



Galiano Island Local Trust Committee Regular Meeting Agenda

Date: June 5, 2017
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 May 1, 2017 (for Adoption)	3 - 12
6.2 Section 26 Resolutions Without Meeting Report	
none	
6.3 Advisory Planning Commission Draft Minutes Dated May 23, 2017 (for Receipt)	13 - 19
7. BUSINESS ARISING FROM MINUTES	1:15 PM - 1:45 PM
7.1 Follow-up Action List Dated May 2017	20 - 22
8. DELEGATIONS	
none	
9. CORRESPONDENCE	
<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
none	

10.	APPLICATIONS AND REFERRALS	
10.1	North Pender Island Local Trust Committee Bylaw No. 213 Referral (for Response)	23 - 25
11.	LOCAL TRUST COMMITTEE PROJECTS	1:45 PM - 2:30 PM
11.1	Telecommunications Strategy - Staff Report	26 - 38
11.2	Housing Project - Staff Report	39 - 45
12.	REPORTS	2:30 PM - 3:15 PM
12.1	Work Program Reports (attached)	
12.1.1	<u>Top Priorities Report Dated May 2017</u>	46 - 46
12.1.2	<u>Projects List Report Dated May 2017</u>	47 - 48
12.2	Applications Report Dated May 2017 (attached)	49 - 51
12.3	Trustee and Local Expense Report Dated April 2017 (attached)	52 - 52
12.4	Adopted Policies and Standing Resolutions (attached)	53 - 54
12.5	Local Trust Committee Webpage	
12.6	Chair's Report	
12.7	Trustee Report	
12.8	Trust Fund Board Report	
	none	
13.	NEW BUSINESS	3:15 PM - 3:30 PM
13.1	2016-2017 Annual Report - Approval of Galiano Island Local Trust Committee Section - RFD (attached)	55 - 57
13.2	Trust Area Services' - Well and Groundwater Workshops - Memo & Poster (attached)	58 - 60
14.	UPCOMING MEETINGS	
14.1	Next Regular Meeting Scheduled for July 10, 2017, at 12:30 pm, at the North Community Hall, Galiano Island	
15.	TOWN HALL	3:30 PM - 3:45 PM
16.	CLOSED MEETING	
	none	
17.	ADJOURNMENT	3:45 PM - 3:45 PM



DRAFT

Local Trust Committee
Minutes Subject to Approval By
the Local Trust Committee

Galiano Island Local Trust Committee Minutes of Regular Meeting

Date: May 1, 2017
Location: Galiano South Community Hall
141 Sturdies Bay Road, Galiano Island, BC

Members Present Laura Busheikin, Chair
Sandy Pottle, Local Trustee
George Harris, Local Trustee

Staff Present Rob Milne, Islands Planner
Colleen Doty, Recorder

Others Present Approximately 13 members of the public and no media

1. CALL TO ORDER

Chair Busheikin called the meeting to order at 12:37pm. She acknowledged the meeting was being held in territory of the Coast Salish First Nations. Members and staff were introduced.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. TOWN HALL AND QUESTIONS

Chair Busheikin indicated that the first Town Hall would be dedicated to agenda items.

Doug Latta applauded the work that has gone into the Affordable Housing Toolkit and noted it would have been useful when they were developing Galiano Green. He was troubled by the trend toward community volunteers providing affordable housing, as it is expensive. He suggested the Islands Trust may wish to provide an affordable housing liaison or guide. He recognized that this would be expensive for the Islands Trust.

It was noted the Toolkit has been around since 2010.

Chair Busheikin noted that the Toolkit is helpful moving forward and that Trustees need to be hands-off.

Tom Hennessy spoke in favour of the GCA's application and referred to the need for fairness in the community.

Gary Moore, past director of GCA, spoke in favour of the application as it is a down-zoning.

4. COMMUNITY INFORMATION MEETING

None

5. PUBLIC HEARING

None

6. MINUTES

6.1 Local Trust Committee Minutes Dated April 3, 2017 (for Adoption)

By general consent the Local Trust Committee meeting minutes of April 3, 2017 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 2017

Planner Milne provided an overview. With respect to the legalities and protocols into conducting electronic meetings, he referred to the Staff Report of March 5, 2014 by Carmen Thiel. For Advisory Planning Commissions (APC), it is possible to conduct electronic meetings, pending amendments to the protocol and other documents. Chair Busheikin suggested they digest the information and move forward via Resolution Without Meeting (RWM) or put it on next agenda. It was confirmed that the Staff Report of 2014 represents the current status.

The Chair noted that Lasqueti has also passed a bylaw to enable electronic meetings. Trustee Harris asked that the LTC receive a copy of the Lasqueti bylaw. With respect to APC electronic meetings, it was noted the general public must have opportunities to see and hear members of the APC.

Planner Milne would follow up on the status of the C2C ("Community to Community") application.

With respect to the Retreat Cove Farms covenant removal, Planner Milne reported that work is underway to resolve the wording of the covenant.

7.2 Affordable Housing Toolkit

There was extensive discussion about how to proceed, whether to review each recommendation, or strike an ad hoc committee. The following points were noted:

- The LUB and OCP fulfill many of the recommendations in the Toolkit.
- A committee could collect information about the acquisition of various lands with affordable housing potential.
- CRD has funds and expertise.
- An Ad Hoc group could build community consensus.
- LTC does the zoning.
- A housing committee would look at various recommendations and evaluate which of these tools would be useful to the LTC.
- A Housing Needs Assessment has been done in conjunction with CRD.
- A communications strategy might be considered to highlight that the Islands Trust encourages solutions.
- One recommendation in Affordable Housing Toolkit was that any affordable housing application goes to the top of the list, as a Standing Resolution. It would mean that staff would work on those applications before other applications.
- Chair Busheikin reported that out of the housing forum came some recommendations that were adopted. An Islands Trust staff member will spend time to look into the ability of the Islands Trust to hold housing agreements.
- The Trust Fund Board (TFB) was formally asked to look into the Trust Fund as a trust for housing. The TFB would report on whether it is legally, fiscally and politically possible.
- Being able to hold land is important. The chances of getting traction is far greater if land is available.
- Legislatively, the TFB is the conservancy of the Islands Trust, and has been trying to change its name for years. If the Province would change the mandate or name of TFB, people would be more likely to donate.

Planner Milne, having been involved in 3-4 affordable housing projects to date, observed that financing is the greatest impediment. All islands are suffering the same problems. There is little uptake on secondary suites and cottages because of the cost.

There was consensus in striking a Special Advisory Planning Commission that would gather information from interested community groups and individuals. There was discussion about what staff and the anticipatory SAPC would do to facilitate analysis.

It was noted it would be helpful to compare what is happening on other islands.

Former Chief Administrative Officer (CAO) Linda Adams on Salt Spring Island has looked into other projects that are working very well.

GL-2017-032

It was MOVED and SECONDED

that the Galiano Island Local Trust Committee strike a Special Advisory Planning Commission on Affordable Housing and request that staff advertise for expressions of interest.

CARRIED

It was agreed that the number of SAPC members would not be specified.

Three documents were identified as being helpful to the anticipatory SAPC: The Affordable Housing Toolkit; the Final Report on Community Housing in the Trust Area (August 2016); and the OCP Housing Report.

GL-2017-033

It was MOVED and SECONDED

that the Galiano Island Local Trust Committee request staff to compile a list of funding sources for Affordable Housing.

CARRIED

It was agreed this was not a time-sensitive task.

Planner Milne noted a budget would follow once other items were prepared.

GL-2017-034

It was MOVED and SECONDED

that the Galiano Island Local Trust Committee request staff to prepare Terms of Reference for the Special Advisory Planning Commission on Affordable Housing.

CARRIED

GL-2017-035

It was MOVED and SECONDED

that the Galiano Island Local Trust Committee request staff to prepare a Project Charter for the Affordable Housing Strategy Project.

CARRIED

GL-2017-036

It was MOVED and SECONDED

that the Galiano Island Local Trust Committee request staff to: a) report on which recommendations in the Affordable Housing Toolkit have been carried out by Trust Council and/or which have been adopted in the Galiano LUB and OCP; b) provide recommendations for action; and c) report on the progress of recommendations that came out of the Islands Trust Housing Forum of 2016.

CARRIED

Reference was made to Trustee Pottle's work on comparing the Housing Toolkit recommendations to the LUB and OCP. It was also noted that Justine Stark is a good resource for information.

8. DELEGATIONS

None

9. CORRESPONDENCE

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

None

10. APPLICATIONS AND REFERRALS

10.1 GL-RZ-2016.2 (Galiano Conservancy) - Staff Report

Planner Milne provided a summary. He circulated a letter from Executive Director Keith Erickson (present) to the Galiano Island Local Trust Committee re. "Galiano Conservancy Rezoning Application (RZ-GL-2016.2)".

Trustee Harris noted some community concern about the camping and whether the GCA application would open the door to commercial camping elsewhere. Planner Milne stated he did not consider the GCA's proposal as commercial camping because it is integrated with the GCA's educational programs. Trustee Harris asked whether this was a significant change of use. Chair Busheikin iterated that the GCA application involves site-specific zoning.

The applicant agreed with Planner Milne's explanation of the application. Mr. Erickson noted that overnight accommodation is accessory to the purpose of participating in environmental education programs. Planner Milne noted that when people come to the site, they are not paying for the camp site; they are paying for the program.

Louise Decario, a director on the GCA board, noted that the GCA application was in no way similar to commercial campgrounds. The educational program is the key component. A large portion of the land will be in nature protection. Water will also be protected.

Trustee Pottle noted there are lots of community benefits and liaison with universities.

Chair Busheikin noted that the issue of commercial camping was a bit of a 'red herring'. Land use is the focus with respect to this application. This re-zoning cannot be used by a future owner to just run a campground.

Suzanne Fournier, a director of the GCA, noted this was not a change of density, but the largest lateral or down-zoning in Galiano's history. The property also has the largest unbroken trail.

Stephen Rybak noted the Temporary Use Permit (TUP) has been in place for five years. They are regularizing what's already there.

There was discussion about sending this to the APC for review. The applicant was in favour of an expeditious review by the APC. Trustee Harris was concerned about public perception with respect to the camping. Chair Busheikin noted that the LTC wants to send the message that it is permissible to send in an application for rezoning that includes camping. It was noted that the regulations with respect to the GCA application are not changing the prohibition on commercial camping.

Planner Milne noted that, in the absence of a legal opinion, the APC would not be able to address the specific concern about whether this rezoning changes the prohibition on commercial camping. He noted the possibility of amending the LUB to include a definition of commercial camping that would clarify for the public what is acceptable, as there was not currently one in the bylaw. There is a need to clarify when camping is accessory to another use that has been specifically permitted by zoning.

GL-2017-037

It was MOVED and SECONDED

that the Galiano Island Local Trust Committee request staff to research and bring back a draft definition of commercial campground.

CARRIED

There was discussion of whether a legal opinion was necessary. Planner Milne indicated that a definition could be crafted and, if there was a desire to incorporate the definition, one could amend second reading based on that preferred wording.

