergency routes. There is a need to plan ahead to minimize impact.

Roger Pettit commented on minimal consultation with the public for the Road Network Plan. In future, he suggested using the input of the full community.

Suzanne Fornier expressed concern over their lack of an easy access to an exit on their property. It is her opinion that every property must have an easy exit from their property.

Chair Rogers suggested not devolving the meeting into a road network plan.

Roger Pettit said it is beyond him how the document was approved as an official community plan. It's not worth the paper it's written on.

Chair Rogers re-directed the conversation as he said the meeting was turning into a discussion between people in the audience.

Chair Rogers pointed out that OCP is a bylaw, it has to go through a public hearing.

Sandy mentioned that a lot of people don't know what went into the road network plan.

Chair Rogers redirected the conversation pointing out the need to stick to the current agenda, as there was a lot to cover.

Member of Public had a question of what happened to the letter of support for cell phone service.

Chair Rogers mentioned he didn't know where it was at the moment, but the letter of support should be posted to the website.

Trustee Wolverton pointed out that she had a copy, and would take care of that.

4. COMMUNITY INFORMATION MEETING

none

4.1 Trustees Report

Trustee Rockafella said that she didn't have a lot to report this month. But to know that our decisions have a far reaching impact and the public is consulted.

Trustee Wolverton informed people that she had been to Trust Council on Gabriola Island. She pointed out that people may not understand that they (Trustees) can't talk to each other in advance on a small committee such as theirs. She said that they each individually do their own research. That they first speak when they sit down in the public meeting together.

4.2 Chair's Report

Chair Rogers pointed out that they did have a Trust Council meeting in the middle of March. June 18th-20th Trust Council will be held on Galiano. Summary of what was done:

- Passed the budget
- There will be 2% property tax increase
- First Nations advisor went to a full time position
- There was another position created for the Islands Trust Conservancy
- Also a Conservation Covenant Monitoring position was created
- There's lots of work going on around strategic planning

There was talk of climate change and the First Nations relationship building, along with forest and marine foreshore. The Reconciliation Declaration is work we can be proud of.

5. PUBLIC HEARING

none

6. MINUTES

6.1 Local Trust Committee Minutes Dated March 4, 2019 (for Adoption)

By general consent the minutes were adopted as amended.

6.2 Section 26 Resolutions Without Meeting Report

none

6.3 Advisory Planning Commission Minutes

none

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List Dated March 2019

Trustee Rockafella asked if a date had been set yet for the workshop.

8. DELEGATIONS

none

9. CORRESPONDENCE

Correspondence received concerning current applications or projects is posted to the LTC webpage

none

9.1 K. Harris Letter Dated March 1, 2019 re North Galiano Volunteer Fire Department (NGVFD) Cell Tower Letter of Support

Received for information.

9.2 Potential Grant Request

Trustee Wolverton mentioned a partnership for Reconciliation grant. She said that there was an expression of internal interest; but that the final application was not due until May.

Chair Rogers suggested a motion.

GL-2019-019
It was Moved and Seconded,
that the Galiano Island Local Trust Committee authorize Trustee Wolverton to make the initial expression of interest application for the urban communities partnering for reconciliation grant.

CARRIED

10. APPLICATIONS AND REFERRALS

10.1 GL-RZ-2017.1 (Stevens) - Staff Report

RPM Kojima mentioned that it is post public meeting. At the last meeting it was considered further and a resolution adopted, requesting amendment to the covenant which attaches a statutory right of way. Staff and trustees have visited the site; staff also met with local emergency service providers. Emergency service providers support a blanket statutory right of way for emergency providers.

Trustee Rockafella asked, if possible, that the LTC ensure that it's acceptable to the community.

RPM Kojima replied that it will be provided to the LTC prior to adoption of the bylaw.

Trustee Wolverton said that she went back to look at what's guiding them. She said that it was helpful to walk through the ravine to see what was proposed. Fragmentation of forest corridor and soil compaction should be minimized. The designated future road should follow the old road to have the least impact.

Trust Rockafella mentioned that Galiano's OCP says the road should follow the old route.

Chair Rogers said that what he was hearing that came out of the meetings is that the blanket statutory right of way is acceptable and that bullets one and two are related.

Chair Rogers mentioned that his instinct from having been there, is that he has a similar reaction about the gulley. He said it seems like it'd be a lot of work. He doesn't know what the answer is, but hears that the Trustees are saying that it (the Covenant) is still not satisfactory. RPM Kojima explained that the old resolution still stands. The covenant should still be amended so that the future road is re-aligned to more closely follow the old road, particularly across the ravine. He will follow up with the applicant.

10.2 GL-DVP-2019.1 (Sepp/Kinney) - Staff Report

Chair Rogers asked if the applicant was there in attendance.

Christoph Sepp replied "yes".

RPM Kojima explained that the DVP is for an over height tree house. It's an accessory building of 8.6 m versus 5 meters maximum allowable. The applicant's rationale is that it's private and secluded minimizing the impact. The existing vacation rental is legal. The recommendation is to approve the variance.

Trustee Wolverton asked what the square footage of the tree house is.

The applicant replied that it is 180 sq feet without the trunk.

Trustee Rockafella asked if there is a maximum allowable square footage.

RPM Kojima replied that there wasn't. He said that it's lot coverage that regulates accessory buildings.

Chair Rogers asked if there were any other questions.

Trustee Wolverton suggested that no one's seen it in person (there are photos of it in the report), but the original plan had a different stair case.

Christoph Sepp explained he built the tree house with his son. There's no intent for commercial utilization.

Chair Rogers asked if the applicant had read the correspondence from one of his neighbours. And if he understood that the treehouse *can't* be used as part of his STVR.

Christoph Sepp, the applicant replied that he had and understood.

Chair Rogers asked if he'd talked to his neighbour about the cladding.

Christoph Sepp replied he had not.

Louise Decario said she was shocked when she saw the pictures, since the tree house doesn't seem to be in keeping with the environment. Yet, said that she felt badly opposing it.

Doug Latta I regret that we're considering a tree house that no one can see. The liability is on no-one.

Keith Carlson asked if the square footage is the issue.

Chair Rogers replied that it's the height.

Christoph Sepp mentioned that he had researched it to be the least intrusive possible. The design will have least impact on the tree.

Dianna Lily asked where the structure is in terms of the perimeter of the property and if the neighbours can see it.

GL-2019-020
It was Moved and Seconded,
that the Galiano Island Local Trust Committee approve issuance of Development Variance Permit GL-DVP-2019. 1 (Sepp & Kinney).

CARRIED

A brief break was taken between 1:55 p.m. and 1:57 p.m.

10.3 GL-TUP-2019.2 (Colwell) - Staff Report

Trustee Wolverton pointed out that she is Allison Colwell's employer and had received advice and will recuse herself.

Trustee Wolverton recused herself and left the meeting room at 1:58 p.m. for the next agenda item due to conflict of interest.

RPM Kojima mentioned that the Bed and Breakfast is in an accessory building that has been used for a number of years. The applicant tried to ascertain if the BnB could be grandfathered, but it didn't meet the criteria. A number of options were given to comply. The applicant applied for a TUP. The lot's too small for a cottage and an accessory building cannot be used for a human habitation.

Chair Rogers asked if there were questions. He and Trustee Rockafella discussed some of the criteria.

Chair Rogers pointed out that the applicant's present. He asked her if she wished to speak.

Allison Colwell mentioned:

- She was required to apply for TUP as her only option.
- The process was triggered by Bylaw Enforcement.
- She is not sure that the TUP is the right way to deal with this.

Chair Rogers asked if there were any questions for the applicant. There weren't. So he confirmed that they'd read all 6 letters written to them.

Allison Colwell mentioned the Bylaw Officer told them they would need to apply for a TUP or charges will be pressed against them.

Trustee Rockafella pointed out that staff wasn't satisfied that the building was grandfathered. She pointed out that she has applied for the TUP as a way to avoid rezoning which would be more complicated. She pointed out that she had already read what she submitted. She asked not to hear what was in the letters again.

Roger Pettit explained that the accessory building in question had been used as a recording studio at one point, but it was also used for human habitation during that time too.

Chair Rogers pointed out that it's defined in the bylaws. We're looking at a TUP.

Louise Decario questioned why a TUP is used for a BnB.

RPM Kojima stated that a TUP is for a use not otherwise permitted by zoning.

A member of public summarized a letter requesting to keep the current BnB on the property.

Abby stated she is in support of the TUP. A lot of people have spoken to why using this BnB is beneficial; it's a difficult position for Trustees, as it sets a precedent.

Colleen Doty stated it's not the first time the LTC has had to deal with a lot size such as this and asked how many other owners are shy of the 1 acre. She also asked: What are the thresholds for determining water usage? Do TUP renewals automatically renew?

RPM Kojima said that renewals come to the local trust committee.

Sandy Pottle stated that the lot is .91 of an acre and doesn't allow for a cottage. We had a similar situation where there were two buildings instead of one, where the solution was to join the 2 buildings. Is that something that could be considered for this accessory building of the Colwell's?

Keith Carlson said he is in support of TUP of the Colwell application.

Kate Sandilands noted that the survey dates from the 50's and the property is in the commercial area. It's been in operation for 8 years without complaint. This site has been developed for over 75 years.

Sheila Anderson expressed concerns about the TUP being temporary. It doesn't give the applicant long term stability. It's not a quiet residential area or new. She suggested rezoning this lot as an exception.

Chair Rogers reminded the people in attendance, that if we've heard it already, please don't repeat it.

Susan Fournier suggested that Allison is running the BnB the way we want it run.

Chair Rogers mentions going off topic.

Holly Schofield I'm not sure that due process has been followed. There was no variance considered.

RPM Kojima stated that a variance is not an option.

Henny Schnare asked if there is any way around grandfathering given the measurements of the property?

Chair Rogers those options are still on the table. Grandfathering is legal non-conformity.

Louise Desario it seems like you don't have enough information.

Trustee Rockafella appreciated the comments.
She mentions these points:

- Spending a lot of time looking into possibilities. These people own the property and someone else will own the property later.
- Looking at a TUP for an accessory building.
- Being elected to make a call for the community; not on my gut.

Chair Rogers mentions this is an odd application. The staff did not conclude that this was a legal non-conforming building. I put no fault on the staff for the recommendation. He would be inclined to approve this if it would give some time for another solution to be found. It's not an STVR where it could otherwise provide housing in the community. He supports the application with the recommendation regarding the water.

Trustee Rockafella asks if there's any way (to staff) to allow this application to continue without approving the TUP.

RPM Kojima explained that without approving the TUP it goes back to Enforcement.

Trustee Rockafella asks if there a time period for compliance. Would she not be charged if she's working towards compliance.

RPM Kojima mentions she would be would be given reasonable time to comply.

Trustee Rockafella asked about a potential breezeway

RPM Kojima stated a breezeway is not a connection between buildings. It would have to have walls, floors and doesn't know how feasible it is.

Chair Rogers states he would be very reluctant to commit Bylaw Enforcement to anything.

Trustee Rockafella asked if they allow a TUP for a BnB would it set a precedent.

RPM Kojima it would be specific to this application. It would not be precedent setting, but it could set an expectation.

Chair Rogers expressed that TUPs are a complete exercise of discretion. There is no legal precedent. We consider each one on their merits. There should be some condition related to the water usage in the area as this property is in the water management area.

Chair Rogers made a motion to amend the permit to include the requirement for rainwater catchment cistern to be installed (p. 37 Item 2), this was not seconded.

GL-2019-021
It was Moved and Not Seconded,
that the Galiano Local Trust Committee amend proposed Temporary Use Permit GL-TUP-2019.2 (Colwell) by including the requirement for proof that a rainwater storage cistern of 16, 000 litres capacity is installed on the subject property within twelve (12) months of the date of issuance for the permit.

WITHDRAWN

GL-2019-022
It was Moved and Seconded,
that the Galiano Local Trust Committee amend Temporary Use Permit GL-TUP-2019.2 (Colwell) to be valid for one year (instead of 3 years) from the date of issuance of the permit.

CARRIED

GL-2019-023
It was Moved and Seconded,
that the Galiano Local Trust Committee approve issuance of TUP GL-TUP - 2019.2 (Colwell) as amended.

CARRIED

A brief break was taken between 3:04 p.m. and 3:25 p.m.

Trustee Wolverton returned to the meeting room at 3:25 p.m.

10.4 Thetis Island Local Trust Committee Bylaw No. 103 Referral

RPM Kojima spoke to the bylaw.

GL-2019-024
It was Moved and Seconded,
that the Galiano Local Trust Committee's interests were unaffected by Thetis Island Bylaw No. 103.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Top Priorities - Staff Report

RPM Kojima reviewed the report which provided options and recommendations for top priority items. Chair Rogers asked how the LTC would you like to deal with this?

Trustee Wolverton indicated she was fine with those recommendations.

Trustee Rockafella supported starting with the STVR review.

GL-2019-025
It was Moved and Seconded,
that the Galiano Local Trust Committee add Groundwater Sustainability to the Galiano Island LTC Top Priority List and that staff report back with a project charter.

CARRIED

GL-2019-026
It was Moved and Seconded,
that the Galiano Island Local Trust Committee request staff report back with an updated Project Charter for the Affordable Housing Project that would identify vacation rental review as the first phase.

CARRIED

GL-2019-027
It was Moved and Seconded,
that the Galiano Island Local Trust Committee remove the Dock Review from the Galiano Island LTC Top Priority List and place on the Projects List.

CARRIED

GL-2019-028
It was Moved and Seconded,
that the Galiano Island Local Trust Committee add Emergency Access Planning to the Galiano Island LTC Projects List.

CARRIED

GL-2019-029
It was Moved and Seconded,
that the Galiano Local Trust Committee add the Coastal Douglas Fir Toolkit to the Galiano LTC Projects List.

CARRIED

11.2 Fees Bylaw Amendment No. 270 - Staff Report

RPM Kojima explained that the bylaw would amend the fees for Cannabis referrals.

Chair Rogers Trustees asked if anyone had any questions. There were none.

GL-2019-030
It was Moved and Seconded,
that the Galiano Island Local Trust Committee Bylaw No. 270, cited as "Galiano Local Trust Committee Fees Bylaw No. 196, 2007, Amendment No. 1, 2019", be read a first time.

CARRIED

GL-2019-031
It was Moved and Seconded,
that the Galiano Island Local Trust Committee Bylaw No. 270, cited as "Galiano Island Local Trust Committee Fees Bylaw No. 196, 2007, Amendment No. 1, 2019", be read a second time.

CARRIED

GL-2019-032
It was Moved and Seconded,
that the Galiano Island Local Trust Committee Bylaw No. 270, cited as "Galiano Island Local Trust Committee Fees Bylaw No. 196, 2007, Amendment No. 1, 2019", be read a third time.

CARRIED

GL-2019-033
It was Moved and Seconded,
that the Galiano Island Local Trust Committee Bylaw No. 270, cited as "Galiano Island Local Trust Committee Fees Bylaw No. 196, 2007, Amendment No. 1, 2019", be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

12. REPORTS

12.1 Work Program Reports

12.1.1 Top Priorities Report Dated March 2019

Received for information.

12.1.2 Projects List Report Dated March 2019

Received for information.

12.2 Applications Report Dated March 2019

RPM Kojima commented that the TUP's were approved today.

12.3 Trustee and Local Expense Report Dated January 2019

Chair Rogers pointed out that we're close to the end of fiscal year.

12.4 Adopted Policies and Standing Resolutions

Received for information

12.5 Local Trust Committee Webpage

Chair Rogers suggested posting the telecommunications letter.

12.6 Trustee Report

Chair Rogers mentioned that items 12.6 & 12.7 have been moved.

12.7 Chair's Report

12.8 Islands Trust Conservancy Report

none

13. NEW BUSINESS

13.1 Galiano Island Local Trust Committee Bylaw No. 269, Bylaw Enforcement Notice (BEN) - Staff Report

RPM Kojima explained the amendment would update the bylaw so it's consistent with the Land Use Bylaw.

Chair Rogers expressed that the whole focus of enforcement is on getting compliance.

GL-2019-034
It was Moved and Seconded,
that the Galiano Island Local Trust Committee Bylaw No. 269, cited as "Galiano Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 228, 2011, Amendment No. 1, 2018", be adopted.

CARRIED

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for May 6, 2019, at the North Community Hall, Galiano Island

15. TOWN HALL

Member of the Public asked what is the Islands Trust's fiscal year.

Chair Rogers replied it's 1st of April to the 31st March.

Colleen Doty asks what are the tools from the groundwater specialist, how will they be used?

RPM Kojima that the groundwater analysis would establish the existing groundwater regions and compile the data that's available. Then try to get a water balance model for those regions.

Trustee Wolverton stated there is difficulty monitoring the groundwater on people's properties.

Brad brings up his concern with compliance. The bylaw officer visits, the person stops and then starts again after the bylaw officer leaves again.

Member of Public asked about the emergency access discussion based on access for emergency providers and explained it should be for evacuees too. She also asked about renewal of TUPs?

RPM Kojima explained that discussion with CRD was for public egress through those routes too.

Chair Rogers explained the TUP renewal process.

Steven Reiback asks if they could please review the decisions about Stevens.

Chair Rogers if you go back to the staff report, we put 3 conditions on adoption of the Bylaw. Proposal from staff for a statutory right-of-way is fulfilling one of the conditions. There are 2 outstanding.

Steven Reiback mentions about his difficulty in following this is to show where the various areas exist.

Chair Rogers suggests they stop talking about Stevens. Online there are extensive mapping attached to the reports and encouraged him to look at those.

A member of the public mentioned that it is a recurring theme, in a small community, everyone knows everyone. Different communities will write letters for different things. Is there a more modern tool? What about a new tool for a bylaw inspector to give to a person to ensure they come into compliance?

RPM Kojima explained there are compliance agreements that Bylaw Enforcement uses.

Roger Pettit asked about approving a bylaw without a hearing.

Chair Rogers it was an administrative bylaw that does not include a public hearing.

Roger Pettit said that from a meeting he just went to, our fire season is expected to be the worst yet. Fire proof your property.

Sheila requested bigger maps and to include topography.

Trustee Wolverton showed an island brochure that she would like to see on the ferry.

16. CLOSED MEETING

none

17. ADJOURNMENT

By general consent the meeting was adjourned at 4:21 p.m.

