Galiano Island Local Trust Committee
Regular Meeting Agenda

Date:	May 4, 2015
Time:	12:30 pm
Location:	Galiano South Community Hall
	141 Sturdies Bay Road, Galiano Island, BC

Pages

1. CALL TO ORDER — 12:30 PM - 1:00 PM

2. APPROVAL OF AGENDA

3. TOWN HALL AND QUESTIONS

4. COMMUNITY INFORMATION MEETING

   none

5. PUBLIC HEARING

   none

6. MINUTES — 1:00 PM - 1:15 PM

   6.1 Local Trust Committee Minutes Dated April 13, 2015 (for Adoption) — 4 - 15

   6.2 Section 26 Resolutions Without Meeting

   none

   6.3 Advisory Planning Commission Minutes

   none

7. BUSINESS ARISING FROM MINUTES

   7.1 Follow-up Action List Dated April 2015 — 16 - 18

8. DELEGATIONS — 1:15 PM - 2:15 PM

   8.1 Christine Stechishin re Rogers Cell Towers & Emergency Preparedness — 19 - 24

   8.2 Rose Longini re Cell Towers

   8.3 Elizabeth Latta re Cell Towers

   8.4 Brad Lockett re Cell Towers

8.5 Nadia Krebs re Cell Towers

8.6 Joan Robertson re Cell Towers

8.7 Altus Group (with Beacon & CREST)

9. CORRESPONDENCE

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

----------BREAK---------- 2:15 PM - 2:30 PM

10. APPLICATIONS AND REFERRALS 2:30 PM - 3:15 PM

10.1 Mayne Island Local Trust Committee Bylaws No. 161 & 162 Referral 25 - 27

10.2 Roger's Cell Tower - Staff Report 28 - 40

11. LOCAL TRUST COMMITTEE PROJECTS 3:15 PM - 3:45 PM

11.1 Secondary Suite Review - Staff Report 41 - 52

11.2 Cottage Review - Staff Report 53 - 63

12. REPORTS 3:45 PM - 4:00 PM

12.1 Work Program Reports (attached)

12.1.1 Top Priorities Report Dated April 2015 64 - 64

12.1.2 Projects List Report Dated April 2015 65 - 66

12.2 Applications Report Dated April 2015 (attached) 67 - 69

12.3 Trustee and Local Expense Report Dated March 2015 (attached) 70 - 70

12.4 Adopted Policies and Standing Resolutions (attached) 71 - 72

12.5 Local Trust Committee Webpage

12.6 Chair's Report

12.7 Trustee Report

12.8 Electoral Area Director's Report

none

12.9 Trust Fund Board Report April 2015 (attached) 73 - 74

13. NEW BUSINESS 4:00 PM - 4:30 PM

13.1 Input to Strategic Plan - RFD 75 - 177

13.2 Board of Variance Memberships Expiring - Memo 178 - 178

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for June 1, 2015, at 12:30 pm, at the Galiano South Community Hall

15. TOWN HALL 4:30 PM - 4:45 PM

16. CLOSED MEETING 4:45 PM - 5:00 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 e, s. 90(1) (a) & (d) for the purpose of considering:

- Adoption of In-Camera Meeting Minutes Dated March 2, 2015
- Appointment of APC Members

AND that the recorder and staff attend the meeting.

16.2 Recall to Order

16.3 Rise and Report

17. ADJOURNMENT 5:00 PM - 5:00 PM

Galiano Island Local Trust Committee
Minutes of Regular Meeting

Date:	**April 13, 2015**
Location:	**North Community Hall** **20925 Porlier Pass Road, Galiano Island, BC**
Members Present:	**Laura Busheikin, Chair** **Sandy Pottle, Local Trustee** **George Harris, Local Trustee**
Staff Present:	**Robert Kojima, Regional Planning Manager** **Kim Farris, Acting Planner 2** **Miles Drew, Bylaw Enforcement Manager** **David Millership, Recorder**
Members of the Public and Media Present:	**There were approximately 28 members of the public present and no members of the media**

1. CALL TO ORDER

Chair Busheikin called the meeting to order at 12:30 pm. She acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Trustees and staff were introduced.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. TOWN HALL AND QUESTIONS

Andrew Loveridge stated support for not for profit housing.

Therese Ramond spoke to the Rogers Cell Tower Proposal and commented that such is effecting property sales within a one (1) kilometre (km) radius of the tower.

Tom Hennessy commented that Galiano Green is working with lawyers regarding the housing agreement. He stated concern with the emitting of microwaves pertaining to the Rogers Cell Tower Proposal.

Doug Latta stated concern with the emitting of microwaves pertaining to the Rogers Cell Tower Proposal. He encouraged people to read the book *Overpowered* by Martin Blank, PhD.

Elizabeth Latta (speaking for Nadia Krebs, who couldn't attend) stated concern with the Rogers Cell Tower Proposal. She stated support for more information to be received, including answers to questions raised at the March 14, 2015 Special Meeting (SM) and higher quality mapping. She asked the Local Trust Committee (LTC) to allow more time for public consultation and process.

Elizabeth Latta stated concern with the Rogers Cell Tower Proposal and commented that neighbours as well as past LTCs have consistently opposed cell towers. She noted that there are seven (7) properties within a 500 metre (m) radius of the tower and sixty-two (62) properties within a 1000 m radius of the tower and that their values are diminished. She commented that health hazards, community divisiveness and unknown risks to groundwater, agricultural land and organic farming are of particular concern. She stated that this is an issue of land use legality and asked the LTC to consider a bylaw review and Official Community Plan (OCP) amendment process.

Debbie Holmes stated concern with the Rogers Cell Tower Proposal, specifically relating to misinformation presented on the antenna proposal form. She stated that increasing the height of the tower is a modification to an existing structure and commented that it is important for assessments to be done independently and not by the landowner(s) and/or applicant(s).

Louise Decario spoke to the Rogers Cell Tower Proposal and commented that she looked at Galiano's OCP and Land Use Bylaws (LUBs). She stated that LUB policy says to keep Galiano "rural in nature" and that cell tower transmission is not a permitted use in any zone. She stated that Galiano's LUB guidelines should be respected and that the LTC needs to decide whether or not they are going to uphold Galiano's bylaws or not. She provided some history regarding cell towers on Galiano and noted that neighbours as well as past LTCs have consistently opposed cell towers.

Sheila Anderson spoke to the Rogers Cell Tower Proposal and stated support for extending the public submission/consultation period. She stated support for comments made by Elizabeth Latta on behalf of Nadia Krebs.

There was some discussion regarding process, public submission/consultation and notification dates. A/Planner 2 Farris will obtain, in writing from Industry Canada, specific deadline dates relating to the Rogers Cell Tower Proposal, including deadlines for LTC decision making.

There was some discussion regarding whether or not the LTC is permitted to receive further comments/submissions from the public regarding the Rogers Cell Tower Proposal, due to the current notification period having ended.

Regional Planning Manager (RPM) Kojima stated that it is ok for the LTC to receive further comments/submissions from the public and to discuss issues surrounding the Rogers Cell Tower Proposal. He commented that process surrounding the Rogers Cell Tower Proposal is unlike that of a Public Hearing (PH).

Louise Bentley stated support for the Rogers Cell Tower Proposal and increased cell coverage in general. She commented that cell coverage is an essential service and is a health and safety issue. She stated concern that this issue is dividing the community and asked the LTC to listen to all voices and consider facts not emotions. She stated that cell towers do not cause cancer.

Ted Bentley stated support for the Rogers Cell Tower Proposal and referenced an article in *The Economist* magazine. He asked the LTC to consider the value/benefit(s) of approving the application, specifically relating to community building, health and safety and environmental monitoring.

Trustee Pottle commented that there are new studies going on pertaining to electromagnetic radiation (EMR).

Christina Stechishin stated support for the Rogers Cell Tower Proposal and commented that so does the majority of the community, with only approximately fifteen (15) members opposed. She stated that reasons for support are mostly to do with safety, benefits to paramedics, ability to report forest fires via *5555 and cell coverage being linked to increased property values. She noted that the World Health Organization (WHO) says studies do not support connections between EMR and cancer.

Cathy Stephenson stated support for the Rogers Cell Tower Proposal and commented that she is a physician and that cell towers do not pose significant health risks. She stated that the risk(s)/benefit(s) ratio needs to be considered and that, in her opinion, the benefit(s) outweighs the risk(s). She stated that cell phones save lives (i.e.: during the Calgary floods) and mentioned that if cell towers are to be banned on Galiano then so too should alcohol, cigarettes, cars etc.

Brad Lockett stated opposition to the Rogers Cell Tower Proposal. He commented that his property is within 500 m of the tower and that he has significant concerns regarding his and his families' health and quality of life as well as process surrounding the application. He stated that much more information is needed and misinformation clarified before any decisions are made, including the proposed height of the tower. He stated that corporations rely on dividing communities and that he came to Galiano to get away from things like cell towers.

Akasha Forest stated concern with the way the Rogers Cell Tower Proposal is dividing the community, process and the application being incomplete. She commented that many questions still need to be answered and that accurate mapping and information is needed in order for the LTC and public to make informed decisions. She noted that: there would be a minimal increase in cell coverage on Galiano; cell towers are not internet service providers; one of Rogers objectives is increased receptivity and connectivity for BC Ferries; and it is not yet clear if the cell tower would help Galiano paramedics to do their work properly.

Trustee Pottle commented that even though she is a paramedic, she is not authorized to speak on behalf of the BC Ambulance Service. She agreed that lots of information is needed in order for the LTC to make an informed decision.

Colleen Doty stated that she does not support the Rogers Cell Tower Proposal because the application does not meet stated objectives. She commented that one hundred and sixty-five (165) people have signed a petition opposing the Rogers Cell Tower Proposal.

Geoff Gaylor stated that he attended the March 14, 2015 SM and has concerns regarding the Rogers Cell Tower Proposal. He commented that: the benefit(s) seems to be almost nothing and that cell coverage would not be enhanced; in the city, lots of little cell towers (that emit little EMR) provide overall service whereas the proposed tower for Galiano is a big one (that would emit more EMR); there seems to be a risk involved and he wouldn't want his grandchildren near the tower; and the people who live near the tower should be the ones to decide on the proposal as they are the ones taking the risk.

Ken Morrisette stated that he attended the March 14, 2015 SM and is concerned that the Rogers Cell Tower Proposal does not comply with Galiano's OCP and LUBs, meaning it is illegal.

RPM Kojima commented that cellular communications are under federal jurisdiction and that local government cannot regulate against it. He stated that federal jurisdiction supersedes Galiano's OCP and LUBs.

Chuck Garland stated support for the Rogers Cell Tower Proposal. He commented that: he receives cell coverage from a tower on Salt Spring Island and that a global outlook is needed; cell and internet coverage is essential; and increased cell coverage is better for property values and overall communications.

Art Moses stated he has mixed feelings regarding the Rogers Cell Tower Proposal. He commented that the application doesn't seem like the right one for Galiano and supported leveraging the idea to include a benefit such as better internet service. He referenced Rogers latest advertising campaign that shows people using their cell phones to post selfies etc., when in remote places, and questioned the necessity of the ability to do so.

Trustee Pottle commented that Industry Canada recently announced an initiative to help fund increased internet connectivity in rural areas.

Doug Latta stated that he would be happy to donate $1,000 ($1k) toward better internet service for Galiano.

Tom Hennessy stated that he would be happy to donate $1k toward better internet service for Galiano.

Chair Busheikin commented that Galiano is a strong community, not divided, and encouraged everyone to respect all opinions and to work together.

4. COMMUNITY INFORMATION MEETING

None

5. PUBLIC HEARING

None

6. MINUTES

6.1. Local Trust Committee Minutes

6.1.1. Local Trust Committee Minutes Dated March 2, 2015

By general consent the Local Trust Committee meeting minutes of March 2, 2015 were adopted.

6.1.2. Local Trust Committee Special Meeting Minutes Dated March 14, 2015

By general consent the Local Trust Committee meeting minutes of March 14, 2015 were adopted.

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 April 2015

A/Planner 2 Farris summarized the report.

Regarding No. 2 (Landworks) Activity No. 4, a draft cost recovery agreement has been received.

8. DELEGATIONS

8.1. Brad Lockett RE: Cell Towers

Chair Busheikin introduced Brad Lockett and he spoke to his letter dated March 17, 2015.

Mr. Lockett stated that cell towers are not a permitted land use on Galiano. He commented that: his property is within 500 m of the tower; he is still waiting to receive official notification of the Rogers application; he is considering legal action; public consultation and process should continue; there are many community concerns to consider in addition to his own; this has had a negative effect on his and his families health and quality of life; he is concerned for Rose Longini's health, who is at home sick today; the 500 acre horseshoe around the proposed tower includes agricultural land; he is a bee keeper and is concerned for the health of his bees as well as possible consequences on their ability to pollinate; and he is also speaking for nature (eagles, birds, butterflies etc.), asking the community and LTC to take care of nature by opposing the Rogers Cell Tower Proposal.

9. CORRESPONDENCE

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

10. APPLICATIONS AND REFERRALS

10.1. GL-RZ-2015.1 (Galiano Conservancy Association)

A/Planner 2 Farris provided information from the Staff Report.

Trustee Pottle stated that Marjorie McClelland would be very pleased.

Trustee Harris stated that he is sure this application has island wide support and that he hopes it doesn't take a lot of time for it to be approved.

GL-2015-016
It was MOVED and SECONDED,
THAT, the Galiano Island Local Trust Committee directs staff to proceed with application GL-RZ-2015.1 (Galiano Conservancy Association) and to prepare draft bylaws.

CARRIED

Ken Millard commented that the Executor is pleased and that the Islands Trust Fund Board has approved and signed the related covenant, which the Galiano Conservancy Association will also sign next week.

10.2. 3445-50 CT (Rogers)

A/Planner 2 Farris provided information from the Memorandum.

There was some discussion regarding:
- Trustees not receiving some information from staff in a timely fashion;
- Process and the need for more information;
- Keeping an open mind when making decisions.

Chair Busheikin stated that discussion would continue at the next meeting.

Note: there was a break at 2:15 p.m. and the meeting reconvened at 2:35 p.m.

11. LOCAL TRUST COMMITTEE PROJECTS

11.1. Home-based Contractor Yards Project

A/Planner 2 Farris provided information from the Staff Report.

There was some discussion regarding:
- Past and current process;
- Home-based contractor yards being outside home occupation guidelines;
- Ability for neighbour consultation being important;
- Temporary Use Permits (TUPs) being fair and less onerous than rezoning and bylaw amendments.

GL-2015-017
It was MOVED and SECONDED,
THAT, the Galiano Island Local Trust Committee requests staff to draft a bylaw to amend Official Community Plan Bylaw No. 108, 1995 to include Temporary Use Permit guidelines for home-based contractor yards.

CARRIED

11.2. Land Use Bylaw (LUB) Technical Amendment

A/Planner 2 Farris provided information from the Staff Report.

GL-2015-018
It was MOVED and SECONDED,
THAT, Galiano Island Local Trust Committee Draft Bylaw No. 250, cited as Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2015 be given First Reading.

CARRIED

GL-2015-019
It was MOVED and SECONDED,
THAT, Galiano Island Local Trust Committee Proposed Bylaw No. 250, cited as Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2015 be given Second Reading.

CARRIED

GL-2015-020
It was MOVED and SECONDED,
THAT, the Galiano Island Local Trust Committee requests staff to schedule a Community Information Meeting and Public Hearing for Proposed Bylaw No. 250 to be held in conjunction with the June 1, 2015 regularly scheduled meeting of the Galiano Island Local Trust Committee.

CARRIED

GL-2015-021
It was MOVED and SECONDED,
THAT, the Galiano Island Local Trust Committee review the Islands Trust Policy Statement Directives Only Checklist and determine that Proposed Bylaw No. 250 is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

11.3. Secondary Suite Review

Regional Planning Manager (RPM) Kojima provided information from the Staff Report.

There was some discussion regarding:
- There being a $2500 budget for this project;
- Approaching the review by zone;
- Islands Trust and building inspection staff being involved under the early consultation stage;
- Water issues and systems, bylaws, building permits, septic and plumbing;
- Lots that do not permit a cottage being permitted as a secondary suite unless the LTC decides against it;
- Approach taken by Mayne Island Local Trust Committee;
- Role of Water Districts;
- Lots larger than 2 ha being permitted secondary suites in addition to a cottage;

- Definition of affordable housing maybe including the words “attainable housing”.

GL-2015-022
It was MOVED and SECONDED,
THAT, the Galiano Island Local Trust Committee endorse the project charter attached to the Staff Report dated April 1, 2015 Re: Secondary Suites Review.

CARRIED

GL-2015-023
It was MOVED and SECONDED,
THAT, the Galiano Island Local Trust Committee requests staff to report back with draft bylaws as outlined in the Staff Report dated April 1, 2015 Re: Secondary Suites Review.

CARRIED

11.4. Cottage Review

RPM Kojima provided information from the Staff Report.

There was some discussion regarding:
- Increasing the permitted floor area and height of cottages;
- Need for an OCP amendment;
- 70 square metres (m^2) being the optimal permitted floor area for cottages and their height being consistent with the current height of existing dwellings;
- Cottages maybe not being an “accessory to a dwelling” but rather a “resort cabin” or something to that effect;
- Addressing cottage height issues (i.e.: sightlines and views);
- Draft bylaws.

GL-2015-024
It was MOVED and SECONDED,
THAT, the Galiano Island Local Trust Committee endorse the project charter attached to the Staff Report dated April 2, 2015 Re: Cottage Review Project.

CARRIED

GL-2015-025
It was MOVED and SECONDED,
THAT, the Galiano Island Local Trust Committee requests staff to report back with draft bylaws as outlined in Staff Report dated April 2, 2015 Re: Cottage Review Project.

CARRIED

12. REPORTS

12.1. Work Program Reports (attached)

12.1.1. Top Priorities Report Dated April 2015

Provided for information.

There was some discussion regarding having more than three (3) Top Priorities items. RPM Kojima explained that when one item is sent for Ministry approval then another item is chosen to replace it at that time.

12.1.2. Projects List Report Dated April 2015

Provided for information.

12.2. Applications Report Dated April 2015

A/Planner 2 Farris provided information.

Regarding GL-RZ-2014.1 (Crystal Mountain Society), staff met with the applicant and the applicant is working hard to provide the requested information.

12.3. Trustee and Local Expense Report Dated February 2015

Provided for information.

12.4. Adopted Policies and Standing Resolutions

Provided for information.

12.5. Local Trust Committee Webpage

The Galiano Island Local Trust Committee webpage can be found at:
www.islandstrust.bc.ca/islands/local-trust-areas/galiano

No specific updates were made; routine items will be updated as necessary.

12.6. Chair's Report

Chair Busheikin stated that she attended the Association of Vancouver Island and Coastal Communities (AVICC) convention and that an Islands Trust initiated resolution asking the federal government to fund the Coastal Douglas Fir Working Group was passed. She commented that she attended a beneficial workshop regarding what municipal governments can do to assist with affordable housing initiatives and that the Islands Trust affordable housing toolkit was singled out as an excellent resource, as well as perseverance. She stated that she attended a recent Executive Committee (EC) meeting where: a communications plan was considered and that a general review of EC communications would be looked at; there was a presentation by Western Canada Marine Response regarding oil spill response, which was both reassuring and not reassuring as capacity is limited; and a resolution was passed asking for a 25% reduction in BC Ferries fares on minor/smaller routes.

12.7. Trustee Report

Trustee Pottle stated that: she attended a Southern Trustee roundtable where collecting fares within the parking lot of ferry terminals was discussed; funding is in place until 2019 pertaining to the Capital Regional District (CRD) Solid Waste Management Plan; she talked to Vancity regarding the community investment fund; she met with Gary Holman, MLA; and has been busy talking with members of the community whilst also attending to regular business and office hours.

Trustee Harris stated that: he attended a Southern Trustee roundtable and that it was interesting to see the process; he spoke with Brad Boyden from the Ministry of Transportation and Infrastructure (MoTI) regarding parking/emergency access issues at Sturdies Bay and Montague Harbour; he has received many emails and phone calls and has been guiding residents regarding correct processes to follow; the cell tower issue is overwhelming; being a Trustee is an invigorating job; and he met with Gary Holman, MLA, raising concerns related to Galiano.

Chair Busheikin commented that the Ministry of Community, Sport and Cultural Development will be funding an incorporation study for Salt Spring Island.

12.8. Electoral Area Director's Report

None

12.9. Trust Fund Board Report

None

12.10. Bylaw Enforcement

12.10.1. Trust Council Briefing & Statistics

Received for information.

12.10.2. Short Term Vacation Rentals (STVR) Enforcement Policy

Bylaw Enforcement Manager (BEM) Drew provided information from the Staff Report.

There was some discussion regarding:

- Voluntary compliance and guidelines;
- What other Local Trust Committees do;
- Process and how operators/public will be informed;
- The need for TUPs;
- Clarification of Staff Report recommendations six (6) and seven (7).

Louse Decario commented that the intention of the bylaws is to permit property owners, who live on their property, to have a short term vacation rental (STVR) whilst property owners, who want to have an STVR but do not live on their property, would need to apply for a TUP.

There was some discussion regarding:

- Anticipation of issues that might arise;
- Enforcement process, litigation and policy/guidelines;
- Residential versus commercial being an issue;
- Whether or not a standing policy is needed when a clear policy to allow STVRs has been created already;
- Keeping things simple;
- Seeking advice from the Galiano Advisory Planning Commission (APC).

GL-2015-026
It was MOVED and SECONDED,
THAT, the Galiano Island Local Trust Committee refers Staff Report dated April 13, 2015 Re: Galiano Island Bylaw Enforcement Policy for Short Term Vacation Rentals in Residential Zones to the Galiano Advisory Planning Commission for comment before a final decision is made.

CARRIED

13. NEW BUSINESS

13.1. 2014-15 Annual Report - Galiano Island Local Trust Committee Section

Chair Busheikin noted the following typo in the attached *Text for Inclusion in 2014-15 Annual Report*:

- Paragraph three (3) – replace "Temporary Use Permit" with "Temporary Use Permits"

GL-2015-027
It was MOVED and SECONDED,
THAT, the Galiano Island Local Trust Committee approves the attached *Text for Inclusion in 2014-15 Annual Report*, as amended, for approval by Trust Council and submission to the Minister of Community, Sport and Cultural Development.

CARRIED

14. UPCOMING MEETINGS

14.1. Next Regular Business Meeting Scheduled

May 4, 2015 at 12:30 pm, at the Galiano Island South Community Hall.

The meeting is scheduled as stated.

15. TOWN HALL

Debbie Holmes stated concern regarding: increased density associated with permitting secondary suites; secondary suites not being to do with increasing affordability; and increased density associated with permitting an increase in cottage size, which essentially results in subdivision because two dwellings of primary size would be permitted on one property. She referred to the minutes of March 2, 2015 and asked Trustee Harris if his land consulting business is still active.

Trustee Harris responded that his land consulting business is formally closed.

Sheila Anderson stated support for cottages remaining an accessory to residential use.

Louise Decario stated support for cottages remaining an accessory to residential use.

Stephen Ryback asked if TUP fees for home-based contractor yards are the same as ones for other TUPs.

A/Planner 2 Farris responded with confirmation and RPM Kojima noted that a TUP fee pays for required advertisements and mail outs.

16. CLOSED MEETING

None

17. ADJOURNMENT

By general consent the meeting was adjourned at 4:40 pm.

_____
Laura Busheikin, Chair

Certified Correct:

_____
David Millership, Recorder

Islands Trust

Follow Up Action Report w/ Target Date

Galiano Island
Oct-06-2014

No.	Activity	Responsibility	Target Date	Status
1	Retreat Cove Farm (Covenant Amendment) Sept 22/14 - Owners reviewing estimate for legal work and will respond to staff on decision to proceed or not (DONE) Dec 2014 - Owners have completed the cost recover agreement. Staff are in the process drafting letter to Minister to transfer covenant from the Ministry to the Islands Trust.	Kim Farris	Mar-31-2015	On Going

Nov-03-2014

No.	Activity	Responsibility	Target Date	Status
2	Landworks (DL 79) 1. Proposed Bylaw 244 and 245 given third reading. DONE 2. Staff to send proposed Bylaw 244 and 245 to EC. DONE 3. Staff to send proposed Bylaw 244 to the Ministry of Community, Sport and Cultural Development (after EC approval if given). DONE 4. Draft cost recovery agreement and cost sharing for sustainable forestry covenant review - ON-GOING	Kim Farris Sharon Lloyd-deRosario	Mar-31-2015	On Going

Feb-02-2015

No.	Activity	Responsibility	Target Date	Status

3	1. Staff to contact previous APC members for interest in reappointment. DONE 2. Staff to advertise Galiano APC (1) opening, deadline is April 14. Awaiting replies.	Sharon Lloyd-deRosario	Apr-30-2015	Done

Apr-13-2015

No.	Activity	Responsibility	Target Date	Status
4	1. LTC adopted minutes as is dated March 2, 2015. 2. LTC adopted special meeting minutes as is March 14, 2015.	Lori Foster	May-14-2015	Done
5	Roger's Cell Tower 1. Staff to post referral and accompanying documents on LTC website. DONE April 14, 2015 2. Staff to contact Industry Canada and Rogers outlining the 120 days requirement and LTC will consider the referral on May 3 after the 120 days.	Kim Farris Lori Foster	Apr-30-2015	Done
6	Galiano Conservancy Association Rezoning Application 1. Staff to generate new LUB and OCP amendment bylaw numbers. DONE 2. Staff to draft LUB and OCP bylaws.	Kim Farris Sharon Lloyd-deRosario Phil Testemale	May-29-2015	On Going
7	Home-based Contractor Yards Project 1. Staff to post amendment project charter to LTC website. DONE April 14, 2015 2. Staff to generate new OCP amendment bylaw number. DONE 3. Staff to draft OCP amendment bylaw.	Kim Farris Lori Foster Sharon Lloyd-deRosario	Jun-01-2015	On Going
8	LUB (Section 2.14) Technical Amendment 1. LTC gave first and second reading to bylaw 250.DONE 2. Staff to schedule CIM and PH for June 1, 2015 regular LTC meeting. 3. Staff to send bylaw referrals.	Kim Farris Sharon Lloyd-deRosario	Jun-01-2015	On Going

9	Secondary Suite Project 1. Staff to post project charter on LTC website. DONE April 14, 2015 2. Staff to generate new LUB and OCP amendment bylaw numbers. DONE 3. Staff to draft bylaws for LTC consideration. DONE	Lori Foster Robert Kojima Sharon Lloyd-deRosario	May-29-2015	Done
11	Cottage Review Project 1. Staff to post project charter on LTC website. DONE April 14, 2015 2. Staff to amend draft bylaws 242 and 243 for LTC consideration. DONE	Lori Foster Robert Kojima Sharon Lloyd-deRosario	May-29-2015	Done
12	Staff to draft pamphlet outlining STVR bylaw information.	Kim Farris Phil Testemale	Jun-26-2015	On Going
13	Staff to refer STVR enforcement policy staff report to Galiano APC for comment	Miles Drew Kim Farris Lori Foster	May-29-2015	On Going
14	1. Staff to make amendment to Ministry of Community, Sport and Cultural Development (MCSCD) annual report. 2. Staff to forward amendment 2014/2015 annual report to MCSCD.	Robert Kojima Sharon Lloyd-deRosario	May-29-2015	Done

ROGERS TELECOMMUNICATIONS TOWER PROPOSAL – GALIANO ISLAND

LOCAL TRUST COMMITTEE MEETING - May 4, 2015

Delegation – Christina Stechishin

Thank you for giving me the opportunity to present to you some information about the Galiano Emergency Program and the role of cell phone communications.

I first became involved with the Program during the frightening wildfire on Galiano in the summer of 2006, which came within 500 metres of several homes and less than a kilometer from power lines crossing the island near Clanton Road (Driftwood Special Edition, August 2, 2006). Living in the city, I had always taken for granted that during an emergency, someone would come and help me, but my experience that summer, volunteering to help with the evacuation of approximately 125 people and finding accommodation and meals for over 200 volunteer firefighters from off-island made me realize that on Galiano, things were, and still are, very different. I've learned so much since that time about emergency preparedness, and this is why I am such a strong supporter of the Rogers tower proposal for our island.

On that evening of July 23rd, I had just arrived from the ferry and was still outside when I started to smell smoke and wondered what was happening. Then I heard the siren from the South Fire Hall going on and on and on, and then the huge Martin Mars water bombers came in low over my house, heading for some location not too far away. I called a friend who is a fire department dispatcher for North Galiano, but she didn't have any information. As we were talking, her pager went off and she said that she would call me back as soon as she could. I remember lying awake all that night, anxious and frightened, smelling the acrid smoke but not knowing exactly where the fire was. The next morning, I reported to the South Fire Hall to volunteer and was sent up to the Reception Centre at the Lions Hall. Even there, updates were few and far between and anxiety rose as the hours passed by. How much better it would have been if it had been possible for information to be passed on quickly to the community as events unfolded, but the single phone line into the Hall was constantly in use trying to find accommodation for evacuees, food supplies, etc.

Over the next few days of that terrible week, media outlets sent reporters from the Lower Mainland and Victoria to cover the story before ferry service was halted, but it quickly became obvious that one of the biggest problems for them was how to send in their stories. Gobsmacked by the fact that they couldn't use their cell phones to do so, many of them pushed into the South Fire Hall to use one of the landlines there as events developed, causing problems for the emergency response teams and their support personnel. There was little or no cell coverage on Galiano at that time, and the new CRD CREST radio system did not help much because there was no radio reception on the east side of the island. Portable signal repeaters were brought in by BC Forest Service to relay radio signals as the fire advanced on two fronts, causing unnecessary delays and confusion. I was later told that the main reason the response was so well supported was because the BC Hydro transmission lines were in the path of the fire; otherwise, things might have been very different. I also learned that without those repeaters, our South Galiano Fire Chief at the time, Bill Jones, might have been fatally injured. True heroes that they were, the firefighters were able to cope, but how much safer and more efficient things would have been if they had been able to communicate with one another directly by cell phone, rather than indirectly on the limited number of expensive CREST radios. At the debriefing after the fire, the number one problem identified was the lack of good, reliable communications: between the Emergency Operations Centre (EOC) at the South Fire Hall and the Incident Commanders at the site, between the EOC and Emergency Support Services (ESS) Reception Centre at the Lions Hall, and among the firefighters themselves. Unfortunately, nine long years later, we are not much better prepared if the situation reoccurs during the upcoming long hot summer of 2015 because of our continuing lack of a cell tower providing strong, reliable cell phone coverage. Our South Fire Hall is in a major dead spot for cell service, and even CREST radio service there is challenging, depending on the location of a callout. A cell signal booster has recently been installed at the South Fire Hall, and an antenna will soon be erected to try and pick up a cell signal from – anywhere but Galiano. When this antenna is installed, communications may (or may not) be more efficient between the EOC and the Reception Centre and the EOC and the regional EOC at the CRD, but our own well-trained and well-equipped firefighters in the field will still be limited in their ability to respond as effectively as they could with cell phones, depending on the location of the fire. With climate change a reality and record dry, hot weather approaching, the chances are that we'll have another fire like the one in 2006, or even worse, sooner rather than later.

Protection for cell phone towers as life-saving infrastructure is a priority in wildfires. At the present time, with no cell tower on Galiano, we are not even able to effectively use the *5555 service provided by BC Wildfire Management to report wildfires on the island. For this reason alone, I believe that Galiano as a community is not as as well-prepared for another serious wildfire as we could and should be.