A break was called at 2:25pm. The meeting was reconvened at 2:45pm.

GL-2017-038

It was MOVED and SECONDED

that the Galiano Island Local Trust Committee has reviewed the Directives Only Policy Checklist and determined that proposed Draft Bylaw Nos. 262 and 263 are not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

GL-2017-039

It was MOVED and SECONDED

that the Galiano Island Local Trust Committee Bylaw No. 262, cited as "Galiano Island Official Community Plan Bylaw No. 108, 2017, Amendment No. 1, 2017", be read a first time.

CARRIED

GL-2017-040

It was MOVED and SECONDED

that the Galiano Island Local Trust Committee Bylaw No. 263, cited as "Galiano Island Land Use Bylaw, 1999, Amendment No. 1, 2017", be read a first time.

CARRIED

GL-2017-041

It was MOVED and SECONDED

That the Galiano Island Local Trust Committee Bylaw No. 262, cited as “Galiano Island Official Community Plan Bylaw No. 108, 2017, Amendment No. 1, 2017”, be read a second time.

CARRIED

GL-2017-042

It was MOVED and SECONDED

that the Galiano Island Local Trust Committee Bylaw No. 263, cited as “Galiano Island Land Use Bylaw, 1999, Amendment No. 1, 2017”, be read a second time.

CARRIED

GL-2017-043

It was MOVED and SECONDED

that the Galiano Island Local Trust Committee Bylaws No. 262 and 263 be referred to the Galiano Island Advisory Planning Commission for review.

CARRIED

10.2 GL-TUP-2017.2 (Worthington) - Staff Report

Planner Milne noted this application was not related to an enforcement file. The applicant’s representative was present and was thanked for presenting a well-prepared and complete application.

GL-2017-044

It was MOVED and SECONDED

that the Galiano Island Local Trust Committee approve issuance of Temporary Use Permit GL-TUP-2017.2 (Worthington).

CARRIED

10.3 GL-DP-2017.2 (Koster) -Staff Report

Planner Milne provided an overview. The applicant was present and was thanked for the thoroughness of the application.

GL-2017-045

It was MOVED and SECONDED

that the Galiano Island Local Trust Committee approve issuance of Development Permit GL-DVP-2017.2 (Koster).

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

None

12. REPORTS

12.1 Work Program Reports (attached)

12.1.1 Top Priorities Report Dated April 2017

Planner Milne noted the Telecommunication Strategy report will be on the next agenda.

12.1.2 Projects List Report Dated April 2017

Provided for information

12.2 Applications Report Dated April 2017 (attached)

It was noted that GL-RZ-2011.1 (Galiano Green) has been approved by the Minister. Some related housekeeping items are required.

With respect to Section 7 Water Works, the applicants' lawyers are working on meeting the requirements.

The Rosnick application (GL-TUP-2016.10) has been approved.

12.3 Trustee and Local Expense Report Dated February 2017 (attached)

With reference to the Dock Review Project, there was discussion about what happens to unspent funds and whether they may be allocated to the following year. Planner Milne indicated that unspent funds would have to be requested to be carried over.

12.4 Adopted Policies and Standing Resolutions (attached)

Information provided.

12.5 Local Trust Committee Webpage

N/A

12.6 Chair's Report

Chair Busheikin reported that Executive Committee (EC) has asked the CAO to look into the issue of unspent project budgets and report on what may be done, noting the tendency for organizations to want to spend the surplus. The ability to spend project budgets is affected by staffing. Planners are in high demand and the Islands Trust, constrained by the provincial government, cannot pay as well as they'd like.

September 9, 2017 is the Salt Spring Island incorporation vote. There have been transition-planning discussions. Trust Council will be meeting in June on Lasqueti. They will have a session on: 1) species at risk, and 2) working with regional districts. EC will look at investing in some technology to improve e-meetings for council committees. This is an expensive, complicated issue.

12.7 Trustee Report

Trustee Harris is on the CRD Southern Gulf Islands Electoral Area Community Economic Sustainability Commission (CESC) and reported their concerns with electronic meetings, because they have no budget for transportation. CRD and the Islands Trust are looking into this. One also needs a public forum where the public can go to attend the meeting. As a hearing impaired individual, he is challenged by the available technology.

The Minister signed the Galiano Green bylaws before the current government's dissolution.

Trustee Harris commended Planner Milne for his work.

Trustee Pottle congratulated Tom Hennessy on Galiano Green. With respect to docks, she's been trying to keep abreast of changes with First Nations. She noted the upcoming event on Friday, June 2, *Reconnecting: A Feast for the Salish Sea*. With respect to affordable housing, she has been analyzing the recommendations that have been done, the recommendations that should go forward, and those for which she has some severe reservations.

12.8 Trust Fund Board Report - April 2017

As reported, there are now 100 protected reserves and covenants within the Islands Trust Fund. The Crystal Mountain Society Rezoning committee is considering the possibility of donating land to the Trust Fund Board (TFB) as a nature reserve, with the TFB willing to hold a covenant on approximately 18 hectares of land.

13. NEW BUSINESS

None

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for June 5, 2017, at the South Community Hall, Galiano Island

15. TOWN HALL

Louise Decario was relieved to see the TFB is willing to accept land transfers from Crystal Mountain Society (CMS), contrary to what was said in a previous Staff Report, since a proposal had never previously been taken to the TFB. She supported CMS transferring land as part of its application.

Stephen Rybak noted the presence of pop-up illegal campsites on Galiano that were the subject of enforcement actions last year. He urged that illegal campsites be reported to the enforcement officers.

Tom Hennessy supported the GCA application, since the campground is accessory to the education programmes. With respect to the Affordable Housing Toolkit, he suggested their specific project experience be used as an example of how it could be done – without requiring grants or taxation in the community. Their project was of interest to the credit unions.

Trustee Harris shared his experience of wanting to build a cabin and being told he had to write an exam before building his home. This was noted as a significant barrier to affordable housing.

Chair Busheikin noted the Islands Trust voted in favour of advocating to the Province to improve this process. They voted for a request to release sample tests and a study guide. The Chair suggested Trustee Harris bring forward a proposal to Trust Council to have a test that could be written once a month online. She noted the importance of speaking with a united voice.

16. CLOSED MEETING

None

17. ADJOURNMENT

By general consent the meeting was adjourned at 3:32 pm.

Laura Busheikin, Chair

Certified Correct:

Colleen Doty, Recorder

DRAFT



**Galiano Island
Advisory Planning Commission
Record of Meeting**



Date: May 23, 2017
Location: Islands Trust Office
Madrona Drive, Galiano Island, BC
9:30 a.m.

Members Present:

- ☐ Sheila Anderson
- ☐ Akasha Forest
- ☐ Karen Harris
- ☐ Bowie Keefer
- ☐ Dave Koster
- ☐ Barry New
- ☐ Judith Parrack

Members Absent: None

Staff Present: Heather C. Martin, Recorder

Members of the Public: one

1. CALL TO ORDER

The meeting was called to order at 9.31 a.m.

2. APPROVAL OF THE AGENDA

It was **moved** and **seconded** that the agenda be approved.

CARRIED

3. APPROVAL OF THE MINUTES

It was **moved** and **seconded** that the minutes of February 08, 2017 be adopted.

CARRIED

4. RESOLUTION OF REQUIREMENTS FOR PRINTED COPIES OF REFERRAL PCKS

There was some discussion on this issue. It was noted that the APC has repeatedly asked for printed copies of all referrals, with attachments, be sent to all members. While

DRAFT

the Trust office did send out copies of the current referral to all members (excluding the secretary), none of the attachments cited in the referral were received. To rectify this situation,

It was **moved** and **seconded** that the Galiano APC would like its members, and its secretary, to receive mailed, printed copies of all referrals, including all attachments (within reason).

CARRIED

5. CURRENT REFERRAL INTRODUCTION

The Chair began by bringing members up to date on the application being considered. Since the referral was received, the proposed new bylaws have been given 1st and 2nd readings. Anderson noted that it would have been useful for members to have received the Trust staff report from August 22, 2016. It is different in some particulars from the most recent report of March 27, 2017 included in the referral package. The earlier staff report lists as one of the conditions a maximum cap of 76 overnight guests; in the current report that condition has been left out.

Another point to be noted is that the staff reports include the phrase "accessory overnight camping" even though the bylaw don't use the word "accessory".

This applicant has received a temporary use permit; it's useful to consider what has been learned during the time they've had that permit. The most recent TUP application is from 2014; that application still included a maximum cap on participants of 36, while under camping area are listed 18 tent platforms, a non-permanent bunkhouse, and the caveat that overnight camping must only occur in the designated camping area.

Currently the "non-permanent bunkhouse" seems to have been changed to "sleeping quarters," which sound more permanent. An additional confusion: the mention of 36 tent platforms raises the question of how many exactly are being planned: is it 18 X 2?

It is also not clear what is "rustic camping," and why the camping is not all rolled in together, if it's all for educational purposes? Why the distinction? Is the former for staff? That needs to be clarified. Why is it necessary to list "rustic camping" separately? Is it because it is a separate area? Is it for different uses? (not explained).

When look at the bylaw itself, they've mirrored that structure in the LUB, but "rustic camping" is just a permitted use; no indication of any limit. On the second page, "in association with rustic camping" provides a limit of 18, but doesn't use the term "accessory".

The development is said not to exceed .05% total coverage. We need to know exactly what covered in that .05 % coverage. Does that include parking spaces, cleared areas, fire pits? Are roads included? A driveway?

DRAFT

Louise Decario arrived at 9.49 a.m. She informed committee members that, as Keith Ericksson was in town and unable to attend the meeting, he had asked her to come in his stead to represent the Conservancy. She agreed to try to answer questions as they came up.

6. Q. AND A. AND PRELIMINARY DISCUSSION TO IDENTIFY ISSUES OR CONCERNS TO COMMENT ON IN OUR REFERRAL RESPONSE

1) Q: What is included in .05 %.

A: It includes all development, so it will be very minimal (Decario noted that the .05 is a percentage of the whole property, including the agricultural land).

2) Q: difference of limit of people—early staff report mentions “maximum 76 overnight participants”; latest staff report doesn’t mention a limit. Is that something planners did or is it intentional? The latest staff report lists 3 of same conditions, but 4th missing.

A: Decario didn’t recall any discussion about this; she thought that the 76 cap sounds right. She noted that participants differ from staff; the 76 cap should refer to the people taking program.

There was some discussion about whether the cap should cover everyone, staff and participants, staying on the property overnight.

3) Q: What about the residence? Is it there already?

A: The current residence is on the agricultural portion and is not habitable. What is proposed as the caretaker cottage would be at top near gate along with the office. There will likely be someone fulltime on property. That’s also where parking would be, solar panels etc. A big project to put solar panels and recharging stations there is currently underway.

What about 12 additional structures?

A: Decario urged the group to remember that this is residential land, not forest. IT is already zoned for 13 lots, each with house and dwelling, so already has the potential for 26 houses + what’s allowed on the agricultural portion of the land. The agricultural land is larger than 10 hectares, so technically could be subdivided by 6 and allow still more structures. She clarified that the Conservancy does not intend to pursue this.