_____

Dan Rogers, Chair

Certified Correct:

_____

Yasemin Schnorr Von Carolsfeld, Recorder

Islands Trust

Print Date: April 24, 2019

Follow Up Action Report

Galiano Island

04-Feb-2019

No	Activity	Responsibility	Dates	Status
1	GL-RZ-2017.1 Stevens Staff to work with the applicant in order to amend the covenant to: 1. provide connectivity between the two road reservation areas on DL37. 2. Grant a SROW for emergency access as a condition of rezoning. 3. Consider changing the location for the Georgia View extension (Road Reservation #2). 4. Staff to clarify how to move forward with the application in relation to OCP Land Transportation Policy 'F'.	Robert Kojima	Target: 30-Apr-2019	Completed

04-Mar-2019

No	Activity	Responsibility	Dates	Status
1	13.2 Schedule an educational workshop on CDF toolkit and groundwater	Robert Kojima William Shulba	Target: 26-Apr-2019	Completed
2	16.3 In-camera Rise and Report: 1. Minutes February 4th adopted as presented - MH (Done) 2. LTC appointed Jim Petrie, Priscilla Ewbank, and Priscilla Zimmerman to the Board of Variance (MH - sent letters to appointed members & CC'd LTC)	Maple Hung Sharon Lloyd-deRosari	Target: 11-Mar-2019	Completed

Follow Up Action Report

Galiano Island

01-Apr-2019

No	Activity	Responsibility	Dates	Status
1	6.1 Minutes of march 4th adopted as amended	Maple Hung	Target: 08-Apr-2019	Completed
2	10.1 GL-RZ-2017.1 (Stevens) - staff to follow up on revising road revision alignment in covenant	Robert Kojima	Target: 08-Apr-2019	Completed
3	10.2 Gl-DVP-2019.1 (Sepp and Kinney) - permit approved	Jas Chonk	Target: 08-Apr-2019	Completed
4	10.3 GL-TUP-2019.2 (Colwell) TUP approved as amended (1 year)	Jas Chonk	Target: 08-Apr-2019	Completed
5	10.4 Thetis Bylaw No. 103 - interests unaffected	Jas Chonk	Target: 08-Apr-2019	Completed
6	11.1 Top priorities - LTC initiates affordable housing and groundwater sustainability as top priorities, move dock review to projects list, add emergency access planning to projects list, add CDF tool kit to projects list	Robert Kojima	Target: 08-Apr-2019	Completed
7	11.2 Fee Bylaw amendment No. 270 - First, second and third readings, forward to EC - April 17 EC mtg	Jas Chonk Robert Kojima	Target: 08-Apr-2019	Completed
8	13.1 Bylaw 269 (BEN) - Adopted - Done Consolidate to BEN Bylaw 228	Jas Chonk Sharon Lloyd-deRosari	Target: 08-Apr-2019	Completed

Print Date: April 24, 2019

Follow Up Action Report

Galiano Island

02-Apr-2019

No	Activity	Responsibility	Dates	Status
1	Post telecom letter to webpage (MH - Done)	Maple Hung Robert Kojima	Target: 05-Apr-2019	Completed

STAFF REPORT

File No.: GL-TUP-2019.3
(Coleman)

DATE OF MEETING:	May 6, 2019
TO:	Galiano Island Local Trust Committee
FROM:	Narissa Chadwick, Island Planner Southern Team
COPY:	Robert Kojima
SUBJECT:	Report Subject: Renewal of TUP for Short Term Vacation Rental Applicant: Graham and Linda Coleman Location: 233 Sturdies Bay Road, Galiano Island

RECOMMENDATION

1. **That the Galiano Island Local Trust Committee (LTC) approve renewal of the Temporary Use Permit (TUP) GL-TUP-2019.3 (Coleman) for the maximum allowed (three (3) years).**

REPORT SUMMARY

The purpose of this report is to consider a TUP renewal for a Short Term Vacation Rental (STVR) within a dwelling unit at 233 Studies Bay Road.

The above recommendation for the renewal of the TUP is supported as there is no record of complaint or bylaw infringement issues over the term of the original TUP. In addition, the applicants have indicated that they have adhered to the conditions identified the in original permit.

BACKGROUND

The detailed staff report including background, analysis and attached maps can be found in the agenda package for the May 2, 2016 Galiano Island Local Trust Committee (LTC) meeting:
http://www.islandstrust.bc.ca/media/339910/agenda-package-galiano-ltc-regular_may02_2016.pdf .

The original TUP was issued on May 3, 2016 for the maximum allowed period of three (3) years.

The TUP for Commercial Vacation Rental on this property is one (1) of sixteen (16) previously approved on Galiano Island (see map Appendix A).

The applicant, in conversation with staff, indicated that they have adhered to the conditions identified in the original permit (see Appendix B) by:

- Providing the name and 24 hour/7 day a week contact number of the property owner and the on island contact person to guests upon arrival;

- Providing a copy of contact information and a copy of the TUP to neighbours within a 100 metre radius of the vacation rental;
- Providing information on noise bylaws, water conservation, fire safety, storage and disposal of garbage and recycling, septic care, and control of pets to guests;
- Installing a cistern of minimum 7,000 litres for the storage of rainwater;
- Limiting the number of guests to eight persons and the maximum of guest per room to two persons;
- Prohibiting camping and the occupancy of recreational vehicles, the rental or provision of motorized personal watercraft, outdoor fires;
- Providing a minimum of two vehicles on the property;
- Not exceeding the total sign area of 0.4 square metres to advertise the Vacation Rental; and
- Not directing outdoor lighting onto surrounding properties.

Under s.497 (2) of the Local Government Act a TUP may be renewed only once. Additional conditions, including those that were not imposed on the original term, can be added. Once the renewed permit has expired, the applicant can submit an application for a new TUP.

Rationale for Recommendation

Given that there have been no bylaw infringements or recorded complaints from neighbours, staff recommend that a three (3) year renewal of the TUP be granted. Staff also see no need for additional conditions to be added at this time (see permit Appendix C).

ALTERNATIVES

1. **Request further information.** The LTC may request further information from the applicant before proceeding with a decision.
2. **Approve for shorter period of time.** The maximum period for renewal of the TUP is three (3) years. A reduced period of time for the renewed permit can be determined at the discretion of the LTC.
3. **Approve with additional conditions.** Additional conditions, including those that were not imposed on the original term, can be added to the renewed permit.
4. **Deny the application.** The applicant would no longer be able to use the property for STVR purposes once the original permit has expired (May 3, 2019). The applicant may submit another application for a new permit at a later date.

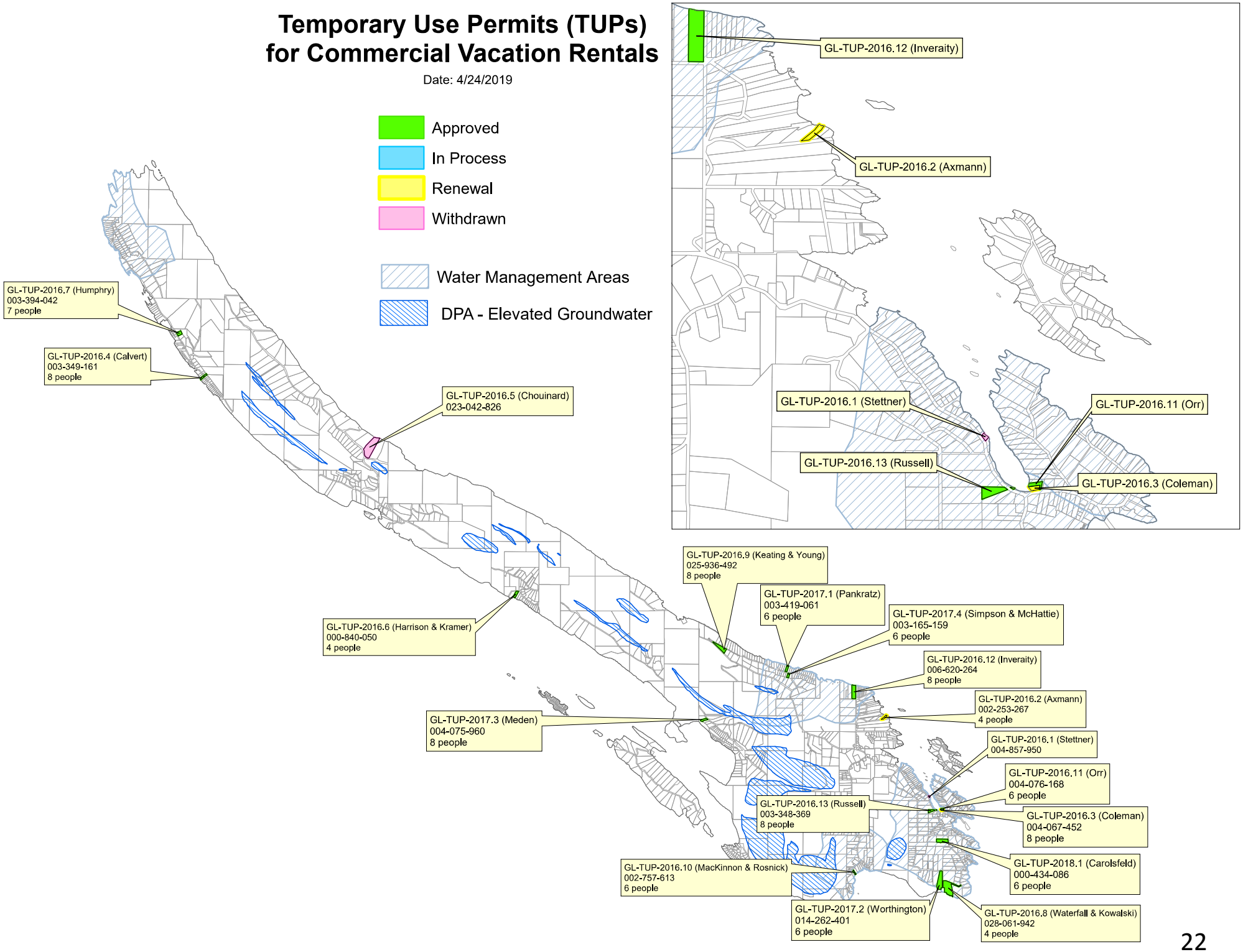
Submitted By:	Narissa Chadwick	April 18, 2019
Concurrence:	Robert Kojima	April 24, 2019

ATTACHMENTS

1. Galiano TUP Map
2. Previous Permit
3. Proposed Permit

Temporary Use Permits (TUPs) for Commercial Vacation Rentals

Date: 4/24/2019



GALIANO ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
GL-TUP-2016.3 (Coleman)

2333 Sturdies Bay Road

To: Graham & Linda Coleman

1. This Permit applies to the land described below:

   Lot 3, Section 4 and 5, Galiano Island, Cowichan District, Plan 16826, (PID: 004-067-452).

2. This Permit is issued for the purpose of permitting the owner to conduct the following use on their property:

   a) a Commercial Vacation Rental within the Dwelling Unit.

3. and is subject to the following conditions:

   a) the property owner or other contact person be available on Galiano Island by telephone 24 hours/day, seven days per week. The name and contact number of property owner and on island contact person must be provided to guests upon arrival;
   b) the property owner or Commercial Vacation Rental operator must provide neighbours within a 100 metre radius of the vacation rental with the contact persons phone number, and a copy of the temporary use permit;
   c) the property owner or Commercial Vacation Rental operator must post for guests information on noise bylaws, water conservation, fire safety, storage and disposal of garbage and recycling, septic care, and control of pets. The guest information must also remind guests that the property is located in a residential area;
   d) the owner will install a cistern for the storage of rainwater having a capacity if at least 7,000 litres;
   e) the cistern cited in d) shall be installed within twelve (12) months of the issuance of this permit;
   f) the maximum number of guests is limited to eight (8) persons;
   g) the maximum number of guests per bedroom is two (2) persons;
   h) camping and occupancy of recreational vehicles are prohibited;
   i) a maximum of one sign unilluminated not exceeding a total sign area of 0.4 square metres advertising the Commercial Vacation Rental is permitted . The sign must be located on the lot occupied by the Commercial Vacation Rental use;
   j) the rental or provision of motorized personal watercraft is prohibited;
   k) all outdoor fires are prohibited;
   l) the owner must provide parking for a minimum of two (2) vehicles on the property;
   m) outdoor lighting must not be directed onto surrounding properties;
   n) the property owner or Commercial Vacation Rental operator must post for guests emergency service contact information and to provide a means for contacting them;
   o) the property owner or Commercial Vacation Rental operator must post name and contact number of property owner and on island contact person, and permit information at the entrance to the property; and

p) the holder of this Permit, 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, or commercial vacation renter for the purpose of investigating a complaint.

4. This permit is valid for three years from date of issuance of the permit and upon expiry of the permit the owner of the site shall discontinue the temporary use to the satisfaction of the Islands Trust.

5. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Galiano Island Land Use Bylaw No. 127, 1999" and to obtain other approvals necessary for completion of the proposed development, including approvals from the Capital Regional District, Vancouver Island Health Authority and Ministry of Transportation and Infrastructure.

AUTHORIZING RESOLUTION PASSED BY THE GALIANO ISLAND LOCAL TRUST COMMITTEE THIS 2nd DAY OF MAY, 2016.

S. L. deRosario

Deputy Secretary, Islands Trust

May 3, 2016

Date Issued

GALIANO ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT GL-TUP-2019.3 (Coleman)
RENEWAL OF GL-TUP-2016.3 (Coleman)

2333 Sturdies Bay Road

To: Graham & Linda Coleman

1. This Permit applies to the land described below:

   Lot 3, Section 4 and 5, Galiano Island, Cowichan District, Plan 16826,
   (PID: 004-067-452).

2. This Permit is issued for the purpose of permitting the owner to conduct the following use on their property:

   a) a Commercial Vacation Rental within the Dwelling Unit.

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   d) the owner will install a cistern for the storage of rainwater having a capacity if at least 7,000 litres;
   e) the cistern cited in d) shall be installed within twelve (12) months of the issuance of this permit;
   f) the maximum number of guests is limited to eight (8) persons;
   g) the maximum number of guests per bedroom is two (2) persons;
   h) camping and occupancy of recreational vehicles are prohibited;
   i) a maximum of one sign unilluminated not exceeding a total sign area of 0.4 square metres advertising the Commercial Vacation Rental is permitted . The sign must be located on the lot occupied by the Commercial Vacation Rental use;
   j) the rental or provision of motorized personal watercraft is prohibited;
   k) all outdoor fires are prohibited;
   l) the owner must provide parking for a minimum of two (2) vehicles on the property;
   m) outdoor lighting must not be directed onto surrounding properties~~,~~
   n) the property owner or Commercial Vacation Rental operator must post for guests emergency service contact information and to provide a means for contacting them;

o) the property owner or Commercial Vacation Rental operator must post name and contact number of property owner and on island contact person, and permit information at the entrance to the property; and

p) the holder of this Permit, 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, or commercial vacation renter for the purpose of investigating a complaint.

4. This permit is valid for three (3) years from date of issuance of the permit. Upon expiry of the permit the owner of the site shall discontinue the temporary use to the satisfaction of the Islands Trust.

5. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Galiano Island Land Use Bylaw No. 127, 1999" and to obtain other approvals necessary for completion of the proposed development, including approvals from the Capital Regional District, Vancouver Island Health Authority and Ministry of Transportation and Infrastructure.

AUTHORIZING RESOLUTION PASSED BY THE GALIANO ISLAND LOCAL TRUST COMMITTEE THIS DAY OF , 2019.

_____
Deputy Secretary, Islands Trust

_____
Date Issued

STAFF REPORT

File No.: GL-TUP-2019.6 (Axmann)

DATE OF MEETING:	May 6, 2019
TO:	Galiano Island Local Trust Committee
FROM:	Narissa Chadwick, Island Planner Southern Team
COPY:	Robert Kojima
SUBJECT:	Report Subject: Renewal of TUP for Short Term Vacation Rental Applicant: Thomas Axmann Location: 625 Harper Road, Galiano Island

RECOMMENDATION

1. **That the Galiano Island Local Trust Committee (LTC) approve renewal of the Temporary Use Permit (TUP) GL-TUP-2019.6 (Axmann) for the maximum allowed (three (3) years).**

REPORT SUMMARY

The purpose of this report is to consider a TUP renewal for a Short Term Vacation Rental (STVR) within a dwelling unit at 625 Harper Road, Galiano Island.

The above recommendation for the renewal of the TUP is supported as there is no record of complaint or bylaw infringement issues over the term of the original TUP. In addition, the applicant has indicated that they have adhered to the conditions identified the in original permit.

BACKGROUND

The detailed staff report including background, analysis and attached maps can be found in the agenda package for the May 2, 2016 Galiano Island Local Trust Committee (LTC) meeting:

http://www.islandstrust.bc.ca/media/339910/agenda-package-galiano-ltc-regular_may02_2016.pdf .

The original TUP was issued on May 3, 2016 for the maximum allowed period of three (3) years. The TUP for Commercial Vacation Rental on this property is one (1) of sixteen (16) previously approved on Galiano Island (see map Appendix A).

The applicant, in conversation with staff, indicated that they have adhered to the conditions identified in the original permit (see Appendix B) by:

- Providing the name and 24 hour 7 day a week contact number of the property owner and/or the on island contact person to guests upon arrival;
- Posting the name and contact number of property owner, on island contact and permit information at the entrance to the property;
- Posting for guests emergency service contact information and to provide a means for contacting them;

- Providing a copy of contact information and a copy of the TUP to neighbours within a 100 metre radius of the vacation rental;
- Providing information on noise bylaws, water conservation, fire safety, storage and disposal of garbage and recycling, septic care, and control of pets to guests;
- Reminding guests that the property is located in a residential area;
- Limiting the number of guests to four (4) persons and the number of guests per bedroom to two (2) persons;
- Prohibiting camping and the occupancy of recreational vehicles, the rental or provision of motorized personal watercraft, and outdoor fires;
- Providing parking for a minimum of two vehicles on the property;
- Not exceeding the total sign area of 0.4 square metres to advertise the Vacation Rental; and
- Not directing outdoor lighting onto surrounding properties.

Under s.497 (2) of the Local Government Act a TUP may be renewed only once. Additional conditions, including those that were not imposed on the original term, can be added. Once the renewed permit has expired, the applicant can submit an application for a new TUP.