Since that summer, I've worked with our Emergency Program on the local EOC team, in ESS, the Neighbourhood Program, and Communications. The first three areas overlap, with Communications tying everything together. I believe the Neighbourhood Program will benefit most from the installation of the proposed tower. As part of our ongoing area preparedness, every 6 months Galiano participates in an inter-island communications drill with Emergency Programs on the other 4 islands in our electoral district - Mayne Pender , Saturna and Piers. Over the last few years, Galiano Emergency Program team members have been continually frustrated because we have been, and continue to be, the only island unable to use cell phones to text many of our Program volunteers and other residents who offer to participate in these exercises , let alone text people on the other 4 Southern Gulf Islands in our division. Thanks to Peter Midgley, our Galiano Comms Officer, we do have a well-developed network of handheld Kenwood radios, but these radios have a limited range, and are limited by the topography of Galiano, the necessity for both the sender and the receiver to have their radios with them and turned on, and the fact that only one conversation can take place at a time on the whole network. This, plus the time it takes to contact one resident at a time using landlines on our Neighbourhood Telephone Tree lists is one reason why the other 4 islands have moved to group texting applications on their cells to send messages (each of which takes 1/10 the bandwidth of a voice-to-voice call) to up to 100 people at a time with maximum speed and efficiency. Repeated call-out exercises have shown that it takes about 1-1/2 hours to call every landline on Galiano, (and 5 hours on Pender) with only 30% of the residents on any island actually answering the phone (even though messages are left). In the event of an immediate evacuation order, this is not very efficient, and has been a source of concern for everyone – hence, the move to group texting. At this point in time, Galiano lags far behind in this area. In the US during the last few years, WEAs (Wireless Emergency Alerts sent through cell networks to WEA-enabled cell phones (see http://www.ready.gov/alerts) have been available to warn people of natural disasters or emergencies and have been credited with saving lives. But without our own cell tower, many of

us on Galiano will have to rely on landlines listed on our Neighbourhood Telephone Trees to send out emergency alerts, and just hope that we can reach people in time.

Another major disaster, which occurs less frequently but can have devastating consequences, is a major earthquake. We all know that we're overdue for another big shakeup on the West Coast, and for this reason, the Southern Gulf Islands Emergency Program (SGIEP) conducted an all-islands tabletop/discussion simulation Earthquake Exercise last October, involving the Emergency Programs, Fire Departments, BCAS, RCMP, Parks Canada, and the Health Care clinics on all islands. Whereas cell phones were used by Emergency Programs on the other islands, communications for the Galiano Program were limited to our CREST radios on the PEP-1 channel, linking us to only the SGIEP Area Coordinator on Pender, and our Kenwood radios linking the 21 Neighbourhood Leaders, the Community School and the Galiano Health Care Centre. While communications using the CREST radios between the local EOC at the South Fire Hall and the Area EOC on Pender were fine, the Kenwood radio operator, sitting outside of the hall in her truck in the pouring rain had great difficulty establishing contact with other Kenwood operators because these radios operate on line-of-sight and do not have a base station to support them, and she eventually had to move into the cab of one of the fire trucks parked outside the building (which would probably not be there in a fire or an earthquake). Even then, she was only able to establish contact with 5 or 6 of the Kenwood operators, even through relays, and had to keep running in and out to deliver messages and pick up responses to convey back. In a major earthquake, hydro poles supporting telephone lines will go down like toothpicks, and the lack of a cell tower tower combined with the limitations of the Kenwood radio system, well-developed as it is, means that most Galiano residents will have no way to contact the local EOC with requests for assistance or reports of damage. And they certainly won't be able to briefly contact family members out of the area or province to let them know that they are safe. Hydro poles and telephone lines are not installed to any seismic specifications, whereas cell towers such as the one proposed for Galiano take seismic activities into account. Residents on Galiano could be educated to turn on their cellphones after an earthquake (or upon being notified of a fire) in order to receive updates by text, but to use their cells only for emergency calls until otherwise advised. But at least they would have some contact with the outside world.

Another thing I learned during the Earthquake Exercise is that there is no direct radio link between BCAS and the Galiano Health Care Centre. This inability to relay information also directly affects our recently-developed Health Care Centre Disaster Plan. Normally, paramedics may or may not contact the doctor by cell phone, if possible, before transporting a patient to the clinic, depending on the nature of the medical situation. But once transport begins, without good, reliable cell phone service, there may be no way for the paramedics to contact the clinic directly during the trip if the patient takes a turn for the worse. This is especially critical for patients making the long journey by ambulance down island from the North End. With no doctor or nurse-on-call available on Galiano for 3 weekends every month, the current situation on Galiano is risky enough, but in a major disaster with multiple casualties, it will be simply horrible and with no advance warning, the clinic may be quickly overwhelmed with seriously injured people.

The third and by far most frequent hazard in our area is a long-term power outage. Most Galianoites are prepared for these events, but many people are under the mistaken impression that landline telephones will keep going indefinitely during a power outage whereas cell phones will run out of battery power, but this is not true on Galiano. As many residents in the mid-island area found out the hard way last winter, when hydro lines go down, the telephone lines go down with them. Even if landlines remain powered, they will be dead as soon as the Telus generators on Galiano, (maintained by our Fire Departments – not by Telus) which kick in during power outages run out of fuel. Unlike landlines, cell phones can be charged by car batteries, solar chargers, and even portable camp stove chargers, whereas when landlines are dead – that's it until Telus sends someone out to repair them. However, if the tower proposal is approved, the redundancy provided by the co-location with the Telus towers on Mayne and Salt Spring, will provide most Galiano residents with enough signal strength to send an emergency text, even if the Galiano tower is damaged. However, if the proposal is rejected, in addition to being unable to help our own residents , we will also be in the shameful position of not being able to offer any level of support to our island neighbours on Mayne and Salt Spring if their towers become inoperable.

As part of our community emergency preparedness, we cannot underestimate the necessity of having diversified options for communication, or what Bernard Rochet, our SGIEP Area Communications Officer, calls 'multiple modalities' - landlines (very vulnerable), radio networks (limited in use),

satellite phones (prohibitively expensive - $500 to $7500) and cell phones with a nearby cell tower (a portable and powerful weapon in any communications arsenal). Some smart phones, which we recently learned are now owned by half of the world's population, also have built-in GPSs to help locate people, even if they are unconscious.

In closing, with what looks like a very hot and dangerous fire season right around the corner, I ask you to please approve this proposal for the installation of a Rogers Telecommunications tower on Galiano as an opportunity to raise the level of emergency preparedness for the whole community, and especially to help our volunteer firefighters - your neighbours and mine – who are prepared to risk their lives to keep us safe. I know that your mandate is "Preserve and Protect", but in addition to preserving and protecting the land and the culture of our beautiful island, I believe it's also important to preserve and protect the people who live and visit here as well.

Thank you for your attention.

BYLAW REFERRAL FORM

#200 - 1627 Fort Street
Victoria BC BC V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Mayne Island Trust Area **Bylaw No.:** 161 & 162 (Revised) **Date:** March 26, 2014

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 15 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected. For your information a Public Hearing to consider the Bylaw will be held April 27, 2014.

APPLICANTS NAME / ADDRESS:

Mayne Island Local Trust Committee initiated

PURPOSE OF BYLAW:

The proposed bylaw amendments have been initiated by the Mayne Island Local Trust Committee to amend the Official Community Plan (OCP) and the Land Use Bylaw (LUB) to correct erroneous cross-references or typographical errors, update regulatory references, and improve clarity in the bylaw. A number of the amendments include:

- Allowing Waste transfer stations on Industrial Zoned Land (recent revision)
- Updating population statistics in the OCP;
- Amending the Temporary Use Permit Guidelines in the OCP to conform with current legislation;
- Correcting a land designation error on the OCP Land Use Designation map;
- Adding and amending definitions to the LUB;
- Updating Acts or Regulations in the OCP and LUB; and
- Other typographical or erroneous cross-references errors in the OCP and LUB.

GENERAL LOCATION:

n/a

LEGAL DESCRIPTION:

n/a

SIZE OF PROPERTY AFFECTED:	ALR STATUS:	OFFICIAL COMMUNITY PLAN DESIGNATION:
n/a	n/a	n/a

OTHER INFORMATION:

More information on this project is available at: http://www.islandstrust.bc.ca/islands/local-trust-areas/mayne/projects-initiatives/ocp-and-lub-amendments-project.aspx or by contacting Gary Richardson at grichardson@islandstrust.bc.ca 250-405-5157

Please fill out the Response Summary on the back of this form. If your agency's interests are *"Unaffected"*, no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

Gary Richardson
(Signature)

Name: Gary Richardson

Title: Island Planner

This referral has been sent to the following agencies:

Federal Agencies
N/A

Provincial Agencies
Ryan Evanoff, Ministry of Transportation and Infrastructure

Non-Agency Referrals
Islands Trust Bylaw Enforcement

Regional Agencies
Capital Regional District - Building Inspection Services
Capital Regional District – Solid Waste Management

Adjacent Local Trust Committees and Municipalities
Galiano Island Local Trust Committee
Salt Spring Island Local Trust Committee
North Pender Island Local Trust Committee
Saturna Island Local Trust Committee

First Nations
Chemainus First Nation
Cowichan Tribes
Halalt First Nation
Lake Cowichan First Nation
Lyackson First Nation
Pauquachin First Nation
Penelakut Tribe
Tsartlip First Nation
Tsawout First Nation

PLEASE TURN OVER

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐ **Approval Recommended for Reasons Outlined Below**

☐ **Approval Recommended Subject to Conditions Outlined Below**

☐ **Interests Unaffected by Bylaw**

☐ **Approval Not Recommended Due to Reason Outlined Below**

(DO NOT FILL OUT BEYOND THIS SECTION – REFERRAL AGENCY WILL COMPLETE SECTION)

Mayne Island Trust Area	161
(Island)	(Bylaw Number)
(Signature)	(Title)
(Date)	(Agency)

BYLAW REFERRAL FORM
RESPONSE SUMMARY

☐ **Approval Recommended for Reasons Outlined Below**

☐ **Approval Recommended Subject to Conditions Outlined Below**

☐ **Interests Unaffected by Bylaw**

☐ **Approval Not Recommended Due to Reason Outlined Below**

(DO NOT FILL OUT BEYOND THIS SECTION – REFERRAL AGENCY WILL COMPLETE SECTION)

Mayne Island Trust Area	162
(Island)	(Bylaw Number)
(Signature)	(Title)
(Date)	(Agency)

STAFF REPORT

Date: April 24, 2015 **File No.:** 3445-50 CT (Rogers)

To: Galiano Island Local Trust Committee
For the meeting of May 4, 2015

From: Kim Farris, A/Planner 2

CC: Robert Kojima, Regional Planning Manager

Re: Rogers Cell Tower Referral

Applicant: Altus Group/Rogers
Description: Lot 1, District Lot 12, Galiano Island, Cowichan District, Plan VIP63916
PID: 023-531-975
Civic Address: 1228 Montague Road

OVERVIEW:

The purpose of this staff report is to provide the Galiano Island Local Trust Committee (LTC) with information regarding the Rogers' cell tower proposal located at 1228 Montague Road. The staff report will outline the proposal and the community consultation process, provide information on cell tower jurisdiction, and outline options for the LTC's consideration.

The federal government (Industry Canada) has jurisdiction over telecommunications uses, such as radio broadcast towers and cellular telephone towers, which are licensed under the federal *Telecommunications Act*. Local governments have no lawful jurisdiction to manage the use of the telecommunication; therefore cell towers are immune from land use bylaws.

Proposal:
Altus Group submitted the cell tower proposal behalf of Rogers Canada to replace the existing tower on the subject property. The existing tower currently contains radio equipment for the Capital Region Emergency Service Telecommunications (CREST). As Industry Canada encourages co-location rather than constructing two towers in the same region, Rogers evaluated using the existing tower for their equipment but determined a higher tower was required to securely support Rogers' telecommunication equipment.

Rogers' proposal includes the construction of a 34 metre self-support tower structure with antennas for wireless communications. Equipment necessary to operate the tower will be located within an equipment structure (100 ft²) located at the base of the tower. The tower and equipment structure will be secured by a chain-link fence enclose. Rogers has indicated that no tree removal will be required for the placement of the new tower.

Rogers' Rationale for Site Selection:
As stated in the letter of concurrence, Rogers considered a number of factors prior to proposing a cell tower at 1228 Montague Road. These factors include opportunities to use existing structures, local government zoning, the ability to enter into a long term statutory right of way for use of lands, local terrain, opportunities to screen the tower with natural vegetation, construct feasibility and the ability to provide radio frequency improvements to the targeted areas.

Rogers identified the existing tower site as an ideal location as it meets a number of these factors. The site would involve minimal disturbance to the site as the area is already disturbed (an existing 29 metre tower is located at the proposed site). The proposed site is easily accessible by an existing driveway and services (electric) are readily available. The height of the proposed tower is 34 meters that will be screened from view by existing tree cover in the area. The site is also elevated high on Stockade Hill providing improved cellular service.

Co-location:
CREST intends to co-locate on the proposed tower and will use this opportunity to upgrade its existing equipment. From a CREST perspective this installation is an important site which will help to increase service to RCMP, fire departments, & BC Ambulance emergency personnel communications on Galiano, Mayne, and Ganges Harbour on Salt Spring. The increase in height will also make a positive difference for improving coverage to emergency providers on surrounding islands.

Industry Canada expects and encourages applicants and antenna structure owners, along with other cell service providers, to work cooperatively in reaching agreements which would allow for the sharing of antenna structures to minimize the number of antenna structures. Rogers at this time noted that although they are open to accepting colocation requests from other cell service providers for the proposed telecommunication tower, no sharing requests have been received.

Altus Group mentioned that Beacon Wireless (internet provider) may be interested in co-locating on the proposed cell tower.

Application:
Roger's has provided the following information to date to support its application (all items are located on the LTC's website under 'current applications'):

- Cellular Antennae Proposal Form
- Information Package – December 3, 2014
- Additional Information – December 17, 2014
- Site Plans
- Service Maps
- Request for concurrence and Rogers consultation summary – prepared by Altus Group
- Question and answers from the CIM – prepared by Rogers

SITE CONTEXT:
The subject property is approximately 26.5 ha (65.5 acres) in area and is zoned Forest 1 (F1). The property is bordered by lots ranging in different lot sizes and zoning (primarily zoned forest or residential). An existing 29 meter tower is located on the subject property surrounded by a fence and a small accessory building. The existing tower is accessed by an existing driveway providing access from Montague Road. Rogers intends to use the existing driveway to access the proposed telecommunications tower. The existing and proposed tower's location is on top of a steep ridge (known as Stockade Hill) that runs west to east across the subject property.

Figure 1: Subject Property Map

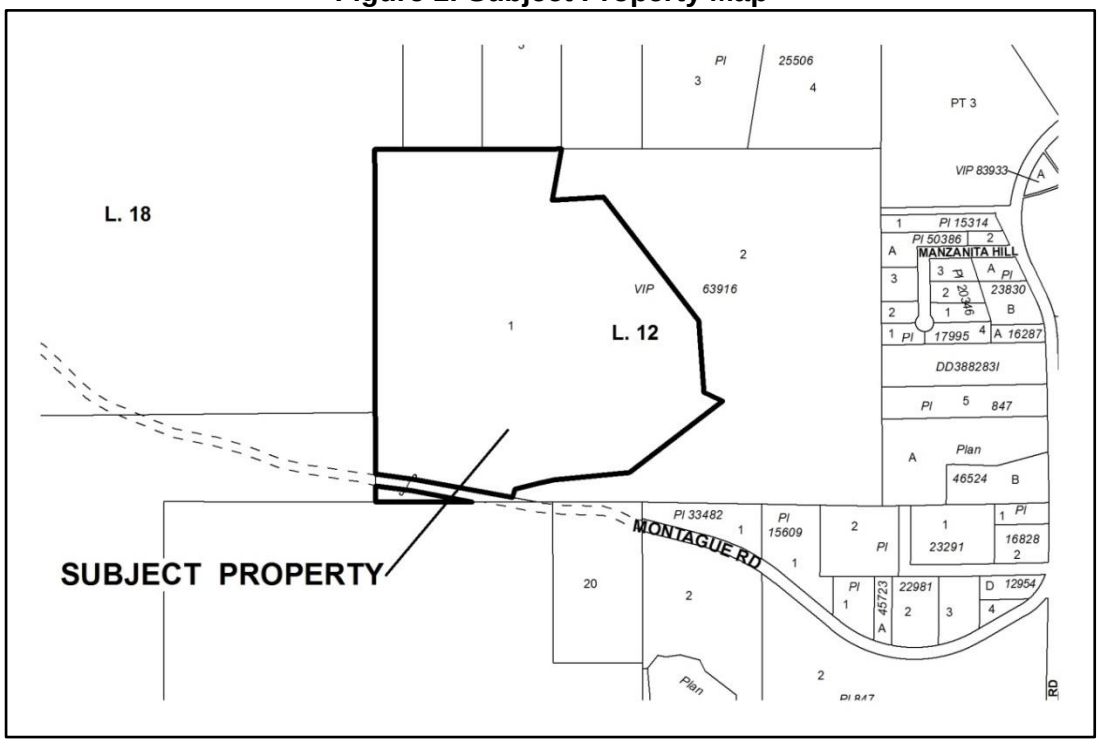


Figure 2: Site Plan

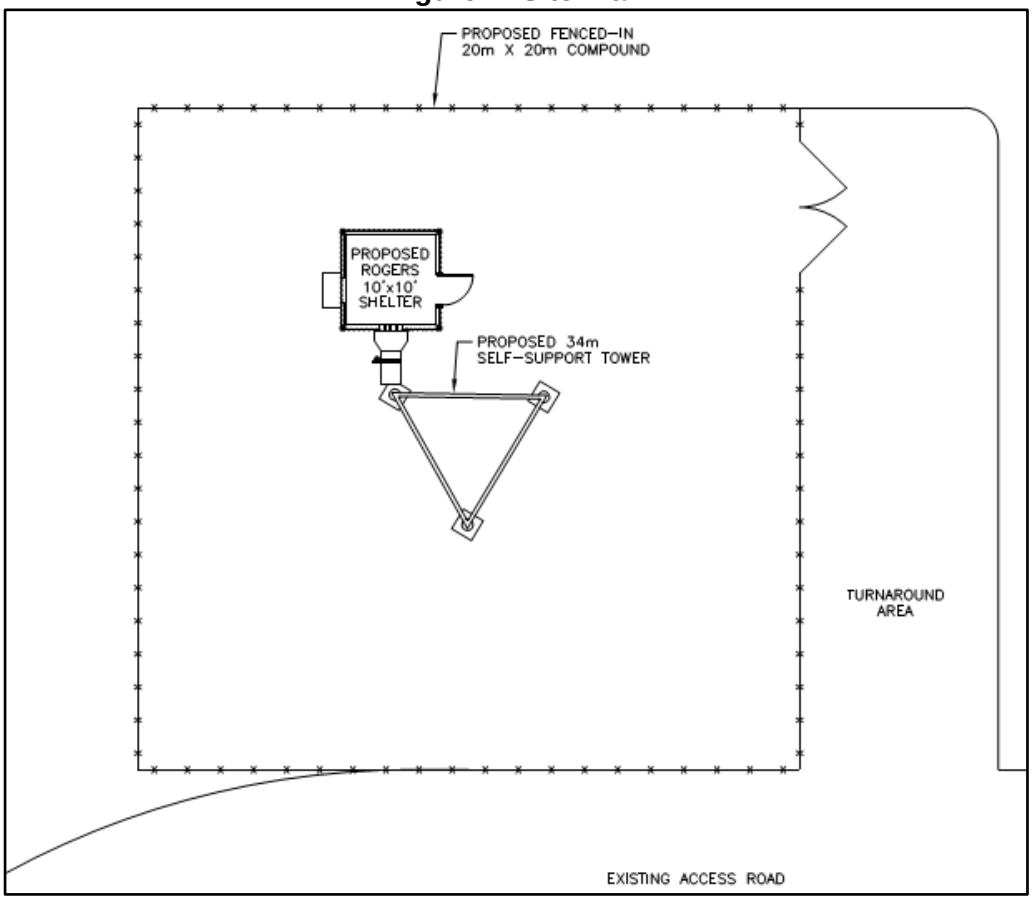


Figure 3: Tower Area Site Plan

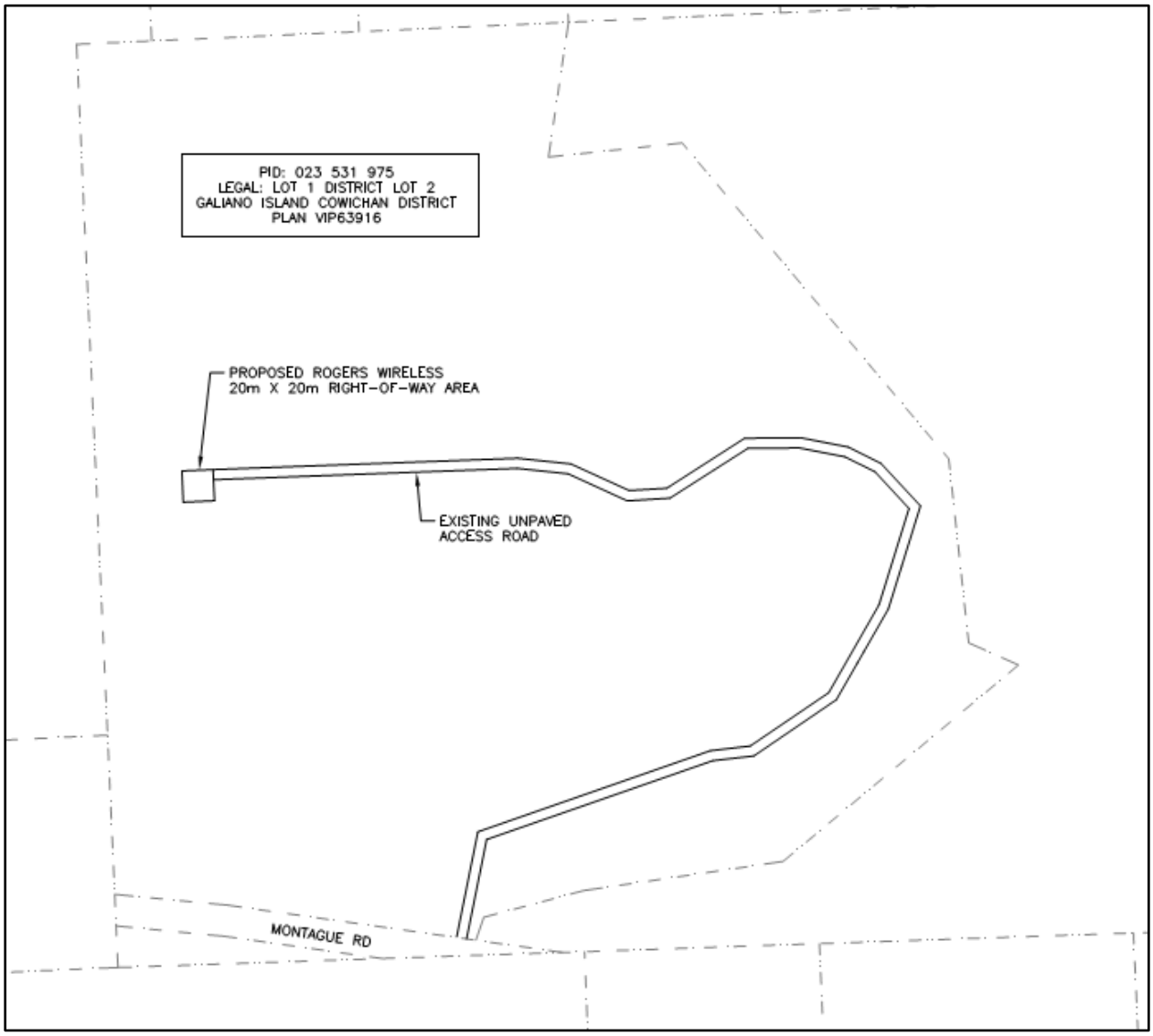
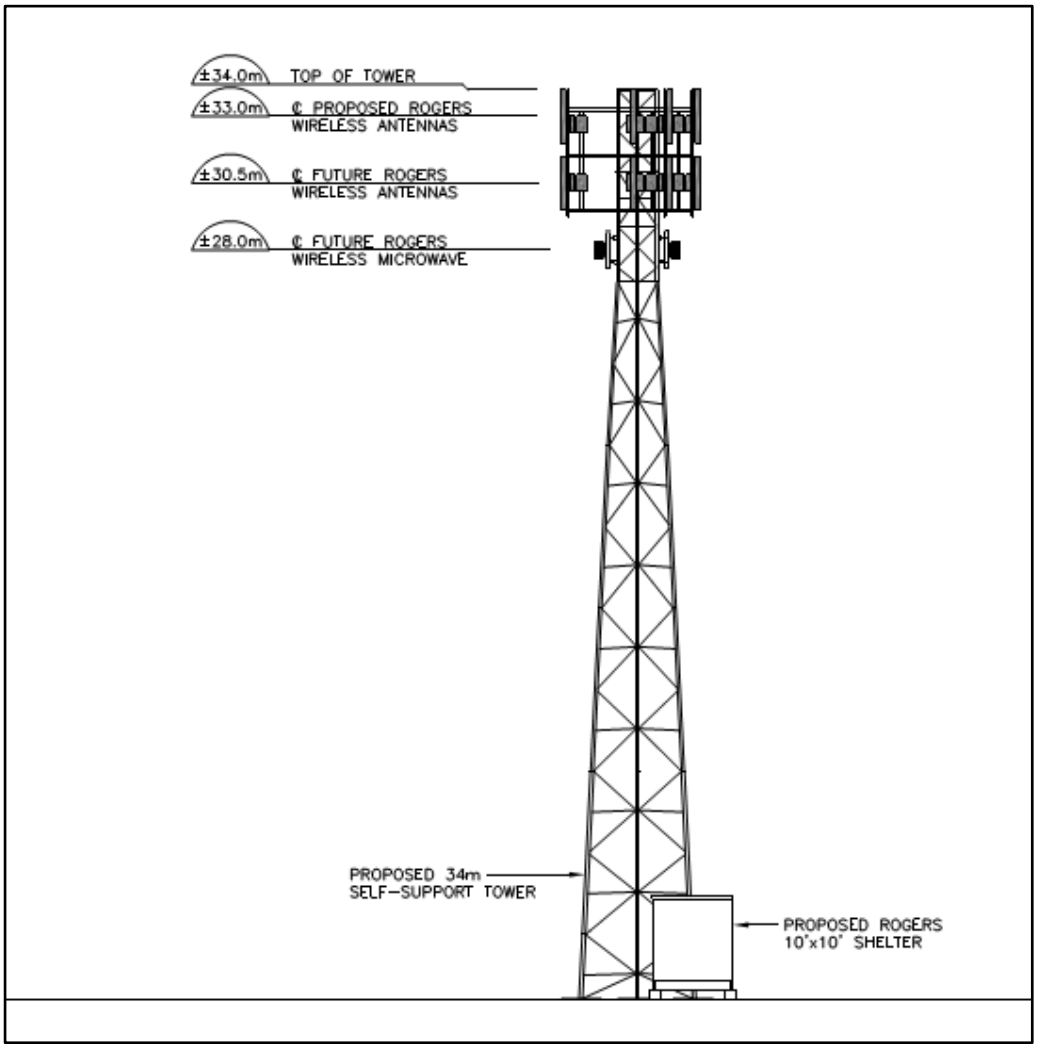


Figure 4 – Tower Elevation



CURRENT PLANNING STATUS OF SUBJECT LANDS:

Islands Trust Policy Statement:
The Islands Trust Policy Statement contains the following policies that are relevant to this application:

5.3.1 Trust Council holds that local trust committees and island municipalities should be consulted and involved in the decision-making process regarding provision of utilities, transportation services or facilities that might affect land use in their local planning areas.

The proposed radio-communication tower is not contrary to or at variance with the Trust Policy Statement.

Official Community Plan:
The subject property is designated Forest (F) in the Galiano Island Official Community Plan (OCP). The primary objective to the F designation is to preserve and protect forestry on Galiano

Island. The principal use is forestry and structures that must be accessory to the principal forestry use. The Forest designation states that no uses should impair the long-term natural processes of forest growth and regeneration.

Development Permit Areas:
The proposed location of the cell tower, fence, and accessory building will be located within the Development Permit Area (DPA) 4 – Elevated Groundwater Catchment. If the cell tower is approved by Industry Canada, a development permit may be required prior to the construction of the accessory building (cell tower and fence would meet the exemptions of the DPA).

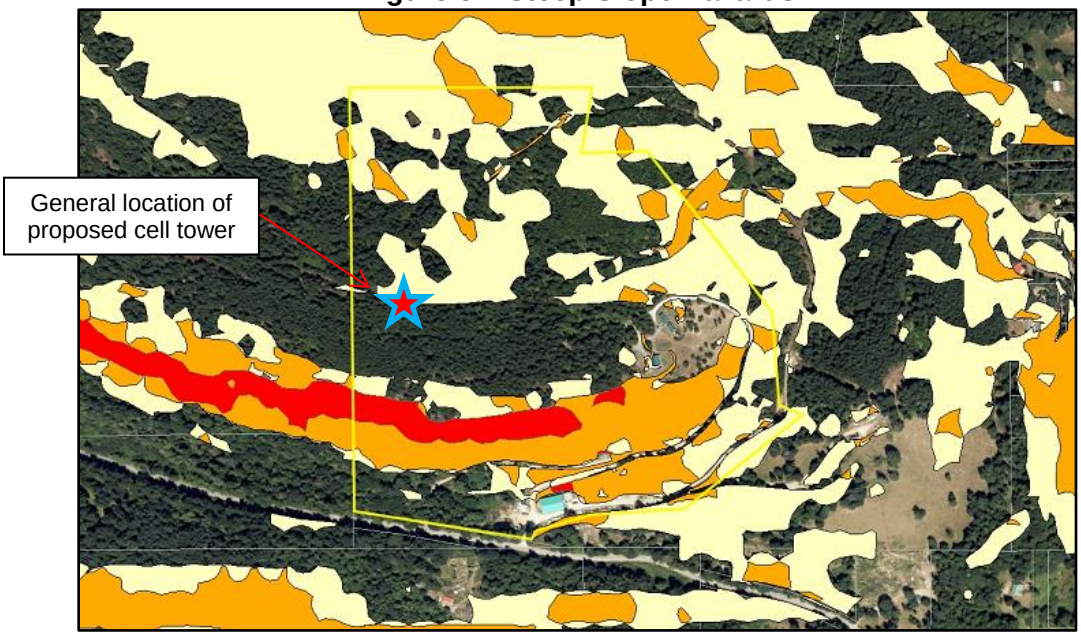
Land Use Bylaw:
The subject property is zoned Forest 1 (F1) in the Galiano Island Land Use Bylaw (LUB). This zone permits timber production and harvesting, and accessory forestry uses including sawmilling and planing of timber harvested on the same lot and the growing of seedlings in nurseries. The LUB also permits conduits, poles and towers for the transmission by cable of electricity, telephone signals or cablevision signals in all zones except the Nature Protection zone.

Although the LUB does not specifically permit this type of land use (or building or structure) on the subject property, communications towers are within federal jurisdiction and land use bylaws cannot prohibit the siting of either licensed or unlicensed telecommunication antennas (cell towers).

Sensitive Ecosystems and Hazard Areas:
Islands Trust Sensitive Ecosystem Mapping identified woodland, cliff, and herbaceous primary sensitive ecosystems located on the subject property. The proposed cell tower and accessory structures are not located within these sensitive ecosystems.

Steep slopes are also identified on the subject property (see Figure 5). The cell tower does not appear to be located within these hazard areas although a low steep slope hazard is located just north of the proposed cell tower location.

Figure 5 – Steep Slope Hazards



Archaeological Sites:
There are no archaeological sites on the property or in close vicinity registered in the provincial database.

Covenants:
A covenant (EK94049) is registered on the property title in favour of the Capital Regional District (CRD) and the Ministry of Transportation and Infrastructure (MOTI) with regards a restriction to build, construct, place, or suffer to be built, contrasted or placed any buildings within a the covenant area as described in the covenant. Islands Trust staff believe the proposed siting of the tower and accessory structures are not located within the covenant area. Since the LTC is not a transferee of the covenant, it is the responsibility of the CRD and/or the MOTI to enforce the covenant. The covenant, site plans, and the notification package have been forwarded to the CRD and the MOTI for comment.

CRD Referral – A response from the CRD was received and it stated that as the new tower is being situated in the same location as the old one and appears to be outside the no build zones of the Geotechnical report, the CRD building inspection has no issues other than if the Islands Trust grants approval the tower owners will be required to apply for a building permit prior to any commencement of work.