The point is that it is a big lot: over 76 hectares. The total potential residential properties that this development is replacing is 32 dwellings.

4) Q: what is the difference between rustic and other camping?

A: rustic camping is to give participants experience of rustic living; it will not be near any of the facilities. The main campsite would be close to amenities and classrooms.

The clearest map showing the different areas is on page 5 of the first staff report—it shows rustic vs main accommodations.

5) Q: is there any obligation to keep AG maintained as agricultural, or can it be allowed to revert to forest?

A: The idea is to try to keep that land as agricultural as possible, while the rest of land outside of development areas will be reforested.

Q: Is creating food security part of ongoing plans for agricultural land?

A: One committee member noted that as far as she knows there are plans for a healing and native plant garden.

It was suggested that it would be worth noting that the APC recommends that the agricultural land continue to be used for farming.

6) Q: public access to the trails—have the trails already been mapped?

A: There already are lots of trails on conservancy lands, and all are open to the public. The conservancy is also open to creating more trails.

[Bowie Keefer noted the recent very positive correspondence between the conservancy and the Trails Society on the subject; the likelihood of cooperating well is strong.]

7) Q: What about shore access? Since there is to be no subdivision, the opportunity for committed shore access will be lost.

A: the existing cove is used and is open to public, but it is not designated as shore access. Decario pointed out the land is mainly a highbank area, with difficult shore access except this one area.

Q: will there be some restriction to public access during program times?

A: This likely will have to be clarified. It is a topic worth exploring, and one the conservancy would be open to discussing. Decario noted that the conservancy has trails in other areas with shore access, including the trails to pebble beach, to beaver pond, and to cable bay.

[Bowie Keefer gave an update on trail networks to date on the island: including provincial parks and trails through private lands that are not yet created but have access approved, 80% of the island from Porlier to Active Pass is accessible by trail, with only about ½ dozen gaps, one of which is immediately south of the learning centre.]

Q: there will be likely be significant restriction to access to that trail and cove at the learning centre, especially if educational activities are increased. This is pertinent to the

DRAFT

rezoning process because if there were subdivisions and residential zoning build-out as planned, there would be shore access.

A: Decario suspects that no shore access was designated during the earlier rezoning, though she could be wrong. She agreed to look into it. She also agreed to discuss the question of how public access will be managed with the conservancy, and to get back to the APC with an answer.

Q: who would hold liability for the public use of this non-designated beach access?

A: Decario said she didn't know; likely if the conservancy has a formal agreement with the trail society would get their coverage.

Q: Doesn't the conservancy also have its own insurance coverage? This would be important to know.

It was noted that it will be important to know how access to shore could be provided or managed. This should be added to our list of potential motions. If there's access, how's that going to be managed along with the educational programming. Will there be information, signs identifying trails that can be walked on so that the public does not wander onto areas where courses are taking place. Tapovan Park was cited as one current example where the trails are notoriously confusing. People are constantly coming off all over the place, confused, wandering everywhere. There's work to be done to ensure trails are properly identified and managed.

Decario cautioned that what's being discussed is beach access, not property access.

8) The question of human impact on the property was raised. From what is being proposed, though the impact in terms of development is not as great as would be the case with 13 built out lots, the large number of people using the property will have a greater impact on the property in terms of water usage and septic disposal.

Water usage: There is a water report, but was the impact of such large groups of people using the land calculated? Is the future impact with increasing use being calculated? Will the water be taken from the well or from the creek?

A: There is a recent water report.

Q: not questioning the report, just the issue of future impact with increasing use. 76 guests per night for four months of the year already far exceeds the average number of residents in waterfront homes. If that number is multiplied by 365 days, the potential use would be huge.

Q: sewage disposal capacity. When building a house there are clear guidelines for assessing impact. We don't know what that is for tent platforms; we don't know how that is determined. Can we recommend that a consultant give information re what will be needed to provide proper sewage disposal for total capacity? The GCA needs to provide something to show it will satisfactorily comply with OCP Land Use guidelines in this regard.

9) Q: All these concerns are tied to a lack of a cap on people: the current proposed bylaw does not have an upward limit on who can stay overnight. Why was that 76 maximum condition taken out? It now mentions platforms and so on, but does not set limits. In theory if the conservancy held a festival and allowed people to sleep everywhere there would be nothing to stop it. The bylaw as currently written doesn't address or give assurance that couldn't happen in the future. Need something to communicate to managers that there's a clear limit.

Q: how many people per tent? How big are the tents? Right now all wide open; just restricting structures.

Most ACP members seem to want total upward number of how many people would stay overnight. There should be a cap; we need information on what that would be. Let them come back after staff confer with conservancy and come up with what is reasonable. A motion to recommend this will be included in our response.

10) Q: Commercial camping: the line in the OCP that prohibits commercial camping outside of provincial parks begs the question, is this commercial camping? It is not clear that the camping being referred to is strictly associated with the programs being offered; need to be clear that the conservancy can't turn around and rent camping spaces for fundraising when no programs are in progress.

There was much discussion on this issue. The point was made that making "rustic camping" an accessory to programming, not an open invitation to camp, was important. It was pointed out that camping associated with educational programming was quite different from commercial camping. The use of the word "accessory" to that programming is important, because in essence this project is setting a precedent. We have to be very careful: lots of owners of large properties may want to use their property for group camping purposes.

One member argued that "carefully considered and monitored" camping should be allowed on the island. It was pointed out that whether commercial camping will eventually allowed more widely on Galiano could be addressed in future OCP review but is outside our current mandate/discussion. It was further pointed out that a forum may soon be available for this discussion as part of the planning of community parks.

11) Q: re fire pit: has there been some discussion/consideration of referring to fire department and complying with outdoor burning bylaws? Given that the APC recently recommended banning fire pits for TUPs for CVRs, this question is important. Fire pits are very dangerous, and can put pressure on finite resources (fire department and water). What is a "fully contained fire pit? Does that fire pit have adequate water storage on hand for immediate use if necessary? It is important not to assume that trained staff will always be available, and to have a source of water nearby.

DRAFT

12) Q. re transportation objective in the OCP to achieve planned roads over the long term, getting dedicated roads was part of achieving this. It makes sense to ask for this.

A: Decario suggested that if the objective is to have that dedicated road, then we have to ask for it.

It was agreed to add this to the list of potential asks.

13) Q re the "Consultation" recommended in the staff report, do we have assurance that the bylaws have been referred to the recommended parties for comment? Has that been done?

A: Yes, they were referred to those agencies at the last LTC meeting. The minutes of that meeting are not out yet, but it likely did happen. Decario will find out.

14) The issue of density was discussed at some length. The question of recommending that the residential entitlements being relinquished be put in limbo or transferred instead of being extinguished was brought up. Decario said the Conservancy felt it didn't want to hold up rezoning while that was being studied, though it was forgoing a good deal of money. It was pointed out that with the "community housing" rezoning the recently increased density matches what's now been lost here. It was further pointed out that this project will still have lots of people using the property. It is changing the way people will be on the property, but that doesn't mean there will be no people. The learning centre will have all the impact of density; it will just be a different kind of density.

Summing Up:

The questions listed above serve as a list of areas that have raised flags. We will consider these questions, and use the next meeting to come up with formal language to address them in a series of motions, and to formulate our response to the referral.

7. NEXT MEETING

The next meeting will take place Tuesday May 30 at 9.30 a.m.

8. ADJOURNMENT

The meeting was adjourned at 11.15 a.m.

Follow Up Action Report

Galiano Island

07-Mar-2016

Activity	Responsibility	Target Date	Status
1. Staff to add Affordable Housing Strategy and Dock Review to Top Priorities - DONE	Rob Milne	25-Mar-2016	Done
2. LTC (local trustees) to review Affordable Housing Toolkit to determine what aspects of Affordable Housing should be addressed.- DONE			

02-May-2016

Activity	Responsibility	Target Date	Status
GL-TUP-2016.1 (Stettner) - application deferred until such time a draft covenant between the property owner and the Section Seven Water Works is agreed upon. (IN PROGRESS)	Rob Milne	01-Jul-2016	On Going

06-Mar-2017

Activity	Responsibility	Target Date	Status
Staff to draft a thank you letter to the SAPC which is to be signed by the LTC Chair.	Sharon Lloyd-deRosario Rob Milne		Done

21-Mar-2017

Activity	Responsibility	Target Date	Status
Motion adopted directing staff to organize a meeting with Penelakut First Nation to discuss the dock review project being undertaken by the Galiano Local Trust Committee	Rob Milne		Done

**Follow Up Action Report**

Direction provided to staff to revise the Dock Review Project Discussion Paper to include a new section, Community and Shared Docks, and report back to the LTC on the issues involved such as access options and liability and insurance implications.

Rob Milne

On Going

03-Apr-2017

Activity	Responsibility	Target Date	Status
Staff to investigate cost of publishing a smaller statutory notification in the Driftwood and placing additional notices in the Active Page and Islands Tide publications.	Sharon Lloyd-deRosario Rob Milne		On Going

01-May-2017

Activity	Responsibility	Target Date	Status
It was the decision of the LTC to strike a SAPC on affordable housing and staff were requested to: -advertise for expressions of interest. -prepare a Project Charter for the Affordable Housing Strategy Project. -prepare TOR for the SAPC on Affordable Housing. -compile a list of funding sources for Affordable Housing The GI LTC also requested staff to: - a) report on which recommendations in the Affordable Housing Toolkit have been carried out by Trust Council and/or which have been adopted in the Galiano LUB and OCP; b) provide recommendations for action; and c) report on the progress of recommendations that came out of the Islands Trust Housing Forum of 2016.	Sharon Lloyd-deRosario Rob Milne		On Going

That staff provide the LTC with a copy of the Lasqueti Island electronic meeting bylaw.

Rob Milne

Done

Follow Up Action Report

The LTC gave first and second readings to Bylaws 262 and 263 (Done) and directed staff to:

- refer Proposed Bylaw Nos. 262 and 263 to the Galiano Island APC for review and comment. (Done)
- research and bring back a definition of Commercial Campground for the review of the LTC.

Sharon Lloyd-deRosario
Rob Milne

On Going

That the Galiano Island Local Trust Committee approve issuance of Temporary Use Permit GL-TUP-2017.2 (Worthington)

Sharon Lloyd-deRosario
Rob Milne

Done

That the Galiano Island Local Trust Committee approve issuance of Development Permit GL-DP-2017.2 (Koster)

Sharon Lloyd-deRosario
Rob Milne

Done



Islands Trust

BYLAW REFERRAL FORM

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

Island: North Pender Island Local Trust Area **Bylaw No.:** 213 **Date:** May 3, 2017

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Pender Island Parks and Recreation Commission

PURPOSE OF BYLAW:

For the **Community Park 1 (CP1)** and **Community Park 2 (CP2)** Zones, the addition of:

- **'picnic shelters'** as an allowable use;
- **Setbacks** for buildings and structures; and
- **Height** restrictions for buildings and structures.