Rationale for Recommendation

Given that there have been no bylaw infringements or recorded complaints from neighbours during the past three years, staff recommend that a three (3) year renewal of the TUP be granted. Staff also see no need for additional conditions to be added at this time (see Permit Appendix C).

ALTERNATIVES

1. **Request further information.** The LTC may request further information from the applicant before proceeding with a decision.
2. **Approve for shorter period of time.** The maximum period for renewal of the TUP is three (3) years. A reduced period of time for the renewed permit can be determined at the discretion of the LTC.
3. **Approve with additional conditions.** Additional conditions, including those that were not imposed on the original term, can be added to the renewed permit.
4. **Deny the application.** The applicant would no longer be able to use the property for STVR purposes once the original permit has expired (May 3, 2019). The applicant may submit another application for a new permit at a later date.

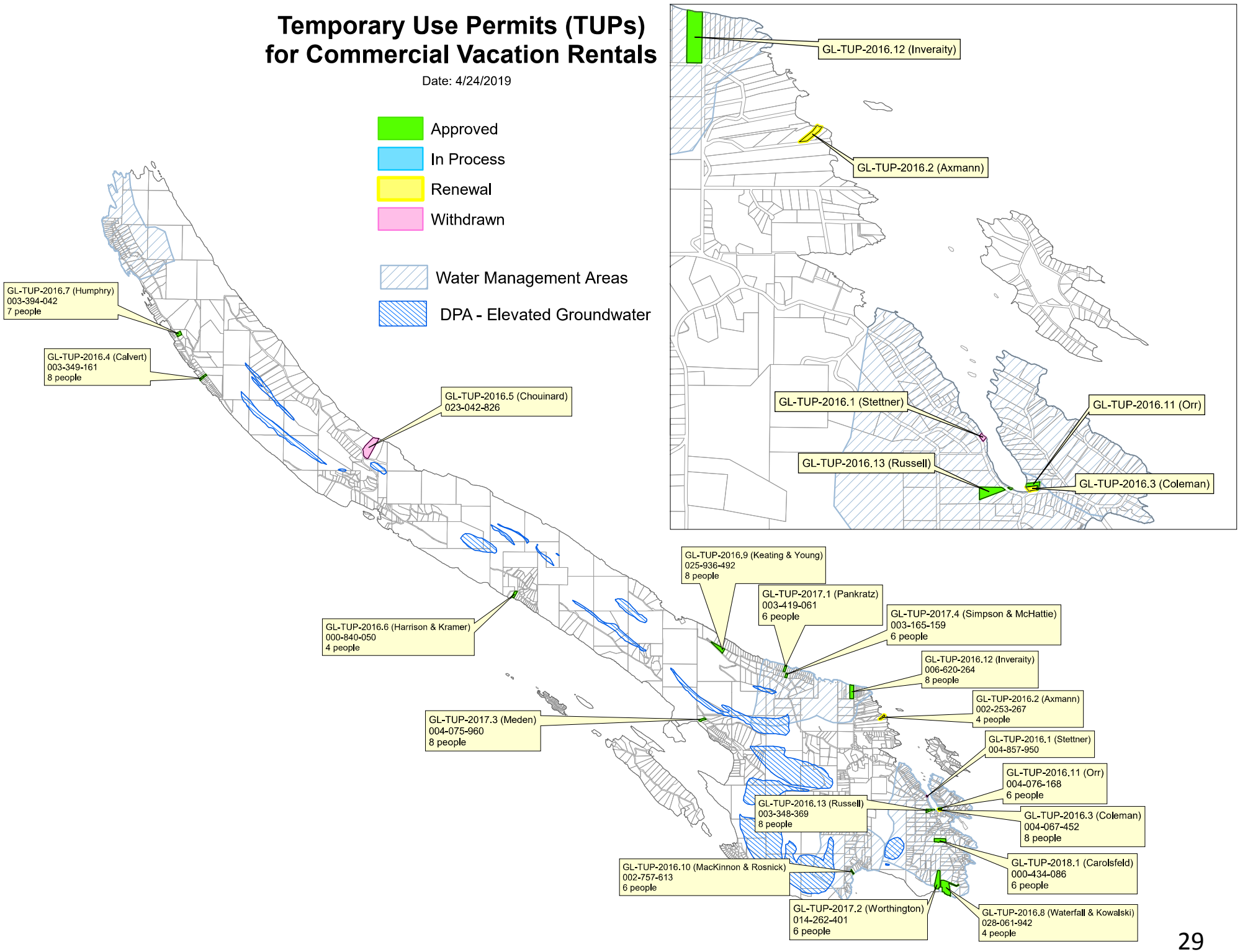
Submitted By:	Narissa Chadwick	April 24, 2019
Concurrence:	Robert Kojima	April 24, 2019

ATTACHMENTS

1. Galiano TUP Map
2. Previous Permit
3. Proposed Permit

Temporary Use Permits (TUPs) for Commercial Vacation Rentals

Date: 4/24/2019



Islands Trust

GALIANO ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
GL-TUP-2016.2 (Axmann)

625 Harper Road

To: Thomas Axmann

1. This Permit applies to the land described below:

   Lot 5, District Lot 6, Galiano Island, Cowichan District, Plan 11839,
   (PID: 002-253-267).

2. This Permit is issued for the purpose of permitting the owner to conduct the following use on their property:

   a) a Commercial Vacation Rental within the Dwelling Unit.

3. and is subject to the following conditions:

   a) the property owner or other contact person be available on Galiano Island by telephone 24 hours/day, seven days per week. The name and contact number of property owner and on island contact person must be provided to guests upon arrival;
   b) the property owner or Commercial Vacation Rental operator must provide neighbours within a 100 metre radius of the vacation rental with the contact persons phone number, and a copy of the temporary use permit;
   c) the property owner or Commercial Vacation Rental operator must post for guests information on noise bylaws, water conservation, fire safety, storage and disposal of garbage and recycling, septic care, and control of pets. The guest information must also remind guests that the property is located in a residential area;
   d) the maximum number of guests is limited to four (4) persons;
   e) the maximum number of guests per bedroom is two (2) persons;
   f) camping and occupancy of recreational vehicles are prohibited;
   g) a maximum of one sign unilluminated not exceeding a total sign area of 0.4 square metres advertising the Commercial Vacation Rental is permitted . The sign must be located on the lot occupied by the Commercial Vacation Rental use;
   h) the rental or provision of motorized personal watercraft is prohibited;
   i) all outdoor fires are prohibited;
   j) the owner must provide parking for a minimum of two (2) vehicles on the property;
   k) outdoor lighting must not be directed onto surrounding properties;
   l) the property owner or Commercial Vacation Rental operator must post for guests emergency service contact information and to provide a means for contacting them;
   m) the property owner or Commercial Vacation Rental operator must post name and contact number of property owner and on island contact person, and permit information at the entrance to the property; and

n) the holder of this Permit, 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, or commercial vacation renter for the purpose of investigating a complaint.

4. This permit is valid for three years from date of issuance of the permit and upon expiry of the permit the owner of the site shall discontinue the temporary use to the satisfaction of the Islands Trust.

5. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Galiano Island Land Use Bylaw No. 127, 1999" and to obtain other approvals necessary for completion of the proposed development, including approvals from the Capital Regional District, Vancouver Island Health Authority and Ministry of Transportation and Infrastructure.

AUTHORIZING RESOLUTION PASSED BY THE GALIANO ISLAND LOCAL TRUST COMMITTEE THIS 2nd DAY OF MAY, 2016.

S. L. deRocard

Deputy Secretary, Islands Trust

May 3, 2016

Date Issued

GALIANO ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT GL-TUP-2019.6 (Axmann)
RENEWAL OF GL-TUP-2016.2 (Axmann)

625 Harper Road

To: Thomas Axmann

1. This Permit applies to the land described below:

   Lot 5, District Lot 6, Galiano Island, Cowichan District, Plan 11839,
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2. This Permit is issued for the purpose of permitting the owner to conduct the following use on their property:

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4. This permit is valid for three (3) years from date of issuance of the permit. Upon expiry of the permit the owner of the site shall discontinue the temporary use to the satisfaction of the Islands Trust.

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AUTHORIZING RESOLUTION PASSED BY THE GALIANO ISLAND LOCAL TRUST COMMITTEE THIS DAY OF 2019.

_____
Deputy Secretary, Islands Trust

_____
Date Issued

STAFF REPORT

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

DATE OF MEETING:	May 6, 2019
TO:	Galiano Island Local Trust Committee
FROM:	Robert Kojima, Regional Planning Manager Southern Team
SUBJECT:	GL-RZ-2017.1 (Stevens) Bylaws 265 and 266 Applicant: Fred and Isobel Stevens Location: 303 Betty Ann Drive

RECOMMENDATIONS

1. THAT the Galiano Island Local Trust Committee endorse the replacement reference plan prepared by Peter Thomson dated April 2019 and direct staff to proceed with amending the s. 219 covenant road reservation covenant registered on District Lot 37.

2. THAT the Galiano Island Local Trust Committee authorize the expenditure of LTC expense funds to undertake new survey work for covenant changes requested by the LTC for rezoning application GL-RZ-2017.1 (Stevens).

REPORT SUMMARY

The purpose of this report is to provide the Galiano Island Local Trust Committee (LTC) with an update on proposed changes to the covenant.

BACKGROUND

The application was initiated in 2017 to amend the zoning and land use designation on the F1 zoned lot to permit the existing contractor yards and an accessory dwelling on a portion of the property. As a condition of consideration of adoption of the bylaws, the LTC resolved that the applicant agree to enter into a covenant with the LTC, acceptable to the Ministry of Transportation (MoTI) to reserve future road dedication consistent with the Road Network Plan and Transportation policies. The LTC held a public hearing on Bylaws 265 and 266 in July 2018. The OCP amendment bylaw was approved by the Minister of Municipal Affairs and Housing on October 22, 2018. The covenant was executed by all parties (LTC Chair, applicant and MoTI) and submitted for registration on October 29, 2018.

<u>s. 219 Covenant</u>

Islands Trust legal counsel prepared the draft covenant, based on the direction of the LTC, and agreed to by the applicant and MoTI, and includes the following key elements:

- Establishes reserved areas for future highway dedication and/or emergency access routes.
- Provides an option to purchase (for a dollar) the reservation area by the Province.

- Provides for the Province to acquire the reservation area as a highway.
- Allows for portions of the reserved area that may not be required by the Ministry for a highway, to be granted as a statutory right of way for emergency access or as a trail.
- Prohibits future subdivision and restricts hours of operation of the business.

Further background and analysis of the application is available in previous staff reports posted on the webpage.

Post Public Hearing

As the bylaws have already been subject to a public hearing, the LTC is constrained in hearing new information following the close of the hearing: the LTC may not hear further submissions without holding a new hearing. The principle applies to a covenant as well: prior to the hearing the LTC stated its intention that it would make final approval of the bylaws conditional upon the granting of a covenant that would reserve future highway dedication and emergency access routes, require a statutory right-of-way for trails, restrict future subdivision, and restrict hours of operation. The specifics of the covenant can be discussed by the LTC following the hearing and modifications can be made. However, like a bylaw, the LTC should not receive new information or public input on the covenant, but can receive advice from staff.

ANALYSIS

At the February meeting the LTC considered the application and adopted the following resolution:

> **GL-2019-002**
>
> **It was Moved and Seconded,**
>
> that the Galiano Island Local Trust Committee hold the application in abeyance and that staff be directed to work with applicant to amend the covenant to:
>
> - Provide connectivity between the two road reservations areas on DL 37.
> - Grant a statutory right-of-way for emergency access as a condition for rezoning.
> - Consider changing the location for the Georgia View extension (Road Reservation #2).
>
> **CARRIED**

Since the February meeting, staff and trustees have conducted a site visit to review the reservation areas established in the covenant and to familiarize themselves with the site. Staff also met with local emergency service providers and CRD Emergency Management Program staff to discuss emergency access routes generally and options for the CRD to obtain emergency access across properties. CRD staff and Galiano emergency service providers were in agreement that the preferred tool is the general statutory right-of-way, or what was commonly called a “blanket easement”, this would be granted to the CRD and would provide general access for emergency providers and the public. CRD staff have developed a right-of-way document specific to this property, and which could also be a template for other properties. The statutory right-of-way is currently being reviewed by the owner and CRD, but generally includes the following key provisions:

- Grants to the CRD, and all members of the public, emergency access and egress across DL 37
- As a statutory right-of-way it is perpetual amd would not be affected by changes in land ownership
- It would allow the CRD access to repair and maintain the route
- It would require that the owner provide the CRD with keys to any gates
- Use of the route by the public in an emergency should be under the direction of the CRD

- The CRD would limit emergency access and egress to the existing route running east–west across the lot, but if the CRD determines that route is not suitable it may establish the route elsewhere on the property.
- The statutory right of way would be discharged in six months if Bylaws 265 and 266 are not adopted.

Once the statutory right-of-way is finalized by the CRD and the owner, it will be available to the LTC prior to making a final decision on the bylaws.

At the April meeting the LTC affirmed that the LTC would still like to see changes to the covenant as outlined in the February resolution.

Since the April meeting the applicant has submitted a revised road reservation plan (attached) which would replace the two plans attached to the current covenant. The revised plan would:

- Change the stream crossing to avoid the gully at the north end of the property to instead cross at the location of an old crossing further south.
- Join the north-south access route on DL 37, rather than merging on DL 38 as in the existing covenant plans.
- Avoid the gravel pit and unexcavated aggregate to the north of the existing excavation area by retaining the alignment of the future road along the north boundary of the property.

This revised plan and the proposed emergency access statutory right-of-way meet the following changes requested by the LTC in the resolution: there would be connectivity between the road reservation areas on DL 37, a statutory right-of-way has been prepared that would grant emergency access across the property, and the route has been re-aligned to avoid crossing the stream in the gully. However, it would not follow the route designated in the OCP through the aggregate excavation area or future excavation area. The applicant is adamant that any future road avoid the gravel pit and future excavation, their rationale being that the proposed alignment should avoid as much of the gravel resource as possible. The old road bed is partially within the active quarry would be in unmined gravel deposits in other locations. Keeping the proposed road to a more northern location would minimize conflict with aggregate extraction. Also, the proposed alignment would provide additional access to the southern boundary of DL 38 than just the north-south route in the event of a future rezoning of lands beyond and/or if the north-south route were not acquired by MoTI as a highway.

In addition to the land transportation policies, which state that the future road locations shown on the Road Network Plan are approximate and should be confirmed at time of rezoning, the OCP also includes a policy relevant to gravel resources (Sand and Gravel Resources, policy (b)): “Care should be taken not to sterilize aggregate resources and limit availability for future use. Use of local resources can assist in limiting greenhouse gas emissions.”

The proposed revisions to the road reservation layout appear to meet most of the LTC’s requested changes, with the exception of following the old road bed for the whole route. While aligning the future road with the old road bed through the whole property would be optimal, the rationale of avoiding the current gravel excavation area and the areas proposed for future aggregate extraction is reasonable, and is supported by OCP policy. Staff are recommending that, given the other changes and the proposed emergency access route statutory right-of-way, the LTC accept the proposed revised alignment and proceed with amending the covenant.

The revised plan is a reference plan only, and prior to amending the covenant a surveyed plan would need to be prepared. As the changes are requested by the LTC to a covenant already registered, the applicant has requested that the LTC pay for the costs associated with the survey work, staff have confirmed that it is possible for the LTC to do this, a resolution would be required to proceed.

Options and Alternative

1. Proceed no further with Bylaws 265 and 266.

Submitted By:	Robert Kojima Regional Planning Manager	April 29, 2019

Attachments:

1. Proposed road reservation plan
2. Schedule C excerpt

REFERENCE PLAN OF PART OF DISTRICT LOT 37, GALIANO ISLAND, COWICHAN DISTRICT

PURSUANT TO SECTION 99 (1) (e) OF THE LAND TITLE ACT
FOR COVENANT PURPOSES

PLAN EPP57479

BCGS 92B.093

Scale 1:1250

50 25 0 50 100 150 metres

The intended plot size of this plan is 864 mm in width by 559 mm in height (D size) when plotted at a scale of 1:1250

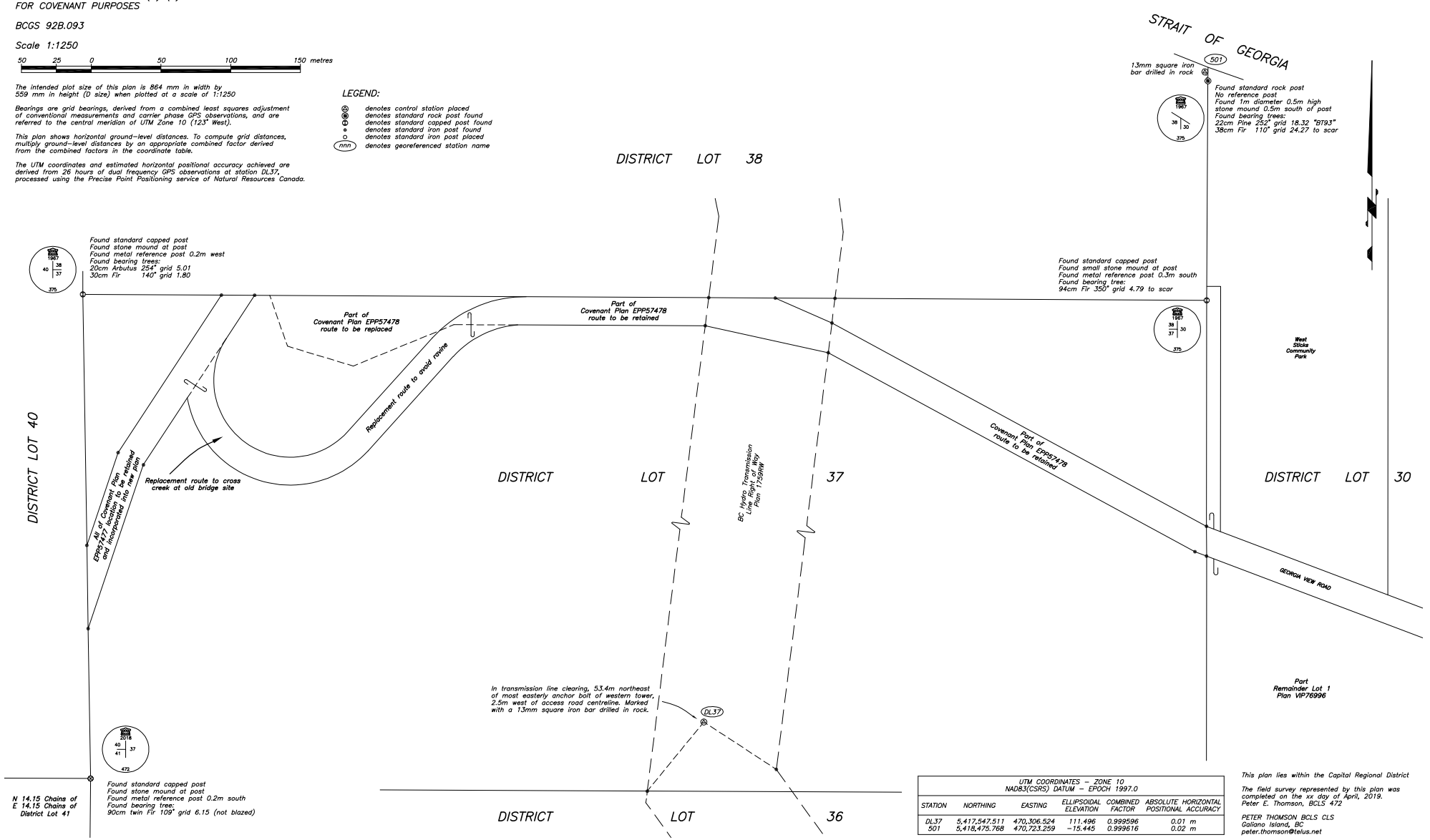
Bearings are grid bearings, derived from a combined least squares adjustment of conventional measurements and carrier phase GPS observations, and are referred to the central meridian of UTM Zone 10 (123° West).