MOTI Referral – A response from MOTI concerning the covenant was not received at the time of finalizing this staff report. MOTI has stated it would only have an interest in the cell tower if it was located closer to a highway.

Private Managed Forest Land (PMFL):
The subject property is located within the PMFL. A staff member at the Managed Forest Council stated that determining if a telecommunication tower is a permitted activity within the PMFL require a discussion between the property owner, BC Assessment, and the Managed Forest Council. If a telecommunication tower is determined to not be a permitted activity, or is considered a non-conforming use, the property owner may be required to remove the portion of land the cell tower is located on from the PMFL. The LTC's resolution will be sent to the PMFL for their information.

Climate Change Mitigation and Adaptation:
Staff are of the opinion that this proposal will not have a significant impact on climate change mitigation and adaption.

TELECOMMUNICATION JURISDICTION:

Industry Canada:
The federal government (Industry Canada) has jurisdiction over telecommunications uses, such as radio broadcast towers and cellular telephone towers, which are licensed under the federal *Telecommunications Act*. Applicants for licenses are required to consult with the local land use authority for cell tower installations although the ultimate approval authority for such installations rests with Industry Canada. Proponents (Rogers) must follow the process outlined by Industry Canada's Radiocommunication and Broadcasting Antenna Systems (CPC-2-0-03). This process states that proponents must contact the applicable land use authorities to determine the local consultation requirements and to discuss local preferences regarding antenna systems siting and/or design. More specifically, the aim of the consultation with the local government is to:

- discuss site options;

- ensure that local processes related to antenna systems are respected;
- address reasonable and relevant concerns from both the land-use authority and the community they represent; and
- obtain land-use authority concurrence in writing.

Land-use authorities are encouraged to establish reasonable, relevant, and predictable consultation processes specific to antenna systems that consider such things as:

- the designation of suitable contacts or responsible officials;
- proposal submission requirements;
- public consultation;
- documentation of the concurrence process; and
- the establishment of milestones to ensure consultation process completion within 120 days.

Local Government's Responsibilities:

Local governments have no lawful jurisdiction to manage the use of the telecommunication therefore cell towers are immune from land use bylaws. Although local governments cannot prohibit the siting of either licensed or unlicensed antenna systems, they may require public consultation processes, and may provide comments on the cell tower referral. Where local governments have specific concerns regarding a proposed cell tower, they are expected to discuss reasonable alternatives and/or mitigation measures with proponents.

REFERRAL PROCESS:

This referral application was guided by a mix of the following referral processes: the Industry Canada process that Rogers is obligated to follow and the process as laid out by the Galiano Island LTC adopted Procedural Guidelines.

Industry Canada Process:

The proponent is required to follow the Industry Canada process as described in the Radiocommunication and Broadcasting Antenna Systems document (CPC-2-0-03). Where a local government does not have an established and documented public consultation process applicable to antenna siting, the proponent must follow the following Industry Canada process:

1. provides written notification to the public, the land-use authority and Industry Canada of the proposed antenna system installation or modification (i.e. public notification);
2. engages the public and the land-use authority in order to address relevant questions, comments and concerns regarding the proposal (i.e. responding to the public); and
3. provides an opportunity to the public and the land-use authority to formally respond in writing to the proponent regarding measures taken to address reasonable and relevant concerns (i.e. public reply comment).

The proponent may only commence installation/modification of an antenna system after the consultation process has been completed by the land-use authority, or Industry Canada confirms concurrence with the consultation portion of this process, and after all other requirements under this process have been met. Consultation responsibilities will normally be considered complete when the proponent has:

1. concluded consultation requirements with the land-use authority;
2. carried out public consultation either through the process established by the land-use authority or Industry Canada's Default Public Consultation Process where required; and
3. addressed all reasonable and relevant concerns.

Letter of Concurrence:
Industry Canada advises local governments to issue a formal letter of concurrence or non-concurrence to mark the end of the consultation with the proponent outlining:

1. If the local government believes the proponent was satisfactory in completing its consultation with the local government;
2. If the local government is satisfied with the proponent's public consultation process; and
3. If the local government concurs with the proponent's proposal.

A letter requesting concurrence was received by Islands Trust staff on March 30, 2015 (see Galiano LTC website under 'Current Applications') from Altus Group on behalf of Rogers asking the Galiano Island LTC if it concurs with the Rogers cell tower proposal. As all requested information has been received from Rogers, the Galiano Island LTC may now consider the request from Rogers for concurrence.

Galiano Procedural Guidelines:
In March 2002, the Galiano Island LTC received a cellular tower proposal. At that time the Galiano LTC did not have procedural guidelines to help guide the referral. During the process the LTC adopted a resolution directing staff to use the Salt Spring Island's procedural guidelines for future cellular tower proposals – see Galiano LTC website for procedural guidelines.

The procedural guidelines state that once a full application is received by staff, the local consultation process has started. It also states that if the proposal meets the LTC's guidelines, staff will prepare and post a notice to invite public comments on all Islands Trust notice boards (for a minimum 30 day comment period). The Islands Trust notification period ended on March 23rd, 2015. All correspondence received to date is posted on the Galiano Island Local Trust Area (LTA) website under 'Current Applications'.

After the notification period, staff must prepare a report to the Galiano LTC summarizing the public's comments. At that time the LTC must consider the proposal submission and consultation results to recommend approval, approval with conditions, or refusal of the proposal by resolution. The decision and community comments will then be forwarded to the applicant, Industry Canada, Island Heath, and the Capital Regional District. It should be noted that although the LTC may by resolution refuse the proposal, Industry Canada has the authority to make the final decision as cellular towers are federally regulated.

As stated in the Galiano Procedural Guidelines, staff forwarded a copy of the proposal form and Rogers notification package to the local Medical Health Officer for comments. Island Health responded by stating they have no objections to the referral being that the proposal is compliant with Health Canada's Safety Code 6.

A cellular antennae proposal form was also filled out by Altus Group on behalf of Rogers. This proposal form was not formally adopted by the Galiano Island LTC but can be used as a useful proposal form for cell tower proposals. The proposal form outlines three guidelines the proposal should address:

1. Telecommunication antennas emitted electromagnetic radiation (EMR) should not be installed within 500 metres of any use involving continuous human activity unless the predicted EMR power density levels of the proposed antenna are less than 2 microwatts per square centimeter at the use, building, or structure.
2. Aesthetic/visual impacts of the antenna should be mitigated. Site options where the antenna would be attached to existing structures should be given preference over

constructing new structures. Co-location by multiple providers is encouraged provided the power density guidelines are met.

3. Natural environmental impacts should be mitigated. Site options where the antenna would be attached to existing structures should be given preference over constructing new structures. New antenna towers should not be constructed in wetlands, environmentally sensitive ecosystems, areas of high bio-diversity, environmentally sensitive habitats, Garry Oak habitat, fish habitat and shorelines.

Altus group supplied the following information to address the three guidelines:

1. The cell tower proposal will operate in accordance with Health Canada's Safety Code 6. The cell tower will also operate within the power densities levels as stated in the above guideline (maximum of 2 microwatts per square centimeter). The level of power density at the nearest building with continuous human activity is 0.8649 microwatts per square centimeter which does not exceed the 2 microwatts per square centimeter maximum. The power density levels projected at Montague Rd is estimated to be 0.339 microwatts per square centimeter.
2. The 34 metre tower will be set back approximately 290 metres from Montague Road minimizing visibility and aesthetic impacts. The proposed site is located at a high elevation to provide improved wireless services. There are trees throughout the property and neighbouring properties that will enable an opportunity for the tower to be largely screened from view of the travelling public and neighbouring properties.
3. This facility will utilize an existing access road, existing cleared site, and will have a very limited impact on the environment. The site will not be located within a wetland, environmentally sensitive ecosystem or habitat, or a Garry Oak habitat.

COMMUNITY CONSULTATION:

Proponents (Altus/Rogers) Notification Period:
The proponent placed advertisements in the Islands Tides and Active Page. Notices were also circulated to surrounding neighbours. Industry Canada requires, as a minimum, for the proponent to provide a notification package to the local public located within a radius of three times the height of the tower (3 X 34m = 102 metres). The proponent's notification period ended on February 25, 2015. Representatives from Rogers and Altus Group were present to answer questions at the CIM on March 14, 2015.

Galiano LTC Notification Period:
A community information meeting was held on March 14th, 2015. Approximately 70 members of the Galiano community were in attendance. Representatives of Rogers and Altus group (Rogers' consultants) provided a brief presentation and answered questions from the public. There were questions raised that Rogers' at that time could not answer as they would need to gather further information. Roger's provided answers to those questions in a 'Q & A' document which can be found on the Galiano Island LTA website. The CIM minutes are posted to the Galiano Island LTA website for review.

At the February LTC meeting, the LTC asked staff to contact other cell service providers and invite them to this community information meeting. Emails were sent to Telus, Bell, Koodo, Wind, and Virgin. Fido was not contacted as it is owned by Rogers. Only one response was received from Wind stating it is currently not seeking any co-location opportunities on the Island and they appreciate the offer to attend.

Comments Received:
The Galiano Island LTC form notification period ended on March 23rd, 2015. Over 70 pieces of correspondence were received during the notification period and are posted on the Galiano Island Local Trust Area (LTA) website under 'Current Applications'. Although the formal notification period is concluded, the Galiano Island LTC is permitted to receive comments from the community until a resolution on concurrence or non-concurrence is passed.

Through the CIM and written correspondence, numerous community members expressed support for the referral application. The Galiano Island community provided the following, but not limited to, reasons to support the referral:

- Increase to cell service on island and the surrounding areas
- Cell service increases property values
- Increased communication
- Enhance quality of life to Galiano residents
- Enhances and provides opportunities to the local economy
- Increase to public safety
- Provides communication services during natural disasters
- Supports tourism industry on Galiano Island
- Enhances emergency services
- Lack of evidence for health impacts

Alternatively, the following are a number of concerns that were raised by the community:

- Land use bylaw does not permit cellular towers
- Lack of benefits to the community if approved
- Concerns with human health from electromagnetic radiation (EMR)
- Unknown potential health risks
- Cell towers decrease property values
- Unsightly aesthetics
- Ability to co-locate on tower without notification
- Lack of community consultation
- Concerns with notification process and the proposal application
- Applicability of Development Permit Areas and the *Private Managed Forest Land Act*
- Potential impacts to sensitive ecosystems and animals (birds and bees)
- Mapping provided by proponent lacked detail
- Petition opposing the cell tower proposal (signed petition was not received by staff)

STAFF COMMENTS:

This is a referral application from Altus Group on behalf of Rogers in order to install a 34 metre cell tower, accessory structure, and enclosed fence at 1228 Montague Road. A 29 metre tower is currently located on the subject property which is used by CREST. If Industry Canada approves Rogers's telecommunication license, Rogers will remove the existing 29 metre tower and replace it with a 34 metre tower. CREST and Beacon Wireless have expressed interest to co-locate if the new tower is approved.

The referral process for cell tower proposals is not a straightforward process. It is guided by procedures laid out by Industry Canada and procedures adopted by the Galiano Island LTC approximately 13 years ago. Generally, the proponent (Rogers) is guided by Industry Canada's referral procedures when the local government does not have its own set of cell tower referral

procedures. With this application, Altus Group (Rogers' representative) used both processes to provide an enhanced consultation process with the Galiano community.

Applicants for licenses are required to consult with the local land use authority although the ultimate approval authority for cell towers rests with Industry Canada. Although a wireless telecommunication tower is not outright permitted in the Galiano Island Land Use Bylaw, since telecommunication is a federally regulated use it is immune from local government bylaws.

In considering whether or not to concur with the referral, the Galiano Island LTC is to consider where or not all the consultation requirements have been met and whether or not all reasonable and relevant concerns, as defined by Industry Canada, have been met. Industry Canada considers 'reasonable and relevant' concerns to include:

- Why is the use of an existing antenna system or structure not possible?
- Why is an alternate site not possible?
- What is the proponent doing to ensure that the antenna system is not accessible to the general public?
- How is the proponent trying to integrate the antenna into local surroundings?
- What are the steps the proponent took to ensure compliance with the general requirements of the Radiocommunication and Broadcasting Antenna Systems document (CPC-2-0-03) including the *Canadian Environmental Assessment Act*, Safety Code 6, Aeronautical Safety – Transport Canada and NAV CANADA requirements, etc.?

Concerns that are not deemed to be relevant as stated in the Radiocommunication and Broadcasting Antenna Systems document include:

- disputes with members of the public relating to the proponent's service, but unrelated to antenna installations;
- potential effects that a proposed antenna system will have on property values or municipal taxes; and
- questions where the *Radiocommunication Act*, the Radiocommunication and Broadcasting Antenna Systems document, Safety Code 6, locally establish bylaws, other legislation, procedures or processes are valid or should be reformed in some manner.

There were a number of concerns raised by the community that would be considered reasonable and relevant concerns, and also concerns that are deemed not to be relevant by Industry Canada. The LTC must consider if Rogers has adequately addressed the reasonable and relevant concerns as expressed by the Galiano community that meets Industry Canada's definition of 'reasonable and relevant' concerns.

Altus Group, on behalf of Rogers, is now requesting concurrence from the Galiano Island LTC based on the following three items:

1. If the local government believes the proponent was satisfactory in completing its consultation with the local government;
2. If the local government is satisfied with the proponent's public consultation process; and
3. If the local government concurs with the proponent's proposal.

OPTIONS:

The Galiano Island LTC has the following options with respect to this referral:

1. Pass a resolution supporting the proposal and instruct staff to forward this resolution to the applicant, Industry Canada, Island Heath, and the Capital Regional District;

2. Pass a resolution opposing the proposal, including reasons for the opposition, and instruct staff to forward this resolution to the applicant and Industry Canada; or
3. Defer consideration of a resolution on this proposal until further requested information (if any) is received.

Staff advise not to delay consideration of the resolution unless the Galiano Island LTC believes that substantial information is still required from the proponent. The consultation process has already exceeded the 120 consultation period in which Industry Canada and the proponent have supported the extension.

The follow are sample resolutions they Galiano Island LTC may wish to consider:

"That the Galiano Island Local Trust Committee request staff to advise Rogers and Industry Canada that:

1. Rogers has/has not satisfactorily completed its consultation with the Islands Trust;
2. The Galiano Island Local Trust Committee is satisfied/not satisfied with Rogers' public consultation process; and
3. The Galiano Island Local Trust Committee concurs/does not concur with Rogers' proposal to construct a wireless telecommunications facility provided it is constructed substantially in accordance with the plans submitted to and described as 1228 Montague Road on Galiano Island, B.C."

If the Galiano Island LTC resolves not to concur with Rogers' proposal, Island Trust staff recommend providing reasons for the non-concurrence and any reasonable alternatives to the proposal. Industry Canada's procedural guidelines on a referral impasse are not clearly outlined. If the Galiano Island LTC concludes that it does not concur with the proponent's proposal, the response will be forwarded to the proponent and Industry Canada to finalize their process.

The Galiano Island LTC may also consider updating the Procedural Guidelines to adequately reflect Industry Canada's role for local governments. Industry Canada released a document to help local governments develop antenna system siting protocols. This can be accomplished by adding a cell tower policy review to the LTC's project list.

Prepared and Submitted by:



Kim Farris, A/Planner 2 — April 27, 2015 Date

Concurred in by:



Robert Kojima
Regional Planning Manager — April 27, 2015 Date

STAFF REPORT

Date: April 23, 2015

File No.: 6500-20-Galiano Secondary Suite Review

To: Galiano Island Local Trust Committee
For the meeting of May 4, 2015

From: Robert Kojima
Regional Planning Manager

CC: Kim Farris, A/Planner 2

Re: Secondary Suite Review Project

Preliminary Report

The purpose of this report is to provide the LTC with an update on the status of the project to consider permitting secondary suites. Preliminary draft bylaws are attached for LTC review.

Project Objectives

The objective of the project is for the LTC to consider amendments to its Official Community Plan and Land Use Bylaw to permit and regulate secondary suites in residential zones. Secondary suites are ground-oriented, market rental housing that are intended to provide affordable rental housing options. They would be permitted within single-family dwellings and are usually in the basement or at ground level.

Project Background

The LTC identified a review of secondary suites as one of three Top Priority projects at the regular meeting of February 2, 2015. At the March meeting, the LTC gave direction to proceed with a project charter and to report back with policy and regulatory options. At the April 13th meeting, the LTC reviewed and endorsed a project charter (attached), reviewed the policy and regulatory options, and gave direction to prepare draft bylaws (previous reports are available on the **LTC Webpage**).

Communications and Community Consultation

In the previous report, staff outlined a number of early consultation steps that are currently underway:

- a written summary of the project for a trustee report
- An early referral to First Nations
- Letter to community water systems
- A fact sheet
- Posting of background information on the webpage

The next steps in the consultation established in the project charter would be agency and stakeholder referrals and scheduling of an open house and community information meeting.

The LTC should also consider if it wishes to refer the draft bylaws to the APC for comment. Staff will also refer the bylaws to the following agencies once the LTC has reviewed the drafts. If there are additional agencies or stakeholders the LTC wishes the bylaws referred to for comment, this is the opportunity to identify them:

- Capital Regional District – Building Inspection
- Ministry of Community, Sport and Cultural Development
- Water Districts
- Agricultural Land Commission
- Ministry of Agriculture – Regional Agrologist
- Islands Trust – Bylaw Enforcement
- Mayne Island Local Trust Committee
- Salt Spring Island Local Trust Committee
- Thetis Island Local Trust Committee
- Cowichan Tribes
- Halalt First Nation
- Lake Cowichan First Nation
- Lyackson First Nation
- TE'Mexs Treaty Association
- Pauquachin First Nation
- Penelakut Tribe
- Semiahmoo First Nation
- Stz'uminus First Nation
- Tsartlip First Nation
- Tsawwassen First Nation

Staff Comments

A draft OCP amendment bylaw (254) has been prepared (attached) based on the direction given at the previous meeting. The bylaw would amend the following provisions in the OCP:

- Section 2 (Residential) by inserting a new policy to specifically permit secondary suites and establish the policy criteria for regulating suites. This would

differentiate the policy to permit secondary suites from the policies in Section 1.6 (Community Housing) for affordable, seniors or special needs housing that is typically non-market, subject to rezoning, and secured through housing agreement.

- Similarly, by inserting a new a policy in the Agriculture section to specifically permit secondary suites and establish the criteria for regulating suites. Secondary suites are permitted in the ALR, however the Agricultural Land Commission will be asked to comment through the referral process.

A draft LUB amendment bylaw (255) has been prepared (attached) based on the direction at the previous meeting. The bylaw would amend the following provisions in the LUB:

- The General Regulations would be amended by inserting a new Section 2.28 (Secondary Suites) which would set out the specific regulations governing suites. Specifically:
    - Density would be limited to one suite per lot
    - Either a cottage or a suite on lots under 4 hectares, not both
    - Establish the maximum floor area at 60 m^2 and 40% of the dwelling
    - Require the suite to be located in the dwelling and have a separate exterior entrance
    - Require the building to be equipped with a cistern and rainwater catchment system. This would address Islands Trust Policy Statement 4.4.2 and relevant OCP policies
    - Preclude subdivision by strata plan or other means
    - Limit home occupations and prohibit vacation rentals in a suite
    - Require one additional parking space on the lot.

  These provisions are consistent with those in the recently adopted Mayne LTC amendments.

- Amend the following zones to add “secondary suite” as a permitted use:
    - VR1
    - VR2
    - SLR
    - RR
    - R2
    - R3
    - AG
- Amend the definitions by adding a new definition of secondary suite
- Amend the parking regulations to add secondary suite as a use requiring one space.

The trustees should review the draft bylaws to ensure they are consistent with the LTC’s intent. There will be further opportunities for the LTC to consider revisions at future meetings, prior to consideration of bylaw readings. Also, staff will prepare a blackline

version of the OCP and LUB incorporating these changes (along with potential amendments from the other projects) that will allow the LTC and community to view the changes in the context of the consolidated bylaw.

Next Steps

Once draft bylaws have been reviewed, the next steps are to:

- Schedule a community information meeting and open house to obtain community feedback. This is recommended as a special meeting, preferably in conjunction with at least one other project.
- Prepare a blackline consolidation.
- Referral to agencies, and potentially the APC.
- Consideration of the results of community and agency consutlation, potential revisions, and consideration of First Reading.
- A public hearing, with a community information meeting.
- Second and Third Readings, with minor amendments if required, and referral to Executive Committee, and the OCP bylaw to the Minister for approval.
- Following adoption, a document will be prepared outlining the changes with graphics and background information, to be posted on the website and hard copies for distribution.

Summary of Planning Recommendations

If the LTC is prepared to proceed with consultation based on the attached drafts, the recommendations are to:

- Request staff to schedule a community information meeting and open house.
- Consider a resolution to refer the draft bylaw to the APC (staff would refer the draft to agencies and First Nations as a matter or course).

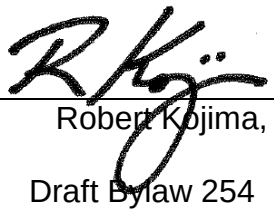
Changes can be subsequently made to the draft bylaws based on the outcome of consultation.

RECOMMENDATIONS:

1. THAT the Galiano Island Local Trust Committee request staff to schedule an open house and community information meeting for draft bylaws 254 and 255.

2. THAT the Galiano Island Local Trust Committee request that staff refer draft bylaws 254 and 255 to the Advisory Planning Commission for comment.

Prepared and Submitted by:



Robert Kojima, RPM

April 23, 2015
Date

Pc: Draft Bylaw 254
Draft Bylaw 255
Project Charter

DRAFT

GALIANO ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 254

****

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

****

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

AND WHEREAS Section 29 of the *Islands Trust Act* gives the Galiano Island Local Trust Committee the same power and authority of a Regional District under Part 26, except sections 932 to 937 and 939, of the *Local Government Act*;

AND WHEREAS the Galiano Island Local Trust Committee wishes to amend the Galiano Island Official Community Plan Bylaw No. 108, 1995;

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

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

1. CITATION

   This Bylaw may be cited for all purposes as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 3, 2015”.

2. SCHEDULES

   Galiano Island Official Community Plan No. 108, 1995 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

   If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME this day of , 20.

PUBLIC HEARING HELD this day of , 20.

READ A SECOND TIME this day of , 20.

READ A THIRD TIME this day of , 20.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST this day of , 20.

APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT this day of , 20.

ADOPTED this day of , 20.

SECRETARY **CHAIRPERSON**

GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW No. 254
SCHEDULE 1

A. Bylaw No. 108, cited as "Galiano Island Official Community Plan Bylaw No. 108, 1995" is amended as follows:

1. Section II, Subsection 1(Residential) is amended by inserting a new policy (c) as follows and re-numbering subsequent policies accordingly:

   "c) Secondary suites may be permitted within principal dwellings with the intent of providing rental housing options. A maximum of one secondary suite, limited in floor area, shall be permitted per lot and dwellings containing secondary suites shall provide a rainwater catchment and storage system."

2. Section II, Subsection 2 (Agriculture) is amended by inserting a new policy (c) as follows and re-numbering subsequent policies accordingly:

   "c) Secondary suites may be permitted within principal dwellings with the intent of providing rental housing options. A maximum of one secondary suite, limited in floor area, shall be permitted per lot and dwellings containing secondary suites shall provide a rainwater catchment and storage system."

DRAFT

GALIANO ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 255

****

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

****

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

1. Bylaw No. 127, cited as "Galiano Island Land Use Bylaw No. 127, 1999" is amended as follows:

   a) Part 2 is amended by inserting the following as a new Section 2.28:

      "Secondary Suites

      2.28 Secondary suites permitted in Part 5 are subject to the following:

      2.28.1 One secondary suite is permitted on each lot.
      2.28.2 On parcels less than 4 hectares a secondary suite shall not be permitted on the parcel if a cottage has been constructed and a cottage shall not be permitted on the parcel if a secondary suite has been constructed.
      2.28.3 A secondary suite shall not exceed 60m^2 (646 ft^2) nor 40% of the floor area of the building in which it is located.
      2.28.4 A secondary suite shall be entirely located within the building that contains the principal dwelling.
      2.28.5 A secondary suite shall have an entrance from the exterior of the building separate from the entrance to the principal dwelling.
      2.28.6 A building permit shall not be issued for a secondary suite, nor shall a secondary suite be occupied, unless the building that is to contain the secondary suite is equipped with a rainwater catchment and storage system having a capacity of at least 16,000 litres.
      2.28.7 A secondary suite must not be subdivided from the principal dwelling unit under the *Land Title Act* or the *Strata Property Act*.
      2.28.8 The only home occupations permitted in secondary suites are professional practices or offices, limited to one business per secondary suite, and no non-resident employees are permitted.
      2.28.9 No short term vacation rental or bed and breakfast shall be permitted in a secondary suite.
      2.28.10 A minimum of one parking space must be provided for a secondary suite."

   b) Subsection 5.1.1 (Village Residential 1) is amended by inserting a new article 5.1.1.4 as follows:

      "5.1.1.4 secondary suite"

   c) Subsection 5.2.1 (Village Residential 2) is amended by inserting a new article 5.2.1.4 as follows:

      "5.2.1.4 secondary suite"

d) Subsection 5.3.1 (Small Lot Residential) is amended by inserting a new article 5.3.1.4 as follows:

"5.3.1.4 secondary suite"

e) Subsection 5.4.1 (Rural Residential) is amended by inserting a new article 5.4.1.4 as follows:

"5.4.1.4 secondary suite"

f) Subsection 5.5.1 (Rural 2) is amended by inserting a new article 5.5.1.5 as follows:

"5.5.1.5 secondary suite"

g) Subsection 5.6.1 (Rural 3) is amended by inserting a new article 5.6.1.7 as follows:

"5.6.1.7 secondary suite"

h) Subsection 6.1.1 (Agriculture) is amended by inserting a new article 6.1.1.7 as follows:

"6.1.1.7 secondary suite"

i) Section 17.1 (definitions) is amended by inserted a new definition 17.1.44 as follows and re-numbering subsequent subsections accordingly:

"17.1.44 "Secondary suite" means an accessory, self-contained dwelling unit, located within the principal dwelling on a lot."

j) Section 14.1 is amended by inserting a new subsection 14.1.16 as the final row in Table 2 as follows:

14.1.16	Secondary Suite	1 per secondary suite

2. This bylaw may be cited for all purposes as the "Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2015".

READ A FIRST TIME this day of , 201_.

READ A SECOND TIME this day of , 201_.

PUBLIC HEARING HELD this day of , 201_.

READ A THIRD TIME this day of , 201_.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST this day of , 201_.

ADOPTED this day of , 201_.

DEPUTY SECRETARY **CHAIRPERSON**

Secondary Suite Review - **Charter** v1

Galiano Island Local Trust Committee Date: March 26, 2015

Purpose *To consider amendments to the OCP and LUB to permit and regulate secondary suites*

Background *The LTC identified the this as a Top Priority in February 2015, with the goal of completing the project within the first year of the term. The intent of the project is to consider increasing affordable housing through the means of secondary suites. Secondary suites are ground-oriented, market rental housing that is typically considered affordable. They are permitted within existing single-family dwellings and are usually in the basement or at ground level (thus often referred to as 'basement suites'). They can also benefit homeowners by providing income to off-set a mortgage or provide accommodation for live-in care-givers.*

Objectives

- *To identify options for permitting secondary suites as a form of affordable housing*
- *To consider amendments to the OCP and LUB*
- *To implement potential regulatory changes permitting secondary suites*

In Scope

- *Review of options for permitting secondary suites*
- *Public consultation on secondary suite options*
- *Consultation with agencies, water systems and first nations*
- *Bylaw amendment process*
- *Implementation*

Out of Scope

- *Unrelated OCP or LUB amendments*

Workplan Overview

Deliverable/Milestone	Date
Early consultation—trustee newsletter, fact sheet, letters to water systems, First Nations	April 2015
LTC direction, review of draft bylaws, bylaw referrals	April - May 2015
Open house and Community Information meeting	June 2015
First reading	July 2015
Second community information meeting (optional)	September 2015
Second reading	October 2015
Public hearing	November 2015

Project Team

Robert Kojima	Project Manager
Kim Farris	*Planner*
Lori Foster	Admin Support
Barb Dashwood	GIS technician

RPM Approval:

Date: April 15, 2015

LTC Endorsement:

Resolution #:

Date: April 13, 2015

Budget

Budget Source:

Fiscal	Item	Cost
2015-16	Advertising, communications	$200
	Open house/CIM	$400
	Second CIM (optional)	$400
	Public Hearing	$1500
	Total	$2500

STAFF REPORT

Date: April 22, 2015

File No.: 6500-20-Galiano Cottage Review

To: Galiano Island Local Trust Committee
For the meeting of May 4, 2015

From: Robert Kojima
Regional Planning Manager

CC: Kim Farris, A/Planner 2

Re: Cottage Review Project

Preliminary Report

The purpose of this report is to provide the LTC with an update on the status of the project to consider changes to the cottage size regulations. Preliminary draft bylaws are attached for LTC review.

Project Objectives

The objective of the project is for the LTC to consider amendments to its Official Community Plan and Land Use Bylaw to permit a larger floor area and greater height for cottages. The intent is to provide expanded housing options and opportunities.

Project Background

The LTC identified a review of cottage regulations as one of three Top Priority projects at the regular meeting of February 2, 2015. At the March meeting, the LTC gave direction to proceed with a project charter and to report back with policy and regulatory options. At the April 13th meeting, the LTC reviewed and endorsed a project charter (attached), reviewed the policy and regulatory options, and gave direction to prepare a draft bylaw (previous reports are available on the **LTC webpage**).

Communications and Community Consultation

In the previous report, staff outlined a number of early consultation steps that are currently underway:

- a written summary of the project for a trustee report

- An early referral to First Nations
- Posting of background information on the webpage

The next steps in the consultation established in the project charter would be agency and stakeholder referrals and scheduling of an open house and community information meeting.

The LTC should now consider if it wishes to refer the draft bylaws to the APC for comment. Staff will also refer the bylaws to the following agencies if the LTC is satisfied with the current drafts. If there are additional agencies or stakeholders the LTC wishes the bylaws referred to for comment, this is the opportunity to identify them:

- Capital Regional District – Building Inspection
- Ministry of Community, Sport and Cultural Development
- Islands Trust – Bylaw Enforcement
- Mayne Island Local Trust Committee
- Salt Spring Island Local Trust Committee
- Thetis Island Local Trust Committee
- Cowichan Tribes
- Halalt First Nation
- Lake Cowichan First Nation
- Lyackson First Nation
- TE'Mexs Treaty Association
- Pauquachin First Nation
- Penelakut Tribe
- Semiahmoo First Nation
- Stz'uminus First Nation
- Tsartlip First Nation
- Tsawwassen First Nation

Staff Comments

A draft OCP amendment bylaw (242) has been prepared (attached) based on the direction given at the previous meeting. The bylaw would amend the following provisions in the OCP:

- Section 5.3 (Visitor Accommodation), policy (d)(iii) by replacing the term "cottage" with "cabin" in reference to commercial visitor accommodation. This eliminates potential confusion between the two different uses.

- Amending the Definition of "Cottage" in Part 9 by removing the specific reference to a floor area and replacing it with the term "limited floor area". This is consistent with the recommended approach of providing policy direction in an OCP and specific siting and size regulations in zoning.