GENERAL LOCATION:

North Pender Island Local Trust Area

LEGAL DESCRIPTION:

Various

SIZE OF PROPERTY AFFECTED:

n/a

ALR STATUS:

n/a

OFFICIAL COMMUNITY PLAN DESIGNATION:

P – Community Park

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: www.islandstrust.bc.ca

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.

Name:

(Signature)

Phil Testemale

Title:
Contact Info

A/Planner 2
Tel: 250-405-5170
Email: ptestemale@islandstrust.bc.ca

PLEASE TURN OVER

This referral has been sent to the following agencies:

Federal Agencies

Parks Canada

Provincial Agencies

Ministry of Community, Sport and Cultural Development

Environment – BC Parks

Ministry of Transportation & Infrastructure

Regional Agencies

Capital Regional District – Electoral Area Director

Capital Regional District – Building Inspection

Capital Regional District – Regional Parks and Community Services

North Pender Island Fire Rescue

Island Health

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee

Mayne Island Local Trust Committee

Saturna Island Local Trust Committee

South Pender Island Local Trust Committee

Salt Spring Island Local Trust Committee

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

North Pender Island Local Trust Area

(Island)

213

(Bylaw Numbers)

(Signature)

(Name and Title)

(Date)

(Agency)

DATE OF MEETING: June 5, 2017
TO: Galiano Island Local Trust Committee
FROM: Rob Milne, Island Planner
Southern Team
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: Telecommunication Strategy Project

RECOMMENDATION

1. That the Galiano Island Local Trust Committee considers options to modify the draft protocol and provides direction to staff.
2. That the Galiano Island Local Trust Committee defer the scheduling a Community Information Meeting for public review of the draft Antenna System Siting & Consultation Protocol until consideration of the associated implementation process and the attendant resources, as well as the scope of the required technical information has been completed.

REPORT SUMMARY

This report provides an update to the Telecommunication Strategy Project including a draft Antenna System Siting & Consultation Protocol based upon the final report of the Galiano Island Special Advisory Planning Commission (SAPC).

BACKGROUND

At its regular meeting on April 3, 2017 the Galiano Island Local Trust Committee (LTC) received a staff report dated March 27, 2017 which provided an overview of the SAPC final recommendation report which included recommendations for an antenna system siting protocol, presented data from the community survey, suggested recommendations for bylaw amendments and telecommunication advocacy. The report also provided suggestions for the project's next steps.

Subsequent to a review of that report and its recommendations the LTC adopted the following resolutions.

GL-2017-027

that the Galiano Island Local Trust Committee request staff to draft Antenna Proposal Consultation Guidelines based on recommendations made in the Special Advisory Planning Commission Recommendation Report dated March 2017.

GL-2017-028

that the Galiano Island Local Trust Committee request staff to consider BC Hydro rights of way as potential site locations.

GL-2017-030

that the Galiano Island Local Trust Committee request staff to consult with Industry Canada about questions raised in the staff report dated March 27, 2017.

GL-2017-031

that the Galiano Island Local Trust Committee request staff to research options for an application fee for antennae proposals.

ANALYSIS

In response to Resolution GL-2017-027 a draft Antenna System Siting & Consultation Protocol document has been prepared and is attached to this report for the review of the LTC (Attachment 1) and, as was requested in Resolution GL-2017-028, BC Hydro rights of ways have been added as potential location sites in the “Preferred Locations & Development Guidelines” section of the draft protocol. The draft protocol has been written based upon the recommendations of the SAPC. However, staff have some concerns and questions regarding the implementation of the protocol which are addressed in the “Issues and Opportunities” section.

Through resolution GL-2017-030 staff was requested to consult with Industry Canada on the following questions:

1. Can a local government’s siting and consultation guidelines supersede those of Industry Canada?
2. If proposals that are deemed to be exempt through the Industry Canada’s consultation guidelines must they also be exempt from a local government’s consultation guidelines?
3. Would wireless internet repeaters or structures for Wi-Fi hotspots trigger the consultation guideline process, or are these exempt from consultation?

Staff contacted Jeff Stanhope at the Victoria office of Innovation, Science and Economic Development Canada (Industry Canada) and received the following information.

Question 1 -The Ministry may consider recommendations based upon local guidelines but those guidelines do not supersede those of Industry Canada.

Question 2 – Yes.

Question 3 –The installation of internet repeaters or structures for Wi-Fi hotspots would only trigger the need for consultation if they were on structures over 15m in height.

With respect to Resolution GL-2017-031 staff has determined that the *Local Government Act* does not provide the LTC the authority to charge fees for processing and responding to requests for consultation on proposed antennas. This could be addressed through the use of a cost recovery agreement process.

Issues and Opportunities

The SAPC Terms of Reference (Section 22) required the Commission to complete its review and present its recommendations at the February 6, 2017 regular LTC meeting. The Galiano Island LTC received a letter from the SAPC requesting an extension to this deadline in order to complete a more comprehensive recommendations report. Staff supported a one month extension to provide the SAPC more time to complete the final recommendations report. Granting this extension required the following actions from the LTC:

1. Amending the Project Charter to reflect the new SAPC recommendation report deliverable date.
2. Amending the SAPC Terms of Reference to extend the member date of appointment and the deadline for the SAPC’s recommendations.
3. Reappointing the SAPC members for an additional month (to be completed in camera).

As mentioned in the previous section the attached draft Antenna System Siting & Consultation Protocol is based upon the recommendations contained within the SAPC final report. However, staff has questions regarding the collection and interpretation of technical information as proposed in the SAPC recommendations which are included in the draft protocol. It is the view of staff that clarity upon the issues related to the underlying implementation process for the protocol is essential to the success of the initiative.

To illustrate, in the third paragraph bullet list of the item “Preliminary Consultation (Site Investigation Meeting)” the third bullet commits the Islands Trust to providing “information on the known local radio frequency environment”. As far as staff has been able to determine the Islands Trust is not currently in possession of this information nor is it clear as to exactly what the scope and source of desired information might be.

As well, in the “Proposal Submission” section, items 7, 8, 9 require the provision by a proponent of very technical information, none of which staff is qualified to interpret or quantify as to potential impacts or cumulative effects upon public health and safety which would seem to be the purpose of requesting the information.

In addition to questions regarding the “known local radio frequency environment” questions also arise as to what is to be done with this technical information in the context of the review process. For instance

- How will the information on the “known local radio frequency environment” be collected for an Islands Trust information package and who will be doing the necessary collection?
- Who will review and assess the information requested in Points 7, 8 and 9 of the “Proposal Submission” section of the draft protocol?
- How will the results of that assessment be reported back to the LTC and who will do the reporting?
- How will it be ensured that a common standard for any reviews is maintained and how is that standard determined?
- How is the benchmark between acceptable and unacceptable conditions for a statement of concurrence on non-concurrence to be determined?

The concern of staff is that although a protocol is being developed there does not seem to be any consideration being given to the resources and technical skill sets necessary to process and evaluate the very complex aspects of the technical information that is being requested in the draft protocol. In short it appears that a protocol agreement is being developed without the necessary thought being given to the underlying process that will support that protocol. More importantly, there are no criteria or guidelines that would allow the interpretation or analysis of the data that has been collected in a manner that would be able to support a future LTC’s decision of concurrence or non-concurrence.

While the protocol agreement could be modified to consider a “professional reliance” model for the evaluation and endorsement of the technical aspects of the proposed Antenna System Siting & Consultation Protocol; it is not clear if there are professionals with the expertise to provide an attestation, and the utility of such a report to a future LTC’s decision of concurrence or non-concurrence. In the absence of a professional technical review, the process runs the risk of becoming highly subjective and lacking in technical rigour which would affect the ability of the LTC to consider a statement of concurrence or non-concurrence. The costs of this or another form of review could be addressed through the requirement of a cost recovery agreement.

The available options generally appear to be:

1. Keep the technical requirements but modify to a professional reliance model;
2. Remove the frequency requirements from the protocol;

3. Refer the matter back to the SAPC to clarify technical standards and how they should be applied, reviewed/assessed, and how they would support an LTC's concurrence or non-concurrence; or
4. Proceed with the protocol as drafted.

Consultation

The Deliverables/Milestone section of the Project Charter includes a Community Information Meeting (CIM) in order to present the draft Antenna System Siting & Consultation Protocol. There is a budget allocation for the CIM. It is the view of staff that consideration of a CIM at this time is premature.

Staff presented the SAPC recommendations and outlined project options at the April 3, 2017 meeting. The motions previously discussed in this report reflect the consideration of those recommendations and options.

Rationale for Recommendation

Staff has completed a draft Antenna System Siting & Consultation Protocol based upon the recommendations of the SAPC and incorporated the changes requested by the LTC at their recent April 3rd regular meeting. Staff has also contacted Industry Canada regarding the questions posed in resolution GL-201-030, the responses to which are contained within this report. Staff is requesting that the LTC consider the draft protocol and the issues related to the implementation process that staff have outlined in the "Issues and Opportunities" section and advise as to any changes and actions which are deemed necessary prior to proceeding further with this project.

ALTERNATIVES

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

1. Receive for information

The LTC may receive this staff report for information only pending other actions.

2. Proceed to a Community Information meeting

The LTC may wish to proceed with scheduling a Community Information Meeting for public feedback.

3. Make amendments to the draft protocol

The LTC may wish to consider suggested amendments to the draft protocol.

4. Refer the draft protocol back to the SAPC

The LTC may wish to refer the draft Antenna System Siting & Consultation Protocol to the SAPC prior to proceeding further with this project.

Submitted By:	Rob Milne, Island Planner	April 26, 2017
Concurrence:	Robert Kojima, Regional Planning Manager	April 26, 2017

ATTACHMENTS

1. Draft Antenna System Siting & Consultation Protocol



ANTENNA SYSTEM SITING & CONSULTATION PROTOCOL

OBJECTIVES

The objectives of this Protocol are to:

1. Establish a siting and consultation process for reviewing land use issues associated with antenna siting proposals that is harmonized with Industry Canada's *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular* and *Guide to Assist Land-use Authorities in Developing Antenna Siting Protocols*.
2. Set out an objective process, criteria and guidelines that are transparent, consistent and predictable for the evaluation of antenna siting proposals that:
 - a. minimizes the number of new antenna sites by encouraging Co-location;
 - b. encourages designs that integrate with the surrounding land use;
 - c. establishes when local public consultation is required; and
 - d. encourages Proponents to identify and resolve any potential land use, siting or design concerns with the Galiano Island Local Trust Committee (GILTC) at an early stage in the process.
3. Provide an expeditious review process for Antenna System Siting Proposals.
4. Establish a local land use consultation framework that ensures the GILTC and members of the public contribute local knowledge that facilitates and influences the siting, location development and design (including aesthetics) of Antenna Systems within the Galiano Island Local Trust Area (GILTA).
5. Contribute to the orderly development and efficient operation of a reliable, effective radio communication network in the GILTA.
6. Provide the GILTC with the information required to satisfy the requirements of Industry Canada regarding local land use consultation, resulting in an informed statement of concurrence, concurrence with conditions, or non-concurrence from the GILTC to Industry Canada and the Proponent at the end of the process.