This plan shows horizontal ground–level distances. To compute grid distances, multiply ground–level distances by an appropriate combined factor derived from the combined factors in the coordinate table.

The UTM coordinates and estimated horizontal positional accuracy achieved are derived from 26 hours of dual frequency GPS observations at station DL37, processed using the Precise Point Positioning service of Natural Resources Canada.

LEGEND:

- denotes control station placed
- denotes standard rock post found
- denotes standard capped post found
- denotes standard iron post found
- denotes standard iron post placed
- (nnn) denotes georeferenced station name



UTM COORDINATES – ZONE 10
NAD83(CSRS) DATUM – EPOCH 1997.0

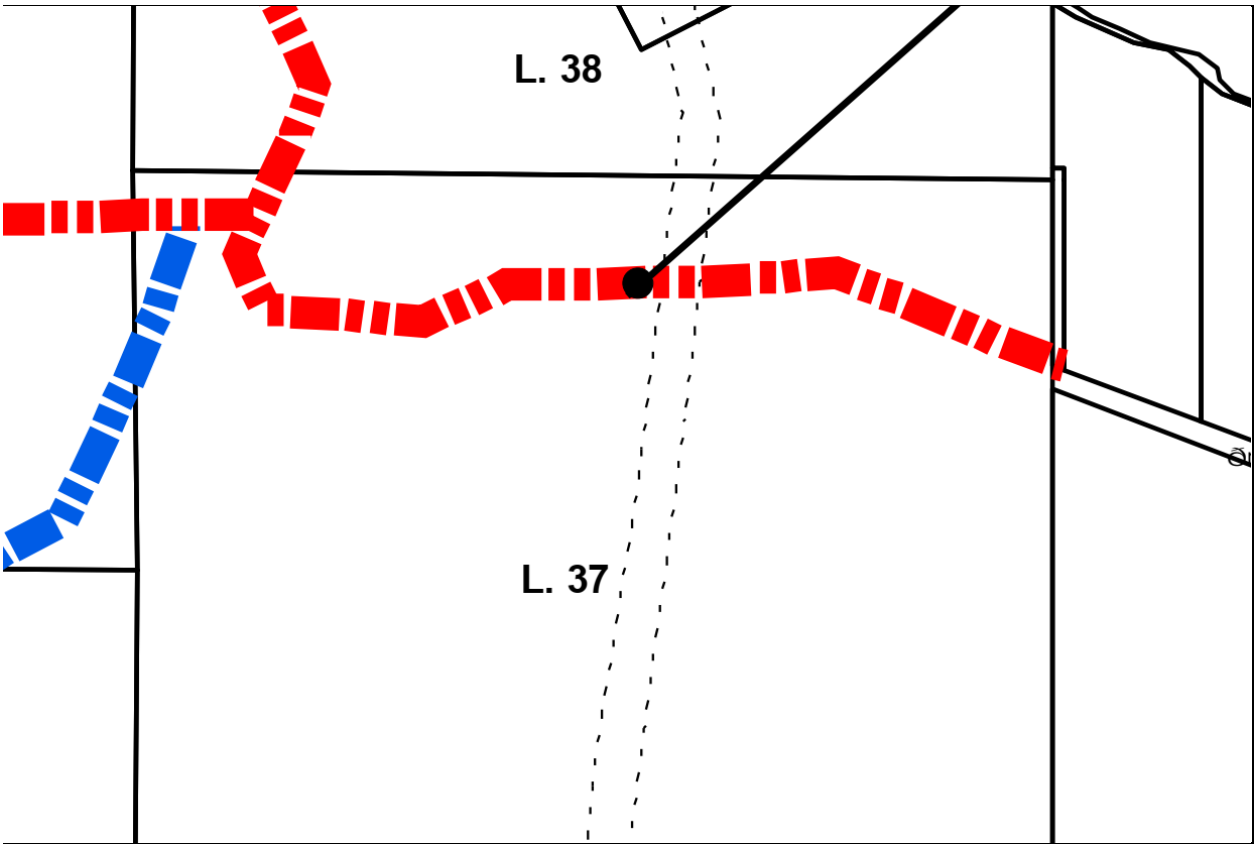
STATION	NORTHING	EASTING	ELLIPSOIDAL ELEVATION	COMBINED FACTOR	ABSOLUTE HORIZONTAL POSITIONAL ACCURACY
DL37	5,417,547.511	470,306.524	111.496	0.999596	0.01 m
501	5,418,475.768	470,723.259	–15.445	0.999616	0.02 m

This plan lies within the Capital Regional District

The field survey represented by this plan was completed on the xx day of April, 2019.
Peter E. Thomson, BCLS 472

PETER THOMSON BCLS CLS
Galiano Island, BC
peter.thomson@telus.net

Detail of OCP Schedule C (Road Network Plan)



STAFF REPORT

File No.: GL-LTC-6500-20

Work Program (Groundwater Sustainability)

DATE OF MEETING:	May 6, 2019
TO:	Galiano Island Local Trust Committee
FROM:	William Shulba, Senior Freshwater Specialist Local Planning Services
COPY:	Robert Kojima – Regional Planning Manager
SUBJECT:	Groundwater Sustainability Strategy - Project Charter

RECOMMENDATION

1. THAT the Galiano Island Local Trust Committee endorse the attached Groundwater Sustainability Strategy Project Charter to develop information, data, coordination, and outreach as part of a phased ecological approach to groundwater sustainability on Galiano Island.

REPORT SUMMARY

The purpose of this report is to provide a project charter for the Groundwater Sustainability Strategy.

BACKGROUND

The Galiano Island Local Trust Committee (LTC) has established Groundwater Sustainability as a top priority project, to develop strategies for the phased ecological approach to groundwater management project. This project would including, but not be limited to, determining Community Aquifer Recharge Areas and Community Aquifer Water Budgets on Galiano Island based on a February 28, 2019 Staff Report prepared for the North Pender Island Local Trust Committee. This project would include the Galiano, North Pender and South Pender LTAs.

The next step in initiating the project is to develop a project charter. A project charter outlines the objectives of the project, the timeline and main steps, the deliverables, what is in scope and out of scope, and resources and budget. It is intended to guide staff and the LTC as the project proceeds, keeping the project on time and within scope. If timelines change, or new work is proposed to be included in the project, then the project charter is revisited and changes endorsed by the LTC.

Once the project charter is approved staff can proceed with the work. For this project the bulk of data gathering and analysis is proposed to be undertaken by a consultant or consultants; the next step is to prepare a detailed budget request and if approved commence the process to retain a consultant or consultants. Staff are estimating that the consulting budget could be up to $50,000 for the three local trust areas (North Pender, South Pender, and Galiano), but this will be determined at the next phase through the budget request and the procurement process. If the budget and procurement process results in significant changes to the scope of the project, staff would come back to the LTC with revisions to the project charter.

RATIONALE FOR RECOMMENDATION

The proposed Groundwater Sustainability Project as presented in this report, would advance the LTC's Top Priority and align with the relevant policies in the Official Community Plan.

ALTERNATIVES

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

1. THAT the Galiano Island Local Trust Committee not endorse the Groundwater Sustainability Strategy Project Charter and request staff to return with more information.

2. THAT the Galiano Island Local Trust Committee request staff to report back with other options to address groundwater sustainability.

NEXT STEPS

If the LTC chooses to endorse the proposed project charter staff will prepare and submit a detailed budget request, and if approved, commence the process to hire a consultant or consultants. As the project proceeds staff report regularly to the LTC with updates, and seek direction if necessary.

Submitted By:	William Shulba, P.Geo Senior Freshwater Specialist	April 26, 2019
Concurrence:	Robert Kojima, Regional Planning Manager	April 29, 2019

Groundwater Sustainability Strategy Project Charter

Galiano Island Local Trust Committee Date: April 15, 2019
Groundwater Sustainability Project Version: 2019.001

Purpose

In March 2019 the Islands Trust Council declared a climate emergency in the Islands Trust Area and directed staff to include a central focus on equitable climate change mitigation, adaptation, and resilience into strategic planning. Groundwater resources are a metric of climate change with vulnerabilities of seasonal precipitation changes, evapotranspiration forcing, recharge alterations, and saltwater intrusion risk. Groundwater recharge protection is identified in the Islands Trust Policy Statement.

Background

The Galiano Island Local Trust Committee has identified groundwater resources as a priority in its Official Community Plan and as part of land-use applications over the past decades. Groundwater is a unique amenity supporting ecosystem health and overall hydrological function of watersheds.

An ecosystems approach to groundwater sustainability strategy provides a potential framework for aquifer protection and groundwater resource preservation. The recommendations and sentiments of this work resonate symbiotically with emerging scientific inquiry, technical tools , and current regulatory environment to help manage and plan groundwater use in a changing climate.

Objectives

Information Inventory and Data Stewardship	*Collate and synthesize existing groundwater information, data, references, and regulations into a common information dashboard providing access to information for climate change research and water use planning.*
Monitoring and Analysis	*Coordinate community groundwater monitoring network and determine analysis strategies to address how natural and anthropogenic changes will impact watershed hydrological function and groundwater use.*
Policy and Planning	*Develop groundwater sustainability options for Local Trust Committees to protect aquifers, preserve groundwater resources, and water plan for a sustainable future.*
Coordination and Education	*Participate in community knowledge building initiatives and coordinate with other Local Trust Committees, regional districts, improvement districts, community organizations, and the Province on aquifer protection and groundwater preservation strategies.*

In Scope

Information Inventory and Data Stewardship	• *Consolidation of existing information and identification of knowledge gaps* • *Define Community Aquifer* • *Create an information and data dashboard for research and regulation*
Monitoring and Analysis	• *Investigation into potential funding sources for monitoring and analysis* • *Coordinate a Community Aquifer Monitoring Network* • *Define Community Aquifer Recharge Areas*
Policy and Planning	• *Review regulatory approaches to watershed protection and groundwater preservation* • *Strategy Development*
Coordination and Education	• *Community workshops and community education initiatives* • *Advocacy/Education/Consultation/Coordination with other agencies and First Nations* • *Development of Groundwater Sustainability Strategy Toolkit for Local Trust Committees*

Out of Scope

- *OCP or Land Use Bylaw amendments*
- *Preparation of a Water Sustainability Plan under the Water Sustainability Act (WSA)*

Groundwater Sustainability Strategy Project Charter

Galiano Island Local Trust Committee Date: April 15, 2019

Groundwater Sustainability Project Version: 2019.001

Community Aquifer Concept

A first phase of an ecological approach to groundwater management is to identify an investigation scale that is symbiotic with ecosystem mapping. *Community Aquifer*s which are regions of regional aquifers that are emerging as a groundwater management unit that takes an ecological and community approach to groundwater management.

Community Aquifers provide significant volumes of groundwater shared by domestic, commercial, agricultural, and water supply wells and are defined by topography, watershed ecology, aquifer geology, resource use distribution, and climatic risk.

Community Aquifer Recharge Areas

Community Aquifer Recharge Areas promote replenishment of water to subsurface hydrogeological networks via bedrock fractures, geological faults, and watershed ecosystems. Identifying recharge area for planning and conservation is a vital first step in an ecosystem approach to groundwater management using existing aquifer and watershed mapping in concert with ecological, geological, climatological, land-use, and water-use data and information.

Workplan	Task	Start Date	Status	Budget
Information Inventory and Data Stewardship	*Information Inventory*	*May 2019*	*Proposed*	*TBD*
	Data Gap Analysis	*May 2019*	*Proposed*	*TBD*
	Community Aquifer Boundary Mapping	*May 2019*	*Proposed*	*TBD*
Monitoring and Analysis	*Community Aquifer Recharge Area Mapping*	*Sept 2019*	*Proposed*	*TBD*
	Community Aquifer Monitoring Program	*Sept 2019*	*Proposed*	*TBD*
	Community Aquifer Water Balance	*Sept 2019*	*Proposed*	*TBD*
Policy and Planning	*Regulatory and Reference Review*	*May 2019*	*Proposed*	*TBD*
	Water Authorizations Terms of Reference	*Sept 2019*	*Proposed*	*TBD*
	Groundwater Sustainability Options	*Sept 2019*	*Proposed*	*TBD*
Coordination and Education	*Community Aquifer Workshop #1*	*Summer 2019*	*Proposed*	*TBD*
	Community Aquifer Workshop #2	*Fall 2019*	*Proposed*	*TBD*
	Groundwater Sustainability Strategy Options	*Jan 2020*	*Propsoed*	*TBD*

Project Team

William Shulba Freshwater Specialist	Project Manager
Robert Kojima, Regional Planning Manager	Project Support
Maple Hung, Office Admin Asst.	Admin Support
Mark van Bakel, Technical Analyst	Info. Coordination
TBD	Project Consultant (s)

Director Approval:

Date:

LTC Endorsement:

Date:

Budget

Budget Sources:
LPS Projects Budget (2019/2020)

Fiscal	Item	Cost
2019-20	Community Workshops	$1000
2019-20	Consultation & Communica-	$1000
2019-20	Consulting Services	$50,000
2019-20	Coordination Services	-
	Total	**$52000**

Print Date: April 25, 2019

Top Priorities Report

Galiano Island

1. *Affordable Housing Strategy*	Responsible	Dates
Phase 1: STVR review		Rec'd: 07-Mar-2016 Target: 31-Oct-2018

2. *Groundwater Sustainability*	Responsible	Dates
Phase 1: mapping and data analysis	William Shulba	Rec'd: 02-Apr-2019 Target: 01-Apr-2020

Islands Trust

Print Date: April 25, 2019

Projects Report

Galiano Island

1. *Soil Removal and Deposit Bylaw*	Responsible	Date Received
Review need and options for implementation of soil removal and deposit bylaw		12-Sep-2011

2. *Amendments to Forest designation and F1 zone -*	Responsible	Date Received
Consider options for amendments to Forest Land Designation and policies and F1 zoning for lands without Managed Forest Status. Draft bylaws have been prepared, project deferred at meeting of April/12	Robert Kojima	16-Apr-2012

3. *Parking Issues*	Responsible	Date Received
Issue for discussion with MoTI and public parking issues generated from associated islands. (see correspondence from P. Midgely on agenda of Apr/12)		23-Jul-2012

4. *Bike Trails and Camping*	Responsible	Date Received
Letter dated July 8, 2013 received from Galiano Parks and Recreation Commission regarding bike safety on Galiano roads (See Transportation policy U of Section 1.1) and for the allowance of non-commercial camping on private lots.		15-Jul-2013

5. *Ocean Based Geo-Exchange Systems*	Responsible	Date Received
Review of regulations for geo-thermal exchange use.		18-Nov-2013

6. *Information Note Addition*	Responsible	Date Received
Add in Information Note on Archeological Sites under General Regulations		18-Nov-2013

Projects Report

Galiano Island

1. *Light Industrial Zoning*	Responsible	Date Received
A review and inventory assessment of existing and potential light industrial zones.		18-Nov-2013

2. *Land Use Bylaw Amendments*	Responsible	Date Received
To review LUB for: any technical/administrative bylaw amendments (e.g. definition references and numbering), shoreline zoning wording, crown lot rezonings, and review park zoning (specifically to allow stairs in setbacks).		07-Jul-2014

3. *Community Benefit Review for Forest Lands*	Responsible	Date Received
Staff to prepare preliminary report for new LTC		08-Sep-2014

4. *Consider amendments to re-designate and rezone crown owned Forest lots.- Bylaws 231, 232 at First*	Responsible	Date Received
re-refer to FLNRO for comment		

5. *Comprehensive Watershed Planning*	Responsible	Date Received
?		01-Oct-2016

6. *Commercial Vacation Rental (TUP) Review*	Responsible	Date Received
Review the Temporary Use Permit (TUP) guidelines in the Official Community Plan in relation to commercial vacation rentals.		05-Dec-2016

7. *Review of split zonings.*	Responsible	Date Received
		05-Mar-2018

Projects Report

Galiano Island

8. *Coastal Douglas-Fir Protection*	Responsible	Date Received
Review 'Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit (2018)' and provide recommendations from toolkit.		04-Feb-2019

9. *Cannabis Retail and production*	Responsible	Date Received
Consider review of policies and regulations to address cannabis retail sales and production		05-Mar-2019

10. *Dock review*	Responsible	Date Received
To review policies and regulations relating to private moorage, including suitable locations, siting and size, and incorporating First Nations sites		02-Apr-2019

11. *Emergency Access Planning*	Responsible	Date Received
		02-Apr-2019

Islands Trust

Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2005.2	Romagnoli	21-Mar-2005	To rezone from F1 to F3

Planner: Robert Kojima

Planning Status

Status Date: 05-Feb-2019

Applicant to work on new sustainable forestry covenant draft and Baseline Report. Applicant to also secure third party for covenant. Staff is in the process of discussing granting emergency access by SROW with CRD. No new public hearing required.