A draft LUB amendment bylaw (243) has been prepared (attached) based on the direction at the previous meeting. The bylaw would amend the following provisions in the LUB:

- Subsection 2.3.1 (Prohibited Uses) by removing reference to cottages as accessory buildings. This is consistent with the OCP definition of cottage as a dwelling unit, with the proposed amendment to the LUB definition, and with the use of cottages, both on lots with only one dwelling, and in corporate co-operatives.
- In Part 2:
    - The heading "Accessory Buildings and Structures" would be moved and replaced with a new "Cottages" heading.
    - A new Section 2.8 would establish the maximum height of cottages at 9 metres.
    - A Section 2.9 would be amended establish the maximum floor area of cottages at 70 square metres.
    - A new heading ('Cisterns') would be inserted before Section 2.11 and an information note cross-referencing the cistern requirements for new construction, including cottages, inserted after 2.11.
- Subsection 9.3.2 (C4 zone) would be amended by replacing the term [visitor accommodation] 'cottages' with 'cabins'. This avoids confusion between the use of the two distinct types of cottages currently in the bylaw.
- Similary, subsection 9.3(A).3, would be amended by replacing 'cottages' with 'cabins'.
- Section 13.22 (Standards for Potable Water Supply) would be amended for clarity by specifying that the provisions for cisterns applies to new construction and to cottages. This also addresses Islands Trust Policy Statement Policy 4.4.2.
- Subsection 14.1.8 (parking standards) would be amended to replace reference to visitor accommodation 'cottage' with 'cabin'.
- Section 17.1 (Definitions) would be amended by:
    - Changing the definion of cottage (17.1.10) to mean dwelling with a limited floor area located on the same parcel as another dwelling. This is consistent with the OCP definition. The specific floor area would be established within the general regulations (Section 2.9).
    - Changing the definition of 'resort' (17.1.41) and 'visitor accommodation' (17.1.49) to replace the term 'cottages' with 'cabins', this is consistent with the other amendments to clarify the distinction between the two different uses.

The trustees should review the draft bylaws to ensure it meets the LTC's intent. There will be further opportunities for the LTC to consider revisions at future meetings, prior to consideration of bylaw readings. Also, staff will prepare a blackline version of the OCP and LUB incorporating these changes (along with potential amendments from the other projects) that will allow the LTC and community to view the changes in the context of the consolidated bylaw.

Next Steps

Once draft bylaws have been reviewed, the next steps are to:

- Schedule a community information meeting and open house to obtain community feedback should be scheduled. This is recommended as a special meeting, preferably in conjunction with at least one other project.
- Prepare a blackline consolidation.
- Referral to agencies, and potentially the APC.
- Consideration of community and agency comments, potential revisions and consideration of First Reading.
- A public hearing with a community information meeting.
- Second and Third Readings, with minor amendments if required, and referral to Executive Committee and the OCP bylaw to the Minister for approval.
- Following adoption, a document will be prepared outlining the changes with graphics and background information, to be posted on the website and hard copies for distribution

Summary of Planning Recommendations

If the LTC is prepared to proceed with consultation based on the attached drafts, the recommendations are to:

- Request staff to schedule a community information meeting and open house.
- Consider a resolution to refer the draft bylaw to the APC (staff would refer the draft to agencies and First Nations as a matter or course). Earlier versions of the bylaws were referred to the APC in 2013.

Changes can be subsequently made to the draft bylaws based on the outcome of consultation.

RECOMMENDATIONS:

1. THAT the Galiano Island Local Trust Committee request staff to schedule an open house and community information meeting for draft bylaws 242 and 243.

2. THAT the Galiano Island Local Trust Committee request that staff refer draft bylaws 242 and 243 to the Advisory Planning Commission for comment.

Prepared and Submitted by:



Robert Kojima, RPM — April 22, 2015 Date

Pc: Draft Bylaw 242
Draft Bylaw 243
Project Charter

DRAFT

GALIANO ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 242

****

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

****

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

AND WHEREAS Section 29 of the *Islands Trust Act* gives the Galiano Island Local Trust Committee the same power and authority of a Regional District under Part 26, except sections 932 to 937 and 939, of the *Local Government Act*;

AND WHEREAS the Galiano Island Local Trust Committee wishes to amend the Galiano Island Official Community Plan Bylaw No. 108, 1995;

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

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

1. CITATION

   This Bylaw may be cited for all purposes as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 1, 2013.”

2. SCHEDULES

   Schedule A (Policy Document) of Galiano Island Official Community Plan No. 108, 1995 is amended as indicated on Schedule 1, attached to and forming part of this amending bylaw.

3. SEVERABILITY

   If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

DRAFT

READ A FIRST TIME THIS DAY OF 201x

PUBLIC HEARING HELD THIS DAY OF 201x

READ A SECOND TIME THIS DAY OF 201x

READ A THIRD TIME THIS DAY OF 201x

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS DAY OF 201x

APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT DAY OF 201x

ADOPTED THIS DAY OF 201x

DEPUTY SECRETARY CHAIR

DRAFT

GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 242

SCHEDULE 1

A. Bylaw No. 108, cited as "Galiano Island Official Community Plan Bylaw No. 108, 1995" is amended as follows:

1. By amending Section 5.3, Visitor Accommodation policy d)(iii) by deleting the word "cottages" and replacing it with the word "cabins."

2. By amending the definition of 'Cottage' in Part 9 (Definitions) by deleting the word "total" and replacing it with the word "limited" and deleting the words "of 60 square metres (645 square feet) or less".

DRAFT

GALIANO ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 243

****

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

****

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

1. Bylaw No. 127, cited as "Galiano Island Land Use Bylaw No. 127, 1999" is amended as follows:

a) Subsection 2.3.1 is amended by the deleting the words ", other than a cottage,"
b) Following Section 2.7, the heading "Accessory Buildings and Structures" is deleted and replaced with a new heading "Cottages"
c) A new Section 2.8 is inserted following the heading "Cottages" as follows:
"2.8 Cottages must not exceed a height of 9 metres."
d) Section 2.9 is amended by replacing the words "60 square metres" with "70 square metres."
e) Section 2.10 is amended by replacing the words "60 square metres" with "70 square metres."
f) A new heading "Cisterns" is inserted following section 2.10 and preceding Section 2.11.
g) An information note is inserted following Section 2.11 as follows:
"Information Note:
Potable Water Standard 13.22 establishes that a building permit shall not be issued for a new building to be used as a dwelling, including a cottage, in the water management area depicted on Schedule C unless the building is equipped with a cistern for the storage of rainwater having a capacity of at least 16,000 litres."
h) A new heading "Accessory Buildings and Structures" is inserted preceding Section 2.12.
i) Section 9.3.2 is amended by deleting the word "cottages" and replacing it with the word "cabins."
j) The table following Subsection 9.3(A).3 is amended by deleting the word "Cottages" in the second row and replacing it with the word "Cabins."
k) Section 13.22 is amended by inserting the word "new" following the first instance of the word "a" and preceding the word "building" and by inserting the words ", including a cottage," following the word "dwelling" and preceding the word "in."
l) Table 2 in Section 14.1 is amended by deleting the word "cottage" in row 14.1.8 and replacing it with the word "cabin."
m) Subsection 17.1.10 is amended by deleting the words "building that is accessory to a", and deleting the words "and is used for human habitation by guests, household member or tenants," and replacing it with the words "with a limited floor area", and deleting the words "and having a floor area that does not exceed

60 square metres except as provided in s. 2.9" and replacing it with the words "that is located on the same parcel as another dwelling."

n) Subsection 17.1.41 is amended by deleting the word "cottages" and replacing it with the word "cabins."

o) Subsection 17.1.49 is amended by deleting the word "cottage" and replacing it with the word "cabin."

B. This bylaw may be cited for all purposes as the "Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 2, 2013".

READ A FIRST TIME THIS DAY OF 201x

PUBLIC HEARING HELD THIS DAY OF 201x

READ A SECOND TIME THIS DAY OF 201x

READ A THIRD TIME THIS DAY OF 201x

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS DAY OF 201x

ADOPTED THIS DAY OF 201x

DEPUTY SECRETARY CHAIR

U:\LOCAL TRUST COMMITTEES\Galiano\Projects\2015 - Cottage Review\Draft bylaws\Bylaw No 243_LUB Amendment-DRAFT.docx

Cottage Review - Charter v1

Galiano Island Local Trust Committee Date: April 2, 2015

Purpose *To consider amendments to the OCP and LUB to increase cottage floor area and height*

Background *The LTC identified the this as a Top Priority in February 2015, with the goal of completing the project within the first year of the term. The intent of the project is to consider increasing cottage floor area and height. The increased floor area would create additional housing options while the height increase would address uncertainty with the current regulations and encourage smaller footprints.*

Objectives

- *To identify options for increasing cottage floor area*
- *To identify amendments to height regulations*
- *To consider related amendments to the OCP and LUB*
- *To implement potential regulatory changes*

In Scope

- *Review of options for permitting larger cottage floor area*
- *Public consultation on cottage floor area and height options*
- *Consultation with agencies, stakeholders and first nations*
- *Bylaw amendment process*
- *Implementation*

Out of Scope

- *Unrelated OCP or LUB amendments*

Workplan Overview

Deliverable/Milestone	Date
Early consultation—trustee report, letters to First Nations	April 2015
LTC direction, review of draft bylaws, bylaw referrals	April - May 2015
Open house and Community Information meeting	June 2015
Review of consultation outcomes, First and Second readings	July 2015
Public Hearing	September 2015
Third reading	October 2015
Executive Committee approval, bylaw forwarded to Minister	November 2015

Project Team

Kim Farris	Project Manager
Robert Kojima	Project Sponsor
Lori Foster	Admin Support
Barb Dashwood	GIS technician

Budget

Budget Source:

Fiscal	Item	Cost
2015-16	Advertising, communications	$200
	Open house/CIM	$400
	Public Hearing	$1500
	Contingecny	$400
	Total	$2500

RPM Approval:

Date: April 15, 2015

LTC Endorsement:

Resolution #:

Date: April 13, 2015

Islands Trust

Top Priorities

Galiano Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Secondary Suite Review	To research potential issues and options for secondary suites on Galiano Island.	Feb-02-2015	Kim Farris	Feb-02-2016	On Going
2	Cottage Regulations Review	To review cottage regulations in the Galiano Island Land Use Bylaw with respect to height and maximum floor area. Also to review cottage definition and policies in the Galiano Island Official Community Plan.	Feb-02-2015	Kim Farris	Feb-02-2016	On Going
3	Home-based Contractors	To look at options of permitting contractor yards	Feb-03-2014	Kim Farris Robert Kojima	Nov-30-2015	On Going

Islands Trust

Projects

Galiano Island

No.	Description	Activity	Received/Initiated	Status
1	Soil Removal and Deposit Bylaw	Review need and options for implementation of soil removal and deposit bylaw	Sep-12-2011	On Going
2	Amendments to Forest designation and F1 zone -	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	Apr-16-2012	On Going
3	Dock Review	Review issues regarding docks and new shoreline information and whether changes are required to the LUB.	Nov-18-2013	On Going
4	Parking Issues	Issue for discussion with MoTI and public parking issues generated from associated islands. (see correspondence from P. Midgely on agenda of Apr/12)	Jul-23-2012	On Going
5	Bike Trails and Camping	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.	Jul-15-2013	On Going
6	Ocean Based Geo-Exchange Systems	Review of regulations for geo-thermal exchange use.	Nov-18-2013	On Going
7	Information Note Addition	Add in Information Note on Archeological Sites under General Regulations	Nov-18-2013	On Going
8	Light Industrial Zoning	A review and inventory assessment of existing and potential light industrial zones.	Nov-18-2013	On Going

9	Land Use Bylaw Amendments	To review LUB for: any technical/administrative bylaw amendments (e.g. definition references and numbering), shoreline zoning wording, crown lot rezonings	Jul-07-2014	On Going
10	Community Benefit Review for Forest Lands	Staff to prepare preliminary report for new LTC	Sep-08-2014	On Going
11	Consider amendments to re-designate and rezone crown owned Forest lots.- Bylaws 231, 232 at First Reading	re-refer to FLNRO for comment		On Going

Applications w/ Status - Galiano Island Status: Open

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
GL-DP-2014.5	Dave Koster	Nov-24-2014	14875 PORLIER PASS RD Addition to a cabin to include a kitchen and bath.

Planner: Phil Testemale

Planning Status

Status Date: Apr-27-2015

Applicant to provide shoreline area remediation plan in mid-May.

Status Date: Dec-18-2014

Application on hold as land has been altered in Shoreline DPA

Status Date: Nov-24-2014

opened file, processed fee, notified LTC

Rezoning

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2011.1	Galiano Land and Community Housing c/o Tom Hennessy	Oct-06-2011	Rezone Agriculture and Residential to Community Facility-Affordable housing.

Planner: Robert Kojima

Planning Status

Status Date: Feb-20-2015

summary of proposed approach received, update for March 3rd LTC meeting

Status Date: Feb-02-2015

applicants state they are no longer proceeding with RHTF application. Will provide detailed summary of proposed

changes

Status Date: Jan-21-2015

applicants withdrawing RHTF application

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2013.1	Landworks Consultants	Apr-16-2013	DL 79 - To amend the OCP and LUB to permit a rezoning to F3, RR, NP from an F1 zoned lot.

Planner: Kim Farris

Planning Status

Status Date: Apr-02-2015

Draft covenant received. Staff and applicant are reviewing the draft covenant.

Status Date: Feb-16-2015

Consultant drafting sustainable forestry covenant

Status Date: Jan-09-2015

Consultant hire to review sustainable forestry covenant - draft covenant in progress

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

Planner: Kim Farris

Planning Status

Status Date: Apr-02-2015

Staff met with applicant to discuss requested information and next steps.

Status Date: Feb-23-2015

Staff forwarded requested information to applicant

Status Date: Jan-09-2015

Preliminary staff report to Feb LTC meeting

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2015.1	Galiano Conservancy Association	Feb-25-2015	006-620-965 ELLIS RD Change land use designation in OCP from Rural to Nature Protection and LUB from Rural 2 to Nature Protection

Planner: Phil Testemale

Planning Status

Status Date: Apr-22-2015

Forwarded to EC May 13, 2015 agenda for sponsorship consideration

Status Date: Apr-14-2015

LTC direction to bring back draft bylaws

Status Date: Mar-31-2015

Preliminary staff report on April 13th agenda.

Subdivision

File Number	Applicant Name	Date Received	Purpose
GL-SUB-2013.1	Kelly Gesner, Landworks Consultants **Planner:** Kim Farris	Nov-29-2013	4150 BODEGA BEACH DR To create a conventinal subdivision of 7 lots including remainder.

Planning Status

Status Date: Nov-24-2014

SD file on hold until zoning amendment bylaws are adopted

Status Date: Sep-08-2014

10 percent waiver approved by LTC

Status Date: Aug-28-2014

request for 10 percent frontage waiver on sept agenda

Islands Trust

LTC EXP SUMMARY REPORT F2015

Invoices posted to Month ending March 2015

625 Galiano	Invoices posted to Month ending March 2015	Budget	Spent	Balance
65000-625	LTC "Trustee Expenses"	500.00	150.80	349.20
LTC Local				
65200-625	LTC - Local Exp - LTC Meeting Expenses	2,500.00	3,806.40	-1,306.40
65210-625	LTC - Local Exp - APC Meeting Expenses	500.00	574.69	-74.69
65220-625	LTC - Local Exp - Communications	300.00	556.43	-256.43
65230-625	LTC - Local Exp - Special Projects	750.00	80.00	670.00
TOTAL LTC Local Expense		4,050.00	5,017.52	-967.52
Projects				
73001-625-2002	Galiano OCP/LUB	3,000.00	2,449.98	550.02
73001-625-4002	Galiano Groundwater Protection	2,500.00	1,146.93	1,353.07
73001-625-4019	Galiano Short Term Vacation Rental (STVR) Review	2,500.00	1,152.47	1,347.53
TOTAL Project Expenses		8,000.00	4,749.38	3,250.62

Galiano Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

Updated: April 7, 2014

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 either the Active Page Magazine or Islands Tides Newspaper 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.

No	Meeting Date	Resolution No.	Issue	Policy
4.	September 17, 2012	GL-LTC-100-12	Short Term Vacation Rentals	**THAT** given finite resources available for enforcement activities and in order to ensure the most effective results for enforcement activities, Short Term Vacation Rentals that have one or more of the following characteristics will be subject to enforcement: 1. There are issues related to health and safety; 2. There is a written complaint by owners or residents of two properties about bona fide serious nuisance issues such as noise or parking congestion related to the STVR; 3. The owner of the property uses more than one property on Galiano Island as a STVR. **THAT** nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Galiano Island Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time; **THAT** the policy remains in effect until such time as the regulatory review is complete.
5.	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.
6.	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.

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

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

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

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

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

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

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

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

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

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

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

REQUEST FOR DECISION

To: Local Trust Committees

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

From: Linda Adams
Chief Administrative Officer

Date Prepared: April 8, 2015

File No.: Strategic Plan

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

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

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

IMPLICATIONS OF RECOMMENDATION

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

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

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

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

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

IMPLEMENTATION/COMMUNICATIONS:

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

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

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

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

BACKGROUND

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

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

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

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

KEY ISSUE(S)/CONCEPT(S):
Preliminary LTC input into the Strategic Plan for 2014-2018

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

Trust Council's Policy 2.4.i gives the Executive Committee the responsibility to facilitate development of the Strategic Plan.

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

RESPONSE OPTIONS

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

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

Prepared By: **Linda Adams, Chief Administrative Officer**

Reviewed By/Date: N/A



Linda Adams, Chief Administrative Officer

NOTE:

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

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

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

Attachment 1.

Strategic Planning Process Phases(2014-2018)

Endorsed by EC: Feb 17/15

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

[1] See last page for diagram of phases

Strategic Planning Process Phases(2014-2018)

Endorsed by EC: Feb 17/15

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

Strategic Planning Process Phases(2014-2018)

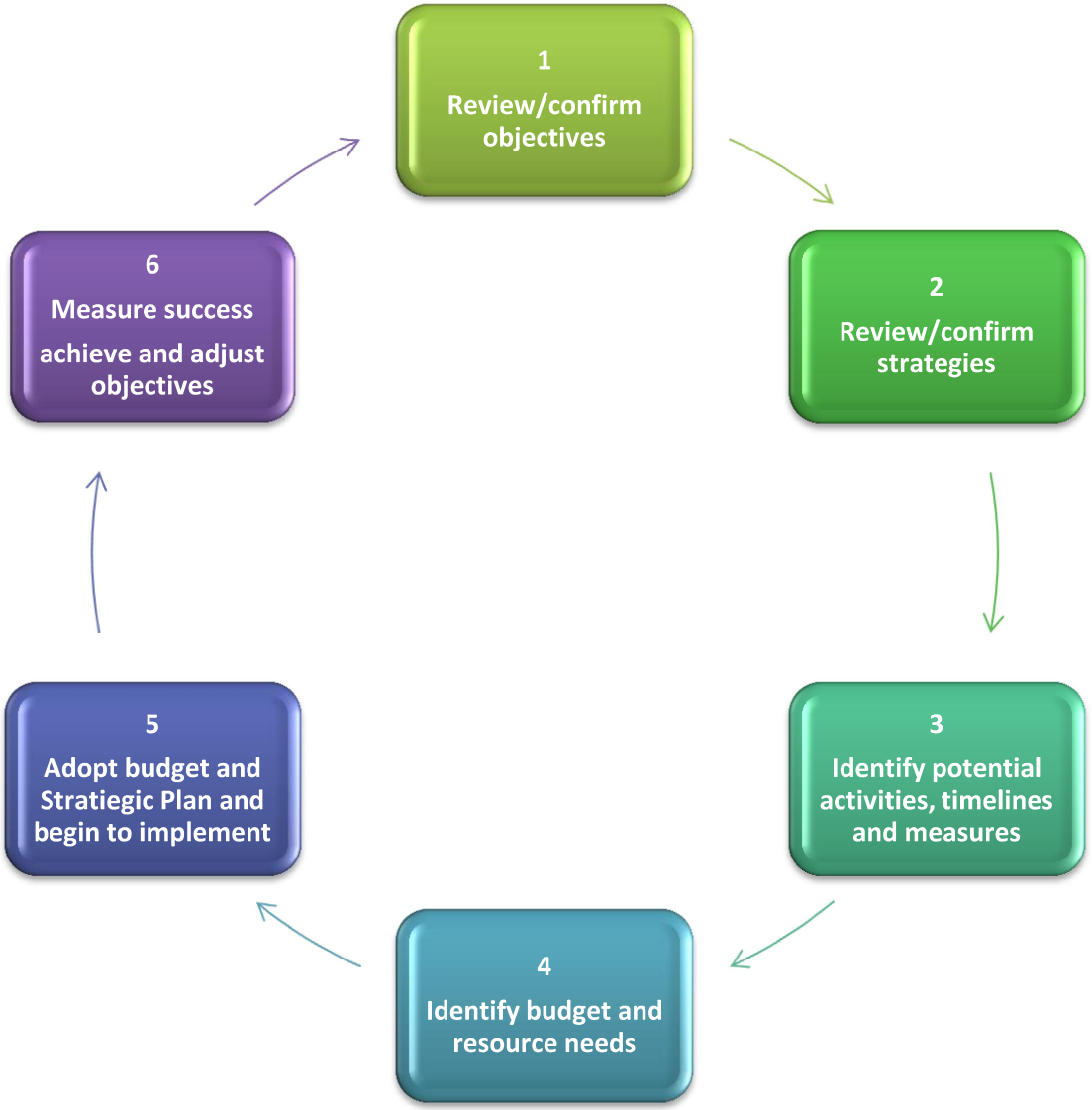
Endorsed by EC: Feb 17/15

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

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

Strategic Planning Process Phases(2014-2018)

Endorsed by EC: Feb 17/15



Summary
Islands Trust Council's December 3, 2014
'What's Important' Roundtable Notes[1]

On December 3, 2014 the Islands Trust Council received a review of the 2012-2014 Strategic Plan and then held a roundtable discussion about 'What's Important'. This was to discuss opportunities and challenges facing their communities, and to begin an informal inventory of issues that trustees believe the Islands Trust Council should address in the 2014-2018 term.
Linda Adams, Chief Administrative Officer, introduced the session by suggesting trustees consider topics such as current priorities, emerging and neglected issues, gaps in best practices, organizational challenges, and public perception.

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

Trustee Sandy Pottle - Galiano

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

Trustee Brian Crumblehulme - Mayne

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

Trustee Lee Middleton – Saturna

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

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

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

Trustee Wendy Scholefield – South Pender

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

Trustee Kate-Louise Stamford – Gambier

- Concerned with woodlot logging proposal for Gambier Islands Trust

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

Trustee Dan Rogers – Gambier (Keats)

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

Trustee George Grams, Salt Spring

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

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

Trustee Peter Grove, Salt Spring

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

Trustee Peter Luckham ,Thetis

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

Trustee Alex Allen, Hornby

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

Trustee Tony Law, Hornby

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

Trustee Paul Brent, Saturna

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

Trustee Melanie Mamoser, Gabriola[2]

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

Trustee Heather Nicholas, Gabriola

Very interested in Islands Trust advocacy

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

Trustee Ken Hunter, Thetis

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

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

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

Trustee Susan Morrison, Lasqueti

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

Trustee Alison Morse, Bowen

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

Trustee David Critchley, Denman

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

Trustee Diane Barber, North Pender

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

Trustee Jeanine Dodds, Mayne

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

Trustee Laura Busheikin, Denman

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

Trustee Derek Masselink, North Pender

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

Trustee Bruce McConchie, South Pender

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

Trustee George Harris, Galiano

- Supports community engagement efforts

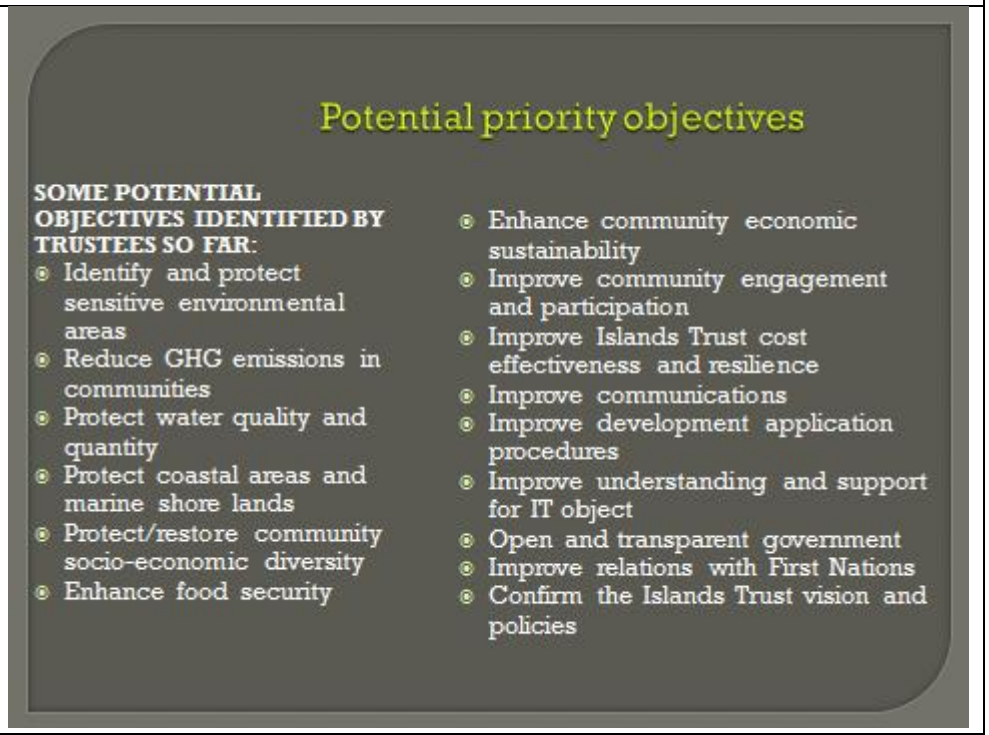
Trustee Sue Ellen Fast, Bowen

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

Trustee Tim Peterson, Lasqueti

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

TRUST COUNCIL MARCH 2014 SURVEYS – IDENTIFICATION OF PRIORITY OBJECTIVES

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

Attachment 3.

Islands Trust Council Strategic Planning Session

March 2015
Gabriola Island

What is Strategic Planning?

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



What is a Strategic Plan?

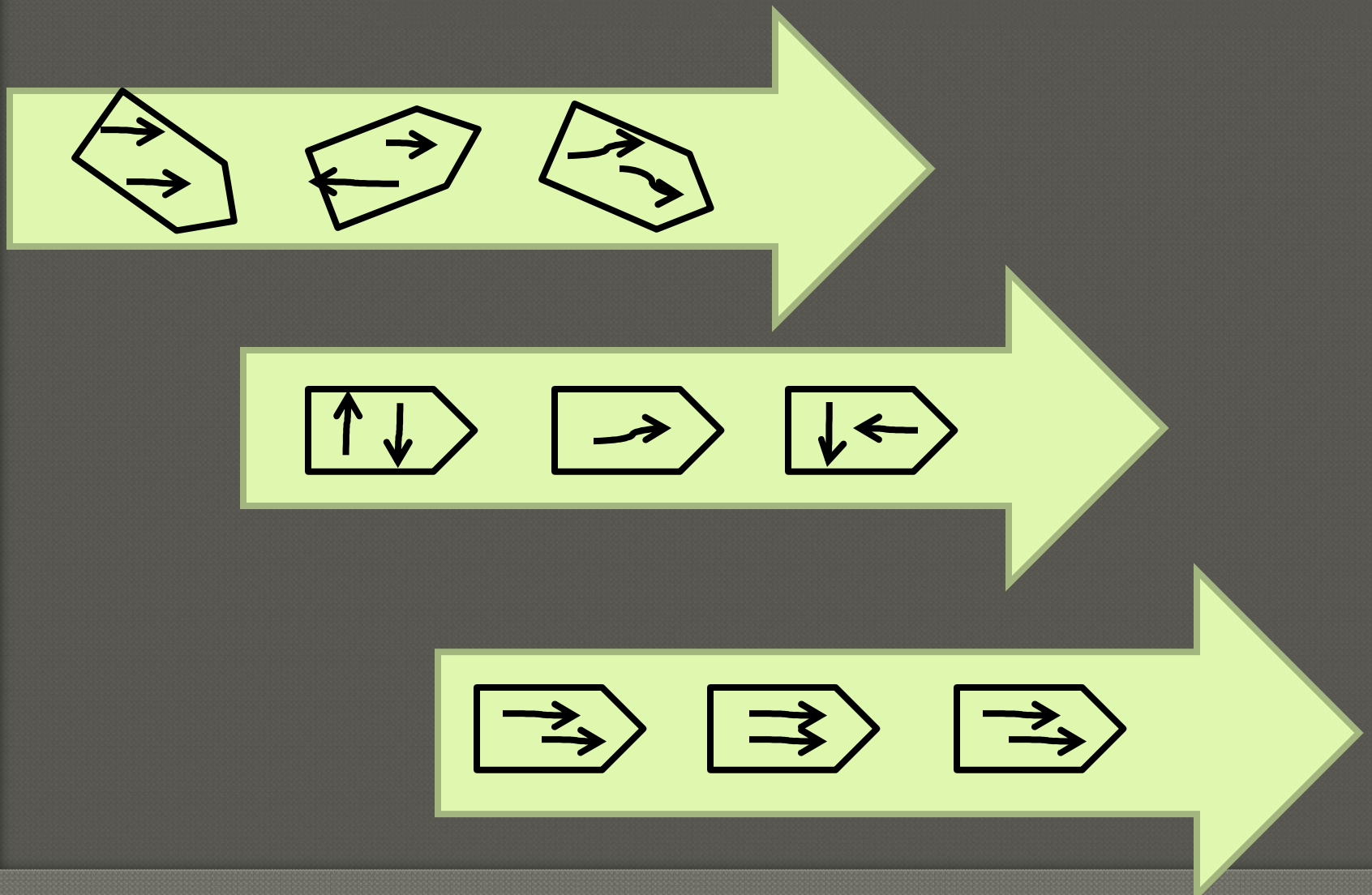
- A 'high level' plan that outlines your *mission* and key *goals* and *objectives* for the medium to long term, and sets out *strategies* for achieving your *goals* and *objectives*.
- A plan for at least three-four years.
- Strategic plans can last for longer than a term of office.
- Council has a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

Why do Strategic Planning?



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

What if we don't do it?



Benefits of Strategic Planning

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

General strategic framework



What is a Mission (Object)?