JURISDICTION

Industry Canada: Under the *Radiocommunication Act* the Minister of Innovation, Science, and Economic Development has the sole jurisdiction over telecommunication facilities. The final authority to approve and license the location of Antenna Systems rests only with Industry Canada.

Galiano Island Local Trust Committee: The ultimate role of the GILTC is to issue a statement of concurrence, concurrence with conditions, or non-concurrence to the Proponent and Industry Canada. The statement will consider the land-use compatibility of the proposed Antenna System with reference to the OCP, responses from affected residents, and the Proponent's adherence to this Protocol. The Local Trust Committee also helps guide and facilitate the siting process by advising Proponents of particular sensitivities, community amenities, planning priorities, other relevant concerns and community consultation expectations. The Local Trust Committee cannot assess any proposal for an Antenna System with respect to any non-placement or non-design related issues or radiofrequency exposure issues and human health, but it can demand attestation of compliance with Health Canada's Safety Code 6. The GILTC can also assess and comment upon environmental impacts.

Proponent: Industry Canada may require that a Proponent intending to install or modify an Antenna System notify and consult with the local land use authority and, if necessary, the local community; and as appropriate

determine local requirements, undertake public notification and address relevant concerns. Proponents must investigate sharing or using existing structures.

Proponents must comply with applicable federal legislation and regulations such as Health Canada's Safety Code 6, Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range From 3 kHz to 300 GHz, the *Canadian Environmental Assessment Act*, and Transport Canada and NAV CANADA'S painting and lighting requirements for aeronautical safety.

It is recognized that Proponents need to strategically locate Antenna Systems to satisfy technical criteria and operational requirements.

DEFINITIONS

Antenna System: a device, or group of devices, used to receive and/or transmit radio frequency (RF) signals or other federally-licensed communications energy transmitted from or to be received by other antennas. Antenna Systems include the antenna, and may include a supporting tower, mast or other supporting structure, and an equipment shelter.

This protocol most commonly refers to the following three types of Antenna Systems:

1. **Freestanding Antenna System:** a structure (e.g. tower or mast) built from the ground for the expressed purpose of hosting an antenna or antennas.
2. **Building/Structure-Mounted Antenna System:** an Antenna System mounted on an existing structure such as a building wall or rooftop, a light standard, water tower or utility pole.
3. **Tree-mounted Antenna System:** An Antenna System mounted on a free-standing tree.

Co-location: the placement of antennas and equipment operated by one or more Proponents on a telecommunication Antenna System operated by a different Proponent, thereby creating a shared facility.

Prescribed Distance: distance measured horizontally from the base of the proposed freestanding or building/structure mounted Antenna System.

Proponent: a company or organization proposing to site an Antenna System (including contractors undertaking work for telecommunications carriers) for the purpose of providing commercial or private telecommunications services, exclusive of personal or household users.

Residential Area: lands used or zoned to permit residential uses, including mixed uses.

EXEMPTIONS

The Galiano Island Local Trust Committee exempts Proponents of the following Antenna Systems from its requirements of proposal submission and consultation:

1. Freestanding and Structure-Mounted Antenna Systems with a height not greater than 15 metres above ground level for:
 - a. reception of over-the-air radiofrequency transmissions such as radio and television broadcasts;
 - b. reception of transmissions from satellites including, but not limited to broadcast television;
 - c. wireless internet provision and access in compliance with Industry Canada power and frequency regulations;
 - d. use by the holder of a Certificate of Proficiency in Radio (Amateur Radio) in compliance with Industry Canada regulations;

- e. use by a person or entity for one or two-way voice or data communications in compliance with Industry Canada regulations and license requirements;
 - f. signal boosters to enhance local use, such as for Wi-Fi and cellular telephones; and
 - g. installation of an Antenna System that is used for a special event or to support emergency operations and is removed within three months after the emergency or event.
2. Tree-mounted Antenna Systems, without height restriction, for the applications stated in 1) above.
 3. Nonetheless, it may be prudent for a Proponent to consult with the GILTC and the public, if local circumstances warrant. The GILTC should be informed of all federally licensed new Antenna System installations so it can:
 - be prepared to respond to public inquiries;
 - be aware of site Co-location potential on Galiano;
 - maintain records to refer to in the event of future modifications and additions; and
 - engage in meaningful dialogue with the Proponent with regard to appearance and design.

Notwithstanding Industry Canada requirements for proposal submission and consultation, the GILTC may, by resolution, exempt a Proponent's proposal from any or all aspects of public consultation on a case-by-case basis. Informing the GILTC is still required of Proponents.

PRELIMINARY CONSULTATION (SITE INVESTIGATION MEETING)

Proponents are strongly encouraged to consult with the GILTC as early as possible in the antenna siting process. Proponents should notify the GILTC that a location(s) is being physically assessed for a potential Antenna System site. Prior to submitting an Antenna System Siting Proposal, the Proponent should initiate a site investigation meeting with the Islands Trust to:

- identify preliminary issues of concern;
- identify requirements for public notification and consultation; and
- affirm the content of the proposed submission

The Proponent will provide the following information at the site investigation meeting:

- location requirements and locations under consideration;
- preferred location(s), if any; and
- type and height of the proposed Antenna System.

If there is an existing Antenna System in proximity of the proposed site, information concerning the investigation of Co-location possibilities will be provided by the Proponent. **The Islands Trust will provide the Proponent with an information package, which includes:**

- the GILTC Antenna System Siting & Consultation Protocol;
- information on the GILTC concurrence process;
- **information on the known local radio frequency environment**
- public notification and consultation expectations;
- a map of Development Permit Areas and Nature Protection Zones; and
- a draft cost recovery agreement to cover processing costs, if applicable.

CONSULTATION PROCESS

Several parameters will determine the steps that a Proponent planning to install a transmitting Antenna System is required to take, including the following categories of Proponents: commercial or non-commercial telecommunications service providers or broadcasters, government agencies, private businesses, and private individuals.

In addition to the category of the Proponent, other parameters are: the height of the Antenna System (less than 15 metres, or equal to and greater than 15 metres), and distance of the Antenna System from the closest residence or other location where groups of people may regularly gather (less than 500 metres, or equal to and greater than 500 metres). All types of antennas are included.

The actions required are one or more of the following steps as indicated in the table below for each category of Proponent:

1. Contact the Islands Trust prior to installation to set up a Site Investigation Meeting and provide information as to the specific location and specifications of the proposed Antenna System (size and power, height of supporting structure) – see ‘Preliminary Consultation’ section.
2. Consult with the Islands Trust regarding any factors to be considered in siting the Antenna System, e.g. location in an environmentally sensitive area, proximity to neighbours, or visibility and appearance.
3. Provide a calculation of the maximum cumulative power density of the proposed Antenna System in relation to distance from the system, taking into account any pre-existing Antenna Systems at the same site.
4. Inform, in writing, the neighbours who live within 1000 metres of the Antenna System location about the proposed installation.
5. Organize, advertise, and host a public information meeting about the proposed installation.
6. Seek the written concurrence of the GILTC for the proposed installation.

NOTIFICATION AND CONSULTATION REQUIREMENTS BY PROPONENT TYPE

Proponent Category #1: Wireless Telecommunications Service Providers and Broadcasters

This category of Proponents includes cellular telephone service providers, wireless internet service providers, and radio and shortwave broadcasters, regardless of whether they are commercial or non-commercial entities.

	Height less than 15 metres		Height 15 metres or greater	
	Distance less than 500 m from neighbour	Distance 500 m or greater from neighbour	Distance less than 500m from neighbour	Distance 500m or greater from neighbour
Inform LTC of location and specifications	X	X	X	X
Consult LTC regarding location	X	X	X	X
Provide power density calculation	X	X	X	X
Inform neighbours within 1 km	X		X	X
Host public information meeting	X		X	X
Seek LTC Letter of Concurrence for Industry Canada	X		X	X

Proponent Category #2: Government Agencies

A second category of Proponents includes government agencies such as police, fire protection, ambulance, other emergency services, BC Ferries, and BC Hydro who maintain their own two-way telecommunication networks using Antenna Systems that comply with Industry Canada regulations and license requirements. Although not required to do so, government agencies are strongly encouraged to inform the GILTC about the location and specifications of their antennas under 15 metres in height.

	Height less than 15 metres		Height 15 metres or greater	
	Distance less than 500 m from neighbour	Distance 500 m or greater from neighbour	Distance less than 500m from neighbour	Distance 500m or greater from neighbour
Inform LTC of location and specifications			X	X
Consult LTC regarding location			X	X
Provide power density calculation			X	X
Inform neighbours within 1 km			X	X
Host public information meeting			X	X
Seek LTC "letter of concurrence" for Industry. Canada			X	X

Proponent Category #3: Private Businesses

This category of Proponent includes businesses on commercially zoned property, such as a marina, which may use a fixed antenna for marine radio telecommunications.

	Height less than 15 metres		Height 15 metres or greater	
	Distance less than 500 m from neighbour	Distance 500 m or greater from neighbour	Distance less than 500m from neighbour	Distance 500m or greater from neighbour
Inform LTC of location and specifications			X	X
Consult LTC regarding location			X	X
Provide power density calculation			X	X
Inform neighbours within 1 km			X	X
Host public information meeting			X	X
Seek LTC "letter of concurrence" for Industry. Canada			X	X

Proponent Category #4: Private individuals

Although not required to do so, private individuals are strongly encouraged to inform the LTC about the location and specifications of external send-receive Antenna Systems for wireless connection to the Internet, for locally boosting a weak cellular signal, or for amateur radio operations ("ham radio") that are licensed by Industry Canada and are greater than 15 metres in height.

PROPOSAL SUBMISSION

The Proponent will submit to the Islands Trust an Antenna System Siting Proposal which must include, as applicable, the following information:

1. A letter or report from the Proponent indicating the need for the proposal, the proposed site, the rationale for site selection, the nature and coverage of existing Antenna Systems in the general area, and a summary of opportunities for Co-location on existing or proposed Antenna Systems within 500 metres of the subject proposal.
2. Location including legal description, street address and latitude and longitude of the proposed Antenna System.
3. Confirmation of legal ownership of the lands subject to the proposal, or a signed letter of authorization from the registered property owner of the land, their agent or other person(s) having legal or equitable interest in the land.
4. A map showing the horizontal distance between the base of the proposed Antenna System and the nearest property in residential use.
5. For Antenna Systems requiring public consultation, a map showing all properties located within 1000 metres of the proposed Antenna System.
6. An attestation that the Antenna System will operate in compliance with Health Canada's Safety Code 6 which sets radiofrequency emission levels.
7. Details of the proposed system including: frequency bands and power of transmitter(s); elevation of the site and height of the antenna(s) above ground level; and, gain, azimuths and vertical and horizontal beam widths of antennas.
8. Calculation of RF density levels including distance to the Safety Code 6 compliance level (Reference Level Power Density) in the main beam of the antenna(s); and, distances to fractions of the compliance level (e.g. 50, 10, 1 percent), or fractions of the compliance level at distances (e.g., 10, 100, 250, 500 metres) from the base of the proposed Antenna Structure.
9. Cumulative power density levels within antenna beam directions from multiple transmitters or transmission on more than one frequency band, including an assessment of co-located third-party equipment and other Antenna Systems within 100 m of the proposed antenna.
10. A description (or map) of the area of coverage or point or points to which transmissions will be directed.
11. A description of the benefits of the Antenna System to Galiano Island residents, businesses and visitors.
12. A description of the backup power system including energy source, duration of operation and level of automation.
13. Graphic portrayals including plan and elevation drawings showing tower, guy wires, buildings, fencing, etc. as applicable, and location of the development on the property.
14. Transport Canada marking requirements including painting and lighting details.
15. A review of visibility from residences and public transportation corridors within 1000 metres of the installation (photos with proposed structures superimposed may be appropriate).
16. Details of access for construction and ongoing operation, and the location of utility corridors, and assessment of environmental impacts and planned mitigation measures.
17. Details of planned security including fencing, gates and alarms.
18. Accessibility for the fire department and emergency vehicles.