Status Date: 21-Jan-2019

Application placed on Feb 4/19 agenda. Direction from LTC required to proceed with or without holding a new Public Hearing.

Status Date: 18-Jul-2018

Applicants requested to provide information on how to proceed with their application. Application will be closed August 31, 2018 if staff do not hear back.

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2014.1	Crystal Mountain Society	28-Oct-2014	20300 PORLIER PASS RD To allow for year round use of the Forest Retreat Centre

Planner: Robert Kojima

Planning Status

Status Date: 01-May-2018

Applicants asked to have a preliminary subdivision layout plan prepared for review

Status Date: 25-Apr-2018

Applicants provide preliminary comments for staff review and s.99 subdivision for Trust Fund review

Status Date: 12-Mar-2018

Meeting with applicant representatives, more information and plans required before reporting back to LTC

File Number	Applicant Name	Date Received	Purpose

Applications

GL-RZ-2017.1	DL37 Holdings, F. Stevens & I. Stevens **Planner:** Robert Kojima	02-Aug-2017	Rezone DL37 from F1 to allow residential and industrial use

Planning Status

Status Date: 12-Apr-2019
Applicant submits a revised road reservation alignment plan

Status Date: 04-Feb-2019
LTC requests staff to discuss changes to covenant with applicant to extend reservation areas to link, consider alternate reservation area, and emergency access at time of rezoning.

Status Date: 13-Nov-2018
covenant registered

Subdivision

File Number	Applicant Name	Date Received	Purpose
GL-SUB-2017.2	PETER THOMSON **Planner:** Robert Kojima	22-Dec-2017	409 Porlier Pass Drive - proposed 20-lot bare land strata subdivision

Planning Status

Status Date: 15-Oct-2018
DP and DVP related to subdivision application approved.

Status Date: 09-Aug-2018
SD referral response sent to MOTI. Applicant required to apply for a DP and DVP.

Status Date: 19-Jul-2018
Emailed Applicant's completed Subd Ref Review form to LTC cc Planner, MoTI; gave folder to Planner.

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
GL-TUP-2019.1	Brigitte Finnie **Planner:** Kim Stockdill	02-Jan-2019	To obtain a permit to use a cottage and main house as a short term vacation rental.

Applications

Planning Status

Status Date: 16-Apr-2019
applicant has submitted copy of 1987 covenant, bylaw enforcement to review and visit site upon applicants return in May

Status Date: 26-Feb-2019
Applicants to contact staff (Warren and Robert) at end of March 2019 to set up site visit.

Status Date: 05-Feb-2019
Further information requested from applicant.

File Number	Applicant Name	Date Received	Purpose
GL-TUP-2019.3	Graham & Linda Coleman **Planner:** Narrisa Chadwick	06-Mar-2019	Vacation Rental TUP renewal

Planning Status

Status Date: 17-Apr-2019
Application reviewed and staff reported prepared for May meeting agenda

Status Date: 08-Mar-2019
PTA created file, fees received, LTC notified, given to Planner

File Number	Applicant Name	Date Received	Purpose
GL-TUP-2019.4	Page, Lesley Ann **Planner:** Narrisa Chadwick	04-Apr-2019	STVR for a cabin.

Planning Status

Status Date: 19-Apr-2019
File assigned, scheduled for June agenda

Status Date: 09-Apr-2019
PTA created file, fees received, LTC notified, Planner to be assigned.

File Number	Applicant Name	Date Received	Purpose
GL-TUP-2019.5	Suzannah Mari Denholm **Planner:** Brad Smith	10-Apr-2019	applying for a temporary use short term vacation rental

Applications

Planning Status

Status Date: 29-Apr-2019
File assigned, site visit pending

Status Date: 10-Apr-2019
PTA created file, fees received, LTC notified

File Number	Applicant Name	Date Received	Purpose
GL-TUP-2019.6	Christine Axmann	15-Apr-2019	a renewal TUP application for a STVR (the same as the last application cross ref-GL-TUP-2016.2)

Planner: Narrisa Chadwick

Planning Status

Status Date: 25-Apr-2019
Application reviewed and staff report prepared for May meeting agenda

Status Date: 16-Apr-2019
PTA created files, fees received, LTC notified.

Islands Trust

LTC EXP SUMMARY REPORT F2019

Invoices posted to Month ending February 2019

625 Galiano	Invoices posted to Month ending February 2019	Budget	Spent	Balance
65000-625	LTC "Trustee Expenses"	750.00	543.99	206.01
LTC Local				
65200-625	LTC - Local Exp - LTC Meeting Expenses	5,500.00	4,003.85	1,496.15
65210-625	LTC - Local Exp - APC Meeting Expenses	500.00	1,564.32	-1,064.32
65220-625	LTC - Local Exp - Communications	250.00	989.25	-739.25
65230-625	LTC - Local Exp - Special Projects	500.00	400.00	100.00
TOTAL LTC Local Expense		6,750.00	6,957.42	-207.42
Projects				
73001-625-4051	Galiano Affordable Housing	3,000.00	313.20	2,686.80
73001-625-4065	Galiano Dock Review	8,000.00	400.28	7,599.72
TOTAL Project Expenses		11,000.00	713.48	10,286.52

Galiano Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

Updated: March 4, 2019

No	Meeting Date	Resolution No.	Issue	Policy
1.	May 11, 2009 / Amended February 3, 2014	GL-LTC-85-09 Amended:	Parks Commission Referral	**That** staff refer all applications adjacent to a park or ocean access to the Galiano Island Parks and Recreation Commission for comment
2.	October 18, 2010	GL-LTC-115-10	Publishing Notices beyond legal requirements	**THAT** the Galiano Island Local Trust Committee will advertise Public Hearing Notices in the Active Page Magazine in addition to the legally required advertising in the Driftwood Newspaper.
3.	October 17, 2011	GL-LTC-205-11	Special Occasion Liquor Licenses	**THAT** where a Liquor Control and Licensing Branch Special Occasion License referral relates to a property on which Galiano Island Land Use Bylaw No. 127, 1999 permits public assembly uses, such as restaurants or community halls, and where there have been no issues related to parking or past complaints for the preceding three years , staff may approve the Special Occasion License without referral to the Local Trust Committee. All other Special Occasion License referrals are to be referred to the Local Trust Committee for consideration.
4.	February 3, 2014		Applications with Open Bylaw Enforcement files	On properties where there is an open bylaw enforcement file, planning staff should refer planning applications to the Bylaw Enforcement Manager for comment where one or more of the following circumstances exist: 1. There have been significant delays or longer than typical timelines in the enforcement process 2. The LTC is considering on-going, relevant policy or regulatory changes that could impact enforcement 3. Litigation has been recommended 4. Legal counsel has been involved (beyond providing a basic interpretation) 5. There has been enforcement action beyond seeking voluntary compliance (e.g. a BEN warning or ticket, adjudication, a compliance agreement negotiated, etc.) 6. There has been, or is an expectation of, joint enforcement with other jurisdictions 7. There is potential for impact on other related enforcement files.

No	Meeting Date	Resolution No.	Issue	Policy
5.	April 7, 2014	GL-2014-029	Community Wells as a Community Benefit	**That** the Galiano Island Local Trust Committee will consider as a community benefit for all rezoning applications where there is an increase in density, the establishment of an instrumented observation well.
6.	December 5, 2016	By consent	TUP for Commercial Vacation Rentals	Without fettering its discretion, the LTC provided the following guidance with respect to its consideration of TUP applications for Commercial Vacation Rentals: 1. A Commercial Vacation Rental use should only be considered in one dwelling per lot 2. Permits being considered in Water Management Areas should include conditions requiring cisterns with a minimum capacity of 16,000 litres and a water meter. 3. In order to assist in assessing cumulative impacts, staff are requested to continue to provide an updated map showing the location, status, and maximum number of guests of all Commercial Vacation Rental TUP applications.
7.	March 5, 2018	GL-2018-023	TUPs for Short Term Vacation Rental use	**That** the Galiano Island Local Trust Committee place a 12 month moratorium on the issuance of new temporary use permits for Short Term Vacation Rental (STVR). (EXPIRED)
8.	September 17, 2017	GL-2018-65	Antenna System Siting & Consultation	**That** the Galiano Island Local Trust Committee Adopt the Galiano Island Antenna System Siting & Consultation Protocol as the tool for the review and consideration of antenna system proposals with the Galiano Island Local Trust Area.
9.	March 4, 2019	GL-2019-	Cannabis Retail Referrals	• Proposed or amended licenses for non-medical cannabis retail establishments require an application to the local trust committee. • The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. • The public consultation process shall be determined by the local trust committee after initial review of the proposal. • However, as a minimum, the local trust committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: o Name of the applicant and a description of the proposal in general terms

No	Meeting Date	Resolution No.	Issue	Policy
				○ The location of the proposed establishment and the subject site ○ The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered. ○ The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application ○ How public comments may be submitted to the local trust committee.

ISLANDS TRUST CONSERVANCY
Protecting Canada's Islands in the Salish Sea

Islands Trust Conservancy Report to Local Trust Committees and Bowen Island Municipality March 2019

Local Trust Committee Referrals
The ITC Board considered two local trust committee referrals regarding development proposals on two properties adjacent to ITC Nature Reserves on Salt Spring and North Pender Islands. Read the details in the Island-by-Island Activities.

Standards and Practices for Land Trusts
The ITC Board received a comparison report about the revised Canadian Land Trust Alliance Standards and Practices. While the Islands Trust Conservancy meets the majority of recommended standards, there will be further work done to ensure it fulfills all relevant recommendations.

ITC Board Fund Development Advisory Committee
The ITC Board Fund Development Advisory Committee met for the first time since forming in a special closed meeting after the regular closed and open March 26 ITC Board meetings.

Islands Trust Reconciliation Declaration
The ITC Board discussed options for endorsement or participation in the Islands Trust Reconciliation Declaration.

Summary of Current Island-by-Island Activities
The ITC continues to work on management plans for eight nature reserves on Thetis (1), Gambier (3) and Denman (4) Islands and received forage fish habitat mapping for Sidney and James Islands.

Denman
The ITC Board received a briefing on the Comox Valley Regional District Engagement with First Nations in relation to a request from the Cowichan Valley Regional District to allow a segment of the Denman Cross Island Trail to cross the Lindsay Dickson Nature Reserve.

Management planning for the Valens Brook Nature Reserve, including the recent addition, is under way. Invasive species removal and trail clearing, sign installation, and tree protection for forest restoration continue at Inner Island, Lindsay Dickson, and Morrison Marsh Nature Reserves on Denman. New ten-year management plans for these three nature reserves will be completed in 2019.

Gabriola
Expansion of the boardwalk over wet areas and exposed roots on the west side of the loop trail in Elder Cedar Nature Reserve has been completed and additional minor trail improvements are planned for 2019.

Galiano
The ITC received a report from the Habitat Acquisition Trust that approximately 30 m^3 of Scotch broom was removed from the bluffs at Trincomali Nature Sanctuary by volunteers in October 2018. Improved signage for the trail in Vanilla Leaf Land Nature Reserve is planned for 2019.

Gambier
Management planning for three Gambier Island Nature Reserves (Brigade Bluffs, Long Bay Wetland, Mount Artaban) continues.

Lasqueti
The ITC and the Lasqueti Island Nature Conservancy (LINC) have met the fundraising goal for the Salish View acquisition campaign. Staff are continuing working to finalize the land transfer. Once the land transfer is complete, public consultation and management planning will begin.

North Pender
The ITC Board discussed a referral from the North Pender Island Local Trust Committee for Bylaw No. 220. The subject property for the bylaw is adjacent to the Medicine Beach Nature Sanctuary. The ITC Board noted concerns about the effects of light pollution on many animal species, including bats, and concerns about storage of toxic materials on the site. Staff provided the ITC Board response to the local trust committee and followed up with planning staff regarding best management practices for external lighting and wildlife.

Salt Spring
The ITC Board considered a referral from Salt Spring Island planning staff regarding a Development Variance Permit for lands adjacent to the Lower Mount Erskine Nature Reserve. The ITC Board indicated that its interests are not significantly impacted and directed staff to work with the Salt Spring Island Planner to follow up with the landowner to provide information regarding conservation options to provide a natural buffer for the Nature Reserve.

Thetis
The ITC is assisting the Thetis Island Nature Conservancy and the Cowichan Community Land Trust with an application for funding for a trail and kiosk on Fairyslipper Forest Nature Reserve. The ITC continues to work on management plans for recent acquisitions on Thetis Island, including archaeological work and communications with the Penelakut Tribe regarding cultural values on the lands. ITC staff plan to install signage informing the public of Thetis Island nature reserve boundaries in 2019.

Please feel free to contact the Islands Trust Conservancy for more details.
Kate-Louise Stamford, Chair kstamford@islandstrust.bc.ca
Islands Trust Conservancy itcmail@islandstrust.bc.ca

Islands Trust

MEMORANDUM

File No.: 0680-25
(Annual Report)

DATE OF MEETING:	May 6, 2019
TO:	Galiano Island Local Trust Committee
FROM:	Robert Kojima, Regional Planning Manager Southern Team
SUBJECT:	2018-2019 Annual Report

RECOMMENDATION:

1. **That the Galiano Island Local Trust Committee endorse the following text for inclusion in the 2018-2019 Annual Report for approval by the Islands Trust Council and submission to the Minister of Municipal Affairs & Housing:**

The Galiano Island Local Trust Committee (GL LTC) held nine regular business meetings and one special business meeting in the 2018/19 fiscal year.

Work for this period focused on advancing the LTC priority on affordable housing and completion of a telecommunications strategy.

The GL LTC also considered two major rezoning applications, two development permits, four variances, and two temporary use permits.

DISCUSSION

Local trust committees are asked to endorse their draft sections of the 2018-2019 Annual Report so that Trust Council is readily able to approve the annual report at the Trust Council meeting in June 2019.

Preparation of the Islands Trust Annual Report is outlined in Trust Council's Annual Report Policy 6.10.i. Once each committee has approved its section, staff will create a draft Annual Report for review by the Executive Committee and subsequent consideration of Trust Council in June. Upon approval by Trust Council, staff will send the Annual Report to the Minister of Municipal Affairs & Housing and circulate it as indicated in Trust Council's policy.

The recommended text (above) has been reviewed by the Islands Trust Communications Specialist and approved by the Director of Local Planning Services (or designate).

Submitted By:	Robert Kojima Regional Planning Manager	April 24, 2019

PROPOSED

GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 270

A BYLAW TO AMEND THE GALIANO ISLAND LOCAL TRUST COMMITTEE FEES BYLAW NO 196, 2007

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

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

1. Citation:

   This bylaw may be cited for all purposes as "Galiano Island Local Trust Committee Fees Bylaw No. 196, 2007, Amendment No. 1, 2019".

2. Galiano Island Local Trust Committee Fees Bylaw No. 196, 2007, is amended as shown on Schedule 1 attached to and forming part of this bylaw.

READ A FIRST TIME THIS	1ST	DAY OF	APRIL	, 2019
READ A SECOND TIME THIS	1ST	DAY OF	APRIL	, 2019
READ A THIRD TIME THIS	1ST	DAY OF	APRIL	, 2019
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	17TH	DAY OF	APRIL	, 2019
ADOPTED THIS		DAY OF		, 201X

Chair **Secretary**

DRAFT

Galiano Island Local Trust Committee

Bylaw No. 270

Schedule 1

1. Part 3, **Application Fees**, Section 3.1, **TABLE 4 – Other Applications**, is amended by deleting row 3 and replacing it with the following new rows:

3.	Liquor & Cannabis Regulation Branch – Liquor Licensing Applications	$825
4.	Liquor & Cannabis Regulation Branch – Non-Medical Cannabis Retail License Applications	$2,000

2. Part 3, **Application Fees**, Sections 3.3 through 3.6 are renumbered as Sections 3.2 through 3.5.

DRAFT

STAFF REPORT

File No.: File Number(s)
(File Name or Cross Ref. No.)

DATE OF MEETING:	May 6, 2019
TO:	Galiano Island Local Trust Committee
FROM:	Gillian Nicol, Project Lead, Visions 2099: The Future of the islands in the Salish Sea Program Coordinator, Trust Area Services Andrew Templeton, Communication Lead, Visions 2099– The Future of the islands in the Salish Sea Communication Specialist, Trust Area Services Southern Team
COPY:	Russ Hotsenpiller Project Sponsor, Visions 2099–The Future of the islands in the Salish Sea Chief Administrator Officer, Islands Trust
SUBJECT:	Public Engagement on Galiano Island for Visions 2099: The Future of the islands in the Salish Sea

RECOMMENDATION

That the Galiano Island Local Trust Committee approve option 1 for public engagement to take place in the Galiano Local Trust Area in support of the Trust Council's Visions 2099: The Future of the islands in the Salish Sea .

REPORT SUMMARY

The purpose of this report is to give the Galiano Island Local Trust Committee (GI LTC):

- background information on Trust Council's Visions 2099: The Future of the islands in the Salish Sea (working title);
- an outline and description of the in-person and online engagement activities that are proposed for the Galiano Island Local Trust Area, which will take place at some point between June and November 2019.

BACKGROUND

On June 21, 2017, the Islands Trust Council voted to assign the Executive Committee (EC) co-ordination of a review of the following sections of the Islands Trust Policy Statement: Introduction, Part I, Part II and Schedule 1 - Definitions.

Objectives for this review have been defined as follows:

1. To receive final adoption by Trust Council of a bylaw amending Introduction, Part I, Part II and Schedule 1 - Definitions sections of the Policy Statement that includes up-to-date information, improved history section

and appropriate acknowledgment of First Nations, and a recognition of the increasing impacts of climate change.

2. To improve understanding of the content and function of the Policy Statement

3. To increase awareness and knowledge about Islands Trust and its mandate

4. To promote understanding of Reconciliation and history

5. To develop stronger relationships with First Nations

6. To seek input on long term visions for the Trust Area.

7. To gain experience with the Policy Statement amendment process to inform future processes and budget processes.

8. To increase awareness about the potential impacts of climate change on the Trust Area, as well as opportunities for mitigation, resilience, and adaptation policies to prepare for this threat.