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

Islands Trust Mission (or object)

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

Goal

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

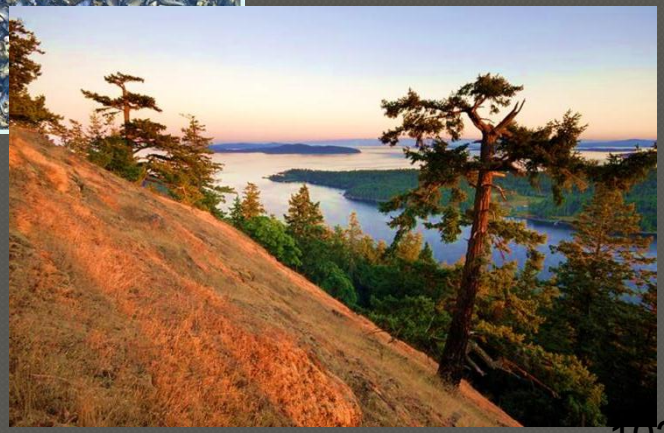


Goal 1 – Ecosystem Preservation and Protection

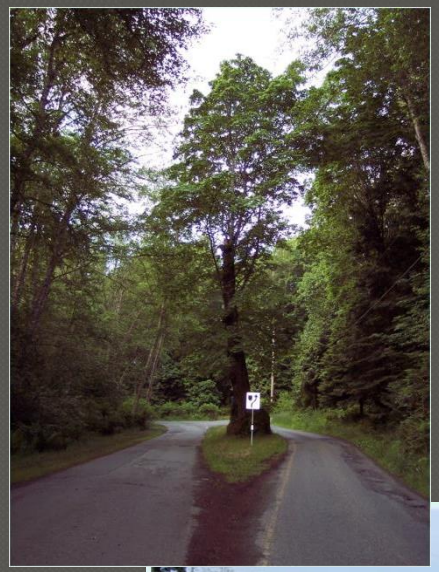
- ***"To foster preservation and protection of the Trust Area's ecosystems"***
  - *Ecosystems*
  - *Forest Ecosystems*
  - *Freshwater and Wetland Ecosystems and Riparian Zones*
  - *Coastal and Marine Ecosystems*







Goal 2 – Stewardship of Resources

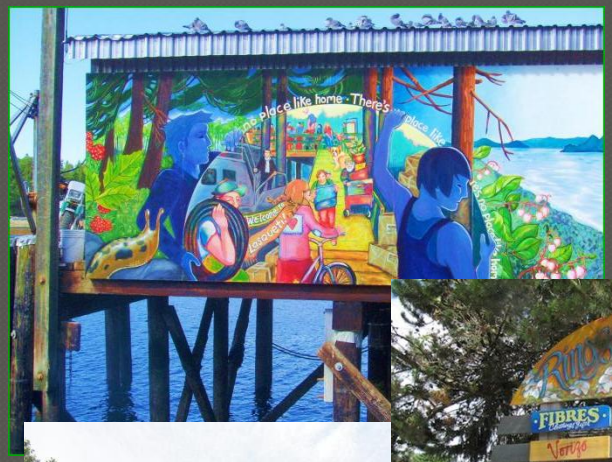




- *"To ensure that human activity and the scale, rate and type of development in the Trust Area are compatible with maintenance of the integrity of trust area ecosystems."*
  - *Agricultural land*
  - *Forests*
  - *Wildlife and vegetation*
  - *Freshwater resources*
  - *Coastal areas and marine shorelines*
  - *Soils and other resources*

Goal 3 – Sustainable Communities

- *"To sustain island character and healthy communities"*
  - Aesthetic qualities
  - Growth and development
  - Transportation and utilities
  - Recreation
  - Cultural and Natural heritage
  - Economic Opportunities
  - Health and Well-being









Goal 4 (… IN COOPERATION WITH…)

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







Objective

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

Strategies

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

Activities

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

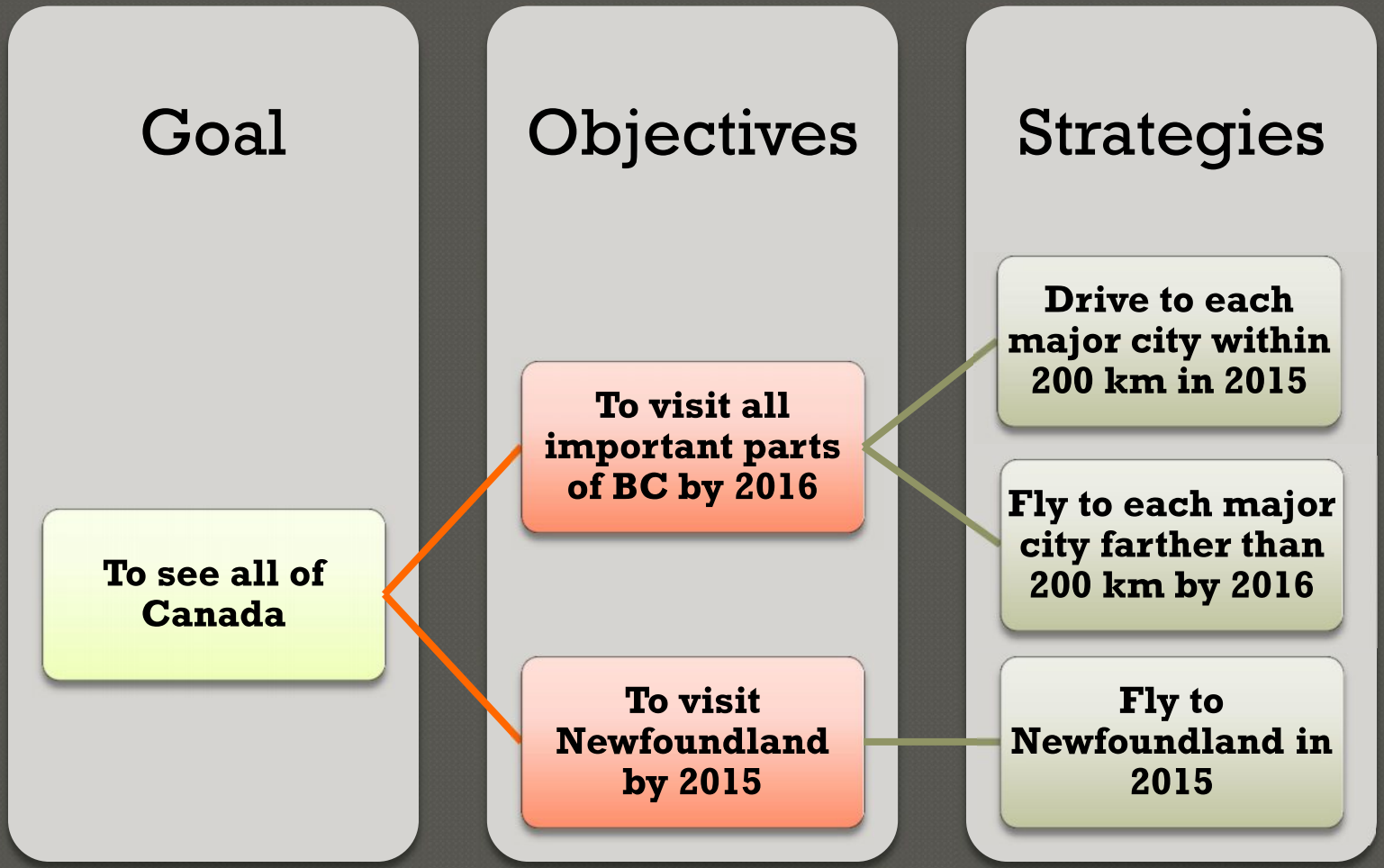


Understanding the Terms

- Goals, Objectives and Strategies

- Activities and Measures

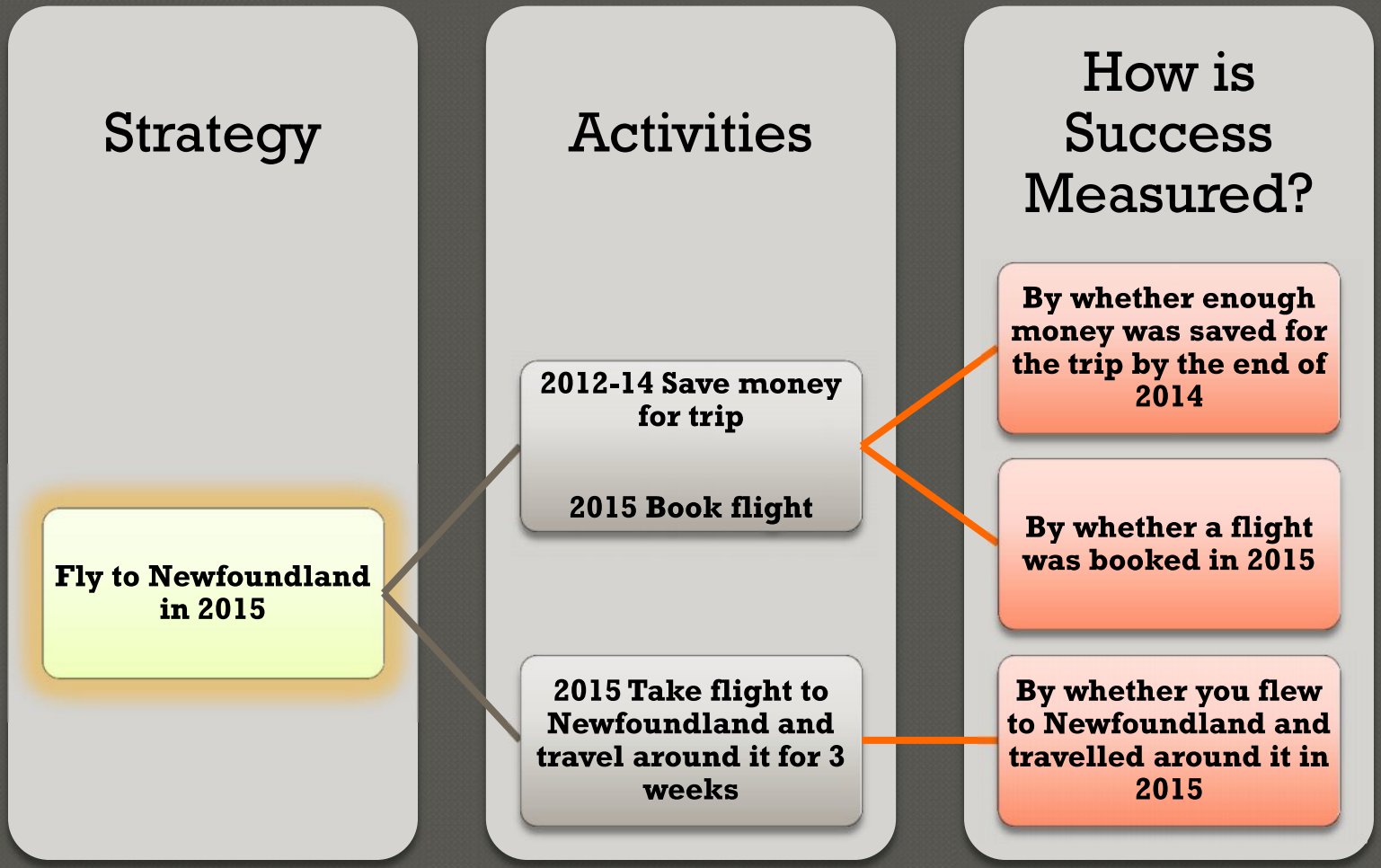
Goals, Objectives and strategies



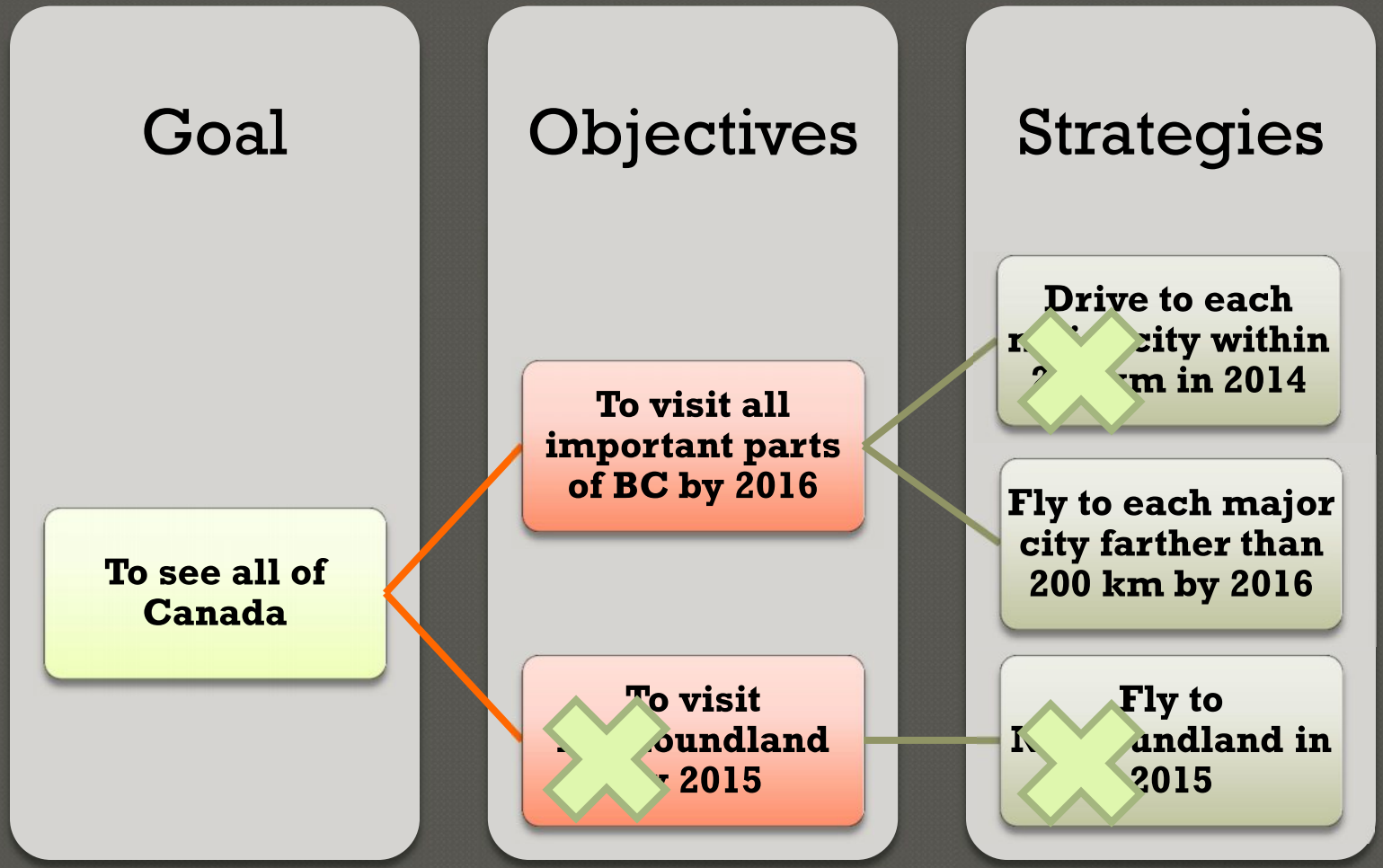
Goals, Objectives and strategies



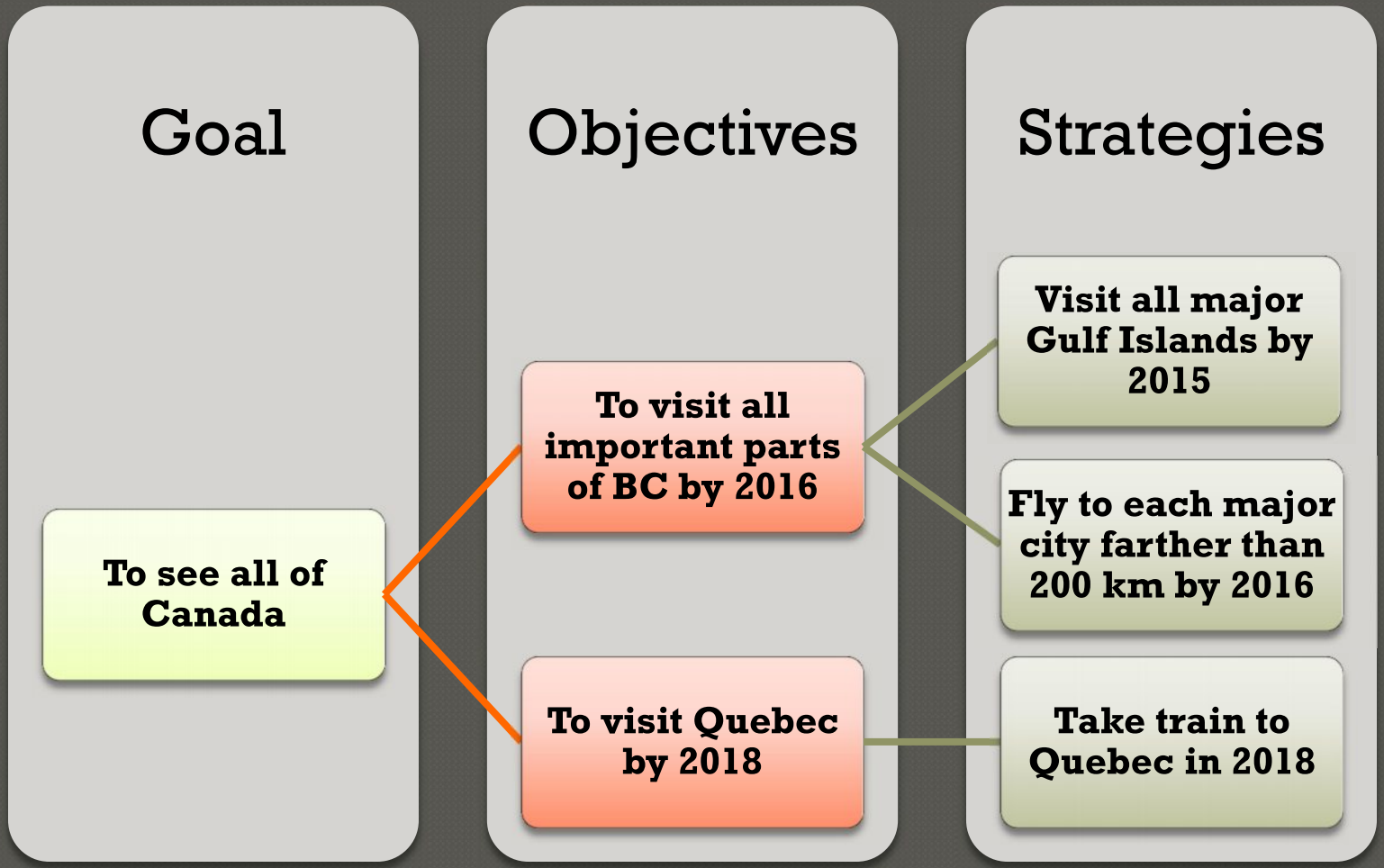
Strategies, activities and measures



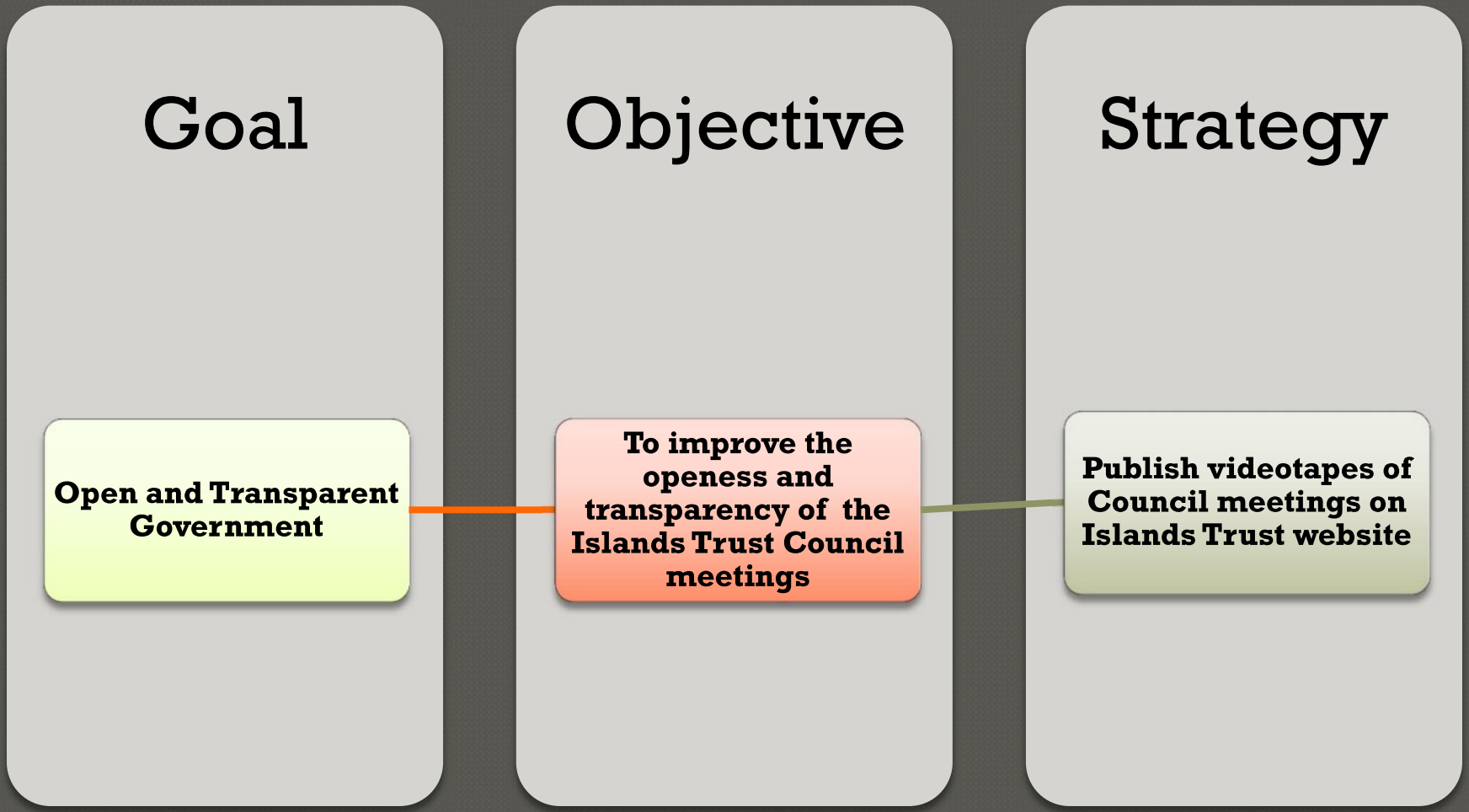
Revisit objectives and strategies and adjust



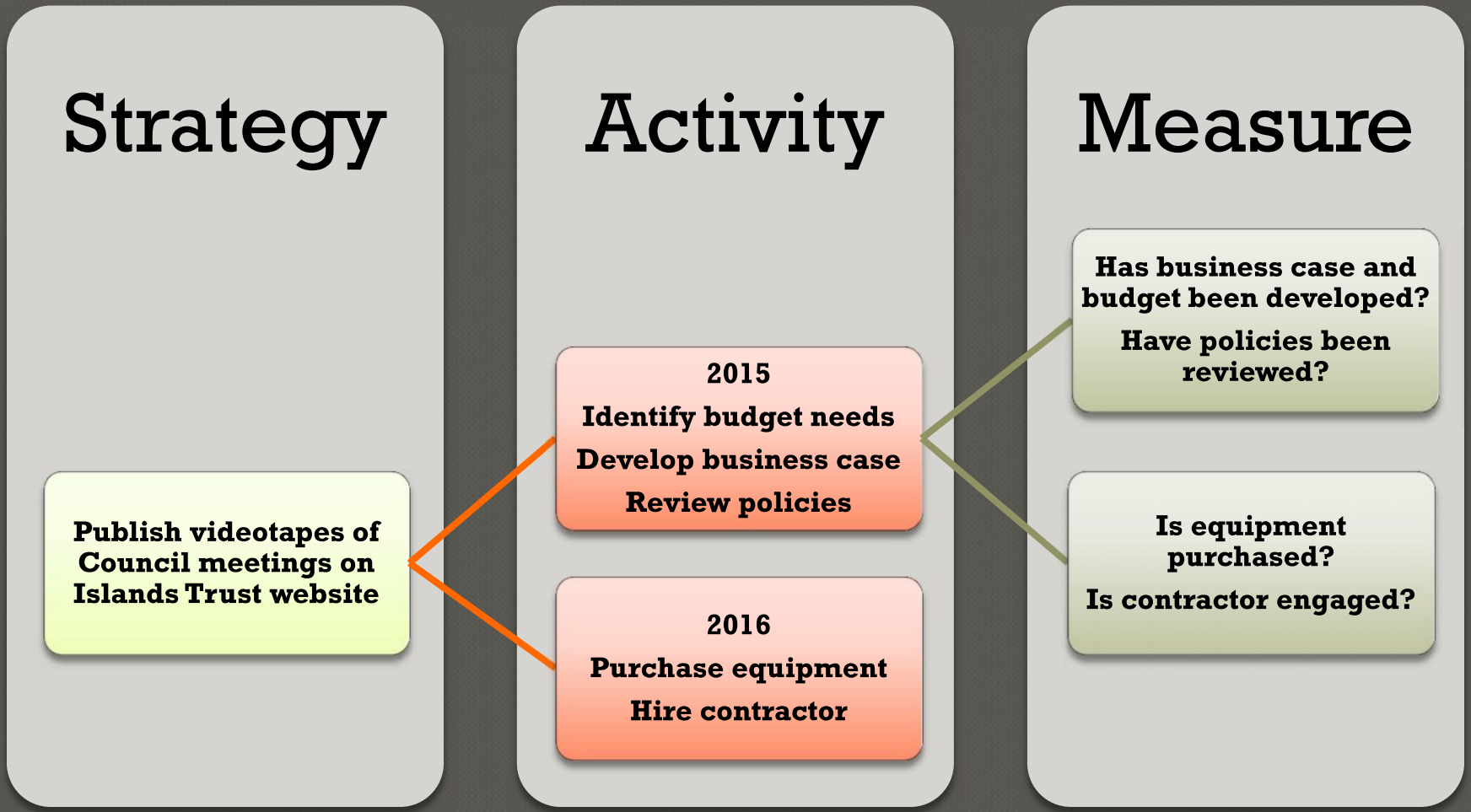
Revisit Objectives and strategies



A trust Council example



A trust Council example



What's Strategic ?

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

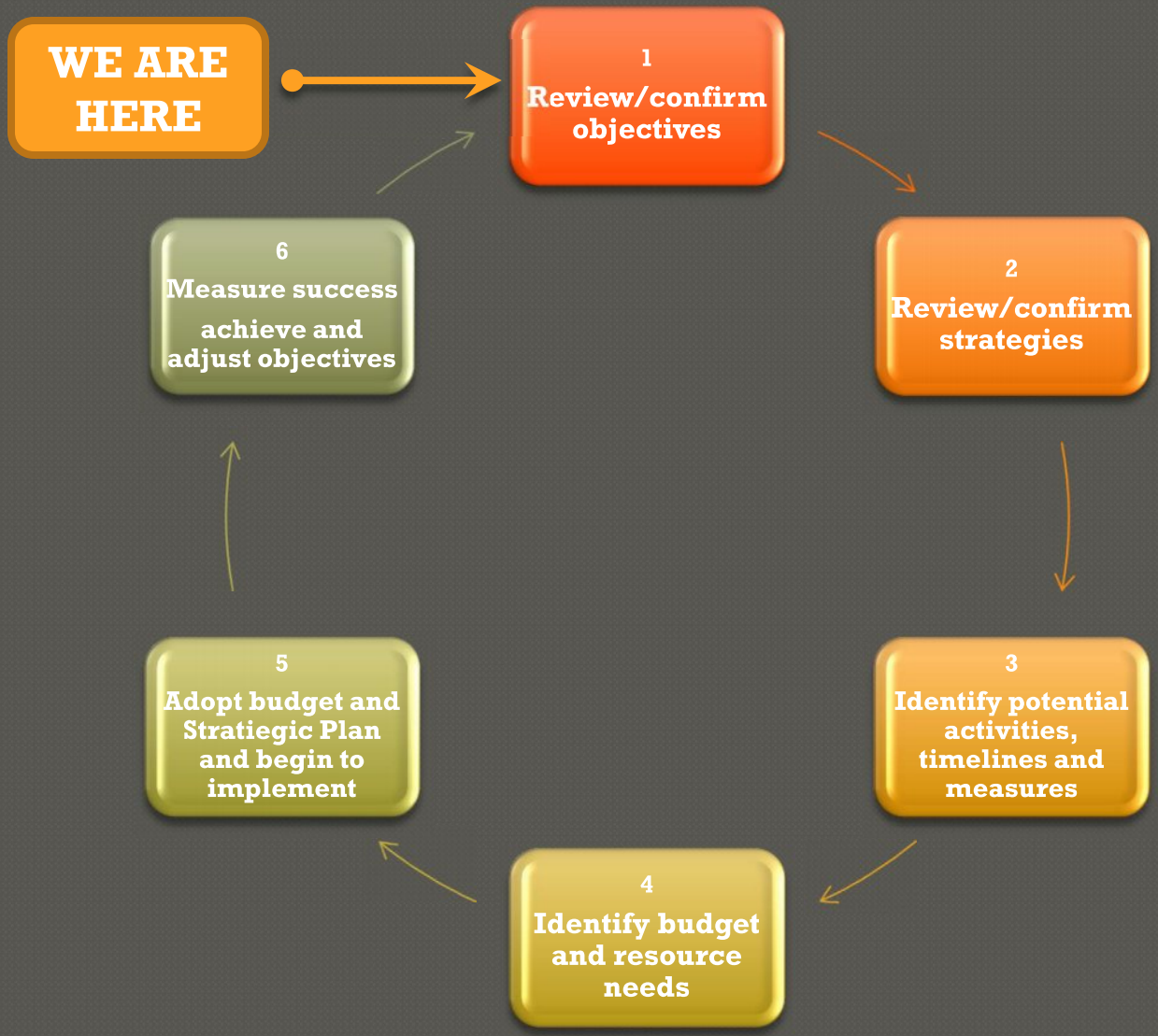
What's Strategic ?

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

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

- Strategic Item
  - More detailed budget format
  - New Development Permit Areas
  - New Protocol Agreement
- Increased operational time
  - More time required to prepare budget reports
  - More time required to process and monitor permits
  - More time required to meet commitments in Protocol Agreement

Where are we now?



Can’t we just do it all?



Potential priority objectives

SOME POTENTIAL OBJECTIVES IDENTIFIED BY TRUSTEES SO FAR:

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

Identifying priorities

- Council exercise to identify how important these potential priorities are

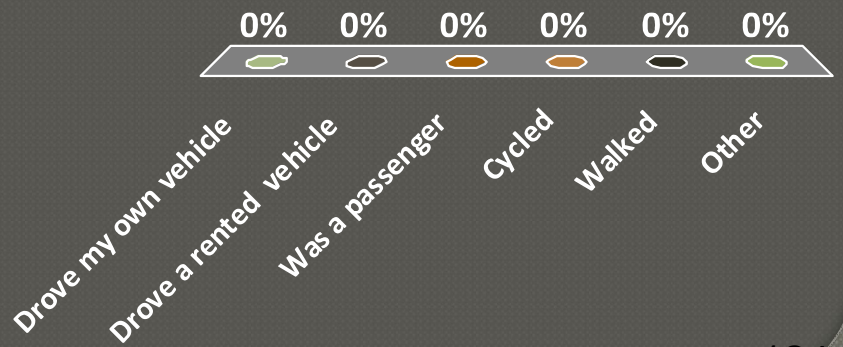
  NOTE: These won't work on your TV or computer at home

…please return them ☺



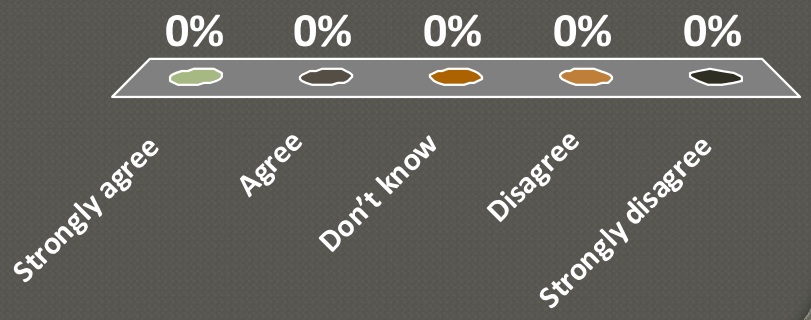
Practice Question 1: How did you travel to Trust Council?

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



Practice Question 2: Gabriola Island is beautiful

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



The real questions: Potential strategic priorities

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

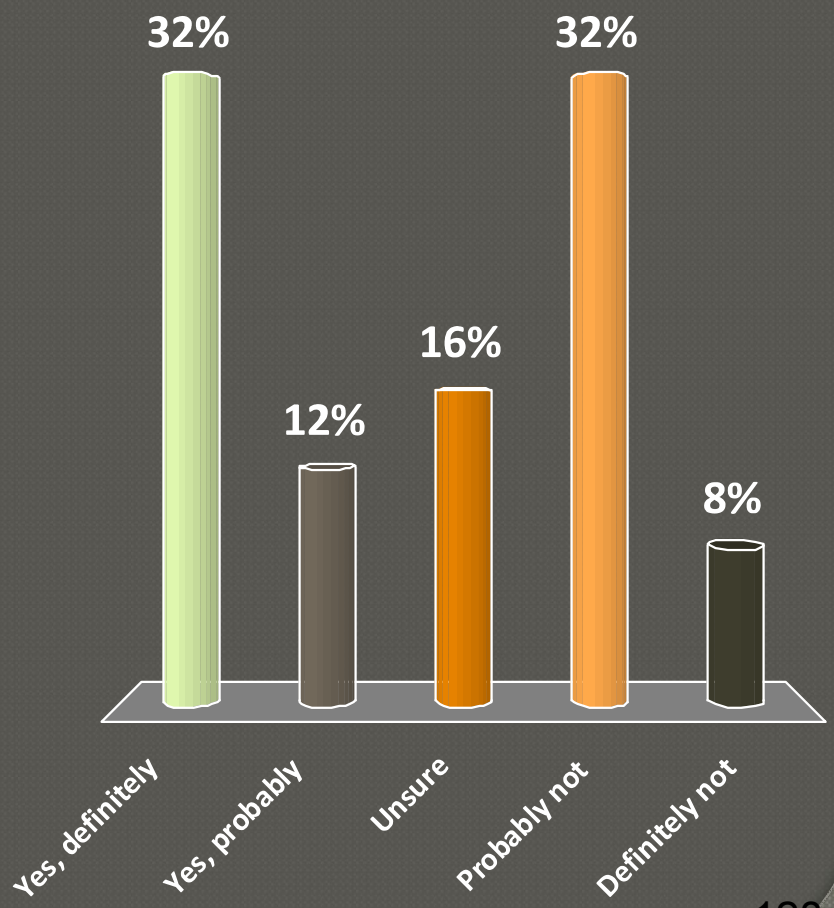


Do you believe '*Identify and protect sensitive environmental areas*' should be a strategic priority this term?