PUBLIC CONSULTATION PROCESS & TIMEFRAME

If required, and based on the results of the Proponent's public information and consultation process, the community's reaction to the Antenna System Siting Proposal and a staff assessment, the GILTC will proceed to affirm its concurrence, concurrence with conditions or non-concurrence with the proposal within 60 days of receiving the consultation package, if no further information or community consultation is deemed necessary, at one of its monthly business meetings. If, however, it is deemed that additional community consultation is necessary, the GILTC will convene a community information meeting. The Proponent must cover the cost of the additional community information meeting (advertisement, mailing, and administration cost) by a cost recovery agreement with the Islands Trust. The Proponent is expected to fully participate in the community meeting to address any outstanding issues or concerns.

The GILTC will keep the regional Industry Canada office apprised of its decision-making process and timeframes.

STATEMENT OF CONCURRENCE OR NON-CONCURRENCE

The GILTC, upon completion of its decision-making process, may:

- provide a letter of concurrence to Industry Canada (copying the Proponent) where the proposal addresses, to the satisfaction of the GILTC, the requirements set out in this protocol and will include conditions of concurrence, if required; or
- provide a letter on non-concurrence to Industry Canada (copying the Proponent) if the proposal does not conform to the GILTC's requirements as set out in this Protocol. The GILTC will also communicate any comments on outstanding issues, including those raised in the public consultation process, to Industry Canada.

The letter of concurrence/non-concurrence will be issued within 120 days of the completion of the Proponent's community public information/consultation process.

The GILTC may rescind its concurrence if it is determined by the GILTC that the proposal contains a misrepresentation or a failure to disclose all of the pertinent information regarding the proposal, plans or conditions on which the concurrence was issued have not been complied with and a resolution cannot be reached to correct the issue. In such cases, the GILTC will provide notification in writing to the Proponent and to Industry Canada and will include the reason(s) for the rescinding of its concurrence.

A concurrence remains in effect for a maximum period of 3 years from the date it was issued by the GILTC. If construction has not commenced within this time period the concurrence expires and a new submission and review process, including public consultation as applicable, is necessary prior to any construction occurring.

In addition, if construction has not commenced after 2 years from the date of concurrence was issued, the GILTC requests that the Proponent send written notification of an intent to construct to the GILTC 60 days prior to start of any work to erect the structure.

Once concurrence has been issued, that concurrence may be transferred from the original Proponent to another Proponent without the need for further consultation, provided that:

- all information gathered by the original Proponent is transferred to the new Proponent;
- the structure and Antenna System for which the concurrence was issued to the original Proponent is what the new Proponent builds; and
- construction of the structure is begun within the duration of the concurrence period.

LETTER OF UNDERTAKING

The Proponent may be required by the GILTC to provide a Letter of Undertaking which may include the following requirements:

- posting of a security for the construction of any proposed fencing, screening or landscaping or building permit requirements determined by the regulations of the Capital Regional District;
- a commitment to accommodate other communications providers on the Antenna System, where feasible, subject to the usual commercial terms and Industry Canada Conditions of Licence for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements (CPC-2-0-17); or
- all conditions identified in the letter of concurrence.

PREFERRED LOCATIONS & DEVELOPMENT GUIDELINES

Antenna Systems should be sited and designed to respect local sensitivities and preferences in the area administered by the GILTC in accordance with the Official Community Plan.

A Proponent should review the guidelines identified below as early as possible and should attempt to identify and resolve any outstanding issues prior to submitting its Antenna System Siting Proposal and undertaking public consultation.

Proponents are also required to obtain all applicable building permits for additions and/or modifications to existing facilities.

1. Co-location

Before submitting a proposal for an Antenna System on a new site, a Proponent should explore the following options:

- consider sharing an existing antenna site, modifying or replacing a structure, if necessary;
- locate, analyze and review potential use of any feasible existing infrastructure.

Where Co-location on an existing antenna site or structure is not possible, a new Antenna System should be designed with Co-location capacity.

The GILTC recognizes that the objective of promoting Co-location and the objective of making Antenna Systems less noticeable may sometimes come into conflict. Nonetheless, the GILTC will review each submission on its merits with a view to promoting both objectives and, where necessary, determine an appropriate balance between them.

2. Preferred Locations

When new Antenna Systems must be constructed, where feasible, the following locations are preferred:

- 500 metres from residences or buildings that are occupied or are in use on a regular basis;
- outside Nature Protection Zones; and
- on BC Hydro Right-of-Ways.

3. Discouraged Locations

New Antenna Systems, including service corridors, should avoid land zoned as Nature Protection and environmentally sensitive ecosystems, as defined in the Galiano Island Official Community Plan.

4. Development Design Guidelines

Antenna Systems should be designed in terms of minimizing impacts on the natural environment, appearance and aesthetics, to respect their immediate surroundings including being unobtrusive and inconspicuous, minimizing visual impact, avoiding disturbance to natural features and reducing the need for future facilities in the same area.

In preparing its proposal, the factors which the Proponent should consider, but not be limited to, include:

- colour scheme;
- buffering and screening;
- structure;
- height;
- yards and parking;
- service corridors;
- a map depicting the projected useable service area;
- a description of associated microwave link, if applicable;
- a calculation of cumulative power density of the proposed Antenna System and any co-located antennas out to a distance of 500 metres from base of the antenna;
- access roads;
- ancillary buildings and equipment cabinets;
- signage and lighting;
- site security;
- rooftop equipment;
- power sources;
- environmental impacts and mitigation measures;
- seismic risk and design;
- adherence to Safety Code 6 or other health safety standards;
- expected drainage patterns; and
- provision for future Co-location on the structure.

The GILTC encourages Proponents to also outline proposed public consultation activities and be prepared to discuss its proposal at the site investigation meeting.

STAFF REPORT

File No.: 6500-20- Affordable
Housing Strategy

DATE OF MEETING: June 5, 2017
TO: Galiano Island Local Trust Committee
FROM: Rob Milne, Island Planner
Southern Team
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: Affordable Housing Strategy

Recommendation

1. That the Galiano Island Local Trust Committee review and endorse the draft Terms of Reference for the Special Advisory Planning Commission and the draft Project Charter for the Affordable Housing Strategy.

Problem/Issue

At the May 1, 2015 regular meeting of the Galiano Island Local Trust Committee (LTC) consideration was given to the LTC's number two Top Priority, "Affordable Housing Strategy". Subsequent to that consideration the LTC adopted a number of resolutions intended to initiate and implement the project. Chief amongst these were the following two motions which create the framework for the implementation of the project:

GL-2017-034

that the Galiano Island Local Trust Committee request staff to prepare Terms of Reference for the Special Advisory Planning Commission on Affordable Housing.

GL-2017-035

that the Galiano Island Local Trust Committee request staff to prepare a Project Charter for the Affordable Housing Strategy Project.

Analysis

As was requested in those motions staff has prepared a draft Terms of Reference which is intended to frame the duties and role of the Special Advisory Planning Commission (SAPC) as well as a draft Project Charter which is intended to set the scope for the project as well as identify the anticipated sequence of events/actions involved in the implementation of the project, as well as a draft budget. It is important that the LTC is satisfied with the two documents prior to the commencement of the project so as to ensure that the project reflects the goals and intentions of the LTC.

The LTC also adopted several other resolutions related to this project at the May 1st meeting, as follow below:

GL-2017-032

that the Galiano Island Local Trust Committee strike a Special Advisory Planning Commission on Affordable Housing and request that staff advertise for expressions of interest.

GL-2017-033

that the Galiano Island Local Trust Committee request staff to compile a list of funding sources for Affordable Housing.

GL-2017-036

that the Galiano Island Local Trust Committee request staff to: a) report on which recommendations in the Affordable Housing Toolkit have been carried out by Trust Council and/or which have been adopted in the Galiano LUB and OCP; b) provide recommendations for action; and c) report on the progress of recommendations that came out of the Islands Trust Housing Forum of 2016.

Staff recommend that the advertising for expressions of interest for the SAPC be placed subsequent to the June 5th meeting of the LTC, once the LTC has had an opportunity to consider and endorse the Terms of Reference for the SAPC.

Underlying the issue of identifying solutions for the provision of affordable housing on Galiano Island lies the fundamental necessity of understanding the nature of that need. Staff met with John Reilly, CRD Manager of Planning and Programs on May 15th to discuss affordable housing and most specifically the progress of the CRD Southern Gulf Islands Housing Needs assessment which will be examining each of the Islands Trust Local Trust Areas. Staff were advised that that process would be completed by December 2017 and would contain an assessment of housing needs specific to Galiano Island.

It would, therefore, seem clear that meaningful implementation of this process will have to await the outcomes of that study in order to provide relevant and contextual recommendations.

Staff have attached to this report a project charter based upon a decision to proceed with the Affordable Housing Strategy project in the absence of the information from the CRD needs assessment study, which is understood to be the current direction from the LTC. It may be the wish of the LTC to re-consider the implementation of the project now that the completion date of the needs assessment report has been established with the knowledge that it is intended to include information which will aid in creating meaningful options to address the housing need on Galiano Island.

If it is the wish of the LTC to proceed with the project and still incorporate the CRD needs assessment report findings it may to consider striking the committee as proposed and that the SAPC undertake the action 'b' identified in resolution GL-2017-036. This would allow the SAPC to develop an understanding of, and literacy with, the tools and issues related to developing affordable housing options in an Island context as well as move the project forward in anticipation of receipt of the CRD information. Staff strongly recommend that if the Special APC be struck as suggested, that staff provide an orientation at the first meeting of the Commission.

Alternatives

1. That the Galiano Island Local Trust Committee defer commencement of the Affordable Housing Strategy until such time as the CRD Needs Assessment is has been completed.