At its March 2019 meeting, EC approved an engagement plan to support this review process. With the working title Visions 2099: The Future of the islands in the Salish Sea, the plan features a twin-track approach with strategies designed to engage First Nations alongside residents of the island communities and the general public. It is with the latter engagement work that this current report is concerned.

An individual engagement plan will be developed for each local trust area, making use of different engagement options, which are outlined in the appendix.

Both online and in-person, the approach will be one of openhearted engagement, a genuine opportunity to take the temperature and better understand the visions that different communities/people have for themselves, the islands individually, and for the region as a whole, in order to better understand present hopes and fears and to effectively prepare for the future.

This discussion will be framed through the Object of the Islands Trust with acknowledgement that the world has changed and the Islands Trust needs to remain effective in preserving and protecting for the long-term and be prepared to meet new and unexpected challenges.

ANALYSIS

The recommended course of action (Option 1) for the Galiano Island Local Trust Area in support of Visions 2099 is as follows:

1. We would hold a community drop-in and world café event (Appendix 1, Page 14 for more information) during the engagement period of June – November 2019.

   During the community drop-in portion of the event, information boards with the following content will be posted:
   - The history of First Nations in the Salish Sea region, with specific reference to the Galiano Island LTA;
   - Reconciliation and rights and title;
   - A very brief history and purpose of the Islands Trust and our areas of responsibility;
   - An overview of how the Policy Statement impacts decision-making in the Islands Trust Area;

- A snapshot of environmental health and demographics of the Galiano Island LTA, how things might change in the future if trends continue as they are;
- A snapshot of the environmental and social health of the Salish Sea region as a whole;
- Identify some of the issues that unite island communities; how things might change in the future if trends continue as they are.

The world café is a technique that brings people together in simultaneous rounds of conversation about questions that matter. We will provide members of the public an opportunity to foster meaningful discussion on questions pertaining to the topics from the information boards and others identified. This method provides the opportunity for members of the public to collaborate with others and empower one another.

2. We will hold an information booth (Appendix 1, Page 14 for more information), featuring local and regional information boards and access to the online survey during one of the existing community events, markets, and/or other community driven events. We hope to target the general public as well as residents of the island during one of these existing events.

3. That the online engagement (Appendix 1, Page 15 for more information) would offer a robust online campaign using a range of social media tools and our website to disseminate information about the engagement process. It will contain the same information about the Galiano Island LTA provided during the in-person engagement and encourage online participation on the issues.

4. We will provide an educational and fun opportunity to connect with youth during their school classroom time, and/or after school activities by getting them involved in the process (Appendix 1, Page 15 for more information).

Promotion of the project will happen at both the regional and local level. This will include advertising in local papers and promotion through social media. A few weeks in advance of the proposed in-person engagement, individuals with an interest in the Galiano Island LTA will be invited to submit their suggestions and ideas for topics that could fit within the broad themes of the project for the in person engagement.

ALTERNATIVES

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

1. **Request further information**

   The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request.

2. **Suggest alternative engagement methods**

   The LTC suggest an alternative option for how engagement could take place in the Galiano LTA, supported by the materials contained in the attached Visions 2099 document. The LTC should be aware that the engagement processes—involving as it does, 13 different local trust areas and Bowen Island Municipality—is complex and requires a certain level of consistency across the entire Islands Trust Area to support appropriate data-collection.

RECOMMENDATION

That the Galiano Island Local Trust Committee approve option 1 for public engagement to take place in the Galiano Island **L**ocal Trust Area in support of the Trust Council's Policy Statement amendment project.

NEXT STEPS

Describe the next steps in the process, if applicable.

Submitted By:	Gillian Nicol, Project Lead, Visions 2099: The Future of the islands in the Salish Sea Program Coordinator, Trust Area Services Andrew Templeton Project Communication, Visions 2099: The Future of the islands in the Salish Sea Communications Specialist, Trust Area Services Southern Team	April 29, 2019
Concurrence:	Russ Hotsenpiller Project Sponsor, Visions 2099: The Future of the islands in the Salish Sea Chief Administrator Officer, Islands Trust	April 29, 2019

ATTACHMENTS

Appendix 1: Engagement plan for the Visions 2099: The Future of the islands in the Salish Sea, working title.

Visions 2099:
The future of the islands in the Salish Sea
(Working Title)
Engagement Plan

(to inform amendments to Introduction, Part I, Part II and Schedule 1 - Definitions sections of the Islands Trust Policy Statement and the Islands Trust Act)

March 29, 2019

Introduction

On June 21, 2017, the Islands Trust Council voted to assign the Executive Committee, with involvement from Trust Programs Committee as appropriate, co-ordination of a review of the Introduction, Part I, Part II and Schedule 1 - Definitions sections of the Policy Statement; herein called Phase 1. By limiting the review/ amendment process to the preamble and definitions sections, Trust Council provides an opportunity to update sections of the document while promoting better understanding of the Islands Trust and an opportunity for all parties in the amendment process (Islands Trust staff, provincial staff, First Nations, referral agencies and the public) to familiarize themselves with the Policy Statement and amendment processes.

Thereafter, information and insight gained from Phase 1 will be applied to the more complex engagement required to amend the commitment, recommendation and directive policies of Trust Council in Part Three of the Policy Statement; herein called Phase 2. Trust Council's Policy Statement Amendment Policy outlines the required steps for Trust Council to review and amend the Policy Statement Bylaw. Key considerations for the amendment process are that the Policy Statement Bylaw may be amended by Trust Council only with the approval of the Minister responsible for local government, and such Ministerial approval will be based on ensuring no conflicts with Provincial interests and adequate engagement with First Nations.

The Policy Statement Amendment Policy defines the required sections and audiences for a plan for engaging First Nations and stakeholders on the Policy Statement. These are addressed below.

In November 2017, the Islands Trust Chair sent letters to First Nations inviting them to be involved in this project. This plan will support re-initiation of that invitation.

In December 2018, Trust Council requested that the Minister consider 10 changes to the Islands Trust Act that address the themes of enforcement and administration, modernization and advancing the mission.

In March 2019, Trust Council adopted a Reconciliation Declaration that will underpin this project. The First Nations Engagement Principles Policy sets out that Trust Council is committed to proving sincere desire for reconciliation with First Nations. Phase 1 engagement will endeavor to ensure First Nations define how they want to comment and which areas of the Policy Statement they would like to review. Phase 1 should ensure that we do not define the process and limit it to how we would like to engage. We want to ensure that engagement is allowing for collaborative decision-making and relationship building. This may include First Nations providing extensive comments on the document as a whole, while others may only focus on certain areas.

In March 2019, Trust Council added climate change mitigation, resilience, and adaptation policies to the Islands Trust Policy Statement amendment project.

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Reconciliation with First Nations and the impact of climate change are changing how we think of our communities and how we plan for the future. With these major forces in play, impacting our lives on both the individual and collective levels, we need to ensure that the policy foundations set in place today preserve and protect the islands in ways that will ensure their health into the long-term future. What are our Island Visions for 2099? Do our current policy frameworks guide us to that desired future?

Objectives

1. To receive final adoption by Trust Council of a bylaw amending Introduction, Part I, Part II and Schedule 1 - Definitions sections of the Policy Statement that includes up-to-date information, improved history section and appropriate acknowledgment of First Nations, and a recognition of the increasing impacts of climate change.
2. To improve understanding of the content and function of the Policy Statement
3. To increase awareness and knowledge about Islands Trust and its mandate
4. To promote understanding of Reconciliation and history
5. To develop stronger relationships with First Nations
6. To seek input on long term visions for the Trust Area.
7. To gain experience with the Policy Statement amendment process to inform future processes and budget processes.
8. To increase awareness about the potential impacts of climate change on the Trust Area, as well as opportunities for mitigation, resilience, and adaptation policies to prepare for this threat

Context

The Policy Statement was developed over a period of two years from 1991 to 1993, through a comprehensive public consultation process that generated a high level of public participation and interest. However, at that time the consultation process did not focus or include engagement with First Nations who had historical and present day treaty, rights and title, and reserves within the Trust Area. Trust Council considered input from individuals, groups and other government agencies through presentations and more than 400 written submissions that outlined values, hopes and concerns. The Islands Trust Council adopted the Policy Statement bylaw in June 1994, following approval by the Minister of Municipal Affairs. Trust Council made updates to the Policy Statement in 1996, 1998, and 2002, following further consultation and ministerial approval.

In March 2010, Trust Council established a Policy Statement Assessment Task Force to conduct a preliminary assessment of the Trust Policy Statement and make recommendations regarding further actions. The task force produced a final report in May 2011. In March 2012, Trust Council decided not to undertake a three year comprehensive Policy Statement review process with funding from Canada's Gas Tax Fund.

Since that time there has been many changes in case law such as the Tsilhquot'in decision, signing of the United Nations Declaration on the Rights of Indigenous Peoples, the Trust and Reconciliation

Commission Calls to Action, as well as the Islands Trust First Nations Engagement Policy, and Islands Trust Reconciliation Declaration. There have also been changes in the region that include population growth, property value increases, demographics changes, climate change concerns, and increased concern with marine shipping and other marine uses. In preparation for this engagement initiative, staff have prepared an interim State of the Islands report that will inform conversations. There is an opportunity to engage on these societal and environmental changes through an inclusive process that creates positive opportunities to educate about the present state and the role of Islands Trust, and to envision a desired future.

Approach

Island Vision 2099

The project will be overseen by the Executive Committee with involvement from Trust Programs Committee as appropriate. In addition, the Ministry of Municipal Affairs and Housing has requested that the project have an inter-municipal advisory group comprised of, at minimum, representatives of the Ministry of Municipal Affairs and Housing, the Ministry of Indigenous Relations and Reconciliation, and Forests, Lands and Natural Resource Operations and Rural Development. There is also a need to keep the Minister of Municipal Affairs and Housing informed about the project on a regular basis. The first update to the Minister is proposed for mid-May 2019.

The project will feature a twin-track approach with strategies designed to engage with First Nations alongside engagement work designed for general island communities. It will also include regular updates to Trust Council and some engagement with Trust Council itself. As an agency that works on behalf of all British Columbians, the project will accept feedback from individuals who have an interest in the Trust Area but may not currently be a resident or landowner.

Both online and in-person, the approach will be one of openhearted engagement, a genuine opportunity to take the temperature and better understand the visions that different communities/people have for themselves, the islands individually and for the region as a whole, in order to better understand present hopes and fears and to effectively prepare for the future.

This discussion will be framed through the Object of the Islands Trust with acknowledgement that the world has changed and the Islands Trust needs to remain effective in preserving and protecting for the long-term and be prepared to meet new and unexpected challenges.

To support the conversation, we will provide background information in the following topic areas:

- The history of First Nations in the region and the LTA in question;
- Reconciliation and rights and title;
- A very brief history and purpose of the Islands Trust and our areas of responsibility;
- A snapshot of environmental health and demographics of the LTA in question, how things might change in the future if trends continue as they are;
- A snapshot of the environmental and social health of the region as a whole;

- Identify some of the issues that unite island communities; how things might change in the future if trends continue as they are.

The first three bullet points—dealing with First Nations, Reconciliation, and the Islands Trust—are communication exercises that will help establish context and baseline knowledge among those who are participating in the process. If people want to discuss these issues, we will note their points of view but will try to gently keep the conversation focused on the primary topics.

It will be under the following bullet points—local and regional environmental health—that the engagement activities will be organized (at least for the general communities). Feedback and ideas generated under these two headings will help us reshape how the Policy Statement could / should be reframed.

Both online and in-person, the process for engagement will be similar: layout the background information, as described above, and then invite feedback on the core issues that communities are facing on the local and larger regional levels and what could/should be doing to preserve and protect.

Key messages

In keeping with Islands Trust Public Engagement Principles (Appendix C) and the December 2016 First Nations and Public Engagement project charter this engagement strategy aims to be inclusive, respectful of Reconciliation principles, accessible, transparent, and adaptable. Initial key messages will be those below, recognising that these messages will evolve as staff develop the engagement materials, hear from the Ministry about how to proceed with engaging on the Islands Trust Act changes, and receive feedback:

- The Islands Trust Policy Statement is fundamental to the operations of the Islands Trust, guiding decisions about land use planning and advocacy.
- The 20-year-old Policy Statement continues to offer a positive vision for the Trust Area but is overdue for some updates.
- The Policy Statement Amendment Project will offer diverse opportunities for community members and First Nations to raise issues they are passionate about;
    - Trust Council's current Policy Statement Amendment Project is focused on the introduction and definition sections.
- The Policy Statement will play a role in reconciliation creating policies and principles that uphold the Islands Trust Reconciliation Declaration, and other guiding principles at this time.

Staff will work with the Executive Committee on any major deviations from this messaging.

Interested parties

- Trust Council
- Executive Committee
- Trust Programs Committee
- Interagency advisory group
- Trust Area community members
- Islands Trust trustees
- Islands Trust staff
- Honourable Selina Robinson, Minister of Municipal Affairs and Housing
- Ministry of Municipal Affairs and Housing staff
- Media
- First Nation Chiefs and Councils
- Referral agencies: (listed below)

Islands Trust bodies

1. Ballenas-Winchelsea Island LTC
2. Bowen Island Municipality
3. Denman Island LTC
4. Gabriola Island LTC
5. Galiano Island LTC
6. Gambier Island LTC
7. Hornby Island LTC
8. Lasqueti Island LTC
9. Mayne Island LTC
10. North Pender Island LTC
11. Salt Spring Island LTC
12. Saturna Island LTC
13. South Pender Island LTC
14. Thetis Island LTC
15. Trust Fund Board

First Nations

16. Cowichan Tribes
17. SXIMEŁEŁ (Esquimalt) Nation
18. Halalt First Nation
19. Homalco First Nation
20. K'ómoks (Comox) First Nation
21. Klahoose First Nation
22. Lake Cowichan First Nation
23. Lyackson First Nation

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24. MÁLEXEŁ (Malahat) Nation
25. xʷməθkʷəy̓əm Musqueam Indian Band
26. BOḰEĆEN (Pauquachin) First Nation
27. Penelakut Tribe
28. Qualicum First Nation
29. Scia'new (Beecher Bay) First Nation
30. SEMYOME (Semiahmoo) First Nation
31. Shíshálh (Sechelt) Nation
32. Snaw-naw-as (Nanoose) First Nation
33. Snuneymuxw (Nanaimo) First Nation
34. Lekwungen (Songhees) Nation
35. Sḵwx̱wú7mesh (Squamish) Nation
36. Stz'uminus (Chemainus) First Nation
37. Tla'amin (Sliammon) First Nation
38. T'Sou-ke (Sooke) Nation
39. W̱JOŁEŁP (Tsartlip) First Nation
40. SȾÁUTW̱ (Tsawout) First Nation
41. Tsawwassen First Nation
42. Tsleil-Waututh/ Səl̓ílwətaʔ/Selilwitulh (Burrard Inlet) Nation
43. W̱SIḴEM (Tseycum) First Nation
44. We Wai Kai (Cape Mudge) First Nation
45. Wei Wai Kum (Campbell River) First Nation

46. Treaties and Treaty Groups

47. Douglas Treaty
48. Nanwakolas Council
49. Hul'qumi'num Treaty Group
50. Laich-kwil-tach Treaty Society
51. Naut'sa mawt Tribal
52. Te'mexw Treaty Association

Regional districts

53. Capital Regional District
54. Comox Valley Regional District
55. Cowichan Valley Regional District
56. Metro Vancouver Regional District

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57. Nanaimo Regional District
58. Powell River Regional District
59. Sunshine Coast Regional District

School district boards

60. School District No. 45 (West Vancouver) (Gambier)
61. School District No. 46 (Gambier)
62. School District No. 79 (Thetis)
63. School District No. 68 (Ballenas-Winchelsea)
64. School District No. 69 (Ballenas-Winchelsea/Lasqueti)
65. School District No. 71 (Denman/Hornby)
66. School District No. 64 (Gulf Islands – Galiano/Mayne/North Pender/Salt Spring/Saturna/South Pender)

Improvement district boards

67. Gabriola (Fire Protection District)
68. Graham Lake (Improvement District)
69. Schmidt (Improvement District)
70. Galiano Estates (Improvement District)
71. Gossip Island (Improvement District)
72. Montague (Improvement District)
73. Spanish Hills (Improvement District)
74. Wise Island (Improvement District)
75. Bennett Bay (Waterworks District)
76. Campbell-Bennett Bay (Improvement District)
77. Lighthouse Point (Waterworks District)
78. Mayne Island (Improvement District)
79. Village Point (Improvement District)
80. Georgina (Improvement District)
81. Razor Point (Improvement District)
82. Trincomali (Improvement District)
83. Harbour View (Improvement District)
84. Mount Belcher (Improvement District)
85. North Salt Spring (Waterworks District)
86. Piers Island (Improvement District)
87. Salt Spring Island (Fire Protection District)
88. Scott Point (Waterworks District)
89. Secret Island (Waterworks District)
90. Saturna Shores (Improvement District)
91. Thetis Island (Improvement District)
92. Vaucroft (Improvement District)

Provincial government

93. Ministry of Agriculture

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94. Ministry of Municipal Affairs and Housing (Intergovernmental Relations and Planning Branch)
95. Ministry of Municipal Affairs and Housing (Housing Policy Branch)
96. Ministry of Energy, Mines and Petroleum Resources
97. Ministry of Environment and Climate Change Strategy
98. Ministry of Environment and Climate Change (BC Parks and Conservation Officer Service Division)
99. Ministry of Forests, Lands, Natural Resource Operations and Rural Development – South Coast Office
100. Ministry of Forests, Lands, Natural Resource Operations and Rural Development – West Coast Office
101. Ministry of Transportation and Infrastructure
102. Ministry of Indigenous Relations and Reconciliation (West Coast Office)
103. Ministry of Indigenous Relations and Reconciliation (South Coast Office)
104. Ministry of Health
105. BC Ferries
106. Agricultural Land Commission

Federal government

107. Environment Canada
108. Transport Canada
109. Fisheries and Oceans Canada
110. Parks Canada

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Resources

The project will be supported by the following elected officials:

Position	Role
Chair	Spokesperson and participant in First Nations meetings
Vice Chairs	Participant in First Nations meetings, as required, a spokespeople as required.
Trustees	Participants in public engagement processes on their islands.