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

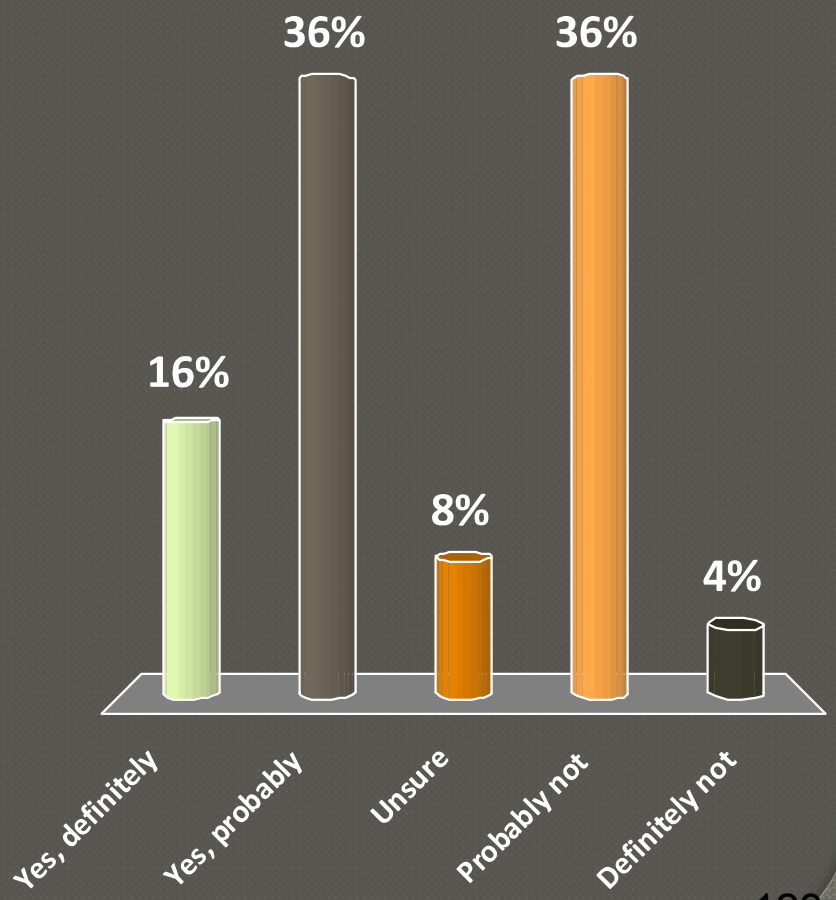
Do you believe *'Reduce GHG emissions in communities'* should be a strategic priority this term?

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



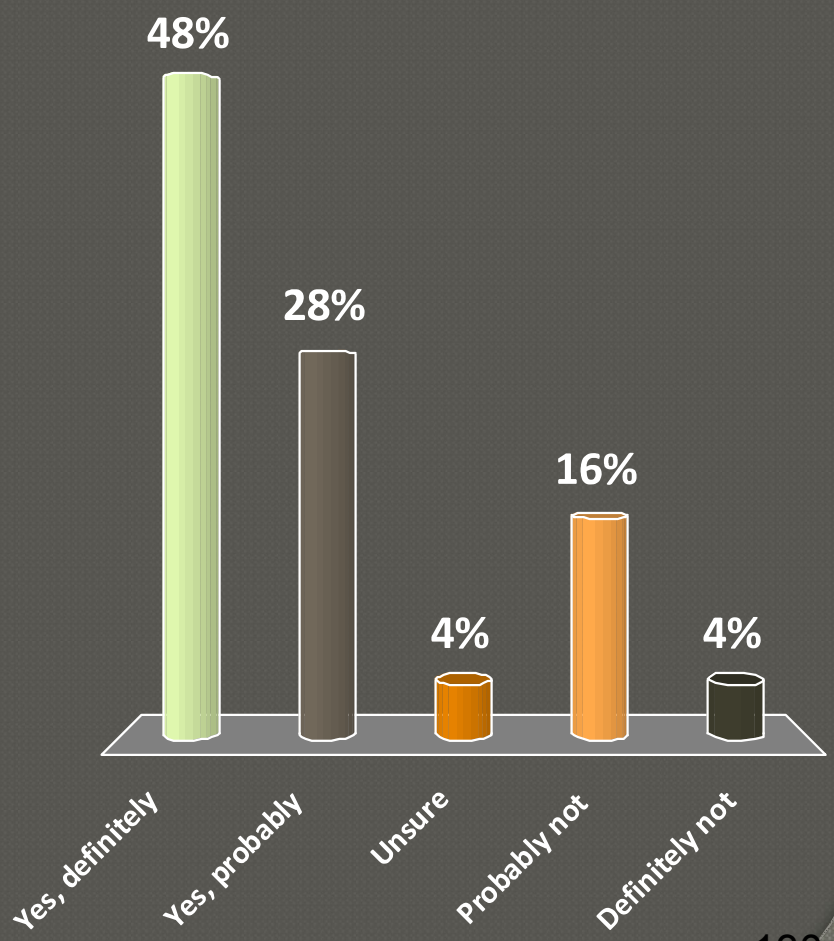
Do you believe '*Protect freshwater quality and quantity*' should be a strategic priority this term?

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



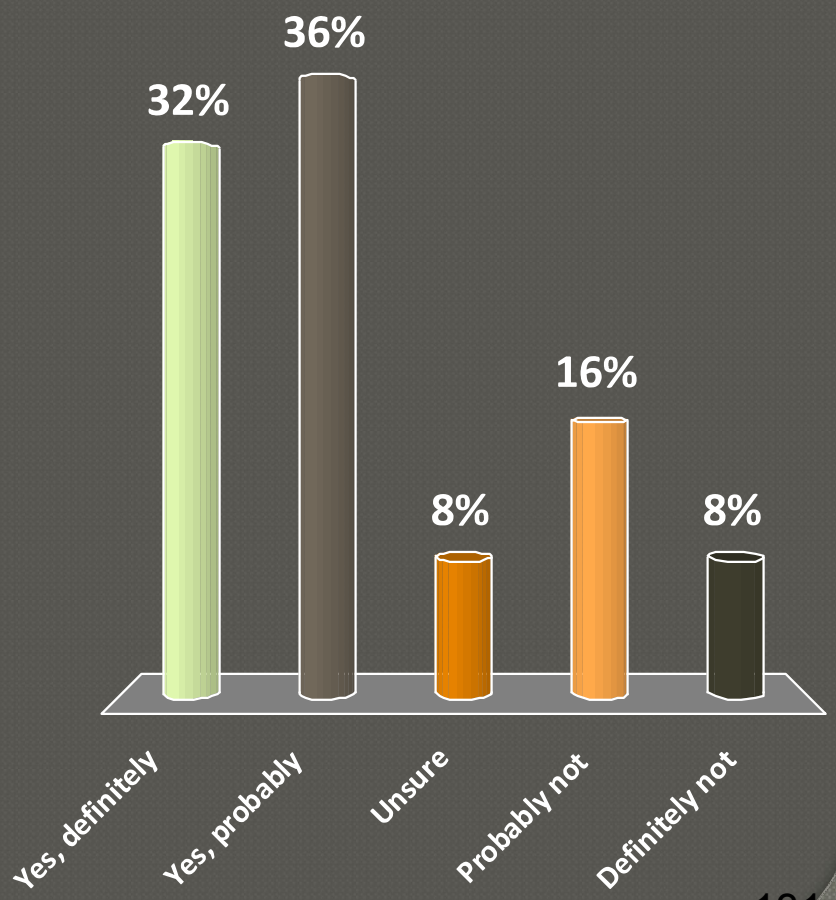
Do you believe '*protect coastal areas and marine shore lands*' should be a strategic priority this term?

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



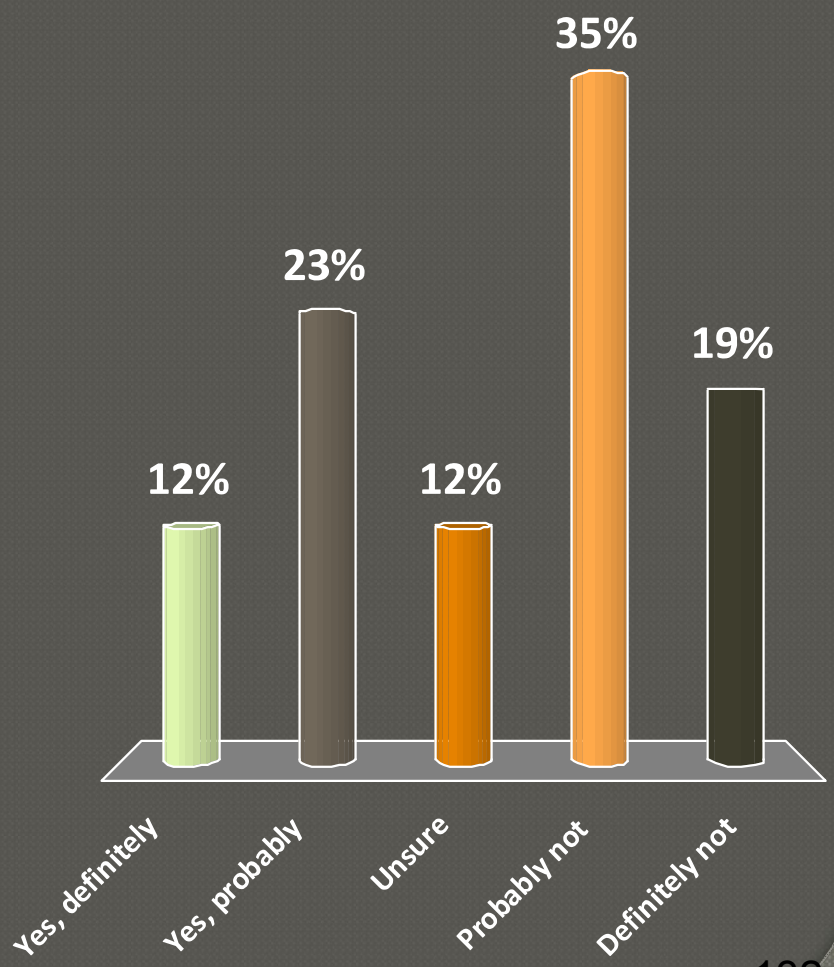
Do you believe '*protect/restore community socio-economic diversity*' should be a strategic priority this term?

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



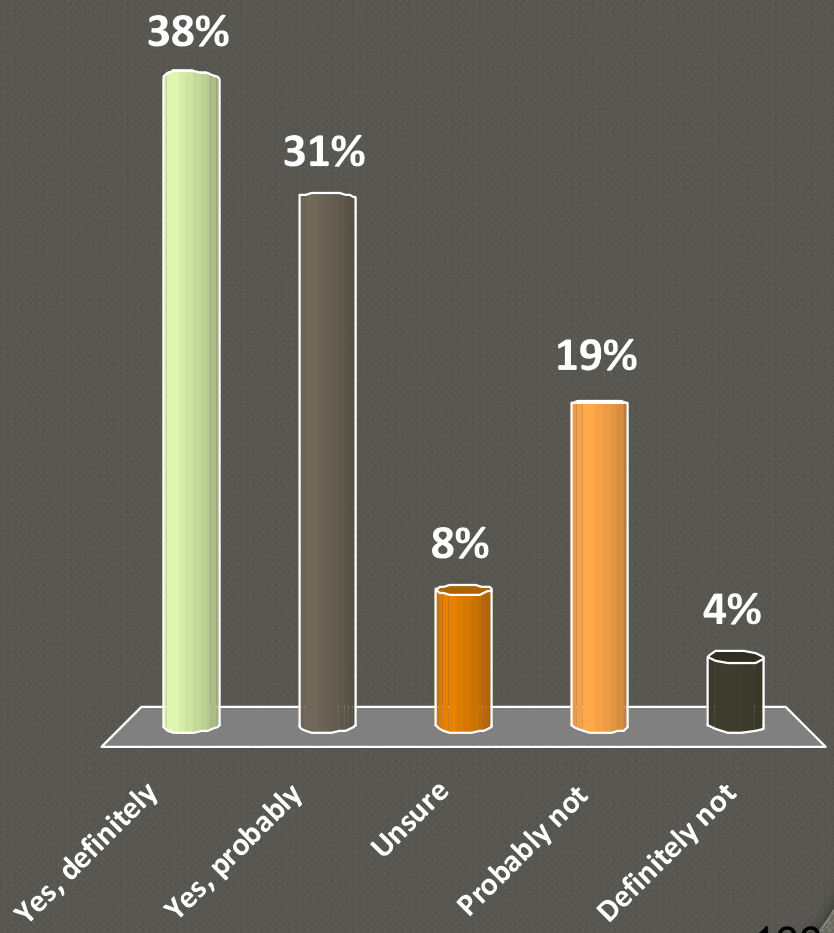
Do you believe 'enhance food security' should be a strategic priority this term?

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



Do you believe '*enhance community economic sustainability*' should be a strategic priority this term?

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

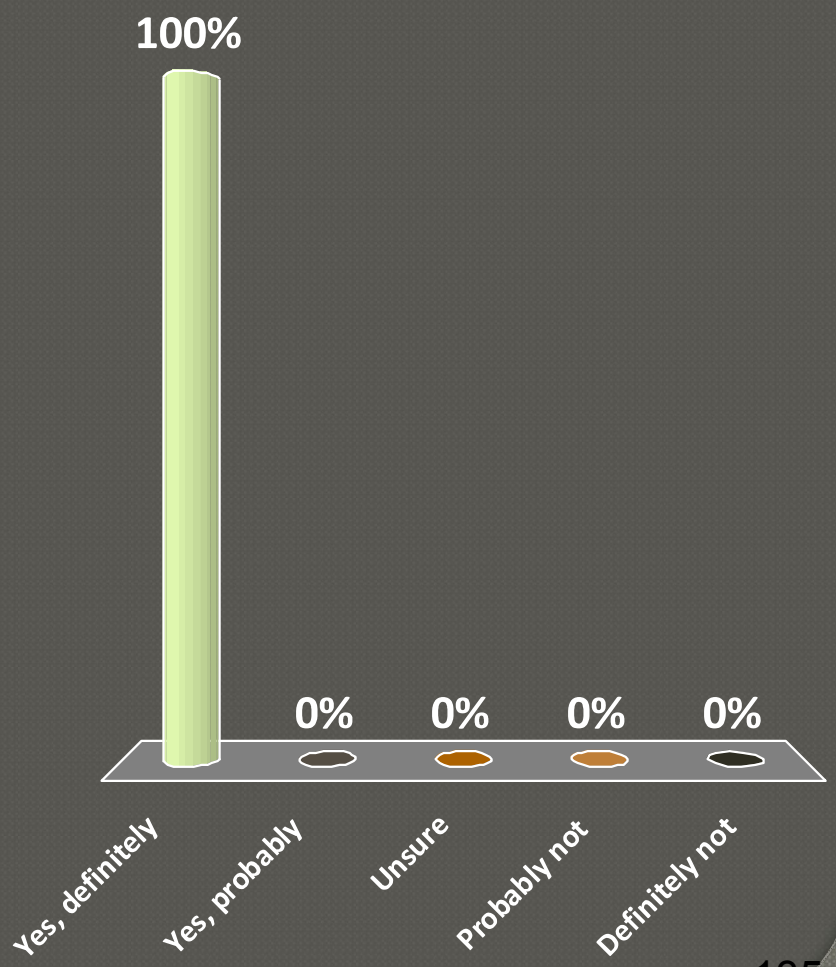


Do you believe '*improve community engagement and participation*' should be a strategic priority this term?

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

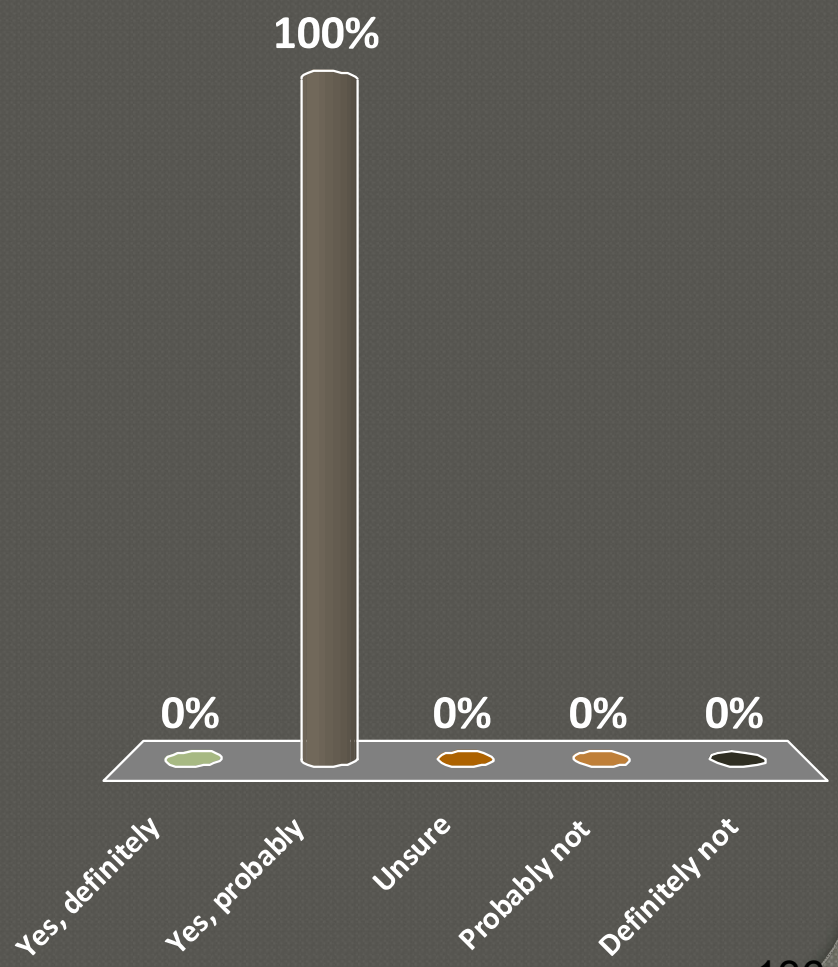
Do you believe ‘*improve Islands Trust cost effectiveness and resilience*’ should be a strategic priority this term?

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



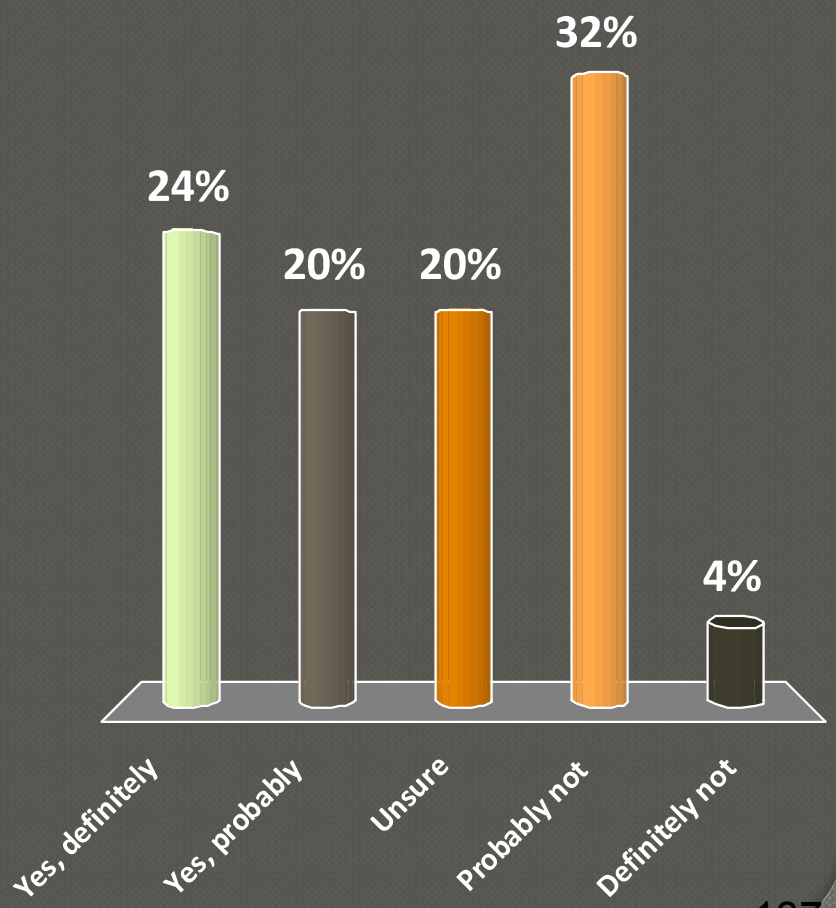
Do you believe '*improve development application procedures*' should be a strategic priority this term?

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



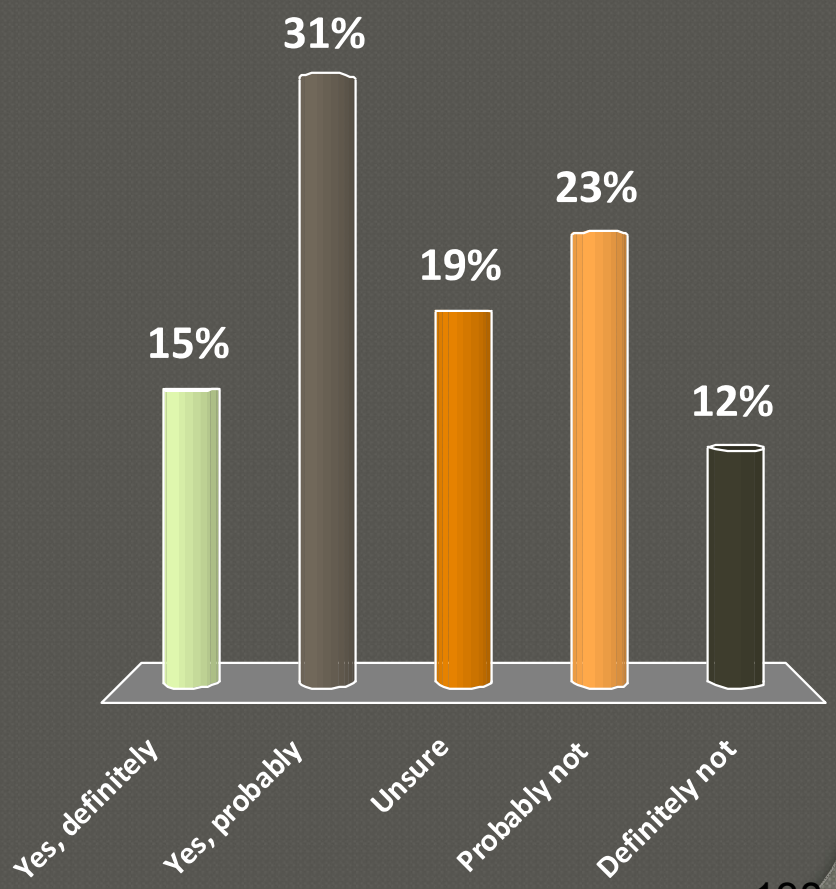
Do you believe *'improve external communications'* should be a strategic priority this term?

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



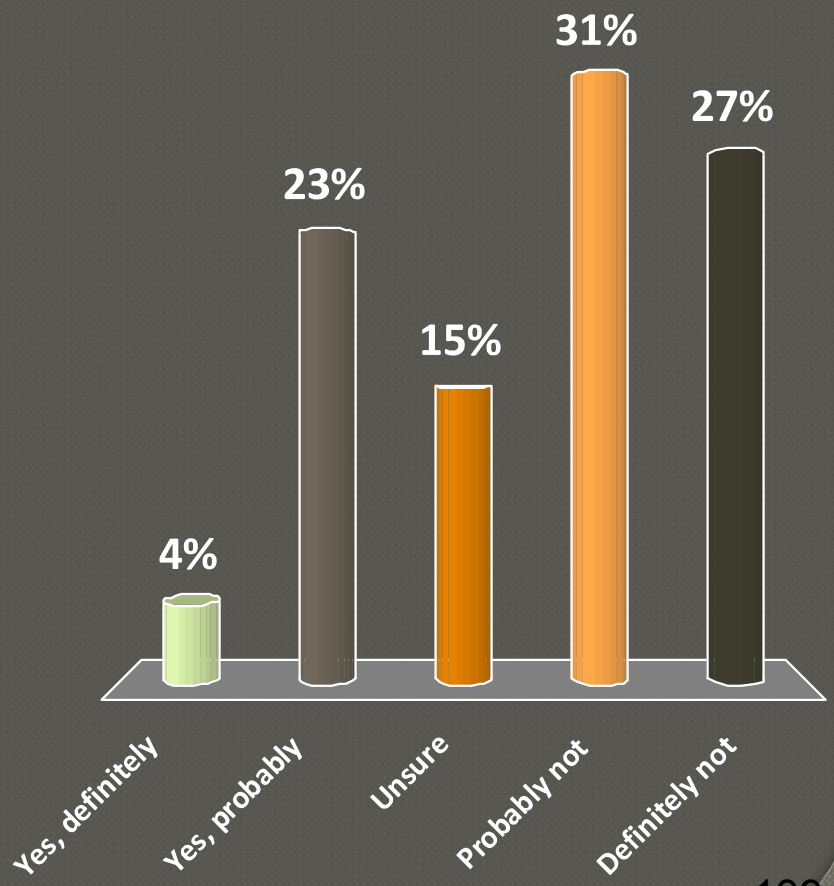
Do you believe '*improve understanding and support for the IT object*' should be a strategic priority this term?

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



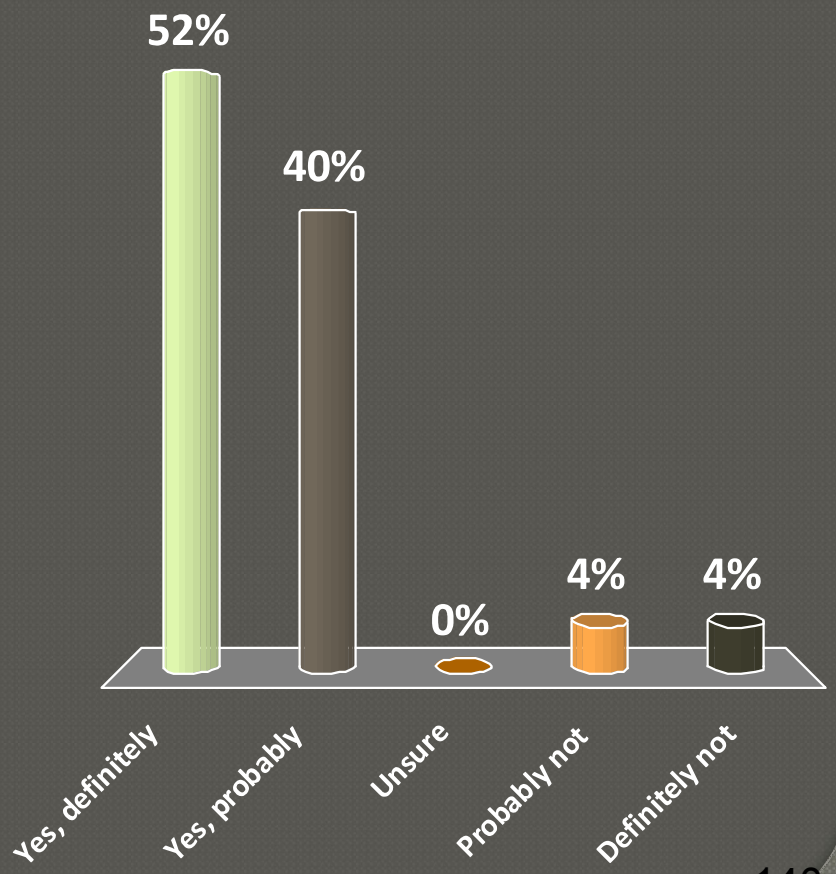
Do you believe '*improve open and transparent government*' should be a strategic priority this term?

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



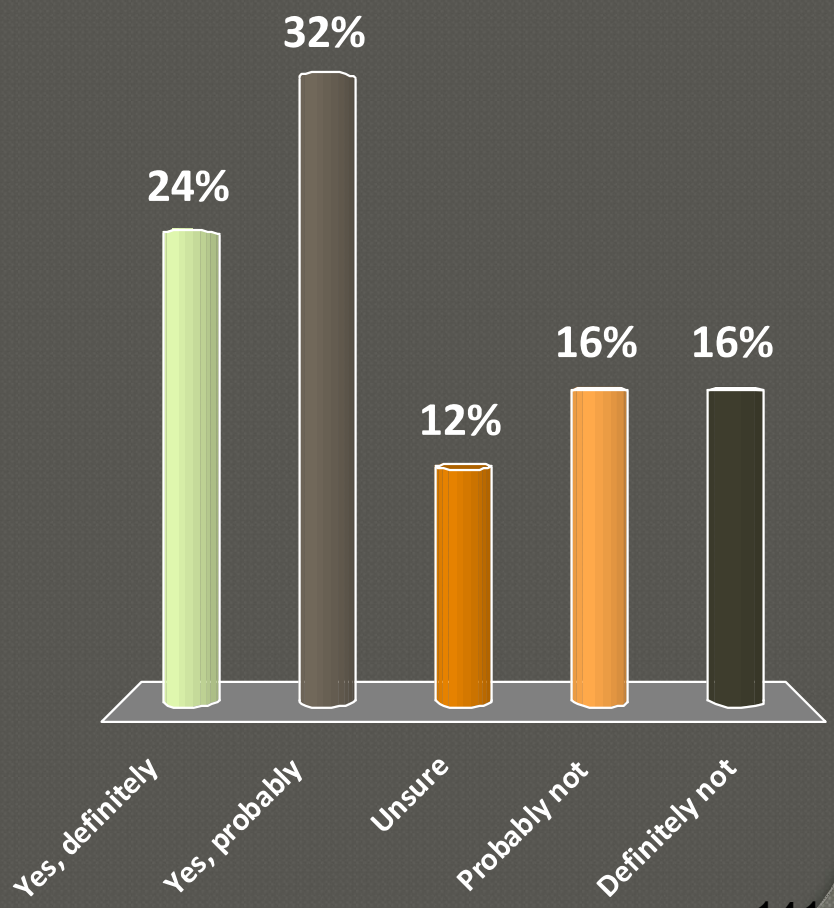
Do you believe '*strengthen relations with First Nations*' should be a strategic priority this term?