Submitted By:	Rob Milne, Island Planner	May 15, 2017
Concurrence:	Robert Kojima, Regional Planning Manager	May 17, 2017

ATTACHMENTS

1. Draft Terms of Reference for the proposed Special Advisory Planning Commission
2. Draft Affordable Housing Strategy Project Charter

Purpose *To explore the need and consider options to address the lack of adequate affordable housing options on Galiano Island.*

Background *The LTC identified the this topic as a Top Priority in March 2016, with the goal of completing the project by 2017. The intent of the project is, with the aid of a Special Advisory Commission, to quantify and understand the need for affordable housing on Galiano Island and to explore and understand the range of affordable housing options available with the goal of identifying a set of actions which would be effective in addressing the lack of affordable housing options on Galiano Island.*

Objectives

- *To understand and address the need for affordable housing on Galiano Island*
- *To identify and implement recommendations to address the need for affordable housing on Galiano Island*
- *To consider related amendments to the OCP and LUB*

In Scope

- *SAPC review of relevant literature related to affordable housing*
- *Public consultation, including up to four public meetings and one CIM, on affordable housing needs and options*
- *Consultation with agencies, stakeholders and Galiano Island residents*

Out of Scope

- *Unrelated OCP or LUB amendments*
- *More than four public consultation meetings*

Workplan Overview	
Deliverable/Milestone	Date
Creation of SAPC	June 2017
SAPC review of affordable housing literature and implemented options	July - November 2017
Receipt and consideration of CRD Needs Assessment Report	December 2017 – January 2018
Open houses	February—March 2018
Submission of SAPC summary report	April 2018
Staff report and LTC consideration of summary report (direction to prepare draft bylaws)	May 2018
First reading of draft bylaws and referral to agencies and stakeholders (30 days)	June 2018
Staff summary report on referral process— second reading and delegation of Community Information meeting (CIM).	September 2018
Staff summary report on CIM — bylaw amendments as required and delegation of public hearing	January—February 2019 (Delay due to November 2018 election process)
Public hearing and third reading	March 2019
Executive Committee approval, bylaw forwarded to Minister	March – April 2019

Project Team	
Rob Milne	Project Manager
Robert Kojima	Project Sponsor
	Admin Support
Barb Dashwood	GIS technician

RPM Approval:
Date:

LTC Endorsement:
Resolution # :
Date:

Budget		
Budget Source: LTC Projects Budget		
Fiscal	Item	Cost
2017-18	SAPC meeting costs	\$3000
	Advertising, communications and display materials	\$500
	Open houses/CIM	\$1000
	Contingency	\$500
	Total	\$5000



Islands Trust

TERMS OF REFERENCE FOR THE SPECIAL ADVISORY PLANNING COMMISSION REVIEWING AFFORDABLE HOUSING ON GALIANO ISLAND

1. The Special Advisory Planning Commission (APC) shall be a stand-alone Advisory Planning Commission reporting to the Galiano Island Local Trust Committee.
2. The Special APC is subject to the provisions of [Advisory Planning Commission Bylaw No 177](#), s. 461 of the [Local Government Act](#) and the Open Meeting provisions of Division 3 of the [Community Charter](#).
3. The objectives of the Special Advisory Planning Commission are to review available and emergent information on the issue of Affordable Housing and housing needs on Galiano Island, consult with local housing groups and to report to the Local Trust Committee with a set of recommendations on potential OCP policy or LUB regulatory amendments.
4. Specifically, the Special Advisory Planning Commission shall:
 - a. Review existing relevant reports and studies prepared by or for the Islands Trust or the Local Trust Committee.
 - b. Familiarize itself with the authority and jurisdiction of the Local Trust Committee and the Capital Regional District with respect to housing.
 - c. Review existing Galiano Official Community Plan policies and Land Use Bylaw regulations.
 - d. Review and consider, upon completion (December 2017), the Southern Gulf Islands Housing Needs Assessment being prepared on behalf of the Capital Regional District.
 - e. Consider housing initiatives, policies and regulations implemented in other relevant jurisdictions, particularly in other Local Trust Areas.
 - f. Meet with local housing groups or key individuals to gain insight into affordable housing issues on Galiano.
 - g. Attend one Local Trust Committee meeting to present the findings and recommendations of its report.
5. The Special Advisory Planning Commission shall elect a Chairperson at its first meeting.
6. The Chairperson should ensure, to the best of their knowledge and ability, that any options or recommendations are consistent with:
 - a) The Goals of the Official Community Plan;

- b) The Object of the Islands Trust;
 - c) The policies of the Islands Trust Policy Statement;
 - d) The statutory authority of the Local Trust Committee;
 - e) Generally accepted good planning principles.
7. The Chairperson is responsible for:
- a) Organizing Commission meetings in conjunction with the APC Secretary.
 - b) Ensuring that meetings are scheduled and conducted in accordance with Bylaw 177 and the relevant provisions of the *Local Government Act* and *Community Charter*, including, but not limited to: advertising, open meetings, and the keeping of a record of the meeting.
 - c) Ensuring that meetings are conducted in accordance with the principles of procedural fairness, and in particular that issues of potential conflict of interest or bias by Commission members should be managed in accordance with the Islands Trust [Guidelines for Members of Advisory Planning Commissions](#).
 - d) Communicating with trustees and Islands Trust staff at key stages of the project.
 - e) Leading and facilitating discussion at the meeting(s).
 - f) Ensuring that all points of view are heard.
 - g) Ensuring that good order and civility are maintained at meetings.
 - h) Ensuring that discussion is relevant and addresses the questions laid out in this terms of reference.
 - i) Ensuring that expenses do not exceed the approved budget, in the event that the Chairperson becomes aware that expenses may exceed the allotted budget the Chairperson shall contact the Island Planner or Regional Planning Manager to discuss options.
 - j) Ensuring minutes of the meeting(s)' proceedings are consistent with the [Islands Trust Minutes Guidelines](#).
 - k) Submitting a written summary report, with options or recommendations to the Local Trust Committee at the completion of the process.
 - l) Attending one regular LTC meeting to present key recommendations of the report.
 - m) Potentially attending one community information meeting or open house held by the LTC following submission of the final report.
8. The Chairperson will consult with Islands Trust staff regarding policy or regulatory issues, conduct of the meetings, progress of the Special APC, and the budget. The Chairperson should coordinate the scheduling of the first SAPC with the Island Planner in order to facilitate attendance by staff to provide an orientation for the SAPC.
9. Costs should be limited to the secretary's costs and rental of the meeting venue.
10. Local Trustees may attend and participate in any meeting, at the discretion of the trustees.
11. Islands Trust staff may be available to serve as a resource at any meeting, at the discretion of staff. As well, Islands Trust staff will provide information

required for the Special Advisory Planning Commission to carry out its review and other relevant background materials.

12. The Chairperson should advise participants that the Local Trust Committee is under no obligation to implement any recommendations. By law the Local Trust Committee has unfettered discretion.
13. A written report will be provided by the Chairperson by April 2018 briefly summarizing the discussion and issues raised at Commission meetings(s), and providing options and/or recommendations where there was a consensus or majority view. Any minority or dissenting views should also be reported. The report shall be addressed to the Galiano Island Local Trust Committee and delivered to Islands Trust staff for distribution and records management.
14. The Chairperson should strive to ensure that any options or recommendations include a justification for the position.
15. The written report will be in printed hard copy, signed and dated, and with a digital copy in Word format.



Top Priorities

Galiano Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Telecommunication Strategy	Review telecommunication options, including policies for telecommunication towers, on Galiano Island.	01-Feb-2016	Kim Stockdill	28-Feb-2017
2	Affordable Housing Strategy	to be determined.	07-Mar-2016	Kim Stockdill	31-Mar-2017
3	Dock Review	Review issues regarding docks and new shoreline information and whether changes are required to the LUB.	07-Mar-2016	Rob Milne	31-Jul-2017

**Projects****Galiano Island**

Description	Activity	R/Initiated
Soil Removal and Deposit Bylaw	Review need and options for implementation of soil removal and deposit bylaw	12-Sep-2011
Comprehensive Watershed Planning	?	01-Oct-2016
Commercial Vacation Rental (TUP) Review	Review the Temporary Use Permit (TUP) guidelines in the Official Community Plan in relation to commercial vacation rentals.	05-Dec-2016
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	16-Apr-2012
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)	23-Jul-2012
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.	15-Jul-2013
Ocean Based Geo-Exchange Systems	Review of regulations for geo-thermal exchange use.	18-Nov-2013
Information Note Addition	Add in Information Note on Archeological Sites under General Regulations	18-Nov-2013
Light Industrial Zoning	A review and inventory assessment of existing and potential light industrial zones.	18-Nov-2013
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, and review park zoning (specifically to allow stairs in setbacks).	07-Jul-2014

Projects

Galiano Island

Description	Activity	R/Initiated
Community Benefit Review for Forest Lands	Staff to prepare preliminary report for new LTC	08-Sep-2014
Consider amendments to re-designate and rezone crown owned Forest lots.- Bylaws 231, 232 at First Reading	re-refer to FLNRO for comment	



Development Permit

File Number	Applicant Name	Date Received	Purpose
GL-DP-2016.5	DEAN A TAYLOR PATRICIA M TAYLOR c/o ALLAN DIAMOND ARCHITECT Planner: Rob Milne	09-Aug-2016	754 Ellis Rd - Reinforce and repair damage to existing retaining wall.
Planning Status			
Status Date: 09-May-2017 Email sent requesting written confirmation for Archaeology Branch that they have no concerns (DVP app)and noting that the DVP application and QEP report in support of that application have not yet been received. DVP is necessary to allow for approval of the development permiit			
Status Date: 24-Apr-2017 Email sent inquiring as to outstanding DVP application which is necessary to move this DP application forward.			
Status Date: 21-Mar-2017 Email sent March 20, 2017 advising biologist report and DVP application for natural boundary setback relief remain as outstanding items.			

Rezoning

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2011.1	Galiano Land and Community Housing Trust c/o Tom Hennessy Planner: Robert Kojima	06-Oct-2011	Rezone Agriculture and Residential to Community Facility-Affordable housing.
Planning Status			
Status Date: 16-May-2017 Executed Covenant, Consent and Housing Agreement received from applicant. Covenant to be executed by Chair and registered			

Applications

Status Date: 10-Apr-2017

Bylaw 233 approved by Minister - awaiting completion of applicant conditions prior to final consideration

Status Date: 18-Jan-2017

EC approval of bylaws 233, 234 and 261. Bylaw 233 forwarded to Minister.

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

Planning Status

Status Date: 28-Nov-2016

Waiting for final community benefit document, proposal, and community consultation review from applicant.

Status Date: 22-Sep-2016

Applicant finalizing community benefit document for November LTC meeting.

Status Date: 22-Jun-2016

OCP & LUB Amendment bylaws drafted.

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2016.2	GALIANO CONSERVANCY ASSOCIATION	08-Aug-2016	DL 57 10825 Porlier Pass Rd Rezoning from Rural to Environmental Education use and Nature Protection.
Planner: Rob Milne			

Planning Status

Status Date: 09-May-2017

Bylaws given 1st and 2nd readings at May 1, 2017 LTC meeting. Direction given to refer to APC. Application and bylaws referred to APC on May 3rd.

Status Date: 24-Apr-2017

Scheduled for May 1st GILTC meeting.

Status Date: 07-Mar-2017

Staff to work with applicants to develop a comprehensive development zone approach to the rezoning application

Temporary and Industrial Use Permit



Applications

File Number	Applicant Name	Date Received	Purpose
GL-TUP-2016.1	Jon & Connie Stettner	07-Mar-2016	2625 E. BEEKMAN PL\nRequesting a permit to use property as a STVR.