This project will be supported by the following staff positions:

Position	Role
Chief Administrative Officer	General project oversight and participant at meetings with First Nations
Director, Trust Area Services	Project manager, note taker at First Nations meetings as required, project reporting
Senior Intergovernmental Policy Advisor	Delivery of First Nations engagement, support to public engagement, note taker at First Nations meetings as required, project reporting
Senior Policy Advisor	Support for public engagement and support to First Nations engagement, note taker at First Nations meetings as required, project reporting
Communications Specialist	Communications planning and implementation
Program Coordinator	Project lead, Project coordination, delivery of public engagement, deliver of first nations engagement, correspondence mgm't, meeting logistics, referral mgm't, tracking of project milestones/ costs/reporting, comms support
Finance Officer	Processing of service contracts
Finance Clerk	Processing of invoices
Director, Local Planning Services	Advisor on public engagement processes

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Promotion

To support the engagement processes in-person and online, staff will be creating a variety of print and digital materials that will explore the key themes of the review process from both a regional and local perspective for each local trust area.

Launch: On Monday June 24th, 2019, after presenting to Trust Council, staff will launch the Island Visions 2100 engagement. This will include sending out a media release and follow up with key media, an all island subscriber notice, a dedicated page on our website with a pop-up from the home page, and through our social media platforms for both the Islands Trust and the Islands Trust Conservancy (Twitter, YouTube, and a planned new Facebook page). This campaign will be supported by advertising in local print media and strategic boosts to social media posts.

Throughout the engagement process, these social media platforms will lead individuals to information about the upcoming in-person engagements, as well as the online survey-based engagement process.

Video: During the launch period, the Trust will release two videos: **What is the Islands Trust**? and **What is your Vision for the islands in the Salish Sea** (which will act as an introduction to goals of the Policy Statement process). In addition to supporting dialogue, the videos will help build awareness about the Islands Trust and the work that we do.

Print: Brochures on both subjects – What is the Islands Trust and the Policy Statement review—will be made available to trustees and staff, along with posters of detailing upcoming island engagements and links to the Islands Trust website where they can connect to the online survey.

Social media: Staff will provide trustees with the appropriate information and tools to help spread the word on our social media platforms, which will help boost our new Facebook page.

Partnerships: Staff will reach out and collaborate with regional governments, local governments, community organizations, and educational intuitions to help spread the word.

Prizes: The Islands Trust will offer a range of prizes during the engagement process. We will provide some prizes during our online survey, in-person engagement events, and/or for youth who participate in our art engagement at the markets/fairs. We will also offer door prizes at every in-person engagement to help spread the word. The prizes would range from $5.00 to $250.00. Some examples are ferry passes, local artwork and other local products from islands, and short trips depending on the engagement method.

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Engagement Methods

This plan includes multiple channels for engagement with the public, First Nations, referral agencies, and Trust Council. It includes a suite of tools that will be selected and applied as appropriate for each community/Nation.

First Nations and Organizations Engagement

First Nations engagement begins with Trust Council's Declaration on Reconciliation and making that visible and distributed out to community. The Declaration affirms the organization's commitment to Reconciliation and how the Trust will be moving forward. From that platform we will then begin re-engaging with First Nations within the consultation boundary of the Islands Trust Area. The engagement will consider the commitments within existing and planned protocol agreements with First Nations. Results from this re-engagement will determine which Nations we will develop more meaningful engagement with in the process of a dialogue about and reviewing the Policy Statement. Meaningful engagement will include the following suite of engagement option to be applied as appropriate and as desired by the individual Nations:

- Leadership government to government meetings to discuss core concerns;
- Community meetings with membership and leadership to talk about the Policy Statement and the vision for the future;
- Online interaction including surveys, newsletter notices, Facebook, letters to Chiefs and Councils;
- Meetings with alliances and First Nation associations such as First Nations Summit, BC Treaty Commission and Tribal Councils;
- Collaborate with schools and youth organizations.

There will be follow-up and building of relations. Staff will ensure that meetings held for purposes of relationship building are not classified as consultation on the Policy Statement. Staff will keep a record of each meeting and compile into an engagement record to provide to Ministry with the final bylaw after third reading.

Staff will collaboratively develop storyboard as an education component of Reconciliation for use at engagement events. Acknowledgement of place will be included as a central theme.

General Public and Island Resident Engagement

The engagement strategies for the general public and island residents will include educational materials and will be supported by prepared questions and a strongly facilitated process. All in-person events will be supported by companion online engagement opportunities (survey and e-mail).

Creating opportunities for meaningful engagement means building new communities and sparking people's imagination. Our goal is to create content that resonates enough that people personalize it and push it onto the other audiences. We want social media users to own the message we are trying to

confirm with them. We will do this by encouraging them to personally consider: What are their Island Vision 2099?

There will be a suite of five different engagement options developed to be applied locally as appropriate, with decisions to be made in consultation with local trustees and in consideration of different island populations.

- Large-scale community drop-in and open space / world café events, featuring educational information boards;
- Vision Booth, featuring information boards set up at community events, markets, or other community driven event; this could also include making online content available through laptops or tablets;
- Online survey/e-mail feedback;
- Collaborating with schools/ youth organizations.

Each engagement channel will feature a data collection method, all of which will feed into a final report on the findings from the engagement process. During in person, large-scale community engagements, we will provide educational information boards and brochures that address the key themes and help explain the work of the Islands Trust. Each of these themes will also be supported by a short explainer video that provides the context and background, which will also be a part of our online education campaign. The online component will feature a survey and potential live-streaming of key meeting(s).

Our goal is to have in-person engagements within each of the thirteen island communities. Because each island community is different, our expectation is that the Island Vision 2099 process will have a different look in each local trust area, drawing on the different engagement options available. Working with trustees, we will identity which combination of engagements will work best in a particular local context. It is also expected that local trust areas with larger populations will receive a higher number of in-person engagements.

This process is also an opportunity for Islands Trust to pilot the use of different forms of engagement tools and methods and measure their effectiveness.

Below are identified ‘options’ streams which will run parallel to one another. First Nation and Alliances engagement will commence at the same time as the process designed to reach out to the general public and island residents.

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Engagement methods: the suite of options

The IAP2's Spectrum of Public Participation (see Appendix D) was designed to assist with the selection of the level of participation that defines the public's role in any public participation process as much as possible, within resources, we will strive to follow these guidelines for public engagement

In defining the different First Nations engagement options, it is acknowledged that some Nations might rather have Islands Trust build relationships with designated individuals and/or committees instead of with the wider community. This form of engagement, which is outlined below as option C, could be something that happens in its own right or as a precursor to a large-scale event that involves the rest of the community. In these instances, individuals and/or committees could support the implementation of a large-scale event hosted by both governments

General Public and Island Residents	Options	Description	Objectives	Timeframe	Who is involved?	Estimated Budget
	Option A: Community drop-in and open space, featuring information boards that explore each of the major Visions 2099 themes.	Following IAP2 guidance on how to conduct healthy engagement processes, we host an open house first to featuring information boards that explore each of the major Visions 2099 themes, and then we would use world café forms of engagement. The goal through open house engagement is to help improve public understanding about a complex project to receive public input and provide information through information boards covering major themes. World Café engagement style would help foster meaningful discussion on questions pertaining to	To provide opportunities for members of the public and island residents a chance to participate in an interactive and dynamic way where we inform, consult, involve, collaborate and empower with them.	July – December 2019, Jan – March 2020	Trust Area Services staff, local trustees, Information Systems Coordinator, and Computer Applications Support Technician,	Upfront Cost - $5,000.00, Individual Event - $500.00 – $2000.00

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		these topic(s) among participants who otherwise would not listen, talk or share with one another.				
	Option B: Vision Booth	We will set up information booths, featuring local and regional information boards and access to the online survey during existing community events, markets, and/or other community driven events.	To target the general public as well as residents of the islands at existing events	July – December 2019	Trust Area Services staff, local trustees	$300.00 - $500.00 per event
	Option C: On-line survey & dedicated email address	The main form of the online engagement will be survey-based. We would offer a robust online campaign using a range of social media tools and our website to disseminate information about the engagement process. The online information campaign will replicate the information that will be produced for the in-person engagements, so individuals can learn about the situation in their local context as well as the regional context. Because some individuals are more comfortable with emails than surveys, we will also provide a dedicated	To provide an inclusive opportunity for the general public and island residents to participate in the process, if they cannot attend in person participation. It is also an opportunity to gain input from wider communities outside of the Islands Trust Area.	July – December 2019, January – March 2020	Trust Area Services Staff, Information Systems Coordinator, and Computer Applications Support Technician	$4000.00

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		"Visions2099@" email address where people can send in their idea. They can also send them through traditional mail as well				
	Option D: Collaborate with Schools/ Youth Organizations	We will provide opportunities to connect with students and youth with school classrooms and youth organizations. We would use a creative writing and/or art opportunities for youth to describe their vision of the islands. We would offer a prize.	To connect with youth, to be able to provide them with opportunities to engage in the issues that Visions 2099 is concerned with	July – December 2019	Trust Area Services Staff,	$500 - $1000.00

First Nations and Alliances	**Options**	**Description**	**Objectives**	**Timeframe**	**Who is involved?**	**Estimated Budget**
	Option E: Leadership government-to-government meetings	Leadership from Trust Council and leadership from a First Nation(s) meet to discuss core concerns. Each meeting takes place at a location convenient for First Nation leaders to attend.	To build relationship and discuss core concerns. If appropriate, support the provision of other 'options' for engagement to their membership	July 2019 — June 2021 and ongoing (Squamish mtg April 8)	CAO, Chair, Executive Committee, Trust Area Services Director and some Staff, possibly Trust Council	$300.00 - $500.00
	Option F: Community meetings with membership and leadership	A small-large scale lunch/dinner event where Islands Trust, in partnership with the Nation, provides opportunities for community members to share their core concerns of their territory, and their vision for the future.	For Islands Trust to build relationships with staff, leadership, and members of the community, Visions 2099 process and create opportunity to discuss their vision for the future and, if	July – December 2019	Trust Area Services Staff and local trustees	$500.00 - $2000.00

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			appropriate, contribute to the Visions 2099 process.			
	Option G: Face-to-face with staff	Meetings with staff, and/or committees to work on various topics: educational materials, visioning work as part of the Visions 2099 process as well as other core concerns and/or items of interest to the First Nation.	To communicate and engage with Nations in an accessible manner that is appropriate to the situation.	July – December 2019	CAO, Trust Area Services Director and staff, Local Planning Services Director	$200 - $1000
	Option H: Survey engagement	A social media campaign targeted at a variety of community members from different Nations across the Salish Sea. Using a variety of tools, including targeted advertising and prizes, the campaign would encourage participants to view our background materials and fill in a special survey. May also include printed material distributed through newsletters and on reserve.	To engage a range of First Nations members through online survey.	July – December 2019	Trust Area Services Staff	$750.00 - $1000.00
	Option I: Meetings with alliances and First Nation associations	Islands Trust co-host an event with First Nation associations/alliances such as First Nations Summit, BC Treaty Commission, and Tribal Councils.	To connect with a range of First Nations all at once and build relationships with them. If appropriate, engage them with the issues of Visions 2099 and how they imagine the future.	July – December 2019	CAO, Trust Area Services Director and staff, Local Planning Services Director	$250.00 - $5000.00

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	Option J: Collaborate with Schools/ Youth Organizations	We connect with schools in community along with organizations that support youth to offer some opportunities for them to be heard and to be able to take action through various means (e.g. art work, writing, etc).	To connect with youth, to be able to provide them with opportunities to engage in the issues that Visions 2099 is concerned with	July – December 2019, January to March 2020	Trust Area Services staff	$500.00 - $1000.00

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Referral agencies	N/A	As required by provincial statutes: LTCs; First Nations; local, regional, provincial and federal government agencies will be sent referral letters inviting input on the draft amendments to the Policy Statement	To solicit feedback on the proposed amendments.	June – September 2021	Trust Area Services staff, Chair	$1,000

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Risks and mitigation

There are risks with any project. Due to the nature of this project and the number of First Nations and stakeholders involved, there is substantial risk that the project plan will need to be amended to respond to emerging issues, communication/engagement requests or other developments. Staff will try to be nimble and responsive and will maintain a focus on the big-picture (e.g. Reconciliation as an overarching priority) and will bring forward recommendations to Executive Committee for project amendments as needed.

At this time the Islands Trust has established a level of engagement and relationship with First Nations within the Trust Area. However, when looking at the relationship over time, many Nations may view processes and engagement with the Trust with hesitation. Not only is there a level of jurisdictional scepticism but there is also a level of distrust that the mandate of the Trust applies to First Nations concerns. First Nations view government bodies such as municipal, district, regional, and city as not having their interests at the forefront of their policies and processes. They may feel the jurisdictional authority lies with the Province and that providing education on Reconciliation, rights and title, and treaty is not a valuable process to engage in.

It is staff's understanding that many Nations within the Island Trust Area continue to see a lack of consideration by the Islands Trust and other levels of government in relation to their cultural heritage, archaeological sites, land use and marine use planning, and use of cultural and spiritual areas for recreational use without engagement on impacts or accommodation. This raises questions for Nations about the willingness of the Island Trust to truly engage and create meaningful policy processes that are inclusive of their core concerns. At this time, it could be seen that the Islands Trust preserves and protects only the values of post-colonial interests.

Given this situation, it maybe difficult to create an effective engagement process that allows for meaningful understanding of core concerns and impacts. It may be difficult to receive responses that recognize the cumulative effects and policy infinitives that will impact Nations rights and title. Therefore, it will require that the Islands Trust continues to engage and sets out the processes in which it will regain the trust of First Nations and First Nations community without defined timelines. Interagency meetings may allow for more valuable interactions that provide informed recommendations for engagement, but processes will be highly dependent on walking the talk: to build trust all Islands Trust bodies need to make decisions and undertake reconciliation actions that result in tangible sustained changes that demonstrate sustained commitment over time.

There is also risk that referral agencies will not understand the Policy Statement or purpose of referral. It has been many years since Islands Trust referral agencies have had to consider changes to the Policy Statement. In addition, they may question why their input is being sought on the introduction and definition sections only, rather than the policies that they may be more familiar with. They may wish to request significant amendments that are outside the scope of the project. To mitigate these risks, staff will undertake an assessment and, as necessary, contact referral staff before the referral is sent to explain the project. Should there be requests for significant changes that are outside the scope of this

project, staff will explain that these requests will be considered in future phases and will work with Ministry of Municipal Affairs staff and the interagency working group to coordinate responses.. Staff will also draft a clear, easy-to understand, referral letter.

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Appendices

Appendix A – Draft timeline (subject to change based on feedback and First Nation engagement processes)

Appendix B – Budget

Appendix C – Islands Trust Public Engagement Principles and Communication Objectives

Appendix D - IAP2 Spectrum

Appendix E –Reconciliation Declaration

Appendix F – December 2018 Chair letter to Honourable Selina Robinson re Legislative change to the *Islands Trust Act*.

Appendix G – Visions 2099 Project charter

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Appendix A: Visions 2099 Engagement Strategy – Work Plan

Deliverables Detail

Phase 1 of the Islands Trust Policy Statement involves amending Part 1, Part II and definitions.

Deliverable / Milestone	Target Completion Date	Responsible
Approval of revised Project Charter	March 27, 2019	Executive Committee
Endorsement of Policy Statement Engagement Plan	March 27, 2019	Executive Committee
Review of Policy Statement Engagement Plan	May ?, 2019	Trust Programs Committee
Approval of Policy Statement Engagement Plan	June 5, 2019	Executive Committee
Launch Policy Statement Engagement Process	June 24, 2019	Trust Council/Chair
Launch on-line engagement	June 24, 2019	TAS Staff
Undertake in-community meetings in each local trust area	July to December 2019	TAS Staff
Bowen Island Municipality	July to October 2019 - TBA	TAS Staff
Denman LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
Gabriola LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
Galiano LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
Gambier LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
Hornby LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
Lasqueti LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
Mayne LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
North Pender/South Pender LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
Salt Spring LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
Saturna LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
Thetis LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
Undertake First Nations engagement	July to December 2019 and ongoing throughout	SIPA,CAO, Chair, Executive Committee, TAS Staff
Interim Report to Trust Council	December 2019	TAS Staff
Compilation of community and First Nations input report	December 2019	TAS Staff
Draft RFD with engagement analysis based on community and First Nations input, and recommendations to request staff draft bylaw	December to March 2020	TAS Staff
RFD to Trust Council with recommended ITPS amendments and request staff to draft bylaw	March 2020	
Trust Council – 1st Reading of ITPS Amendment Bylaw	June 2020	
Referral of proposed bylaw to agencies and First Nations	June to September 2020	

Deliverable / Milestone	Target Completion Date	Responsible
Public Meeting (or on-line public review of the draft bylaw amendments)	June to September 2020	
RFD to Trust Council with summary of referrals and recommended amendments – if any	September 2020	
Trust Council consideration of 2nd and Third Reading Reading	December 2020	
Submission to Minister for Approval	December 2020	
Final adoption by Trust Council (can be by RWM if not back in time for council meeting)	June 2021	

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Appendix B: Budget

Preliminary estimates per activity are included above in the engagement methods section. A detailed budget will be developed prior to the launch of Visions 2099.

Item	Cost
Communication Materials	$11,000
Legal review	$4,000
FN engagement	$20,000
Public engagement	$25,000
Total activity costs:	$60,000

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Appendix C: Islands Trust Public Engagement Principles and Communications Objectives

(adopted by the Executive Committee, August 17, 2016**)**

"Good public participation results in better decisions" – International Association for Public Participation.

Local trust committees and Trust Council make decisions about the islands in the Salish Sea that affect First Nations, the public and other stakeholders.

Effectively and consistently engaging with people affected by those decisions leads to good governance, better policies, durable decisions, reduced conflict and enhanced civic participation.

Successful public engagement is guided by well-defined and formalized principles that represent a promise to the public and stakeholder groups, help establish shared expectations and a shared vocabulary and improve the working relationship between elected officials, senior managers and staff.

The principles that follow are adapted from the Islands Trust Policy Statement, the Communications Policy 6.10.ii, in the Executive Committee Terms of Reference, observations from Trust Council roundtable discussions, staff survey and conversations, as well as the International Association of Public participation and best practices research in local government public engagement.

The principles will guide the communications and engagement initiatives and activities sponsored by Trust Council, local trust committees and within the organization.

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Guiding Principles for public engagement at Islands Trust

Inclusive:

Those who are affected by an issue or decision should have an opportunity to influence outcomes and choices. Trust Council will seek information from a broad range of sources in its decision-making processes, recognizing the importance of local knowledge in this regard (Policy Statement)

Open and authentic:

Input of the public should play a role in the decision-making process. Trust Council believes that open, consultative public participation is vital to effective decision making for the Trust Area (Policy Statement)

Respectful of First Nations:

To strengthen relationships with over 30 tribes and nations in the Trust Area, Trust Council will root all its engagement practices in the spirit of reconciliation. (In a separate RFD, staff are seeking direction from EC to develop a Project Charter and set of principles to inform a new organizational approach to First Nations' relationship-building. Once approved by EC and possibly TC, these principles would be incorporated into all correspondence and communication.)

Diverse:

Decisions are more durable when all participants are aware of the range of interests and needs of everyone involved, including decision makers, surrounding an issue or decision.

Accessible:

Everyone potentially affected by the process has an opportunity to become involved.

Appropriate:

The public engagement process uses one or more discussion formats to reach the identified participants and, where feasible, invites input into the design of the process.

Informed:

Those involved in engagement exercises have the information required to meaningfully participate in the process.

Transparent:

Participants are informed about how their contributions were considered, used and/or not used.

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Adaptable:

Each public engagement process, along with the collected feedback, is evaluated so that lessons can be shared broadly and applied to future engagement efforts.

Communications Objectives

The following communications objectives will be realized using different strategies and will be updated regularly as appropriate.

1. Improve community and agency understanding and support of the Islands Trust (2014-2018 Strategic Plan – priority #9)

2. Improve community engagement and participation in Islands Trust work (2014-2018 Strategic Plan – priority #10)

3. Increase profile (visibility) of the Islands Trust within the Trust Area (e.g. increased presence at community events and going where the public is)

4. Create and maintain a positive (modern, consistent, uniform) image of the Islands Trust (e.g. graphic design standards, issues management and processes, revisit tag line – on EC agenda)

5. Prepare trustees and staff (planning and bylaw enforcement) – the face of the organization – to deliver consistent and co-ordinated messages to the public and stakeholders in a way that reflects the unique character and needs of each island and project.

6. Create ongoing opportunities to listen to public and stakeholder opinions and concerns and report back when appropriate (e.g. web comments handling, feedback line/channel, comment cards at offices, rotating weekly/monthly FAQs on web, at LTC meetings, etc.)

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Appendix D: IAP2 Spectrum

IAP2 Spectrum of Public Participation

IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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Appendix E: Reconciliation Declaration

The Islands Trust Council acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous peoples since time immemorial and honours the rich history, stewardship, and cultural heritage that embody this place we all call home.

The Islands Trust Council is committed to establishing and maintaining mutually respectful relationships between Indigenous and non-Indigenous peoples. Islands Trust states a commitment to Reconciliation with the understanding that this commitment is a long-term relationship-building and healing process.

The Islands Trust Council will strive to create opportunities for knowledge sharing and understanding as people come together to preserve and protect the special nature of the islands within the Salish Sea.

Adopted: March 14, 2019 Trust Council on Gabriola Island

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Appendix F: December 2018 Chair letter to Honourable Selina Robinson re Legislative change to the Islands Trust Act

200 - 1627 Fort Street, Victoria BC V8R 1H8
Telephone **(250) 405-5151** Fax (250) 405-5155
Toll Free via Enquiry BC in Vancouver 604.660.2421. Elsewhere in BC **1.800.663.7867**
Email information@islandstrust.bc.ca
Web www.islandstrust.bc.ca

December 18, 2018

File No.: 0110-20

via email: MAH.minister@gov.bc.ca

The Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Parliament Buildings
Victoria BC V8V 1X4

Dear Minister Robinson:

Re: Request for legislative change

This request follows our January 23, 2018 meeting to discuss matters of importance to the Islands Trust Executive Committee, including potential legislative changes to the *Islands Trust Act* and other relevant legislation. At that time you requested a prioritized list of *Act* amendments that could form the basis for a review by Ministry and Islands Trust staff. I also understood from that discussion that it would be important that the Islands Trust ensure that it was fully utilizing its current authorities to achieve its preserve and protect mandate and that any proposed amendments to the *Act* would need to be demonstrably necessary.

We have taken that advice to heart and believe that we have identified realistic and achievable amendments to our primary legislation that will support the efforts of the Trust on behalf of all British Columbians. At their September 18, 2018 meeting Trust Council requested that I write to you asking for legislative change along three broad themes, as follows:

ENFORCEMENT AND ADMINISTRATION: Improvements to the Islands Trust's ability to enforce its current regulatory and legislative powers in support of the preserve and protect mandate of the Trust and its land use planning function. The Islands Trust does not have the same enforcements tools as other land use jurisdictions in British Columbia but is expected to provide a similar service. The recommended amendments are:

1. Allowance for entry warrants;
2. Development permit area enforcement via municipal ticketing;
3. Adoption of development approval information bylaws by local trust committees;
4. To enable the ability to charge fees for telecommunication applications.

MODERNIZATION: The *Islands Trust Act* has not been substantially amended in a number of years and there are areas that require updating in order for the organization to remain relevant. Recommended amendments are:

5. Amending the *Act* to add "First Nations" to the list of those with whom we work "in co-operation;"
6. The ability to delegate development permit and temporary use permits to staff;
7. Clarification of foreshore zoning authority and jurisdiction throughout the Trust Area;
8. In keeping with broader powers afforded regional districts, relative to S. 294 of the *Local Government Act*, to allow the Islands Trust entities, "incidental or conducive powers;"
9. To include reference to the ecosystem in section 8.2 of the *Islands Trust Act*.

ADVANCING THE MISSION OF THE ISLANDS TRUST: Diverse communities are a key element of Trust Council's vision for the Trust Area and relates to its current land use authority. Recommended amendments are:

10. Affordable Housing: to be able to enter into agreements with third parties to administer affordable housing, to be able to operate a housing service, and for local trust committees to be able to acquire and dispose of land.

(Appendix A attached provides a brief rationale and implementation requirement for each of the above amendments)

These amendments vary in terms of the difficulty or complexity of implementation with, in our minds, the foreshore jurisdiction and affordable housing service amendments being the most complicated and in need of a cooperative approach.

We would sincerely appreciate your Ministry's feedback on this proposal and how it could be achieved. We are hopeful that you will be able to dedicate some Ministry staff time in order to work with us on developing a defensible and modern update to the *Islands Trust Act*. Of course, we also wish to understand your priorities and if they can be realized through this work. Trust Council considers that this is an important opportunity for the Islands Trust, and the region, and we wish to work with you to implement reasonable change.

A topic as important as legislative change to the *Islands Trust Act* will require public engagement and I would appreciate collaboration with the Ministry on how it would foresee an appropriate process. Undoubtedly full and authentic public engagement will generate additional suggestions for legislative changes from the community itself. We are mindful that Island communities are participatory, feel their future is vested in the Trust and want to contribute to that future.

In closing, I note that Bill 52, : *Agricultural Land Commission Act* 2018 has passed into legislation and I am struck by the symmetry of how the Islands Trust and the Agricultural Land Reserve, born of a certain era in BC politics, have stood the test of time. We believe it is time that the *Islands Trust Act* is given appropriate and similar attention.

Of course, if it would be convenient to you or beneficial to this request, we are happy to meet with you at your convenience.

With appreciation,

P. Luckham

Peter Luckham, Chair
Islands Trust Council

cc: Islands Trust Area MPs
Islands Trust MLAs
Islands Trust Electoral Area Directors
Assistant Deputy Minister Faganello
BOḰEĆEN (Pauquachin) First Nation
Cowichan Tribes
Halalt First Nation
Homalco First Nation
Klahoose First Nation
K'ómoks First Nation
Lake Cowichan First Nation
Lekwungen (Songhees) Nation
Lyackson First Nation
MÁLEXEŁ (Malahat) Nation
Penelakut Tribe
Qualicum First Nation
Scia'new (Beecher Bay) First Nation
SEMYOME (Semiahmoo) First Nation
shíshálh First Nation
Snuneymuxw First Nation
Sḵwx̱wú7mesh (Squamish) Nation
Snaw-naw-as (Nanoose) First Nation
SȾÁUTW̱ (Tsawout) First Nation
Stz'uminus First Nation
SXIMEŁEŁ (Esquimalt) Nation
Tla'amin (Sliammon) Nation
Tsawwassen First Nation
Tsleil-Waututh Nation
T'Sou-ke Nation
Wei Wai Kum (Campbell River) First Nation
We Wai Kai (Cape Mudge) First Nation
W̱JOŁEŁP (Tsartlip) First Nation
W̱SIḴEM (Tseycum) First Nation
xʷməθkʷəy̓əm Musqueam
Bowen Island Municipal Council
Islands Trust Council
Islands Trust website

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Appendix A

Summary of potential amendments to the

***Islands Trust Act*, 2018**

ENFORCEMENT AND ADMINISTRATION AMENDMENTS

1. Allowance for Entry Warrants	S. 28(1.1) of the *Local Government Act* is applicable to Regional Districts but not the Islands Trust. This authority should not be excluded from Islands Trust/local trust committees and the lack of authority impacts delivery of enforcement of land use planning decisions.
Implementation i. Amend Section 28 (1.1) of the *Local Government Act* to add "Islands Trust". ii. Staff training and administrative training would be required. Actual bylaw enforcement procedures would require some change management process to ensure appropriate use. iii. There does not seem to be any cogent policy reason for excluding s. 424 of the *Local Government Act* (entry warrants) from the bundle of enforcement powers conferred on local trust committees. With this amendment of s. 28(1.1) of the *Islands Trust Act*, Division 1 of Part 12 of the *Local Government Act* including s. 424 would apply to the local trust committees and s. 424 in turn applies s. 275 of the Community Charter. Section 275 enables a justice to issue an entry warrant if satisfied that access to property is necessary for the purposes of the *Local Government Act*, which is the source of the enforcement powers that are conferred on local trust committees by s. 28(1.1) of the *Islands Trust Act*, in connection with which an entry warrant would be sought.	

2. Development Permit Area Enforcement Using Tickets	The use of ticketing to support the administration and delivery of a robust development permit authority would be the preferred outcome. The Trust has made this request of the Ministry in the past, most recently in 2016.
Implementation i. Pilot project in the Islands Trust Area – by conferring additional enforcement powers by regulation under Section 54(2) of the *Islands Trust Act*. ii. Add to s. 28 a section to the effect that under s. 264 of the Community Charter, applicable to local trust committees under s. 414 of the *Local Government Act* and s. 28(1.1) of the *Islands Trust Act*, a local trust committee may also designate ss. 489 and 501(2) of the *Local Government Act* for the purposes of s. 264. Section 489 is the section of the *Local Government Act* that prohibits subdivision, etc. in a development permit area if a development permit hasn't been obtained. Section 501(2) is the section that requires land to be developed strictly in accordance with the permit. There are currently no jurisdictions that have the authority to issue tickets for development permit	

violations, so the Islands Trust would be joining municipalities and Regional Districts in requesting this change. While this authority would be useful to all local governments, it is particularly relevant for an entity with a statutory mandate to "preserve and protect" an area of the province that is environmentally sensitive, since the key land use management tools in relation to environmental protection are development permit area designations and development permit conditions. However, allowing local governments to ticket for an offence against a provincial statute is a novel idea.

The Ministry may want to consider proposing this amendment as a "pilot project" for the Islands Trust only, following the evaluation of which the Province might consider extending the authority to municipalities and regional districts, and offering to partner with the Province in monitoring and evaluating the enforcement approach. This additional authority could be conferred on the local trust committees by Cabinet order under s. 54(2) of the *Islands Trust Act* on a pilot project basis.

3. Adoption of Development Approval Information Bylaws by local trust committees (LTC)	Mainly an administrative improvement, this amendment would increase the efficiency and independent ability of LTCs to administer their areas. This should reduce wait times for applicants.
Implementation i. Amend *Islands Trust Act* by repealing s.29(3.1) Amendment of s. 29(3.1) of the *Local Government* Act is required. Implementation by the Islands Trust would be relatively easy, would simplify the process and would reduce staff/administrative time.	

4. For the Islands Trust to obtain the authority to charge a fee for telecommunications applications	A fee structure and process is needed to allow thorough review of antenna and telecom infrastructure applications.
Implementation (to be determined) The Ministry of Innovation, Science and Economic Development Canada (ISED) has jurisdiction over telecommunications. ISED looks for the relevant land use authority to issue a letter of concurrence, the production of which requires a public process. Section 462 of the *Local Government Act* restricts the ability for local trust committees to charge fees. The *Islands Trust Act* limits the Islands Trust to only proscribe fees associated with its land use authority. We would request assistance from the Ministry to find a means for the Islands Trust to charge a fee for such an occurrence as is described.	

MODERNIZATION

5. Support in principle for amending the *Islands Trust Act* to add "First Nations" to the list of those with whom we work "in co-operation"	This amendment is both timely and appropriate with the focus of Trust Council on principles of reconciliation and the adoption of a First Nations Engagement Plan.

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Implementation

i. amendment to the *Islands Trust Act*, Part 2, Section 9 to add First Nations.

ii. amendment to *Islands Trust Act*, Part 3 to add "First Nations"

This request was made to the Ministry in 2015. It would not be a significant challenge for the Islands Trust to implement. An amendment to Part 2 section 9 'Coordination agreements with other government bodies' would enable the Trust Council and its delegates to enter into coordination agreements with First Nations and this seems uncontroversial.

6. Development Permit and Temporary Use Permit delegation to Staff	Unlike other jurisdictions in BC with land use authority, the Islands Trust does not have the ability to delegate via bylaw the authority to staff to issue development permits.

Implementation

i. Amend Section 29 of the *Islands Trust A*ct to enable local trust committees to delegate, by bylaw, the issuance of development permits and development variance permits, subject to the right of the applicant to have the local trust committee reconsider the matter without charge and to the local trust committee, in its procedures bylaw enacted under s. 460 of the LGA, establishing reconsideration procedures.

Each LTC would decide on whether or not to delegate issuance of development permits. This would reduce wait times, simplify the application process and reduce administrative costs. As development permits are issued based upon guidelines in the OCP or LUB, which are approved by LTCs, there is relatively little discretion afforded staff in issuing a permit. Implementation from an operating perspective would be straight forward once the delegation bylaws were adopted.

7. Clarification of foreshore zoning authority	There are jurisdictional inconsistencies with how foreshore zoning is administered with regard Regional Districts throughout the Trust Area. This matter is long standing and is a function of language and mapping in the *Islands Trust Act* and the Islands Trust Regulation.

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Implementation (to be determined)

Clarification on this matter would support consistency in interpretation and aid in working with other jurisdictions that have foreshore zoning powers. Implications of implementation of any potential changes are undetermined. Engaging in discussions with the Ministry on this issue would require dedicated staff time and legal analysis.

The matter is sensitive since it potentially affects the enforcement of Islands Trust and regional district bylaws throughout the water areas within the trust area, where some of the most controversial land use issues tend to arise. Jurisdiction should not be controversial in relation to either the foreshore areas immediately adjacent to the various Gulf Islands or the estuary areas immediately adjacent to the upland areas of the regional districts, because effective land use management in either case has to include jurisdiction over immediately adjacent water area. However, a dividing line between jurisdictions has to be established somewhere, and there may be legitimate differences of opinion on where it should be.

8. Add language to *Islands Trust Act* similar to *Local Government Act*, s. 294, allowing for "incidental or conducive powers."	A minor broadening of corporate power, similar to what Regional Districts have, would allow the Trust to undertake some supportive actions in support of the mandate of Trust.

Implementation

i. Amend Section 4 of the *Islands Trust Act* by adding "The Trust Council, the executive committee, and the local trust committees have all the necessary power to do anything incidental or conducive to the exercise or performance of any power, duty or function conferred by this or any other enactment."

This power is not a full 'corporate person power;' rather it would provide a backstop to a given jurisdictional issue or challenge. Some recommended language would be something like:

"the Local Trust Committee and, the Executive Committee, have all necessary power to do anything incidental or conducive to the exercise or performance of any power, duty, or function conferred on them by this or any other enactment."

There is no logical reason that Islands Trust entities exercising exactly the same type of regulatory authority as other land use regulators should not have access to the same complementary authority to do things that are "incidental and conducive" to the exercise of their land use management authority. The wording of s. 294 makes the scope of these complementary powers exactly coterminous with the scope of the basic powers that have otherwise been conferred, so there is no substantive expansion of jurisdiction or authority and this should not be controversial.

9. Include reference to the ecosystem in section 8.2 of the *Islands Trust Act*	8.2 (f) and (h) of the ITA allows for 'support and give financial assistance to activities referenced to in paragraphs (f) and (g) that are undertaken by others. This section seems to all LTCs to fund heritage and history related activities but does not include "environment or ecosystem."

Implementation

i. Amend s. 8(2)(f) of the *Islands Trust Act* to "amenities, environment, history and heritage"

Clarity is sought as to whether LTCs can allocate funds for environmental activities undertaken by others, in a similar fashion to history and heritage conservation. We recommend amending "history and heritage" in

two places in 8(2)(f) to “amenities, environment, history and heritage”. Amenities and environment are the terms used in the object statement in s. 3 of the *Act*.

ADVANCING THE MISSION OF THE ISLANDS TRUST

10. Affordable Housing and Housing service amendments	The Islands Trust has limited ability to provide affordable housing initiatives to communities and is reliant on Regional Districts to establish and deliver affordable housing services, in cooperation with the Trust. Increased authority in this area would be in keeping with both a key vision element of Trust Council and its strategic plan.
Implementation i. Amendments to confer the powers of a regional district board that would be required to establish and operate a non-profit housing service, including the authority to acquire and dispose of land and interests in land The Islands Trust would seek to be able to hold land for the purposes of affordable housing. We would seek to cooperate with relevant Regional Districts but also provide this service if a given Regional District does not provide a satisfactory service. Desired changes: a) To be able to enter into agreements with third parties to administer affordable housing. b) To be able to operate a housing service. c) Local Trust Committees be able to acquire and dispose of land.	

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