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



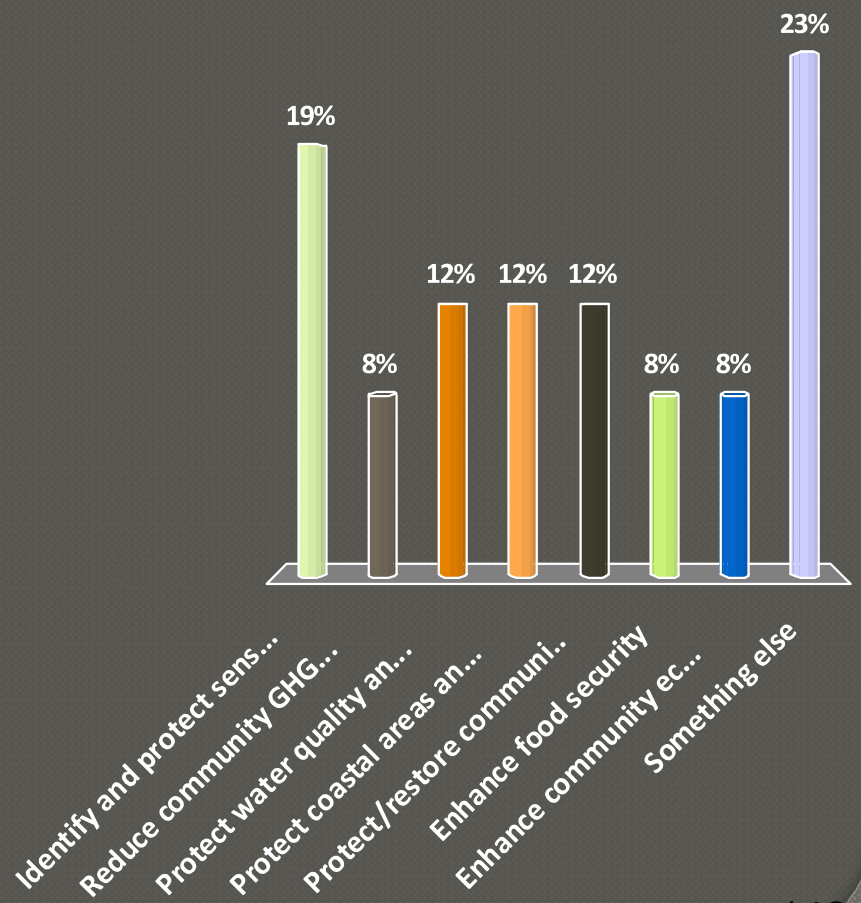
Do you believe '*Review/confirm the Islands Trust vision and policies*' should be a strategic priority this term?

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



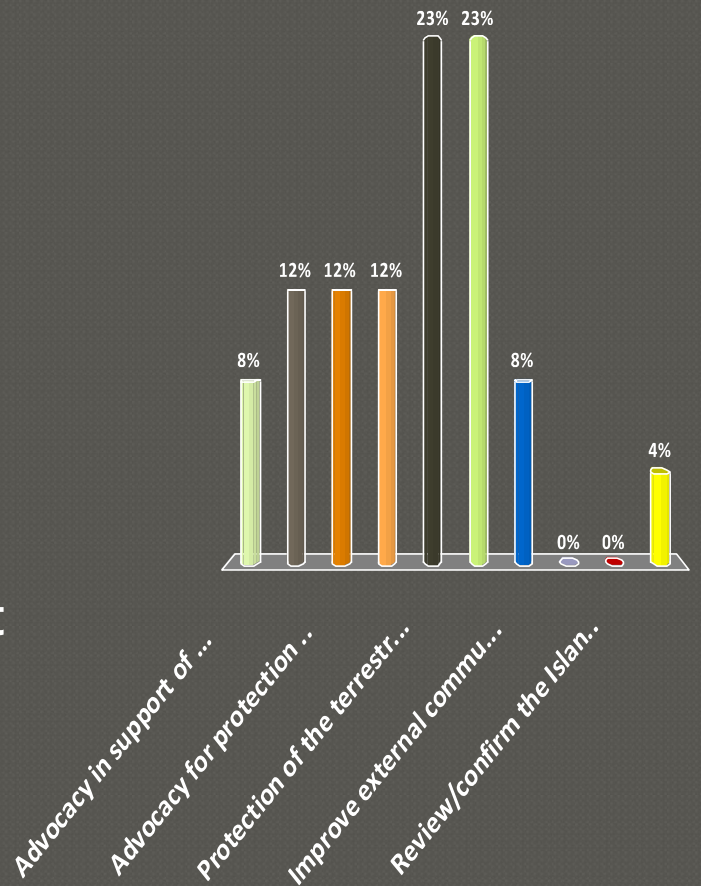
Which are the 3 most important land use planning topics for your Local Trust Committee to work on?

A. Identify and protect sensitive ecosystems
B. Reduce community GHG emissions
C. Protect water quality and quantity
D. Protect coastal areas and marine shore lands
E. Protect/restore community socio-economic diversity
F. Enhance food security
G. Enhance community economic sustainability
H. Something else



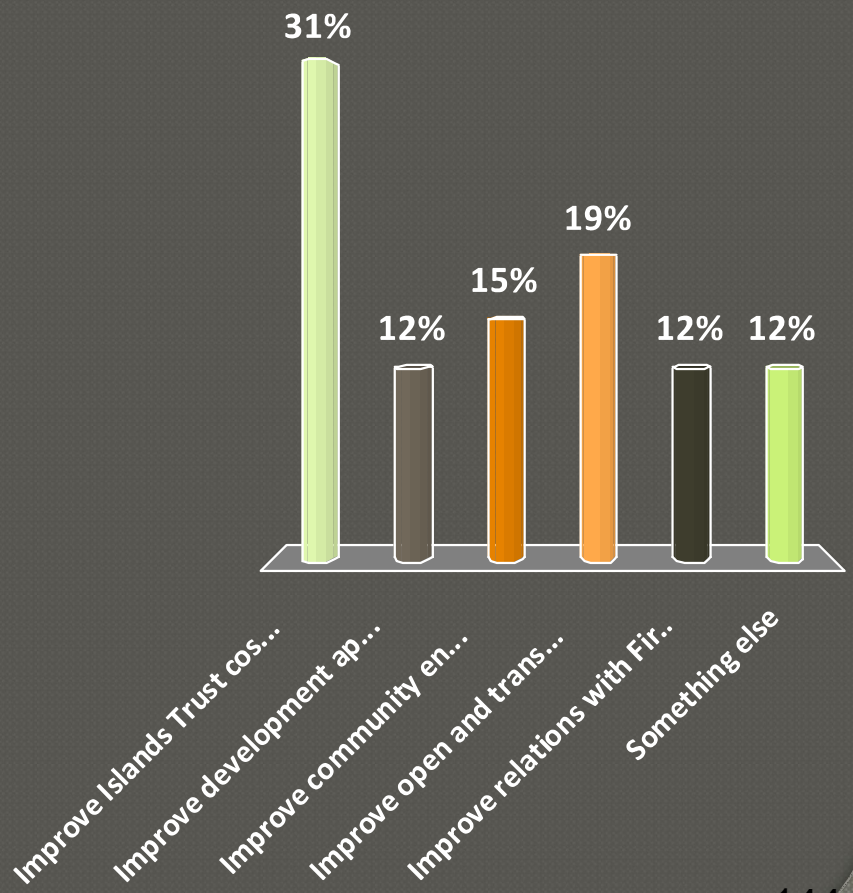
What are the 3 most important topics for Trust Area Services to work on?

A. Advocacy in support of economic sustainability
   (e.g. BC Ferries, tourism)
B. Advocacy for protection of marine areas
   (e.g. shipping safety, derelict vessels, nearby industrial activities, etc.)
C. Protection of the terrestrial environment of islands
   (e.g. land conservation)
D. Improve external communications
E. Improve understanding and support for the Islands Trust
F. Review/confirm the Islands Trust vision and policies
G. Something else



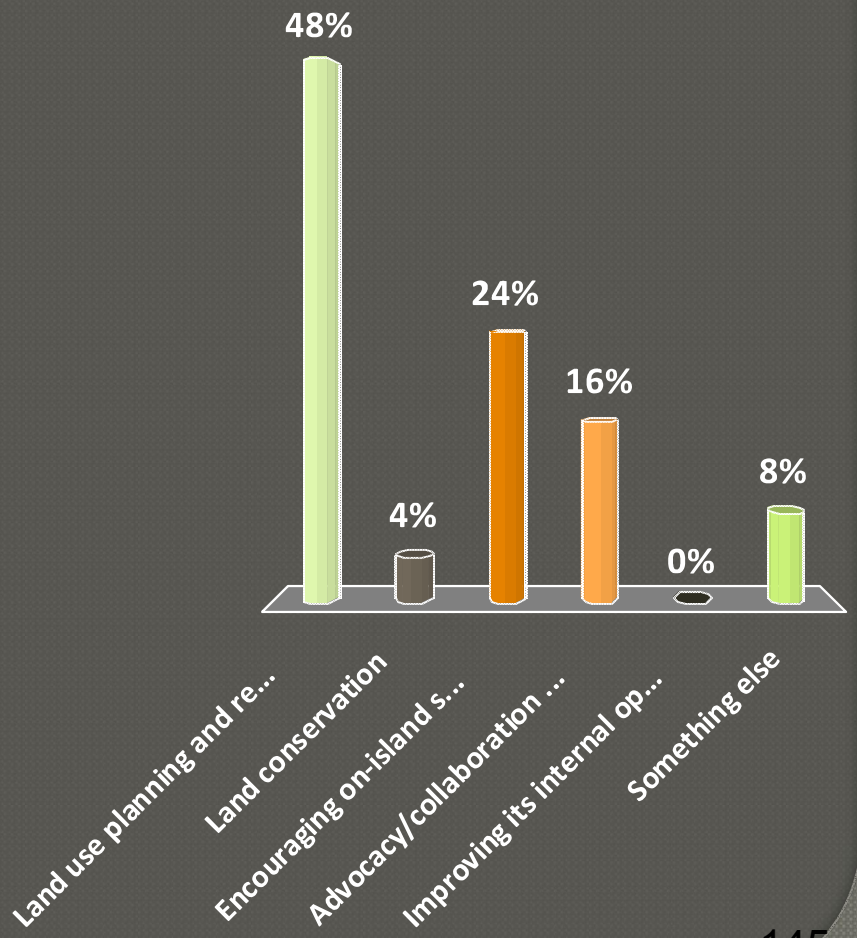
What are the 3 most important organizational improvements we could make?

A. Improve Islands Trust cost-effectiveness and resiliency
B. Improve development application processes
C. Improve community engagement and participation
D. Improve open and transparent government
E. Improve relations with First Nations
F. Something else



What is the best way for the Islands Trust to achieve its object?

A. Land use planning and regulation
B. Land conservation
C. Encouraging on-island stewardship by others
D. Advocacy/collaboration with others about issues outside our jurisdiction
E. Improving its internal operations
F. Something else



Discussion…

- Reactions?
  - Did anything surprise you?
  - Is anything missing?
  - What else would you add as a potential objective?

Next steps

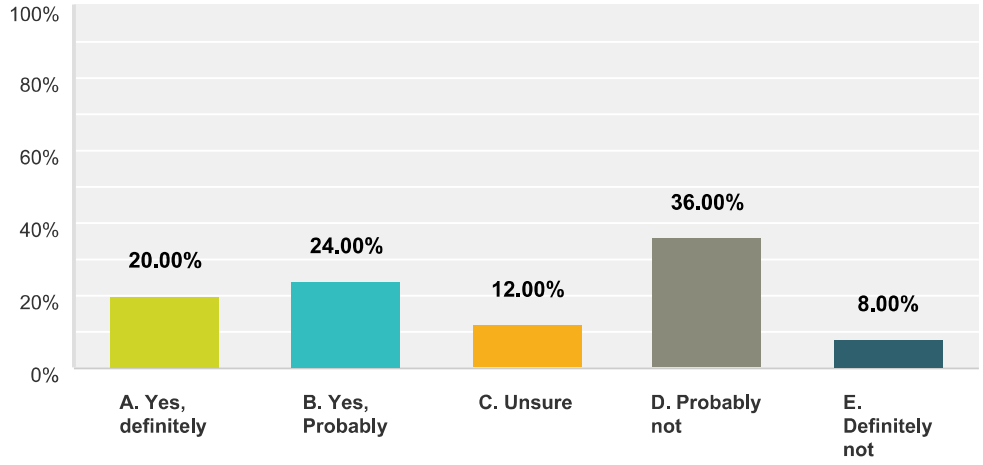
- Discussion by Council Committees, LTCs, Bowen Island Municipality, Trust Fund Board.
- Draft of potential priority objectives and strategies for review by Trust Council in June 2015.
- Executive Committee will solicit public input based on Council's adopted list of objectives and strategies.
- All public input will be directed to a single address
- All public input received will be considered by Council committees Executive Committee will develop a draft strategic plan for Council's consideration in September
- On-going quarterly progress reports to Trust Council
- Development of a draft budget in December 2015
- Adoption of next annual budget in March (2016)
  - Possible amendment of strategic plan based on adopted budget

Please remember to return the clickers!!



Q1 Do you believe 'Identify and protect sensitive environmental areas' should be a strategic priority this term?

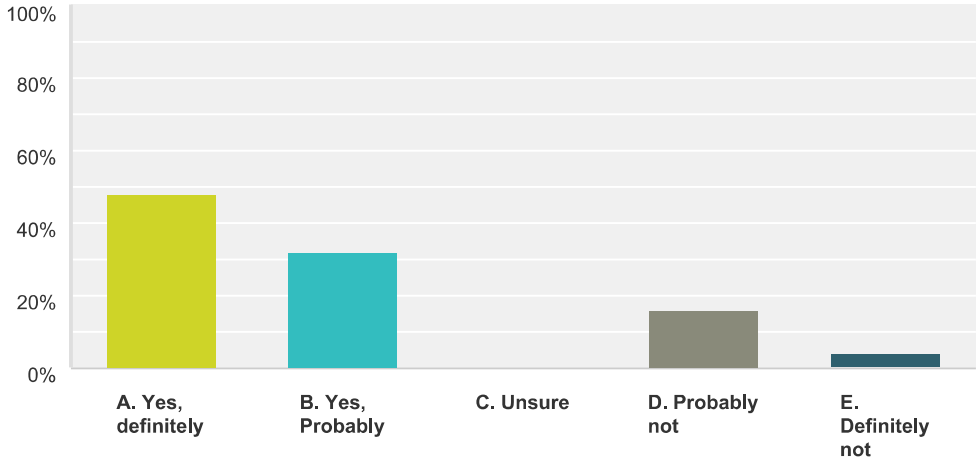
Answered: 25 Skipped: 0



Answer Choices	Responses	
A. Yes, definitely	20.00%	5
B. Yes, Probably	24.00%	6
C. Unsure	12.00%	3
D. Probably not	36.00%	9
E. Definitely not	8.00%	2
Total		**25**

Q2 Do you believe 'improve community engagement and participation' should be a strategic priority this term?

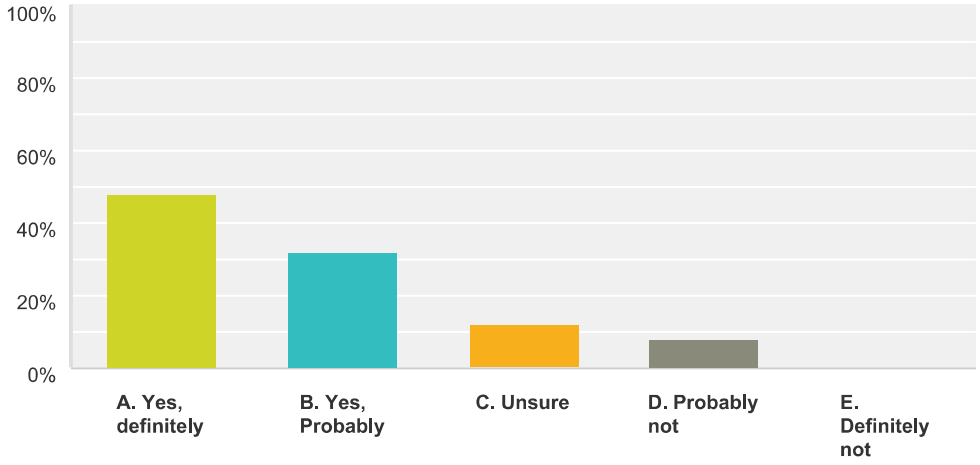
Answered: 25 Skipped: 0



Answer Choices	Responses	
A. Yes, definitely	48.00%	12
B. Yes, Probably	32.00%	8
C. Unsure	0.00%	0
D. Probably not	16.00%	4
E. Definitely not	4.00%	1
Total		25

Q3 Do you believe 'improve Islands Trust cost effectiveness and resilience' should be a strategic priority this term?

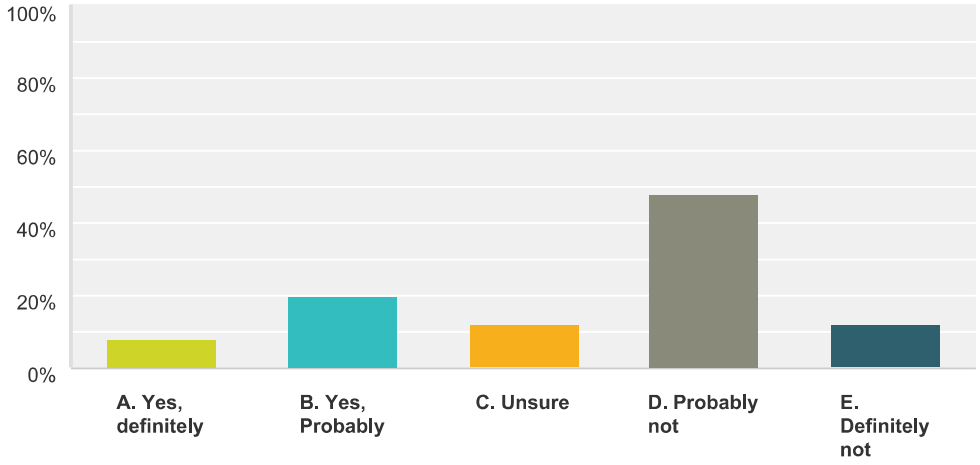
Answered: 25 Skipped: 0



Answer Choices	Responses	
A. Yes, definitely	48.00%	12
B. Yes, Probably	32.00%	8
C. Unsure	12.00%	3
D. Probably not	8.00%	2
E. Definitely not	0.00%	0
Total		25

Q4 Do you believe 'improve development application procedures' should believe a strategic priority this term?

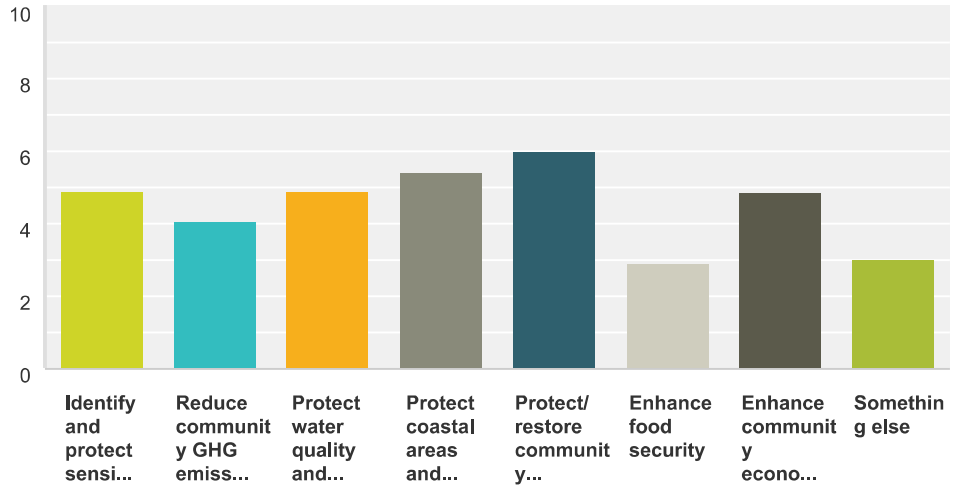
Answered: 25 Skipped: 0



Answer Choices	Responses	
A. Yes, definitely	8.00%	2
B. Yes, Probably	20.00%	5
C. Unsure	12.00%	3
D. Probably not	48.00%	12
E. Definitely not	12.00%	3
Total		25

Q5 In order of importance, which are the most important land use planning topics for your Local Trust Committee to work on? (iPad users can set order by using the dropdown list, desktop users can drag and drop)

Answered: 25 Skipped: 0



	1	2	3	4	5	6	7	8	Total	Score
Identify and protect sensitive ecosystems	8.00% 2	12.00% 3	24.00% 6	20.00% 5	16.00% 4	4.00% 1	8.00% 2	8.00% 2	25	4.92
Reduce community GHG emissions	4.00% 1	12.00% 3	20.00% 5	4.00% 1	16.00% 4	8.00% 2	24.00% 6	12.00% 3	25	4.04
Protect water quality and quantity	4.00% 1	8.00% 2	16.00% 4	36.00% 9	20.00% 5	12.00% 3	4.00% 1	0.00% 0	25	4.88
Protect coastal areas and marine shore lands	24.00% 6	20.00% 5	4.00% 1	8.00% 2	16.00% 4	24.00% 6	4.00% 1	0.00% 0	25	5.40
Protect/restore community socio-economic diversity	20.00% 5	28.00% 7	20.00% 5	4.00% 1	20.00% 5	8.00% 2	0.00% 0	0.00% 0	25	6.00
Enhance food security	0.00% 0	0.00% 0	8.00% 2	16.00% 4	0.00% 0	28.00% 7	32.00% 8	16.00% 4	25	2.92
Enhance community economic sustainability	20.00% 5	20.00% 5	0.00% 0	12.00% 3	8.00% 2	16.00% 4	20.00% 5	4.00% 1	25	4.84
Something else	20.00% 5	0.00% 0	8.00% 2	0.00% 0	4.00% 1	0.00% 0	8.00% 2	60.00% 15	25	3.00

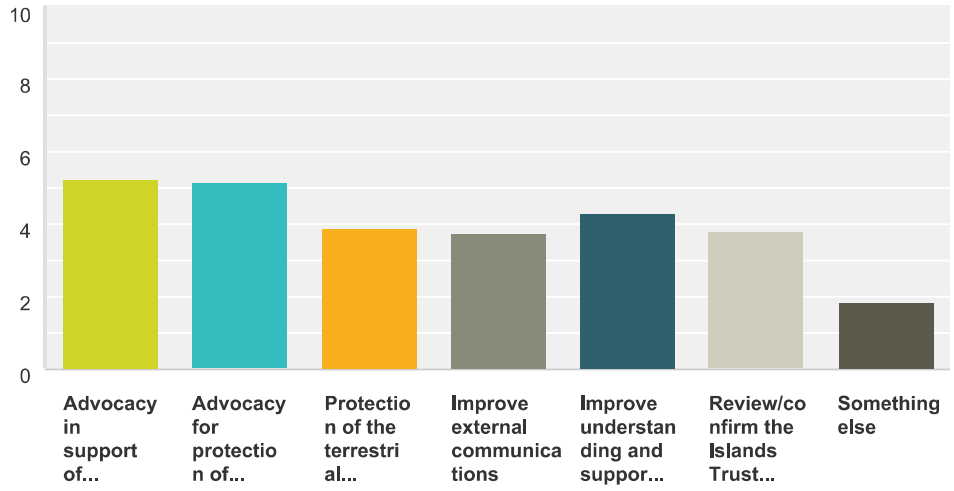
Q6 If you chose "Something else" as one of your top 3, please describe the topic.

Answered: 8 Skipped: 17

#	Responses	Date
1	A vision to guide the trust in the creation of truly sustainable communities in the Trust area	3/25/2015 4:21 PM
2	It ranked all of them would not let me not rank them, think top priority is to do the zoning so have housing diversity, places where jobs can happen	3/24/2015 10:35 PM
3	Secondary suites/dwellings and reviewing lot density	3/23/2015 6:30 PM
4	Reduce budget or get province to cough up (or both)	3/23/2015 3:46 PM
5	Review and update our present LUB	3/23/2015 3:43 PM
6	Integrated community sustainability plan. Second should be lowering ecological footprint, then number 2 is third, etc.	3/23/2015 1:40 PM
7	strengthen First Nations relationships	3/19/2015 11:32 AM
8	Community sustainability	3/18/2015 10:29 PM

Q7 In order of importance, what are the most important topics for Trust Area Services to work on?(iPad users can set order by using the dropdown list, desktop users can drag and drop)

Answered: 25 Skipped: 0



	1	2	3	4	5	6	7	Total	Score
Advocacy in support of economic sustainability (e.g. BC Ferries, tourism)	28.00% 7	20.00% 5	28.00% 7	8.00% 2	8.00% 2	4.00% 1	4.00% 1	25	5.24
Advocacy for protection of marine areas (e.g. shipping safety, derelict vessels, nearby industrial activities, etc)	24.00% 6	28.00% 7	16.00% 4	16.00% 4	8.00% 2	4.00% 1	4.00% 1	25	5.16
Protection of the terrestrial environment of islands (e.g. land conservation)	8.00% 2	8.00% 2	20.00% 5	24.00% 6	16.00% 4	20.00% 5	4.00% 1	25	3.92
Improve external communications	0.00% 0	16.00% 4	12.00% 3	24.00% 6	28.00% 7	20.00% 5	0.00% 0	25	3.76
Improve understanding and support for the Islands Trust	20.00% 5	4.00% 1	12.00% 3	28.00% 7	24.00% 6	8.00% 2	4.00% 1	25	4.28
Review/confirm the Islands Trust vision and policies	16.00% 4	16.00% 4	8.00% 2	0.00% 0	16.00% 4	40.00% 10	4.00% 1	25	3.80
Something else	4.00% 1	8.00% 2	4.00% 1	0.00% 0	0.00% 0	4.00% 1	80.00% 20	25	1.84

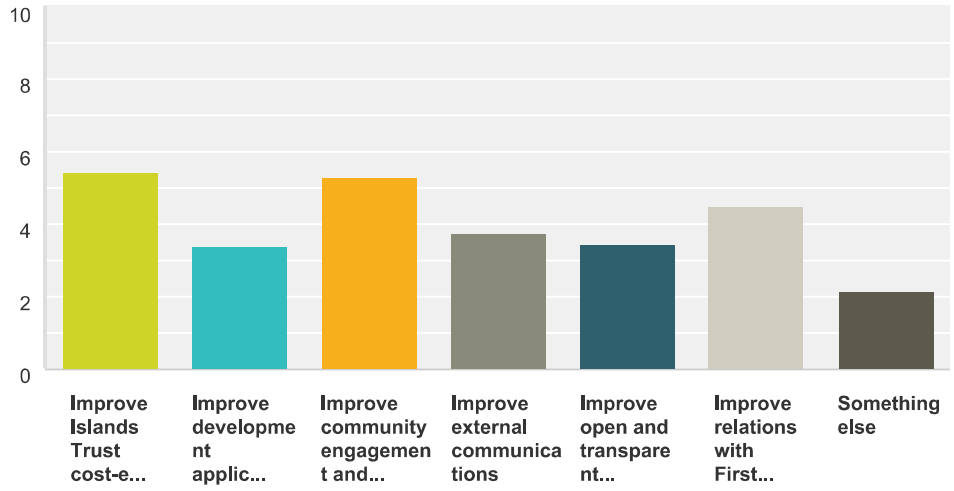
Q8 If you chose "Something else" as one of your top 3, please describe the topic.

Answered: 5 Skipped: 20

#	Responses	Date
1	A trust vision for sustainable communities that embraces ecology and society	3/25/2015 4:22 PM
2	First Nations engagement in regards to aquaculture and protection our marine environment	3/23/2015 6:34 PM
3	I see "improve external communications" as a subset of "improve understanding and support for the It"	3/23/2015 3:58 PM
4	I believe there are major gaps in integrated planning in our communities. In concert with other agencies, we need to examine how we fill those gaps.	3/23/2015 1:47 PM
5	Strategic planning, First Nations, and attending to the health, attitude and direction of the organization	3/18/2015 10:33 PM

Q9 In order of importance, what are the most important organizational improvements we could make?(iPad users can set order by using the dropdown list, desktop users can drag and drop)

Answered: 25 Skipped: 0



	1	2	3	4	5	6	7	Total	Score
Improve Islands Trust cost-effectiveness and resiliency	32.00% 8	28.00% 7	12.00% 3	12.00% 3	12.00% 3	4.00% 1	0.00% 0	25	5.44
Improve development application processes	4.00% 1	12.00% 3	8.00% 2	24.00% 6	12.00% 3	28.00% 7	12.00% 3	25	3.40
Improve community engagement and participation	12.00% 3	40.00% 10	28.00% 7	12.00% 3	4.00% 1	4.00% 1	0.00% 0	25	5.32
Improve external communications	8.00% 2	0.00% 0	28.00% 7	16.00% 4	24.00% 6	20.00% 5	4.00% 1	25	3.76
Improve open and transparent government	8.00% 2	4.00% 1	12.00% 3	12.00% 3	36.00% 9	20.00% 5	8.00% 2	25	3.44
Improve relations with First Nations	24.00% 6	8.00% 2	12.00% 3	24.00% 6	12.00% 3	20.00% 5	0.00% 0	25	4.48
Something else	12.00% 3	8.00% 2	0.00% 0	0.00% 0	0.00% 0	4.00% 1	76.00% 19	25	2.16

Q10 If you chose "Something else" as one of your top 3, please describe the topic.

Answered: 5 Skipped: 20

#	Responses	Date
1	Internal priorities are focused and produce a strategic vision that aligns with clear budgeting.	3/25/2015 4:24 PM
2	assist trustees to look for examples trust-area-wide (Bowen isolated from Trust, looks to MetroVancouver)	3/24/2015 11:43 AM
3	Examine how we can decentralize as an organization. This is an exercise that needs to be undertaken in concert with item 2.	3/23/2015 1:49 PM
4	review and reform the flow of information and the conduct of meetings	3/19/2015 12:07 PM
5	Our attitude and relationships with each other (trust)	3/18/2015 10:35 PM

Islands Trust Council

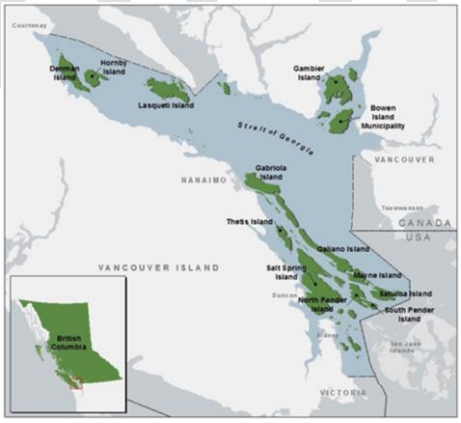
Discussion Draft

Strategic Plan

2014-2018

April 8, 2015

DRAFT



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The Islands Trust Area

The Trust Area covers the islands and waters between the British Columbia mainland and southern Vancouver Island, including Howe Sound and as far north as Comox. This is a unique and special place composed of 13 major islands and more than 450 smaller islands covering approximately 5200 square kilometres.
The beauty, tranquility, and sometimes fragile natural environment of the islands in the Strait of Georgia and Howe Sound, characterized by an exceptional variety of species, have given the area national recognition.
The islands support strong communities characterized by a mix of lifestyles, livelihoods and individuals. Island residents bring unique skills, viewpoints and sense of place together to sustain a tradition of community involvement.

Our Provincial Mandate

"to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia"

– Islands Trust Act

The Islands Trust Council

The Islands Trust Council has a unique mandate from the province to preserve and protect the amenities and environment of the Islands Trust Area, for the benefit of residents and all British Columbians. It meets quarterly to make decisions about the Islands Trust's overall policy, advocacy positions, staff resources and budget. Trust Council is made up of the 26 locally-elected trustees who also sit on 12 local trust committees and one island municipality. There they have responsibilities for land use planning and regulatory decisions that are separate from their role at the Islands Trust Council. The current Council was elected for a 4-year term during BC Local General Elections in November 2014. Trustee terms will end in October 2018.



Trust Council's Current Strategic Plan

The Islands Trust Policy Statement is partially implemented through Council's strategic plan. By identifying goals and developing a plan to achieve them, Council focuses finite resources and measures progress. After extensive review and public input in 2012, Trust Council confirmed the following focus areas for its 2011-2014 Strategic Plan:

Islands Trust Policy Statement Goal A - Ecosystem Preservation and Protection

The Islands Trust will work to protect the natural environment of islands by:
Encouraging and enabling islanders in voluntary stewardship actions that protect special areas, including the shoreline
Working to protect fish habitat under BC's Riparian Areas Regulation
Protecting special ecosystems, managing shoreline areas and reducing greenhouse gas emissions when land use decisions are made
Advocating for new approaches to oil spill preparedness, derelict vessels, industrial developments, aquaculture, marine sewage and national marine conservation

Islands Trust Policy Statement Goal B – Stewardship of Island Resources

The Islands Trust will focus on good management of island water resources by:
Encouraging voluntary stewardship, advocating for legislative reform and exploring creative solutions for watershed management
Using land use planning tools and decisions to protect the quality and quantity of water resources

Islands Trust Policy Statement Goal C – Sustain Island Character and Healthy Communities

The Islands Trust will work to enhance the economic sustainability and security of island communities by:
Creating linkages between islanders and regional districts to share effective economic development models
Continuing to advocate for sustainable, affordable and appropriate ferry services
Using land use planning tools and decisions to positively affect housing, food security, farmland protection, and socio-economic diversity.

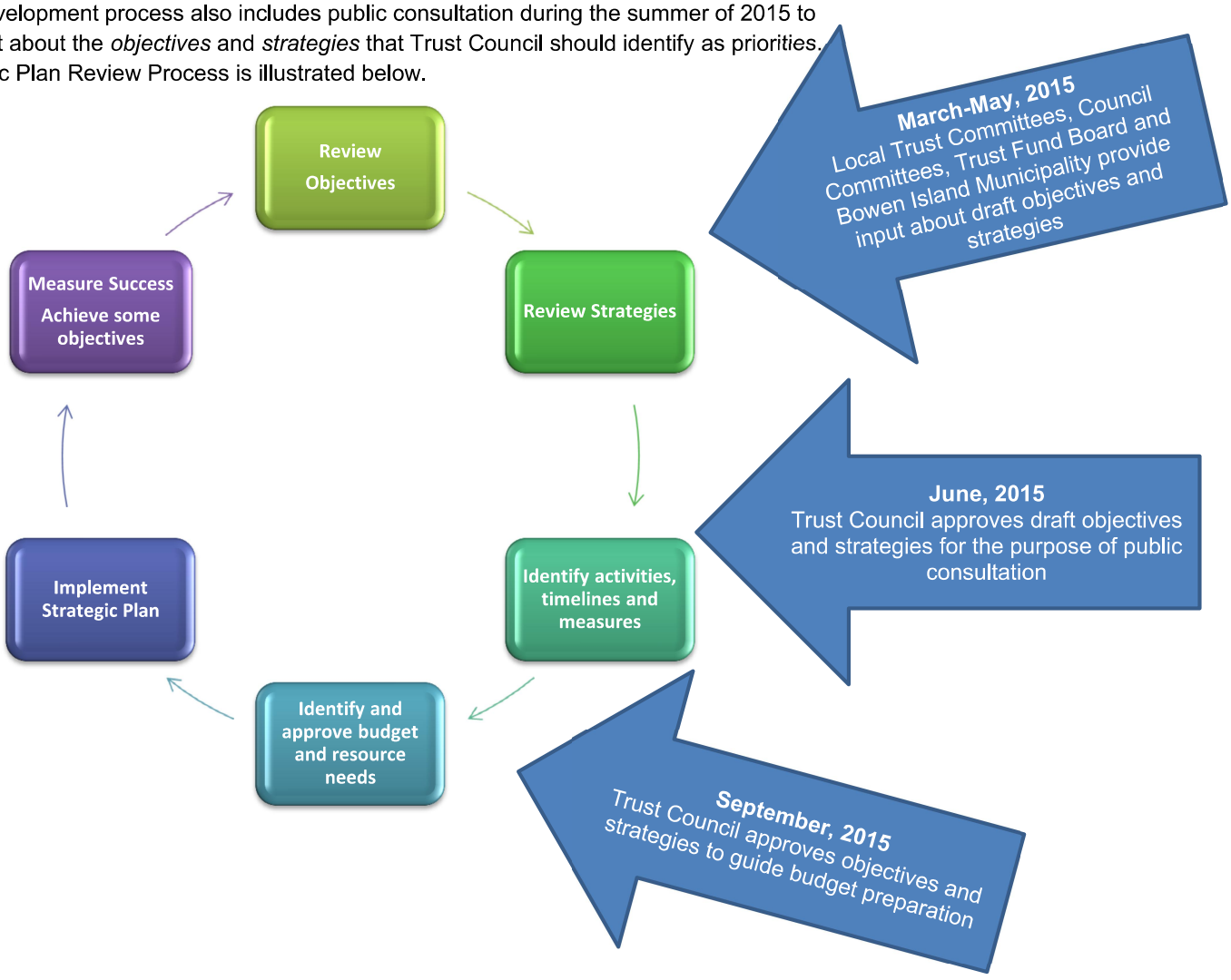
Goal D – To work in Cooperation with Others (from the Islands Trust object)

The Islands Trust will work with others by:
Strengthening relations with the many First Nations who have interests in the Islands Trust Area, through improved liaison at the political level and communications about marine advocacy.
Continually working to improve our organizational effectiveness.

DRAFT

Strategic Plan Review and Update

The Islands Trust Council has given its Executive Committee responsibility for facilitating the review and amendment of Trust Council's Strategic Plan for the 2014-2018 term. To develop drafts of the plan, the Executive Committee has adopted a process (See Appendix 1) to identify between 7 and 12 priority ***objectives***, along with related ***strategies***, through consultation with each of Council's three standing committees, the Trust Fund Board, local trust committees and Bowen Island Municipality. Once the most important *objectives* are confirmed or amended, more detailed *strategies*, activities, timelines, resource needs and progress measures will be identified. The plan development process also includes public consultation during the summer of 2015 to receive input about the *objectives* and *strategies* that Trust Council should identify as priorities. The Strategic Plan Review Process is illustrated below.



Strategic Plan Discussion Draft for 2014-2018

Attachment 1 is a Discussion Draft of a Strategic Plan for the 2014-2018 term. Based on the 2011-2014 Strategic Plan, it illustrates how some potential new objectives and strategies could be introduced into the existing plan, while recognizing the need for Islands Trust Council, local trust committees and the Trust Fund Board to complete work they still have underway from the previous term. Potential new objectives and strategies are shown in *italics*. These have been identified on a preliminary basis, and are based on:

- preliminary trustee discussions in December 2014 about objectives and strategies for the coming term (see Session 4 Outline, Session 4 Presentation;
- Notes from the trustee roundtable discussion in December 2014
- Preliminary feedback from Trust Council about the relative priority of the objectives that trustees had identified
- Preliminary priorities identified by Council Committees in their work programs.
- Preliminary priorities identified in local trust committee work programs.
- Preliminary priorities identified in the Trust Fund Board work program.
- Where known, relevant priorities of Bowen Island Municipality (BIM Strategic Plan is in development)

In several instances, more detailed strategies, along with specific activities, will need to be identified, once Islands Trust bodies confirm their priority objectives for the coming term.

Attachment 1 – Islands Trust Strategic Plan Discussion Draft

Shaded text=activities primarily achieved in the current or prior fiscal years or proposed for future fiscal years and subject to future budget decisions;
Italics – status updates (in status column) since last Trust Council meeting and potential new objectives and strategies *NB – Status Column has not been fully updated, pending further confirmation of priority objectives*

NOTE: Status column is colour-coded to provide a quick visual indicator, as follows:

	Not due to start or awaiting actions of others
	Completed
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
	In progress - Behind Target (e.g. not funded, delayed by other priorities, actions of others etc.)
	Not started – Behind target

Policy Statement Goal A: Ecosystem Preservation and Protection…

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
1 PROTECT the natural environment of islands	**1.1 Encourage voluntary stewardship of natural environment**	**FY 2011/12- 2014/15** 1.1.1 Promote community participation in conservation through information sharing and education about private land stewardship options	TFB	Subject to funding in annual budgets or grant funding	By whether the Islands Trust Fund is actively promoting its conservation programs at community events, in publications and online	Ongoing
		FY 2012/13 – 2014/15 1.1.2 Share information about best practices for covenants and NAPTEP with all planning staff	TFB	Funded by base budget	By whether planners have been provided with covenant education opportunities and whether information is available through the Islands Trust Fund website	ITF presentation to LPS not started.
		FY 2012/13 – 2014/15 1.1.3 Improve and update mapping of natural and modified environments, including terrestrial ecosystem mapping, protected area networks, nearshore mapping and areas under sustainable forestry or sustainable agricultural use.	TFB	Funded by program budget of 22K in 2013/14 *and $25K in 2014/15* for eelgrass mapping; $10K in 2013/14 for forage fish mapping, as well as matching funds secured by partners	By whether maps of natural and modified environments are available to LTC's and BIM, RDs, local conservancies and other partners	Draft Protected Area Network mapping available; eelgrass mapping *will be complete for whole Trust Area in mid Dec.* Forage fish habitat mapping completed for North and South Pender, Denman, Hornby, Thetis, *Bowen and Gambier.*
		FY 2013/14-2014/15 1.1.4 Research and develop a pilot landowner contact program in collaboration with a local conservancy	TFB	No external funding secured; working within base budget	By whether a landowner contact pilot program is implemented	Outreach via mail *complete. Site visits* on Lasqueti *underway*.
		FY 2011/12 - 2014/15	TFB	Funded by base	By *the number of island*	*2014/15 to date $2,044.*

Comment [LA1]: Less than 45 % of trustees indicated 'protection of sensitive ecosystems' should be a priority this term, although they also indicated that 'identify and protect sensitive ecosystems' was the third most important topic for LTCs to work on.

Comment [LA2]: This is a priority of the Trust Fund Board

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
		1.1.5 Support island-based land trusts with partnerships, funding and capacity building opportunities		budget and donations	*conservation projects supported from private donations through the Opportunity Fund*	
	1.2 Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area	**FY 2015/16** 1.2.1 Present NAPTEP program to BIM Council for consideration	TFB / BIM***	Funded by base budget	By whether or not BIM has considered participating in the NAPTEP program	*Underway*
		FY 2016/17 1.2.2 Launch NAPTEP on Bowen Island(subject to BIM approval)	TFB	Subject to budget	By whether NAPTEP has been launched on Bowen Island	Not due. Not started.
	1.3 Protect fish habitat by implementing Riparian Areas Regulation	**PHASE 1 – Identify watersheds** **FY 2014/15** 1.3.1 Identify RAR watersheds on Gambier and Lasqueti	LTCs**	Subject to budget	By whether all RAR watersheds on Gambier and Lasqueti have been identified	Gambier underway.
		PHASE 2 – Improve mapping **FY 2014/15 – 2015/16** 1.3.4 Improve mapping of additional riparian areas in Gambier LTA	LTCs**	Funded in 2014/15 program budget ($30,000 mapping on Gambier LTA)	By whether new mapping of riparian areas is complete	RFP in preparation for Gambier LTA
		PHASE 3 – Adopt bylaws **FY 2014/15 – 2015/16** 1.3.5 Adopt new bylaws to implement RAR on selected islands (Gabriola, Lasqueti, Mayne, Salt Spring/Prevost, Saturna, Thetis)	LTCs**	Funded by 2014/15 program budget	By whether Gabriola, Lasqueti, Mayne Saturna and Thetis are RAR compliant through bylaw development	Gabriola bylaw submitted for ministerial approval. Lasqueti & Thetis in progress. Mayne restarting work.
		FY 2014/15 – 2015/16 1.3.6 Adopt new bylaws to implement RAR on all islands where still required (Ballenas/Winchelsea, Denman, Hornby, and Salt Spring)	LTCs**	Funded by 2014/15 program budget ($17,500)	By whether Ballenas/Winchelsea, Denman, Hornby and Salt Spring are compliant with RAR through bylaw development	Denman bylaw *given 1st reading*. Hornby *bylaw drafted*. SSI bylaw given *3rd* reading.
		FY 2014/15 - ? 1.3.7 Adopt new bylaws to implement RAR on all Lasqueti and Gambier watersheds	LTCs**	Subject to 2015/16 program budget	By whether all Gambier and Lasqueti watersheds are compliant with RAR through bylaw development	Project planning underway on Lasqueti
	1.4 Establish reliable, adequate and sustainable funding for the Islands Trust Fund	**FY 2014/15 – ?** 1.4.1 Seek legislative change regarding TFB corporate structure and name	EC / TFB	Funded by base budget	By whether legislative change has been requested	Chair correspondence sent Nov/12. Initial response received Feb/13. Minister unable to meet before end of 2011/14 term. *New meeting request with ADM initiated*
		FY 2016/17 1.4.3 Develop and implement strategy re changes to corporate structure and name	TFB	Subject to 2014/15 program budget	By whether TFB corporate status and name change has been implemented	Not started. Not due unless province makes legislative changes

Comment [LA3]: This is a top work program item for the Trust Fund Board

Comment [LA4]: This is a priority for Bowen Island Municipality

Comment [LA5]: 7 LTCs indicate that RAR implementation is a priority for this term (Denman, Gambier, Hornby, Lasqueti, Mayne, Thetis, SSI)

Comment [LA6]: Identified as an Exec Committee work program priority, based on a Trust Fund Board request

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
		FY 2017/18 1.4.4 Review and launch long-term funding strategy	TFB	Subject to 2015/16 program budget	By whether the long-term funding strategy has been reviewed and launched	Not started. Not due unless province makes legislative changes
	1.5 Establish core conservation areas to protect biodiversity priorities	**FY 2014/15 – (?)** 1.5.1 Map and prioritize high biodiversity areas and develop a strategy for protection	TFB	Funded by base budget	By whether the TFB has a prioritized high biodiversity areas, and developed a strategy including a funding needs assessment)	Mapping finalized; strategy in development
		FY 2014/15 – 2018/19 1.5.2 Protect land with high biodiversity, through acquisition, donation, or conservation covenant	TFB*	Partial funding through base budget; acquisitions funded by donations and external grants	By whether the TFB has protected at least ** hectares of high biodiversity land in the timeframe of the Regional Conservation Plan 2011-2015	133.7 hectares protected 2011-2014
	1.6 Reduce greenhouse gas emissions	**FY 2012/13 – *2015/16*** 1.6.1 Use new planning tools (Bill 27) to reduce greenhouse gas emissions to implement OCP policies LTCs adopted last term (e.g. as illustrated in Council toolkit Reducing Greenhouse Gases in the Islands Trust Area)	LTCs**/BIM***	Funded in 2013/14 annual budget	By whether LTCs/BIM have used new planning tools to foster reduced GHG emissions from development	Gabriola bylaw to implement OCP policies submitted for ministerial approval.
		FY 2013/14 – *2015/16* 1.6.3 Develop a Renewable Energy Tool Kit	LPC	Funded by base budget	By *the number of elements* of the Renewable Energy Tool Kit that have been completed	Two reports complete: (Domestic Small Scale Wind Energy and Ocean Based Geo-Exchange). *Macro-hydro fact sheet in draft form.*
	1.7 Use land use planning tools and decisions to protect coastal Douglas fir and associated ecosystems	**FY 2015/16** 1.7.1 Develop recommendations re LTC use of planning tools to protect cDf and associated ecosystems	LPC	Subject to funding	By whether recommendations for planning tools have been prepared	Not due Not started
	1.8 Advocacy re protection of ecosystems	*TBD (e.g. eradication of non-native species)*	*LTCs*			
2. PROTECT coastal and marine *areas*	**2.1 *Use land use planning tools for shoreline protection***	*Specific activities and phases to be determined by LTCs and BIM who have identified this as a priority area*	LTCs**/BIM***	*TBD*	*TBD*	*TBD*
	2.2 Participate in planning for National Marine Conservation Area Reserve	**FY ***** 2.2.1Respond to NMCA implementation steps with complementary activities, as required	LTCs**	Subject to budget	TBD	Pending federal decisions Not due Not started
	2.3 Advocate for protection of the Salish Sea and Howe Sound re *shipping safety*, derelict vessels and industrial	**FY *2015/16 – 2017/18*** 2.3.1 Chair correspondence regarding *shipping safety*	EC	Funded by base budget	By whether the Chair has sent correspondence to advocate for *shipping safety*	*Previous marine advocacy complere. Correspondence sent since Dec/14: Woodfibre LNG*

Comment [LA7]: Identified as a Trust Fund Board priority

Comment [LA8]: Consider for potential removal or reduced effort. No LTCs have identified this as a priority, so further development of the toolkit may not be effective. Less than 50% of trustees indicated 'reduce GHG emissions in communities' should be a priority for this term.

Comment [LA9]: The Local Planning Committee has this on its work program, subject to further input from trustees.

Comment [LA10]: Consider for potential removal or reduced effort. No LTCs have identified this as a priority, so it may not be effective to develop related recommendations about the use of planning tools

Comment [LA11]: Mayne LTC has identified fallow deer eradication as a community advocacy priority

Comment [LA13]: Trustees indicated that 'protect coastal areas and marine shorelands' was the second most important topic for LTCs to work on. 3 LTCs and BIM have identified related land use planning as priority work program item. Specific activities and phases to be determined at the local level. The Local Planning Committee has identified work on Green Shores for Homes on is work program, subject to further input from trustees.

Comment [LA12]: Over 75% of trustees indicated 'protect coastal areas and marine shorelands' should be a priority this term.

Comment [LA14]: Trustees indicated that 'advocacy for protection of marine areas was a close second in terms of the most important topic for Trust Area Services work. Advocacy regarding oil spill and shipping safety is identified as a top priority on the Executive Committee's work program.

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
	activities	2.3.2 Chair participation through a 'letter of comment' to hearings related to Kinder Morgan tanker traffic	EC	Funded by base budget	By whether the Chair has sent a letter of comment regarding the Kinder Morgan pipeline proposal	NEB accepted IT's application to participate as a commenter. Deadline delayed to Mar/15
		FY 2015/16 – 2016/17 2.3.3 Continue to advocate for senior government solutions to derelict vessels	EC	Funded by base budget	By whether the Islands Trust has continued to advocate for derelict vessel solutions	Islands Trust participation on derelict vessel working group is on-going
		FY 2015/16 *2.3.4 Howe Sound advocacy – specific activities and phases to be defined by EC/TPC with input from Gambier LTC and BIM*	TPC	TBD	TBD	**
		FY 2015/16 *2.3.5 (EC to identify/confirm advocacy priorities in consultation with Trust Council (e.g light pollution, freighter anchorage activities, bridge connections, etc)*	EC	TBD	TBD	**

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

TC	STRATEGIES	ACTIVITES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS++
3. PROTECT quality and quantity of water resources	**3.1 Coordinate with other agencies to protect water quality and quantity**	*FY 2014/15 – 2015-16* *3.1.1 Facilitate structured decision-making process to identify strategies for St. Mary Lake watershed management through SSIWPA (SSI)* *Further activties and phases to be identify by LTCs with this as a priority*	LTC	*Funded by special tax requisition in 2015/16 budget*	*TBD*	**

Comment [LA15]: Just over 50% of trustees indicated 'protect freshwater quality and quantity' should be a priority this term. Two LTCs (SSI and Gabriola) have identified work related to freshwater quality and quantity as a priority on their work programs

TC	STRATEGIES	ACTIVITES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS++
		*FY *** *3.1.2 Identify next priority for water quality and quantity management (SSI)*	LTC	*TBC*	*TBD*	**

Policy Statement Goal C: Sustain Island Character and Healthy Communities…

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS++
4. ENHANCE *(protect/restore)* community socio-economic diversity and economic sustainability	**4.1 Advocate for sustainable, affordable and appropriate ferry service**	*To be defined by decisions of EC and recommendations of TPC*	*EC*	*TPC*	*Funded by budget in 2015-16* *Subject to budget decisions in future years*	*TBD*	*Prior advocacy initiates complete.* *EC has requested advice re potential advocacy re fare reduction*
	4.2 Use land use planning tools and decisions to improve the availability of affordable, accessible, appropriate housing (as described in Trust Council's *Community Housing Toolkit*)	**FY 2015/16 – 2016/17** 4.3.1 Amend OCPs to include affordable housing policies	LTCs**/BIM***		Subject to budget	By whether LTCs and BIM have amended their OCPs to include new affordable housing policies	Hornby considering OCP amendments. Saturna OCP bylaw public hearing held. Mayne OCP bylaw *received* ministerial approval. SSI bylaw adopted to allow secondary suite. Bylaw for temporary portable homes in progress.

Comment [LA17]: Trustees indicated that 'advocacy in support of economic sustainability (e.g. BC Ferries, tourism)' was the most important topic for Trust Area Services work. Related tasks are currently identified as top priorities on the work programs of both the Executive Committee and the Trust Programs Committee

Comment [LA16]: Almost 70% of trustees indicated that 'enhance community economic sustainability' and 'protect/restore community socioeconomic diversity' should be a strategic priority this term. Trustees indicated that housing was the most important topic for LTCs to work on.

Comment [LA18]: Four LTCs have identified work related to housing as a priority work program item (Galiano, N Pender, Saturna, Denman)

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS++
		4.3.2 Amend LUBs to improve availability of affordable housing	LTCs**/BIM***	Subject to budget	By whether LTCs and BIM have amended their LUBs to improve availability of affordable housing	*GL, NP, SSI and SA considering bylaw reviews/amendments/applications re housing.*
	4.3 Use land use planning tools to promote economic sustainability	**FY 2013/14 – 2014/15** 4.3.1 Amend LUB to ensure an appropriate supply of land zoned for emerging industrial and commercial needs in one LTA	LTCs**		By whether one LUB has been amended to ensure an appropriate supply of land zoned for emerging industrial and commercial needs	*SSI project – status to be confirmed*
		4.3.2 Improve planning for island villages (SSI and Gabriola) *(details to be defined)*	LTCs**	**	TBD	**
		4.3.3 *Amend LUB in one or more LTAs to address the diversity of economic and employment opportunities (e.g. Galiano project re contractor yards)*	LTCs**	**	TBD	TBD
	4.4 Use land use planning tools to assist communities in adapting to future climate change	*To be determined*	LTCs**	**	TBD	TBD
	4.5 Work with other agencies to promote economic sustainability	*Specific activities to be determined (e.g. foster reputation/attraction of the Islands Trust Area as a model of sustainability, work related to waste management)*	*TPC* / *LTCs*			

Comment [LA19]: This is a priority work program item for the SSILTC

Comment [LA20]: This is a priority work program item for the SSI and Gabriola LTCs

Comment [LA21]: This is a priority work program item for the Galiano LTC

Comment [LA22]: Consider removing? No LTCs have identified this as a work program priority.

Comment [LA23]: This is a priority for the North Pender LTC

Goal D: ~~In cooperation with others…~~ *Effective, efficient and collaborative governance*

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS++
5. STRENGTHEN relations with First Nations	**5.1 Improve engagement with First Nations**	**FY 2015/16 -** 5.1.1 *Develop strategy to use funding allocated to improve FN relations*	EC/LPC?	*$50,000 allocated in 2015/16 budget*	*TBD*	*Not started*
		FY 2015/16 - 5.1.2. Improve First Nations liaison at an informal political level	LTCs		*TBD*	**

Comment [LA24]: Over 90% of trustees indicated that 'strengthen relations with First Nations' should be a priority this term. 6 LTCs have included this topic in their work programs

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS++
	5.2. Improve protection of archaeological and First Nations cultural resources	*Specific activities to be determined. (e.g. session at TC re concerns with archaeological site protection, work with ministry, etc)*	*LPC?*	*TBD*	*TBD*	**
6. IMPROVE organizational cost effectiveness and resilience	***6.1 Improve cost-effectiveness of operations, including local planning services***	*Specific activities and phases to be determined. (e.g).* • *'value for money' audit and benchmarking of LPS services* • *review of LPS services* • *review of office locations*	EC / LPC? / FPC?	*TBD*	*TBD*	
		FY 2015/16(?) - ? *6.2.1 Identify Adaptation Strategy principles and objectives*	*EC?*	*$5000 funding provided by province.*	*By whether Adaptation Plan principles and objectives have been identified re adaptation to potential incorporation of SSI*	*Not started* *Not due unless minister approves 2nd phase incorporation study*
	6.2 Prepare Island Trust organization to adapt to the potential incorporation of Salt Spring Island	***FY 2016/17(?)*** 6.2.4 Review existing IT-MCSCD protocol agreement regarding incorporation of municipalities in the Islands Trust Area	EC		By whether protocol with ministry is updated	Not started Not due unless minister approves 2nd phase incorporation study
		FY 2016/17 -? 6.2.1 Develop detailed Islands Trust Adaptation Strategy to implement in the event of municipal incorporation of Salt Spring Island	*EC?*	*TBD*	*By whether an Adaptation Plan has been adopted*	*Not started* *Not due unless there is a positive referendum in regards to SSI incorporation*
		FY 2016/17-207/18(?) *6.2.3 Finalize and adopt detailed Adaptation Strategy*	*EC?*	*Subject to future budgets*	*By whether Trust Council has finalized and adopted a detailed adaptation strategy*	*Not started. Not due unless there is a positive referendum in regards to SSI incorporation*
7. Improve cooperation and integration with other levels of government	**7.1 Negotiate new protocol agreement and letter of understanding with the Ministry of Forests, Lands and Natural Resource Operations**	***FY 2015/16 - ?*** 7.1 Revise and consolidate six agreements with the Province relating to Crown Land in the Islands Trust Area	EC / TPC	Funded by base budget	By whether the protocol agreement with the ministry has been amended and approved by Trust Council and the Minister responsible.	BIM has supported project. Project charter in development.
	7.2 Strategies to be determined (e.g. Integrated Community Sustainability Planning)	*To be determined by LTCs, or potentially by LPC and EC (e.g. improve process for development of RD/LTC protocol agreements)*	*LTCs? LPC?*	*TBD*	*TBD*	*TBD*
8. Improve community and agency understanding and support of	***8.1 To be determined by TPC*** ***e.g. Engage communities and agencies in review of the Islands Trust Policy***	*To be determined by TPC*	*TPC*	*TBD*	*TBD*	*TBD*

Comment [LA25]: 80% of trustees indicated that 'improve Islands Trust cost effectiveness and resilience' should be a strategic priority this term'

Comment [LA26]: This is identified as a priority on the Executive Committee's Work Program Report

Comment [LA27]: This is identified as a priority on the Executive Committee and the Trust Programs Committee Work Programs

Comment [LA28]: The Executive Committee's Work Program identifies 'review process for development of RD/LTC protocol agreements as a priority)

Comment [LA29]: Just over 45% of trustees indicated that 'improve understanding and support for the Islands Trust' should be a strategic priority this term. Five LTCs have included this as an item on their work programs. Trustees indicated that 'improve understanding and support for the Islands Trust' was the 3rd most important topic for Trust Area Services work.

Comment [LA30]: Just over 55% of trustees indicated that 'review/confirm the Islands Trust vision and policies' should be a strategic priority this term.

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS++
the Islands Trust	*Statement and/or engage communities in development of an Islands Trust Area vision*					
	8.2 Improve communications about the Islands Trust object and history	*To be determined (e.g. new communications tools, website photos, social media, video)*	*EC*	*TBD*	*TBD*	*TBD*
	8.3. Engage communities and agencies in development of updated land use bylaws	*To be determined by LTCs*	*LTCs*	*Funded by base budget and projects budget*	*TBD*	*TBD*
9. Improve community engagement and participation in Islands Trust work	*9.1 Improve communications about Islands Trust activities and opportunities to participate*	*To be determined (e.g. by LTCs, EC, TC)*	*TBD*	*TBD*	*TBD*	*TBD*
	9.2 Improve opportunities to participate in Islands Trust activities	*To be determined (e.g. by LTCs, EC, TC)*	TBD	TBD	TBD	TBD
10 Improve internal operations	*10.1 TBD*	*To be determined (e.g. by improving the policy development program)*	EC	TBD	TBD	TBD

* subject to decisions of Trust Fund Board **subject to decisions of local trust committees ***subject to decisions of Bowen Island Municipality

Comment [LA31]: Several LTCs have identified this as a priority

Comment [LA32]: 9 LTCs have identified general bylaw updates as priorities in their work program (Mayne, Saturna, S. Pender, Ballenas/Winchelsea, Gabriola, Gambier, Hornby, Lasqueti, Thetis)

Comment [LA33]: 80% of trustees indicated that 'improve community engagement and participation' should be a strategic priority this term. Only 27% indicated that 'improve open and transparent government' should be a strategic priority

Comment [LA34]: This is identified as a priority on the Executive Committee's work program

Abbreviations:
AVICC – Assoc. of Vancouver Island Coastal Communities
BIM – Bowen Island Municipality
cDf – coastal Douglas fir
EC – Executive Committee
FN – First Nations
FPC – Financial Planning Committee
FY – Fiscal Year
IT – Islands Trust
ITF – Islands Trust Fund
ITPS – Islands Trust Policy Statement
LGA – Local Government Act
LPC – Local Planning Committee

LPS – Local Planning Services
LTA – Local Trust Area
LTC – Local Trust Committee
LUB – Land Use Bylaw
MCSCD – Ministry of Community, Sport and Cultural Development
MVRD – Metro Vancouver Regional District
NA – Not Applicable
NEB – National Energy Board
NAPTEP – Natural Area Protection Tax Exemption Program
NMCA –National Marine Conservation Area

OCP – Official Community Plan
ProD – Professional Development
RAR – Riparian Areas Regulation
RD – Regional District
RFD – Request for Decision
SSI – Salt Spring Island
TAS – Trust Area Services
TBD – To Be Determined
TC – Trust Council
TFB – Trust Fund Board
TPC–Trust Programs Committee
UBCM – Union of BC Municipalities

For more information, contact:

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www.islandstrust.bc.ca

Colour Key for Middle Column:

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

++ **Colour Key for Status Column:**

Colour	Status Description
	Not due to start or awaiting actions of others
	Completed or anticipated tasks for 2011/14 term are complete
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
	In progress - Behind Target (e.g. not funded, delayed by other priorities, actions of others etc.)
	Not started – Behind target

Attachment 6

Strategic Planning - General Framework



Strategic Planning -- Glossary

Strategic Plan

- A high level plan that outlines an organization's mission and key objectives for the medium to long term, and sets out strategies for achieving the goals and objectives.
- Typically, a strategic plan covers a three to ten-year timeframe. In the case of the Trust Council, it has undertaken strategic planning exercises that correspond to a term of office (three years – now changed to four as of 2014), with some on-going strategies and actions that have carried on between terms.

Mission (Object)

- A broad statement of what an organization does, why it does it and who it does it for. In the case of the Islands Trust, its 'mission' is its provincial object: *"To preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the Government of British Columbia."*

Goal

- A general statement of desired results to be achieved over an unspecified period of time. A goal should answer the question of 'what' needs to be achieved, rather than 'how' to achieve it.
- For the purposes of Trust Council's current strategic planning exercise, the current plan includes the three goals from the Islands Trust Policy Statement and a fourth that responds to the statement in the object about working in cooperation with others.

Objective

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

Strategy

- The actions that describe how objectives are to be achieved. Strategies are made up of a set or group of activities. As opposed to goals and objectives, strategies focus on 'how' to achieve things.

Activities

- The actions, steps, projects or initiatives undertaken by an organization to carry out a strategy. This is the more detailed 'break-down' of a strategy, indicating if certain activities need to take place first, before others can be undertaken.

Measurement

- A process of assessing progress in achieving objectives.

Memorandum

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April 16, 2015 File Number SO 3060-01 BOV

To: Galiano Island Local Trust Committee
Mayne Island Local Trust Committee
North Pender Island Local Trust Committee
Saturna Island Local Trust Committee
South Pender Island Local Trust Committee

From: Sharon Lloyd-deRosario
Legislative Clerk/Deputy Secretary
Local Planning Sevices

Re: Board of Variance Advertisement

This is to inform you that the Board of Variance for your Local Trust Area will be expiring in the next couple of months.

The legislation requires all local governments, including Local Trust Committees (LTCs) have a Board of Variance (BOV), each LTC has a Board of Variance bylaw and members are appointed for three year terms by resolution of the LTC. For the past term there have been several common Board members for all the southern LTCs. Because the number of appeals is relatively few for the whole southern islands area (less than 2 per year on average), having common Board membership provides an opportunity for Board members to gain experience with appeals.

A letter will been sent to all present BOV Members, thanking them for their participation on the Board(s) and inviting them to apply, if they are interested in serving another term.

Following the receipt of the responses from the existing Board members, the results will be reported at your LTC meeting and a decision can be made if an Expression of interest (EOI) will be published in the Island Tides newspaper for new members. This EOI notice would then be posted on island notice boards and posted on the Islands Trust website.

The potential candidates' information will be presented at your next available Local Trust Committee meeting(s) for consideration to appoint members to the Board of Variance.

pc Robert Kojima, RPM
Justine Starke, Island Planner
Gary Richardson, Island Planner
Kim Farris, Island Planner