Planner: Phil Testemale

Planning Status

Status Date: 29-May-2017

Lawyer for applicant has requested extension as he has been unable to get a response to drafted Covenant from SSWW

Status Date: 16-May-2017

Email received on May 11, 2017 advising that draft covenant had been forwarded to SSWW for review

Status Date: 13-Mar-2017

Property owner's legal representative drafting covenant. Staff gave deadline of May 31 ,2017 for covenant to be registered.

Islands Trust
 LTC EXP SUMMARY REPORT F2018
 Invoices posted to Month ending April 2017

625 Galiano	Invoices posted to Month ending April 2017	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-625	LTC "Trustee Expenses"	750.00	0.00	750.00
LTC Local				
65200-625	LTC - Local Exp - LTC Meeting Expenses	5,500.00	286.46	5,213.54
65210-625	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-625	LTC - Local Exp - Communications	500.00	142.60	357.40
65230-625	LTC - Local Exp - Special Projects	500.00	0.00	500.00
TOTAL LTC Local Expense		<u>7,000.00</u>	<u>429.06</u>	<u>6,570.94</u>
Projects				
73001-625-2002	Galiano OCP/LUB	5,000.00	0.00	5,000.00
73001-625-4065	Galiano Dock Review	4,500.00	0.00	4,500.00
73001-625-4081	Galiano Telecommunications Strategy	5,000.00	0.00	5,000.00
TOTAL Project Expenses		<u>14,500.00</u>	<u>0.00</u>	<u>14,500.00</u>

Galiano Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

Updated: December 5, 2016

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.
4.	February 3, 2014		Applications with Open Bylaw Enforcement files	On properties where there is an open bylaw enforcement file, planning staff should refer planning applications to the Bylaw Enforcement Manager for comment where one or more of the following circumstances exist: 1. There have been significant delays or longer than typical timelines in the enforcement process 2. The LTC is considering on-going, relevant policy or regulatory changes that could impact enforcement 3. Litigation has been recommended 4. Legal counsel has been involved (beyond providing a basic interpretation) 5. There has been enforcement action beyond seeking voluntary compliance (e.g. a BEN warning or ticket, adjudication, a compliance agreement negotiated, etc.) 6. There has been, or is an expectation of, joint enforcement with other jurisdictions 7. There is potential for impact on other related enforcement files.

No	Meeting Date	Resolution No.	Issue	Policy
5.	April 7, 2014	GL-2014-029	Community Wells as a Community Benefit	That the Galiano Island Local Trust Committee will consider as a community benefit for all rezoning applications where there is an increase in density, the establishment of an instrumented observation well.
6.	December 5, 2016	By consent	TUP for Commercial Vacation Rentals	Without fettering its discretion, the LTC provided the following guidance with respect to its consideration of TUP applications for Commercial Vacation Rentals: 1. A Commercial Vacation Rental use should only be considered in one dwelling per lot 2. Permits being considered in Water Management Areas should include conditions requiring cisterns with a minimum capacity of 16,000 litres and a water meter. 3. In order to assist in assessing cumulative impacts, staff are requested to continue to provide an updated map showing the location, status, and maximum number of guests of all Commercial Vacation Rental TUP applications.

K:\LTC\Galiano\Standing Resolutions\Policies and standing resolutions.doc

REQUEST FOR DECISION

To: Galiano Island Local Trust Committee **For the Meeting of::** June 5, 2017

From: Robert Kojima,
Regional Planning Manager **Date Prepared:** May 18, 2017

SUBJECT: 2016-2017 ANNUAL REPORT – APPROVAL OF GALIANO ISLAND LOCAL TRUST COMMITTEE SECTION

RECOMMENDATION: That the Galiano Island Local Trust Committee approves the attached text for inclusion in the 2016-2017 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Community, Sport and Cultural Development.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Preparation of the Islands Trust Annual Report is undertaken by Trust Area Services Communications staff, reporting to the Executive Committee and consistent with Trust Council's [Annual Report Policy 6.10.i](#). To comply with the schedule indicated in the policy, the Executive Committee has adopted the following schedule for preparation of individual committee reports:

Committee reports:	Reports to be approved on the following dates:
TPC	May 29
LPC	May 24
FPC	May 31
TFB	May 30
EC	June 7
Denman	May 2 / June 6
Gambier	April 27/ May 25
Gabriola	May 11/ June 8
Galiano	June 5
Hornby	May 5
Lasqueti	April 24
Mayne	June 26
North Pender	May 25
Salt Spring Island	May 4/ June 1
Saturna	June 15
South Pender	May 30
Thetis	April 25
Ballenas-Winchelsea	April 5
Executive Islands	

Under Trust Council's Policy, all LTCs and Council committees are expected to review and approve their sections at regular meetings listed above.

FINANCIAL: None

POLICY: No implications for existing policy

IMPLEMENTATION/COMMUNICATIONS: The process for development of the Annual Report is outlined in Trust Council's Annual Report policy 6.10.i. Once each committee has approved its section, staff will create a draft Annual Report for review by the Executive Committee and consideration of Trust Council in June. Upon approval by Trust Council, staff will send the Annual Report to the Minister of Community Sport and Cultural Development and circulate it as indicated in Trust Council's policy.

OTHER: n/a

BACKGROUND

- The Executive Committee approved the format and outline of the 2016-2017 Annual Report at its meeting on February 15, 2017.

REPORT/DOCUMENT: Galiano Island Local Trust Committee input to Annual Report (draft)

KEY ISSUE(S)/CONCEPT(S): Consistent Annual Report sections from each committee

RELEVANT POLICY: This approach complies with Section 19 of the *Islands Trust Act* and Trust Council's [Annual Report Policy 6.10.i](#).

DESIRED OUTCOME: Trust Council is able to easily approve its annual report in June 2017 without further editing from staff or trustees at the Trust Council meeting.

RESPONSE OPTIONS

Recommended: That the Galiano Island Local Trust Committee approves the attached text for inclusion in the 2016-2017 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Community, Sport and Cultural Development.

Alternative: None

Prepared By: Robert Kojima
Regional Planning Manager

Reviewed By/Date: Director (Marlor, Shelest, Frater) as appropriate

Galiano Island Local Trust Committee

The Galiano Island Local Trust Committee held 11 regular business meetings in the 2016–2017 fiscal year, as well as 1 special meeting, and 2 public hearings.

Work for this period focused on advancing the Local Trust Committee (LTC) priority to establish procedures for telecommunications proposals, and the LTC also initiated a project to review policies and regulations for private docks. As well, the LTC adopted bylaws which would amend the Official Community Plan and Land Use Bylaw to increase permitted maximum floor area for cottages, adopted an OCP amendment to create TUP guidelines for contractor yards, and adopted OCP and LUB amendments to permit secondary suites.

The Galiano Island Local Trust Committee received and considered applications for 1 development variance permit, 3 development permits and 13 temporary use permits. As well, the LTC considered rezoning applications for an affordable housing proposal, a spiritual retreat, a conservancy learning centre, and rezoning a former health and wellness centre back to commercial guest accommodation uses.



File No.: 8021
TPC Water and Marine
Conservation

DATE: May 23, 2017
TO: Local Trust Committees
FROM: Shelley Miller, Planner 1
Trust Area Services
SUBJECT: Wells and Groundwater Workshops

PURPOSE

The purpose of this memorandum is to inform Local Trust Committees and Bowen Island Municipality of wells and groundwater education workshops scheduled for the Islands Trust Area this spring and summer.

WORKSHOP DETAILS

As part of the Trust Programs Committee Water Conservation Advocacy and Education project, the Islands Trust has partnered with the Ministry of Forests, Lands and Natural Resource Operations (FLNRO) and local health authorities to deliver a series of free, private well owner and groundwater education workshops in the Islands Trust Area. Please see Attachment 1 for a poster advertisement that includes the dates, times and locations for each workshop.

The workshops will consist of an introduction to the Islands Trust, a FLNRO presentation on groundwater and well protection, and a health authority (Island Health or Vancouver Coastal Health) presentation on water quality and well water testing, followed by a question and answer period. The Islands Trust arranged for a local laboratory, Maxxam Analytics, to provide water testing kits that will be available for pick up at the workshops. Maxxam Analytics will provide a 10% discount on select well water testing for workshop participants. In addition, the Environmental Operators Certificate Program will offer Continuing Education Units to Certified Operators who attend these workshops.

Staff have researched water conservation issues and projects and contacted local groups within the Trust Area, including regional districts, improvement districts, and water conservation community groups. Staff have also collected educational materials on water conservation from various organizations to be distributed at the workshops. In addition, staff developed an Islands Trust water conservation handout that will be available at the workshops and on the Islands Trust website.

NEXT STEPS

The Islands Trust encourages trustees and community members to promote and participate in these workshops.

Submitted By:	Shelley Miller, Planner 1	May 23, 2017
---------------	---------------------------	--------------

Concurrence:	Clare Frater, Director, Trust Area Services	May 23, 2017
--------------	---	--------------

ATTACHMENTS

1. Islands Trust Wells and Groundwater Workshop Poster



PAL-O-MINE VIA FLICKR

Wells and our groundwater

Concerned about your well going dry?
Worried about well water safety?
Interested in groundwater?

*Water testing kits
and 10% discount
on select well water
testing provided by
Maxxam Analytics*

Join us for a **FREE** workshop to learn about:

- 💧 Groundwater and your well
- 💧 How to protect your water source
- 💧 How to test and treat your well water

Everyone interested in learning about groundwater is welcome! Refreshments provided.

ISLAND	DATE	WORKSHOP TIME	MEETING HALL
Mayne	June 2	1:00pm–3:30pm	Mayne Island Agricultural Hall, 430 Fernhill Road
Thetis	June 9	10:00am–12:30pm	Thetis Island Community Centre (Forbes Hall), 292 North Cove Road
Galiano	June 16	1:00pm–3:30pm	Galiano South Community Hall, 141 Sturdies Bay Road
Denman	June 23	12:30pm–3pm	Denman Island Community Hall (Back Hall), 1196 Northwest Road
Salt Spring	June 30	10:00am–12:30pm	Hart Bradley Memorial Hall (Lion’s Hall), 103 Bonnet Avenue
North Pender	July 7	10:30am–12:30pm	Pender Island Community Hall (Upper Hall), 4418 Bedwell Harbour Road
Hornby	July 14	1:00pm–3:30pm	New Horizons Hall, 1765 Sollans Road
Saturna	July 21	12:30pm–3pm	Saturna Recreation and Cultural Centre, 104 Harris Road
Gabriola	July 28	10am–12:30pm	Gabriola Arts and Heritage Centre, 476 South Road
Bowen	August 10	1:00pm–3:30pm	Bowen Island Municipal Hall (Council Chambers), 981 Artisan Lane
Gambier	August 11	9:30am–12pm	Gambier Island Community Centre, 721 Andy’s Bay Road

***Water affects us all,
let’s keep it clean!***
islandstrust.bc.ca/water

WORKSHOP PARTNERS:

