



Galiano Island Local Trust Committee

Regular Meeting Agenda

Date: April 8, 2025
Time: 1:00 pm
Location: Galiano South Community Hall
141 Sturdies Bay Road, Galiano Island, BC

		Pages
1.	CALL TO ORDER	1:00 PM - 1:20 PM
2.	TERRITORIAL ACKNOWLEDGEMENT	
3.	APPROVAL OF AGENDA	
4.	TRUSTEE REPORT	
5.	CHAIR'S REPORT	
6.	ELECTORAL AREA DIRECTOR'S REPORT	
7.	FIRST NATION REPORT	
8.	TOWN HALL AND QUESTIONS	1:20 PM - 1:40 PM
9.	COMMUNITY INFORMATION MEETING - None	
10.	PUBLIC HEARING - None	
11.	MINUTES	1:40 PM - 1:50 PM
11.1	Local Trust Committee Minutes Dated February 11, 2025 (for Adoption)	4 - 12
11.2	Section 26 Resolutions Without Meeting Report - None	
11.3	Advisory Planning Commission Minutes - None	
12.	BUSINESS ARISING FROM MINUTES	
12.1	Follow-up Action List Dated April 2025	13 - 17
13.	DELEGATIONS	

14. CORRESPONDENCE

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

15. MEETING BREAK - COMMUNITY UPDATE

16. APPLICATIONS AND REFERRALS 1:50 PM - 2:40 PM

- | | | |
|------|--|---------|
| 16.1 | GL-SUB-2023.1 (Taylor) - Staff Report (attached) | 18 - 21 |
| 16.2 | PL-RZ-2024-0003 (Palmberg) – Staff Report (attached) | 22 - 38 |
| 16.3 | Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 543 (for Response) (attached) | 39 - 46 |

17. LOCAL TRUST COMMITTEE PROJECTS 2:40 PM - 3:40 PM

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|------|---|---------|
| 17.1 | Associated Islands Regulations Review Project – Staff Report (attached) | 47 - 51 |
| 17.2 | Official Community Plan Review Project - Staff Report (attached) | 52 - 57 |

18. REPORTS 3:40 PM - 3:50 PM

- | | | |
|--------|--|---------|
| 18.1 | Work Program Reports (attached) | |
| 18.1.1 | <u>Active Projects Report Dated April 2025</u> | 58 - 58 |
| 18.1.2 | <u>Future Projects Report Dated April 2025</u> | 59 - 59 |
| 18.2 | Applications Report Dated April 2025 (attached) | 60 - 65 |
| 18.3 | Trustee and Local Expense Report Dated Jan 2025 (attached) | 66 - 66 |
| 18.4 | Adopted Policies and Standing Resolutions (attached) | 67 - 71 |
| 18.5 | Local Trust Committee Webpage | |
| 18.6 | Islands Trust Conservancy Report Dated Feb 2025 | 72 - 73 |

19. NEW BUSINESS

- | | | |
|------|---|---------|
| 19.1 | 2024/25 Annual Report - Request for Decision (attached) | 74 - 76 |
|------|---|---------|

20. UPCOMING MEETINGS

- | | | |
|------|---|--|
| 20.1 | Next Regular Meeting Scheduled for June 3, 2025 at the Galiano North Community Hall, Galiano Island | |
|------|---|--|

21. TOWN HALL 3:50 PM - 4:10 PM

22. CLOSED MEETING (Distributed Under Separate Cover)

22.1 Motion to Close the Meeting

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1)(a)(f):

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

AND that the recorder and staff attend the meeting.

22.2 Recall to Order

22.3 Rise and Report

23. ADJOURNMENT

4:10 PM - 4:10 PM

Galiano Island Local Trust Committee

Minutes of Regular Meeting

Date: February 11, 2025
Location: Galiano South Community Hall
141 Sturdies Bay Road, Galiano Island, BC

Members Present: Timothy Peterson, Chair
Ben Mabblerley, Local Trustee
Lisa Gauvreau, Local Trustee

Staff Present: Robert Kojima, Regional Planning Manager (electronic)
Kim Stockdill, Island Planner
Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were approximately 23 members of the public present.

1. CALL TO ORDER

Chair Peterson called the meeting to order at 1:06 p.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Peterson acknowledged that the meeting was being held in territory of the Coast Salish First Nations and spoke of his gratitude to Chief Jack, and members of Penelakut Tribe, for inviting the Local Trust Committee to meet with them recently.

3. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

4. TRUSTEE REPORT

Trustee Gauvreau reported the following:

- Attended Accessibility Committee meeting and noted the Committee's role is to help Trust Council create plans to ensure accessibility for staff, trustees, and the public
- Attended "Leaving a Legacy" workshop discussion about the lasting impacts of local government which was hosted by the Centre for Civic Governance and led by the Feminist Campaign School
- Attended Islands Trust Conservancy Board meeting and was elected Chair of Islands Trust Conservancy

Trustee Mabblerley reported the following:

- The Capital Regional District's housing project work will begin soon
- The Local Trust Committee met with Penelakut Tribes Chief and Council

- The Chair of Trust Council has stepped down and there will be an election for a new Chair during the March Trust Council meeting which could result in a reassignment of Chairs of the Local Trust Committees

5. CHAIR'S REPORT

Chair Peterson reported the following:

- Chair Luckham will be resigning March 11, 2025 and elections will be undertaken during the March Trust Council meeting
- The Chief Administrative Officer Performance Evaluation Committee continues to meet and is reviewing targets for three-month and six-month markers
- Continued attendance at Financial Planning Committee meetings in preparation for March Trust Council budget deliberations
- Attended Governance Committee meeting and noted the 2020 Governance Review recommendations will be sent to Committee of the Whole for discussion
- The Committee of the Whole will be reviewing Standards of Conduct and continues to meet to discuss amendments to the draft Policy Statement
- Attended Trust Programs Committee meeting

6. ELECTORAL AREA DIRECTOR'S REPORT

Southern Gulf Islands Electoral Director Paul Brent provided the following update:

- Working on delivering funding for Galiano Green Forest Homes
- Participation in the Tiny Homes on Wheels Steering Committee which is focussing on the standardization of regulations to allow tiny homes on wheels and recreational vehicles as dwellings
- Working with Ministry of Transportation and Transit to reestablish parking at Montague Harbour
- The Capital Regional District will be lobbying the BC Provincial Government for a rural housing strategy

7. FIRST NATION REPORT

Penelakut Tribe Council Member Ken Thomas spoke to the following:

- Acknowledged and thanked the Local Trust Committee for visiting with Penelakut leadership
- A letter of acceptance is being drafted regarding the land donations for District Lots 85 and 86
- Penelakut Elders requested that, during the meeting today, gratitude is expressed toward the land donors for allowing the Tribe to regain some of their territory
- Noted the recent meeting allows communication lines to be opened and the parties to begin working together

8. TOWN HALL AND QUESTIONS

A member of the public spoke to the following:

- A complaint was made regarding goats kept on their property
- The property is 46 metres in width and the bylaw states there must be 30 metres clearance from each side property line

- All of the speaker's animals are kept more than 30 metres from the neighbour but there is an encroachment of 15 metres on Patricia Way Park
- Does not have the ability to pay the land use variance application
- Has installed privacy fencing, noise attenuation barrier and a buffer
- Requested the Local Trust Committee grant a variance
 - Island Planner Stockdill noted that a Bylaw Compliance and Enforcement Officer is working with the speaker on options for compliance to close the file, and the matter has not been brought to the public forum as it is being discussed between staff, the Local Trust Committee, and the speaker

A member of the public spoke to a letter sent to the Planner and Trustees regarding Application PL-RZ-2024-0003 (Palmborg) and highlighted the following:

- One of the potential uses of the property is a cidery/winery
- There are documented health risks associated with alcohol consumption
- Requested the Local Trust Committee seek further information from Island Health and the Galiano Health Clinic about the negative consequences of alcohol consumption before proceeding with a draft bylaw

A member of the public stated the courts upheld local bylaws following an appeal by the Forest lot owners regarding the case against the Galiano Local Trust Committee and noted a letter sent from MacMillan Bloedel to prospective buyers when the properties were listed for sale informing them that if amendments that were being made to the bylaw were passed the effect would be to eliminate the right to build a single-family residence on a forest zone lot.

A member of public spoke to the timeliness of communication from the Local Trust Committee and made the following comments:

- Updates provided at the meeting being held today, and outlined in the agenda package, are not timely enough to encourage dialogue within the community
- Bylaws No. 283 and 284 were advanced to Executive Committee and no further update has been forthcoming
- There should have been a report about the meeting with Penelakut Tribe and Council
- The staff report for the Crystal Mountain rezoning application should have more information about how a community benefit is determined and if a Tribal Land Code can be adopted as part of the rezoning application and these topics should be referred to the Advisory Planning Commission or addressed at community information meetings
 - The Chair indicated the Local Trust Committee and staff attended the meeting with Penelakut Chief and Council as invitees; therefore, minutes nor official reporting through a staff report would be forthcoming; however, while not mandatory, Trustees can individually report out to community members
 - Penelakut Council Member Ken Thomas stated appreciation to the public for their comments and noted that communication with Islands Trust has just begun and both parties are working through the process
 - Island Planner Stockdill stated Bylaw No. 283 was sent to the Ministry for approval as it relates to the Official Community Plan and Bylaw No. 284 does not require Ministerial approval as it is a Land Use Bylaw

A member of the public stated the meeting between Penelakut Council and the Local Trust Committee was to provide information to Penelakut Council and not one in which the Local Trust Committee would be hearing information to inform decisions.

- A Trustee acknowledged that there may be public frustration as at times the Local Trust Committee can not share information about a process that has not had a conclusion yet
- Penelakut Council Member Ken Thomas stated appreciation for the concern and indicated one can report to the community when there are definite facts to be shared

9. COMMUNITY INFORMATION MEETING - None

10. PUBLIC HEARING - None

11. MINUTES

11.1 Local Trust Committee Minutes Dated December 10, 2024 (for Adoption)

The following amendments to the minutes were presented for consideration:

- Item 18.6 Island Trust Conservancy Report: change 30th to 35th.

By general consent the Galiano Island Local Trust Committee meeting minutes of December 10, 2024 were adopted as amended.

11.2 Section 26 Resolutions Without Meeting Report - None

11.3 Advisory Planning Commission Minutes - None

12. BUSINESS ARISING FROM MINUTES

12.1 Follow-up Action List Dated Feb 2025

The Planner provided an update on the Follow-Up Action List items.

13. DELEGATIONS - None

14. CORRESPONDENCE

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

15. MEETING BREAK - COMMUNITY UPDATE

The meeting was recessed for a break at 2:19 p.m. and reconvened at 2:35 p.m.

16. APPLICATIONS AND REFERRALS

16.1 Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 541 (for Response)

A Trustee noted the property is a buffer to a lower portion of a nature conserve but otherwise interests are unaffected.

GL-2025-001

It was MOVED and SECONDED,

that Galiano Island Local Trust Committee interests are unaffected by the Salt Spring Island Local Trust Committee Draft Bylaw No. 541.

CARRIED

16.2 GL-RZ-2021.2 (Matheson-Bairstow) and GL-RZ-2023.2 (Larsen) – Staff Memorandum

Island Planner Stockdill summarized the Staff Memorandum and provided the following update:

- The Local Trust Committee has met with Penelakut Tribe and reviewed the application, the proponent's proposal, and the site plan and a site visit will be scheduled
- The Ministry of Transportation and Transit has indicated the applicant can start moving forward with an application for subdivision
- Discussions about road access will be forthcoming
- Emergency access points are being discussed and will be shown on the site plan
- The Local Trust Committee has authority to decide what a community benefit is in relation to the application
- Staff will begin drafting bylaws when the site plan is finalized

Trustees expressed interest in attending the site visit but otherwise had no questions or comments.

16.3 GL-RZ-2023.1 (Rockafella) – Staff Report

Island Planner Stockdill summarized the staff report and highlighted the following:

- The applicant has been working to bring forward all of the information stated in the terms of reference
- Site specific regulations apply to the portion of District Lot 14 that will be rezoned to Forest 3A
- All Forest 3 regulations are applicable to the land as well as two site-specific regulations including one which allows a single non-residential building or structure for timber production harvesting and another that allows four dwellings accessory to timber production harvesting
- Each dwelling would be permitted an additional non-residential building
- The smaller 2.7-hectare section will be rezoned to a forest industrial site-specific zone with defined principal and accessory uses
- Developable area site plan and hydrogeologists assessment reports have been provided
- Pump testing on existing well concludes yield and quality exceed requirements
- There is sufficient area for future septic needs
- If the Local Trust Committee believes the proposed Land Use Bylaw is consistent with the Official Community Plan a public hearing is not required; however, notice of first reading must be given
- The Local Trust Committee has the option to schedule a Community Information meeting

- It is recommended that a sustainable forestry covenant and groundwater assessment covenant be finalized prior to providing First Reading

It was noted that the applicant was in attendance.

Discussion ensued and Trustees indicated the application complies with the Official Community Plan and the land represents one of the few large tracts that can be preserved.

GL-2025-002

It was MOVED and SECONDED,

that, pursuant to Local Government Act s. 464(2), Galiano Island Local Trust Committee resolves to not hold a public hearing for Bylaw No. 291, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2023” and that staff give notice of First Reading in accordance with s.467 of the *Local Government Act* after the receipt of a draft sustainable forestry covenant and a groundwater assessment covenant.

CARRIED

GL-2025-003

It was MOVED and SECONDED,

that Galiano Local Trust Committee request staff to schedule a Community Information Meeting for draft Bylaw No. 291 prior to First Reading.

CARRIED

16.4 PL-RZ-2024-0003 (Palmberg) – Staff Report

Island Planner Stockdill summarized the staff report and highlighted the following:

- The application is to rezone the subject property to allow additional uses including a works yard, contractor’s workshop, storage and sale of gravel, soil and aggregates, sawmilling, painting, manufacturing of wood products, and the production and sale of cider and wine
- The applicant has provided an updated site plan, well construction report, and a detailed business plan which provides information on a phased approach
- The proposed accessory uses do not necessarily fit into the rural zoning designation and staff will need to do further analysis to determine if an Official Community Plan amendment will be required
- The Local Trust Committee has the option of requiring the registration of a Section 219 covenant which would allow further regulation of uses that might not fit in to the Land Use Bylaw amendment
- If the application moves forward a septic disposal report, ecological report, and groundwater management plan would be required

It was noted that the applicant was in attendance.

Discussion ensued and Trustees indicated that draft bylaws will refine what the application will look like moving forward.

GL-2025-004

It was MOVED and SECONDED,

that Galiano Island Local Trust Committee direct staff to proceed with application PL-RZ-2024-0003 (Palmberg) and to prepare draft bylaws.

CARRIED

17. LOCAL TRUST COMMITTEE PROJECTS

18. REPORTS

18.1 Work Program - Staff Report

18.1.1 Active Projects Report Dated Feb 2025

Received for information.

18.1.2 Future Projects Report Dated Feb 2025

Regional Planning Manager Kojima provided a summary of potential future projects for consideration by the Local Trust Committee.

Discussion ensued and the following points were noted:

- Several items could be removed from the list or incorporated into an Official Community Plan review
- The Associated Islands regulation review would be considered a minor project targeted to solar panels and shoreline access
- The review of tiny home and trailer regulations should be retained
- An Official Community Plan Review is a major project and preparations to submit a business case would need to be undertaken over the next months

GL-2025-005

It was MOVED and SECONDED,

that Galiano Island Local Trust Committee amend the Future Projects List by removing Item No. 1, 2, and 7.

CARRIED

GL-2025-006

It was MOVED and SECONDED,

that Galiano Island Local Trust Committee add to its active projects list as a minor project “Associated Islands Regulations Review” and for staff to report back with a draft project charter.

CARRIED

GL-2025-007

It was MOVED and SECONDED,

that Galiano Island Local Trust Committee request staff prepare options and recommendations for the preparation of a business case for an Official Community Plan review.

CARRIED

18.2 Applications Report Dated Feb 2025

Received for information.

18.3 Trustee and Local Expense Report Dated Dec 2024

Received for information.

18.4 Adopted Policies and Standing Resolutions

Received for information.

18.5 Local Trust Committee Webpage

No updates required at this time.

18.6 Islands Trust Conservancy Report – None

19. NEW BUSINESS - None

20. UPCOMING MEETINGS

20.1 Next Regular Meeting Scheduled for April 8, 2025 at the South Community Hall, Galiano Island

21. TOWN HALL

A member of the public expressed gratitude that the Wise Island project will be moving forward.

A member of the public noted there had been previous discussion about a possible trail on District Lot 14 and asked why this is no longer going to happen. Island Planner Stockdill replied it was determined a trail could be deemed a safety issue.

22. CLOSED MEETING

22.1 Motion to Close the Meeting

GL-2025-008

It was MOVED and SECONDED,

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1)(a):

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

AND that the recorder and staff attend the meeting.

CARRIED

The regular meeting was closed to the public at 3:47 p.m.

22.2 Recall to Order

The meeting was recalled to order at 4:02 p.m.

22.3 Rise and Report

Chair Peterson rose and reported adoption of the December 12, 2023 In-Camera Meeting Minutes and the appointment of Karen Harris, Danica Berginc, Gerald Longson, Jennifer Margison, Gilian Disting, Jan Helssen, and Art Moses to the Galiano Island Advisory Planning Commission commencing immediately for a term ending February 1, 2027.

GL-2025-009

It was MOVED and SECONDED,

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1)(g):

g) litigation or potential litigation affecting the municipality;

AND that the recorder and staff attend the meeting.

CARRIED

The regular meeting was closed to the public at 4:05 p.m. and reconvened at 4:19 p.m.

23. ADJOURNMENT

By general consent the meeting was adjourned at 4:19 p.m.

Tim Peterson, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder

Follow Up Action Report

Galiano Island

10-Sep-2024

Progress	Activity	Responsibility	Dates	Status
0%	1 15.1 GL-RZ-2021.2 (DL 86) 1. Staff to create draft bylaw numbers and templates - BLs 292/293 (DONE) 2. Staff to schedule meeting with Penelakut/MOTI/Applicant - (DONE) 3. Staff to send referral to GI Parks & Rec Commission - in process	Jas Chonk Kim Stockdill	Target: 29-Nov-2024	In Progress
0%	2 15.1 GL-RZ-2023.2 (DL 85) 1. Staff to create draft bylaw numbers and templates - BLs 294/295 (DONE) 2. Staff to schedule meeting with Penelakut/MOTI/Applicant - meeting with staff and MOTI completed (DONE) 3. Staff to send referral to GI Parks & Rec Commission - in process 4. Staff to review easement/SRoW from Cook Road to DL 85 (emergency access)	Jas Chonk Kim Stockdill	Target: 29-Nov-2024	In Progress

08-Oct-2024

Progress	Activity	Responsibility	Dates	Status
0%	1 17.1 GL-BP-2024.10 (Floriana) - LTC approved release of covenant and LTC Chair to sign covenant release.	Kim Stockdill	Target: 29-Nov-2024	In Progress
0%	2 17.2 GL-SUB-2021.1 (Waterfall): 1. LTC agrees with cash-in-lieu. Staff to send letter to CRD. (DONE) 2. LTC accepts both draft Section 219 covenants. (DONE) 3. LTC approves the release of two existing covenants. (DONE) 4. Chair to sign covenant releases and two new Section 219 covenants. (to be signed Feb 12) (DONE)	Kim Stockdill	Target: 29-Nov-2024	Completed

Follow Up Action Report

Galiano Island

08-Nov-2024

Progress	Activity	Responsibility	Dates	Status
0%	1 Galiano APC 1. Staff to advertise for one new APC member. All APC memberships have expired, email has been sent to existing members and also has been advertised. (DONE) 2. Staff to resend Wise Island referral to APC. (Not completed as new Minor Project to begin)	Jas Chonk Kim Stockdill	Target: 31-Jan-2025	Completed
0%	2 15.1 GL-RZ-2023.3 (Harris) 1. Staff to draft bylaws and housing agreement. Staff to create bylaw number for LUB amendment bylaw, OCP amendment bylaw, and housing agreement administrative bylaw. DONE - BL 296 (OCP); BL 297 (LUB); BL 298 (Housing) 2. Staff to amend ToR (add CRD referral) and then send to applicant. Staff to report back on occupancy permit and maximum number of occupants.	Jas Chonk Kim Stockdill	Target: 28-Mar-2025	Completed

Follow Up Action Report

Galiano Island

10-Dec-2024

Progress	Activity	Responsibility	Dates	Status
0%	1 Land Transfer Applications: 1. LTC directs staff to engage with the Islands Trust Conservancy and the Galiano Conservancy Association to consider the role of facilitator in land transfer applications. 2. LTC directs staff to investigate, report back on the process, feasibility and implications of transferring lands associated with rezoning applications to be governed under Penelakut Tribe land codes.	Brad Smith Kim Stockdill	Target: 30-May-2025	In Progress
0%	2 16.2 GL-RZ-2014.1 (Crystal Mountain) 1. LTC requests applicant to engage with Penelakut Tribe to determine feasibility of land transfer, including agreement on proposed lot layout, future uses, and subdivision mechanism acceptable to the LTC. Staff to report back once applicant has completed engagement.	Brad Smith	Target: 28-Mar-2025	In Progress

Follow Up Action Report

Galiano Island

11-Feb-2025

Progress	Activity	Responsibility	Dates	Status
0%	1 11.1 Galiano LTC meeting minutes of December 10, 2024 adopted as amended.	Emily Bryant	Target: 21-Feb-2025	Completed
0%	2 16.1 Galiano LTC interests unaffected for proposed SSLTC Bylaw No. 541.	Jas Chonk	Target: 21-Feb-2025	Completed
0%	3 16.3 GL-RZ-2023.1 (Rockafella) 1. LTC gave direction to staff to not hold a Public Hearing for Bylaw No. 291 and for staff to give Notice of First Reading once staff/LTC receives a final draft of the sustainable forestry covenant and a groundwater assessment covenant. 2. LTC gave direction for staff to schedule a Community Information Meeting prior to First Reading for June 3rd LTC meeting. 3. Staff to draft Notice of First Reading for June 3rd LTC meeting.	Jas Chonk Kim Stockdill	Target: 27-Jun-2025	In Progress
0%	4 16.4 GL-PL-RZ-2024-0003 (Palmberg) - LTC direction to proceed with application and for staff to prepare bylaws. Staff to create new LUB amendment bylaw and determine if a OCP amendment bylaw is required.	Jas Chonk Kim Stockdill	Target: 28-Mar-2025	Completed
0%	5 Active Project 1. Staff to amend the Active Projects List by removing the 'Groundwater Sustainability Project' and add the 'Associated Islands Regulations Review'. 2. Staff to prepare a draft Project Charter for the 'Associated Islands Regulations Review Project'.	Kim Stockdill	Target: 28-Mar-2025	Completed

Follow Up Action Report

Galiano Island

11-Feb-2025

Progress	Activity	Responsibility	Dates	Status
0%	6 Future Projects List 1. Staff to remove 'Parking', 'Light Industrial Zoning', and 'Wise Island Bylaw Review' from Future Projects List. (DONE) 2. Staff to report back with options and recommendations for a targeted OCP Review. DONE	Kim Stockdill Robert Kojima	Target: 28-Mar-2025	Completed
0%	7 Galiano APC 1. Staff to send APC appointment letters to Karen Harris, Danica Berginc, Gerald Longson, Jennifer Margison, Gilian Disting, Jann Helsen, and Art Moses.		Target: 28-Feb-2025	Completed
49%	8 GL-BE-2024.7 1. LTC requests bylaw enforcement to pause enforcement action pending a staff report to the LTC with further information regarding the bylaw enforcement file.	David Worthington Warren Dingman	Target: 28-Mar-2025	Completed
0%	9 Galiano LTC adopted the in-camera meeting minutes for December 12, 2023.	Emily Bryant	Target: 21-Feb-2025	Completed



DATE OF MEETING: April 8, 2025
TO: Galiano Island Local Trust Committee
FROM: Bruce Belcher, Planner 2
Southern Team
COPY: Robert Kojima, RPM
SUBJECT: Exemption from the 10% lot frontage provisions of Section 512 of the *Local Government Act*
Applicant: Jared Taylor
Location: 172 Burrill Road, Galiano Island, BC

RECOMMENDATION

1. That the Galiano Island Local Trust Committee EXEMPT Lot B of proposed subdivision (GL-SUB-2023.1, 172 Burrill Road) from the 10% minimum frontage requirement under Section 512 of the *Local Government Act*.

REPORT SUMMARY

This exemption request accompanies the conventional 2 lot subdivision application GL-SUB-2023.1. The proposed layout requires the Local Trust Committee to waive Section 512 of the *Local Government Act*, which mandates 10% of the perimeter of all lots to front on a highway. Within the proposed subdivision, one lot (proposed Lot B) will require a waiver to the 10% perimeter requirement.

BACKGROUND

The subject property is located on Burrill Road near the intersection with Sturdies Bay Road. The existing lot is zoned Village Residential 2 (VR2).

Proposed lot sizes are as follows (see Attachment 1 for expanded subdivision layout plan):

Proposed Lot A: 1.56 ha

Proposed Lot B: 0.80 ha

ANALYSIS

Local Government Act:

Section 512 of the Local Government Act states:

- (1) If a parcel being created by a subdivision fronts on a highway, the minimum frontage on the highway must be the greater of:

- (a) 10% of the perimeter of the lot that fronts on the highway, and
- (b) the minimum frontage that the local government may, by bylaw, provide.

(2) A local government may **exempt** a parcel from the statutory or bylaw minimum frontage provided for in subsection (1).

The proposed subdivision creates one parcel with the following layout:

Proposed Lot B: Frontage = 26.7 m (Required 44.0m)

Proposed Lot B does not meet the 10 percent frontage requirement thus requires a waiver to comply with the Local Government Act.

Land Use Bylaw:

The property is zoned as Village Residential 2 in the Land Use Bylaw.

Official Community Plan:

The Official Community Plan designation of the subject lot is Village Residential 2.

Rationale for Recommendation

Staff do not believe that the inability to meet the 10 percent perimeter frontage requirement should represent a barrier to subdivision, as proposed Lot B has a highway frontage distance of 26.7m, and the shape of proposed Lot B is not irregular (i.e. meets the depth-to-width ratio required by S. 13.6 of the Land Use Bylaw). The applicant is pursuing a riparian development permit as required for the subdivision application, although no development is proposed.

Granting an exemption from the frontage provisions of the Local Government Act and the Land Use Bylaw does not relieve the property owners from complying with all Ministry of Transportation and Infrastructure subdivision requirements, and all bylaws and policies of the Islands Trust.

ALTERNATIVES

1. Request further information

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

That the Galiano Island Local Trust Committee requests that the applicant submit to the Islands Trust
_____.

2. Deny the waiver

The LTC may deny the waiver. If this alternative is selected, the LTC should state the reasons for denial.

Recommended wording for the resolution is as follows:

That the Galiano Island Local Trust Committee refuse the 10% frontage waiver for GL-SUB-2023.1.

Submitted By:	Bruce Belcher, Planner 1	March 19, 2025
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Concurrence:	Robert Kojima, Regional Planning Manager	March 19, 2025
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ATTACHMENTS

1. Subdivision Layout Plan

File No.: GL_PL-RZ-2024-0003 (Palmberg)

DATE OF MEETING: April 8, 2025

TO: Galiano Island Local Trust Committee

FROM: Kim Stockdill, Island Planner
Southern Team

COPY: Robert Kojima, Regional Planning Manager

SUBJECT: Lot A, Plan 22128 (Galiano Way) Rezoning Application – Draft Bylaw Nos. 296 & 297

Applicant: Leif Palmberg

Location: Lot 'A' of Lot 15, Galiano Island, Cowichan District, Plan 22128

RECOMMENDATIONS

1. That Galiano Island Local Trust Committee Bylaw No. 296, cited as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 3, 2024” be read a first time.
2. That Galiano Island Local Trust Committee Bylaw No. 297, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2024”, be read a first time.
3. That the Galiano Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 296, cited as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 3, 2024”, is not contrary to or at variance with the Islands Trust Policy Statement.
4. That the Galiano Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 297, cited as Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2024”, is not contrary to or at variance with the Islands Trust Policy Statement.
5. That the Galiano Island Local Trust Committee request staff to schedule a Public Hearing and Community Information Meeting for Bylaw No. 296, cited as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 3, 2024”.
6. That the Galiano Island Local Trust Committee request a covenant under Section 219 of the Land Title Act from the applicant for PL-RZ-2024-0003 (Palmberg) as a condition of adopting Bylaw No. 297 that includes conditions and restrictions for the proposed uses and recommendations from the water management plan.

REPORT SUMMARY

The purpose of this staff report is to provide the Galiano Island Local Trust Committee (LTC) with draft bylaws consideration in regards to rezoning application GL-PL-RZ-2024-0003 (Palmberg).

The application as proposed would amend the Galiano Island Land Use Bylaw No. 127, 1999 (LUB) by rezoning the subject property to permit the following proposed uses:

- Contractor's workshop and yard
- Storage and sale of gravel, soil and aggregates
- Sawmilling, planing and manufacturing of wood products
- Production and sales of cider and wine

BACKGROUND

A staff report was presented to the Galiano Island LTC on February 11, 2025. At this meeting the LTC passed the following resolution:

GL-2025-004

It was MOVED and SECONDED,

that Galiano Island Local Trust Committee direct staff to proceed with application PL-RZ-2024-0003 (Palmberg) and to prepare draft bylaws.

CARRIED

Applicant's Proposal & Business Plan

The applicant wishes to add additional permitted uses to their lot in order to facilitate the growth of their business as well as add new economic opportunities that would use produce from the property's farm.

The applicant is proposing a phased approach to the implementation of the proposed uses on the property. If the rezoning application is successful, the following outlines the applicant's timeline for development:

- Present – Farm use (orchard and garden)
- 1 year – Small scale commercial saw milling and wood processing, and the storage of aggregates and soil
- 2 to 3 years – Bays will be constructed for the storage and sale of gravel, soil and aggregates
- 5 to 10 years – Development of cidery using produce grown on the property. This timeline would allow the property owner a reasonable timeframe to obtain the necessary licensing for cidery/wine production and a provincial water license, complete the construction of a cidery building and accessory infrastructure, and allow the on-site plants to mature and produce fruit.

The applicant has provided further details for each proposed use:

Contractors' workshops and yards

- These uses would allow for the continued operation of the applicant's excavation/septic business in a more efficient manner

Storage and sale of gravel, soil and aggregates

- The intent is for a small-scale operation with limited public hours, with the majority of sales dedicated to aggregate delivery
- Maximum volume of material stored per years is 305 metres³ (400 yards³)
- Allows the applicant/property owner to split loads of material efficiently, rather than having to haul full loads of material from suppliers in Saanich, directly to the client's site.

Sawmilling, planing and manufacturing of wood products

- The annual processing of raw logs is 350 metres³ (450 yards³), which is approximately 10 logging truckloads per year.
- No raw logs will be taken off-site; they will be processed on-site

- Raw logs would be from on-site and also from Galiano clients who are clearing for driveways and construction
- Potential for one employee
- The applicant's current equipment (trucks, excavators, and loaders) can be used for both the existing excavating business and sawmilling, planing, and manufacturing of wood products

Production and sales of cider and wine

- Cidery will be a craft cidery focused on producing local, high-quality ciders
- Direct sell to consumers as well as restaurants, bars and local retail stores
- There are currently no local cideries, wineries, or breweries on Galiano Island
- Fruit from on-site orchard to be primarily used. Early production may require purchasing a large portion of the required fruit until the orchards reach maturity. Intent is to purchase from local growers
- Production up to a maximum of 20,000 imperial gallons/year (90,000 litres/year)
- Pressing, fermenting, aging and packaging will be on-site
- Initial staff of two employees covering production, sales and administrative duties

The applicant's rationale can also be found in the preliminary staff report dated [July 9, 2024](#).

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement

The proposal appears consistent with Islands Trust Policy Statement (ITPS) policies, in particular with respect to policies related to Agricultural Land (s.4.1), Aesthetic Qualities (s.5.1), Growth and Development (s.5.2), and Economic Opportunities (s.5.6). Staff consider that the potential amendments in draft Bylaw 287 and 288 would be not be contrary or at variance with any Policy Statement directive policies (Directives Policy Checklist attached). The LTC should review, and if in agreement, endorse the checklist (Recommendation Nos. 3 and 4).

Official Community Plan

The Galiano Island Official Community Plan (OCP) land use designation for the subject-property is currently Rural (R). The following are Rural policies in the OCP:

- The principal uses shall be residential and agriculture.
- One dwelling unit shall be permitted per lot and one additional dwelling shall be permitted for every 4 hectares (9.88 acres) of lot area over 4 hectares (9.88 acres).
- On lots 0.4 hectares (1 acre) or more, one cottage shall be permitted per dwelling unit permitted.
- The average lot size for subdivision of Rural land shall be at least 4 hectares (9.88 acres).
- Within this designation a number of different zones may be applied allowing differing levels of uses accessory to residential uses.

Prior to 2011, Rural Policy 'a' stated that principal uses shall be residential. An OCP amendment bylaw (Bylaw No. 215) was adopted in November 14, 2011 and changed Policy 'a' to include "agriculture" as a principal use in the Rural designation. It's staff's opinion that Rural Policy 'e' should have also been amended at that time to reference the new principal use. For example, Policy 'e' should have been amended so it reads:

- Within this designation a number of different zones may be applied allowing differing ~~levels of~~ uses accessory to residential and **agriculture** uses.

Staff have included this amendment in draft Bylaw No. 296 (attached).

The Rural 2 zone permits dwellings and farm use, along with other permitted uses. The current use of the property is farm use, and the property owner was expressed no plans to construct a dwelling on the lot at this time.

For the proposed uses outlined in draft Bylaw No. 297 to comply with the Galiano Island OCP, Bylaw No. 296 must first be adopted before LUB amending Bylaw No. 297 can be adopted. Currently, the OCP only supports different uses accessory to residential uses, and not accessory to agriculture uses. In other words, under the existing OCP, the property owner must first construct a dwelling for their proposal to be compliant.

Since the property owner has stated there are no plans to build a dwelling in the near future and the active use on the property is farm use, and amendment to the OCP as proposed would allow the owner/applicant to proceed, as well as clarifying the intent of the Rural policies. The amended OCP would support “differing uses accessory to both residential and agricultural uses”.

Land Use Bylaw

The draft Bylaw No. 297 would amend the Galiano Island Land Use Bylaw (LUB) by rezoning the property from the Rural 2 zone to a site-specific Rural 2 zone. The Rural 2 (a) zone would permit all uses in the Rural 2 zone in addition to the following uses:

- contractor yard
- storage and sale of gravel, soil and aggregates
- sawmilling, planing, and manufacturing of wood products
- cidery and winery, including production, storage, and sales

The uses are further regulated by:

- restrict height of buildings and structures associated to the above uses to 5 m (16.5 ft) and one-storey
- require landscape screening for parking spaces located within 7.5 m to 15 metres of the front lot line
- require landscape screening for the above uses
- addition of parking and sign regulations
- addition of a ‘contractor yard definition’

Regulating days and hours of operation, specific conditions of use, and/or number of vehicles on site can be achieved by registration of a Section 219 covenant.

Terms of Reference

Water Management Plan: Staff are working with the applicant and the Islands Trust Senior Freshwater Specialist to outline the requirements to be addressed in a water management plan. The plan will include basic information on groundwater usage for each proposed use, along with water management strategies.

Section 219 covenant: Staff are recommending that the application be requested to grant a s. 219 covenant to the LTC to be registered on title before the Galiano LTC adopts Bylaw No. 297 (LUB amending bylaw). The covenant will include:

- a restriction prohibiting aggregate processing or washing
- hours of operation for specific uses
- the maximum volume of aggregate, gravel and soil that may be stored on the lot
- storage requirements for the aggregate, gravel and soil
- a restriction on the number of vehicles, equipment and/or machinery to be stored on the lot
- a requirement for cidery/winery use to comply with the *Liquor Control and Licensing Act/Regulation*
- water management plan recommendations for monitoring

In addition to these covenant conditions, the LTC may wish to consider restricting the rental of the cidery/winery for special or private events. Further direction from the LTC is recommended.

Consultation

Statutory Requirements

Staff recommend that the LTC separate the bylaw adoption processes for Bylaw No. 296 (OCP) and No. 297 (LUB). As Bylaw No. 296 is an OCP amendment bylaw, it would require adoption by the Minister of Municipal Affairs and Housing before the Galiano LTC can adopt the bylaw. The Minister's review and approval process is lengthy and may take up to six months.

Staff have provided the LTC with a draft motion (recommendation no. 5) to schedule a Community Information Meeting and a Public Hearing for draft Bylaw No. 296. If the LTC supports the motion, the CIM and public hearing will be tentatively scheduled for regular July LTC meeting. Public hearing notice would be posted as per statutory and bylaw requirements in advance of a public hearing.

In accordance with regular statutory requirements, a public hearing is required for rezoning applications that do not comply with the OCP. It is also standard practice to hold a Community Information Meeting (CIM) before a public hearing. Staff recommend waiting for all required documents from the application (via the TOR) have been received before scheduling a public hearing for the LUB Amendment Bylaw No. 297. Once the documents have been received and deemed satisfactory by staff and the LTC, the LTC can then direct to staff to schedule a CIM and public hearing.

The CIM and public hearing for draft Bylaw No. 297 will not be scheduled until the water management plan and Section 219 covenant have been received and the LTC is satisfied with the documents. Alternatively, the LTC could defer the public hearing on Bylaw No. 296 and hold one public hearing for both bylaws.

Referrals for both bylaws will be sent to First Nations and agencies after the April 8, 2025 LTC meeting.

First Nations

Staff have identified the following First Nations for bylaw referral based on the Province's database:

- Stz'uminus First Nation
- Ts'uubaa-asatx First Nation
- Halalt First Nation
- Lyackson First Nation
- Penelakut Tribe
- Semiahmoo First Nation
- Pauquachin First Nation
- Tsartlip First Nation
- Tseycum First Nation
- Cowichan Tribes
- Tsawwassen First Nation
- Tsawout First Nation
- Snuneymuxw First Nation

The LTC should identify if any other First Nations or First Nations Agencies should be placed on the referral list for the proposed bylaws.

Agencies

Staff have identified the following agencies for bylaw referral; the LTC may direct staff to include other agencies not listed. The LTC may also choose to refer the proposal to the Galiano Island Advisory Planning Commission.

- WSANEC Leadership Council
- Coast Salish Peoples of Galiano
- Georgeson Family
- Ministry of Transportation and Infrastructure
- Ministry of Municipal Affairs
- Liquor and Cannabis Regulation Branch
- Island Health
- CRD, Planning and Protective Services, Building Inspection
- Galiano Island Fire Rescue – South Department
- Mayne Island Local Trust Committee
- Thetis Island Local Trust Committee
- Salt Spring Island Local Trust Committee

Rationale for Recommendation

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

- The application is reasonable as proposed and is consistent with the OCP upon adoption of the OCP amendment Bylaw No. 296
- Giving First Reading to the bylaws would allow for next steps in the process to proceed including the initiation of First Nations engagement and referrals to potentially affected agencies

ALTERNATIVES

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

1. Hold one public hearing for both bylaws

The LTC may wish to not hold a public hearing for draft Bylaw No. 296 during the July 2025 LTC meeting and to proceed with one public hearing for both bylaws. If the LTC wishes to hold just one public hearing, the LTC should not pass the draft motion in Recommendation No. 5.

2. Request further information

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

Resolution:

That the Galiano Island Local Trust Committee request that the applicant for PLRZ20240003 submit to the Islands Trust _____.

3. Send Rezoning Application to the Galiano Advisory Planning Commission

Resolution:

That the Galiano Island Local Trust Committee refer rezoning application PLRZ20240003 (Palmberg) to the Galiano Advisory Planning Commission for the following purpose _____.

4. Deny the application

The LTC may deny the application.

Resolution:

That the Galiano Island Local Trust Committee proceed no further with application PLRZ20240003 (Palmberg).

NEXT STEPS

Staff will refer the proposed bylaws to First Nations and agencies. Staff will continue to work with the applicant with regards to the draft section 219 covenant and the water management plan.

Submitted By:	Kim Stockdill, Island Planner	March 31, 2025
Concurrence:	Robert Kojima, Regional Planning Manager	March 31, 2025

ATTACHMENTS

1. Draft Bylaw No. 296
2. Draft Bylaw No. 297
3. ITPS – Bylaw Nos. 296 & 297

DRAFT

GALIANO ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 296

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

The Galiano Island Local Trust Committee in open meeting assembled enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 3, 2024”.

2. SCHEDULES

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

3. SEVERABILITY

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

READ A FIRST TIME THIS	_____	DAY OF	_____	20____
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	20____
READ A SECOND TIME THIS	_____	DAY OF	_____	20____
READ A THIRD TIME THIS	_____	DAY OF	_____	20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY

**GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 296**

SCHEDULE 1

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

1. Section II Land Use, Subsection 1.5 Rural, Rural Policy “e)” is amended by deleting the words “levels of uses accessory to residential uses” and replacing it with “uses accessory to residential and agriculture uses” so it reads:

“Within this designation a number of different zones may be applied allowing differing uses accessory to residential and agriculture uses.”

DRAFT

GALIANO ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 297

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

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

1. Citation

This bylaw may be cited for all purposes as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2024”.

2. Galiano Island Local Trust Committee Bylaw No. 127, cited as “Galiano Island Land Use Bylaw No. 127, 1999,” is amended as follows:

2.1 Part 5 ‘Residential Zones’, Section 5.5 ‘Rural 2 Zone’, is amended by adding the following new Subsection:

“Site-Specific Regulations

5.5.11 The following table denotes locations where, despite or in addition to the regulations in this Section, specific regulations apply. In the first column, the zone abbreviation and the lower-case letter refer to the notation on the zoning map. The second column describes the location where the specific regulations cited in column three apply:

Table 7.3			
	1	2	3
	Site-Specific Zone	Location Description	Site Specific Regulations
1	R2(a)	Lot ‘A’ of Lot 15, Galiano Island, Cowichan District, Plan 22128	1) Despite Subsection 5.5.1, the following additional uses are permitted: • contractor yard • storage and sale of gravel, soil and aggregates • sawmilling, planing, and manufacturing of wood products • cidery and winery, including production, storage, and sales 2) Despite Subsection 5.5.5, no buildings or structures may exceed one storey and a height of 5 metres, except that dwellings, cottages, and agriculture buildings and structures must not exceed a height of 9 metres. 3) All permitted uses in Article 5.5.11.1 must be screened by a landscape screen not less than 2 metres in height

”

			and complying with the regulations of Part 15 of this bylaw. 4) Off-street parking spaces sited at least 15 metres from the front lot line must be screened by a landscape screen not less than 2 metres in height and complying with the regulations of Part 15 of this bylaw.
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2.2 Part 14 'Parking Regulations', Subsection 14.1.3 'Use', is amended by adding the following the words "cidery, winery" after the word "sawmills".

2.3 Part 16 'Sign Regulations', Subsection 16.1.1 is amended by adding the following words "Rural 2(a) Zone R2(a)"

2.4 Part 17 'Interpretation', Section 17.1 'Definitions', is amended by adding the following new definition:

"“contractor yard” means the use of land, buildings, or structures for the storage of materials, equipment, and vehicles for a building, construction, landscaping business, or other development trade or service.”

3. Schedule "B" – Zoning Map, is amended by changing the zoning classification of Lot 'A' of Lot 15, Galiano Island, Cowichan District, Plan 22128 from Rural 2 to Rural 2(a) as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule "B" to Bylaw No. 127 as are required to effect this change.

4. SEVERABILITY

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

READ A FIRST TIME THIS _____ DAY OF _____ 20____

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

*[public hearing date should be consistent with chronology and can be after first or second reading;
If two public hearings, only indicate the date of the last one]*

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____ 20____

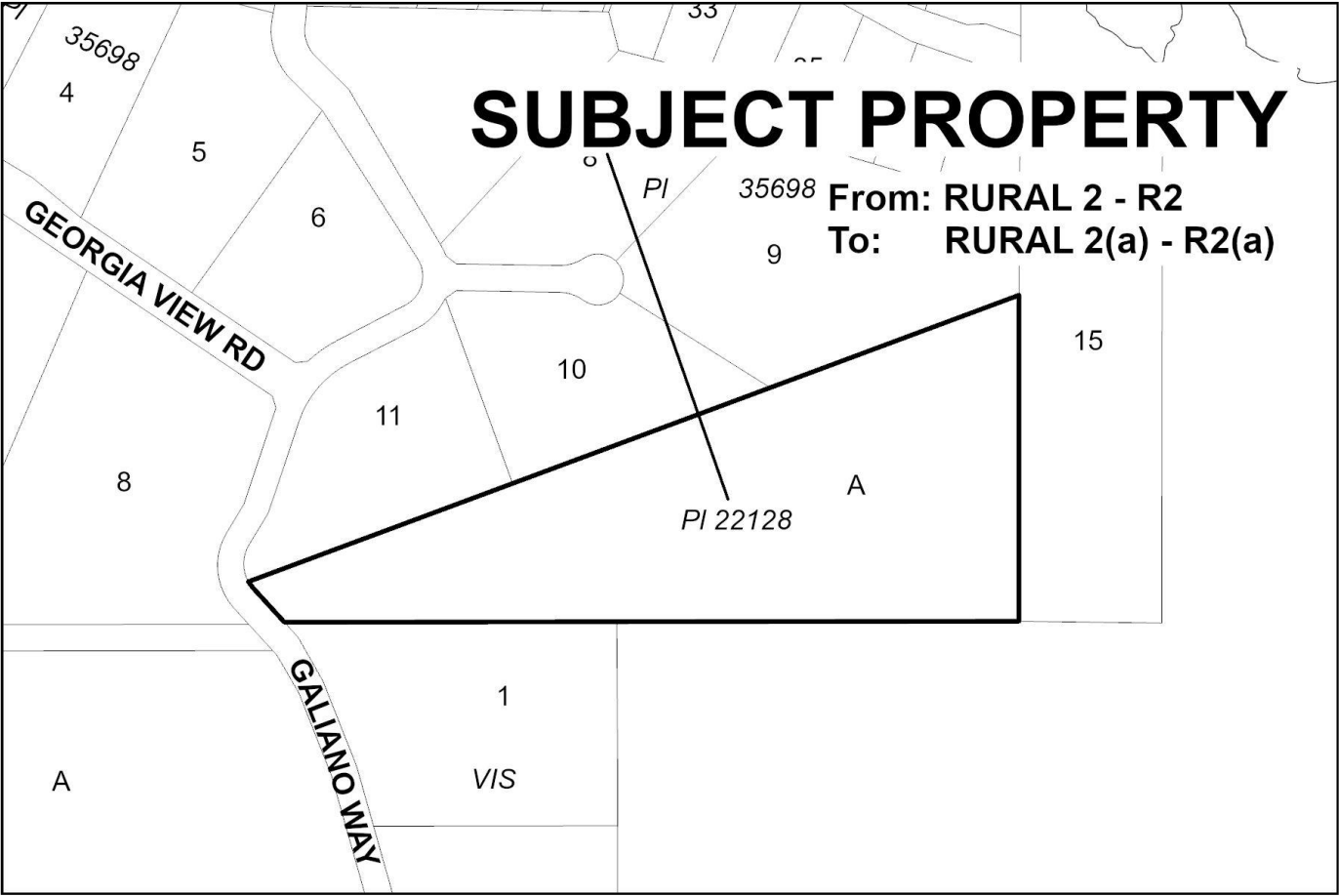
ADOPTED THIS _____ DAY OF _____ 20____

CHAIR

SECRETARY

GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 297

Plan No. 1



ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: GL-PL-RZ-2024-0003 (Palmberg)
Bylaws: 296 & 297

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECKLIST

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

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

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

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

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

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

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

	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
N/A	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

CONSISTENT	No.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
✓	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
N/A	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
✓	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
✓	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
N/A	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.
CONSISTENT	No.	DIRECTIVE POLICY

	5.5	Recreation
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
N/A	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

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

From: Rob Pingle
Sent: Monday, March 31, 2025 12:25 PM
To: mtippett@cprd.bc.ca; Jas Chonk; Nadine Mourao;
realestate@crd.bc.ca; amanda.vanderkloof@bcas.ca;
saltspring@rcmp-grc.gc.ca; jholmes@saltspringfire.com;
ALC.LUPRT@gov.bc.ca; FrontCounterBC@gov.bc.ca;
cathie.mcintyre@bcassessment.ca
Cc: Oluwashogo Garuba
Subject: Salt Spring Island Local Trust Committee Proposed Bylaw No 543
Referral - For Response
Attachments: SS-BL-543_2024-03-31_ReferralForm.pdf

Dear Referral Coordinators,

We are contacting you in regards to a referral of Bylaw No. 543 (attached), which proposes to amend the Land Use Bylaw (LUB) to include administrative definition of Public Works Facility in the LUB and change subject property zoning from Agriculture 1 and Residential 2 (A1 & R2) to Community Facility 3 (CF3) zone to permit the proposed upgrade to the CRD parks maintenance facility on the properties at 210 & 220 Kanaka Road, Salt Spring Island. Our planner is available to discuss this referral with you if you would like to ensure that your Nation's concerns or comments are considered by our elected officials.

Staff reports and other materials related to the proposed bylaw can be viewed on our website at: <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/> as PLRZ20240188.

A reply is respectfully requested by **May 30, 2025**.

Should you have any questions, or require further information on the Proposed Bylaw, please contact

Islands Trust Planner Oluwashogo Garuba at (250) 538-5603 or ogaruba@islandstrust.bc.ca and she would be happy to answer any questions you may have.

Referral responses should be addressed to myself at rpingle@islandstrust.bc.ca.

Thank you for your time and attention to this referral,

Rob Pingle

Legislative Clerk | Deputy Secretary

Islands Trust | Salt Spring Island

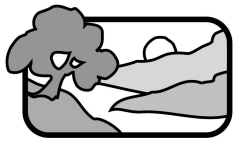
Phone: 250-538-5600 | www.islandstrust.bc.ca

You can also reach us toll-free via Service BC 1-800-663-7867 | 604-660-2421

The new Islands Trust office at 121 McPhillips Avenue, Salt Spring Island is not open to the public at this time. Staff will continue to provide services by phone and e-mail until the new office space opens

Preserving and protecting over 450 islands and surrounding waters in the Salish Sea

I respectfully acknowledge that the Islands Trust Area is located within the treaty lands and territories of the BOKÉĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXET, Qualicum, scəwəθən, səlilwətəʔ, SEMYOME, shíshálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth', STÁUTW, Stz'uminus, ʔaʔəmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOŁEŁP, WSIKEM, Xeláltxw, Xwémalhwu, Xwsepsum, and xʷməθkʷəy̓əm First Nations. Islands Trust is committed to reconciliation and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea.



Islands Trust

BYLAW REFERRAL FORM

4-121 McPhillips Ave
Salt Spring Island, BC V8K 2T6
Ph: (250) 537-9144
ssiinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Salt Spring Island Trust Area Bylaw No.: 543 Date: March 31, 2025

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 60 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Dan Ovington for Capital Regional District 108-121 McPhillips Ave. Salt Spring Island BC V8K 2T6

PURPOSE OF BYLAW:

To include administrative definition of Public Works Facility in the LUB and change subject property zoning from Agriculture 1 and Residential 2 (A1 & R2) to Community Facility 3 (CF3) zone to permit the proposed upgrade to the CRD parks maintenance facility.

GENERAL LOCATION:

210 & 220 Kanaka Road, Salt Spring Island

LEGAL DESCRIPTION:

PARCEL A (DD 362513I) OF LOT 1, SECTION 2, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 17333;
LOT 1, SECTION 2, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 17333, EXCEPT PARCEL A (DD 362513I) THEREOF

SIZE OF PROPERTY AFFECTED:

0.5 ha (1.2 ac)

ALR STATUS:

Within ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

Ganges Village Upper & Agriculture

OTHER INFORMATION:

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.

(Signature)

Name: Oluwashogo Garuba

Title: Island Trust Planner

This referral has been sent to the following agencies:

First Nations

Cowichan Tribes
Halalt First Nation
Lyackson First Nation
Pauquachin First Nation
Penelakut Tribe
Semiahmoo First Nation
Stz'uminus First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation
Ts'uubaa-Asatx (Lake Cowichan) First Nation

Salt Spring Island Coast Salish Society

Provincial Agencies

Agricultural Land Commission
BC Assessment Authority
Front Counter BC

Regional Agencies

Capital Regional District
CRD – SSI Building Inspection
SSI Advisory Planning Commission
SSI Agricultural Advisory Planning Commission

Non-Agency Referrals

BC Ambulance Service
RCMP
SSI Fire-Rescue

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee
Mayne Island Local Trust Committee
North Pender Island Local Trust Committee
Thetis Island Local Trust Committee
Cowichan Valley Regional District

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

Salt Spring Island Trust Area
(Island)

(Signature)

(Date)

543
(Bylaw Number)

(Title)

(Agency)

DRAFT

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 543

A BYLAW TO AMEND SALT SPRING ISLAND LAND USE BYLAW, 1999

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

1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2025”.

2. Salt Spring Island Local Trust Committee Bylaw No. 355, cited as “Salt Spring Island Land Use Bylaw, 1999,” is amended as follows:

2.1 Section 1.1 – Definitions, Sub-section 1.1.1 is amended by adding the following new definition:

“**public works facility**” means the use of land, buildings or structures for the maintenance, repair or storage of vehicles, equipment and materials that are used solely for the provision, maintenance or repair of public infrastructure, transit buses and vehicles in general and houses operational or administrative functions for the general benefit of the island on which it is located.

2.2 Section 9.4 – COMMUNITY FACILITIES ZONES, is amended by deleting the word “and” and adding the words “and Community Facilities 3” as follows:

The regulations in the tables in this Section apply to land in the Community Facilities 1 (CF1), Community Facilities 2 (CF2) and Community Facilities 3 (CF3) *zones* as indicated by the column headings.

2.3 Section 9.4 – COMMUNITY FACILITIES ZONES, Subsection 9.4.1, is amended by inserting column CF3 in the table as follows:

	CF1	CF2	CF3
Principal Uses, Buildings and Structures			
<i>Public</i> schools, pre-schools and <i>child day care</i> centres.	•		
Libraries	•		
<i>Churches</i>	•		
<i>Community halls</i>	•		
<i>Public</i> hospitals, clinics and health care facilities	•		
Non-commercial active <i>outdoor</i> recreation	•		
Non-commercial <i>indoor</i> recreation facilities	•		
Service club <i>buildings</i>	•		
Performing and visual art centres, including <i>accessory</i> sales	•		
Collection of recyclable materials	•	•	
Sorting and <i>temporary</i> storage of recyclable materials		•	
Collection of <i>municipal solid waste</i>		•	

Sorting and temporary storage of municipal storage waste		•	
Liquid waste treatment		•	
Public service uses		•	
Public works facility			•
Accessory Uses			
Intermittent retail sales and retail services accessory to a principal use	•	•	•
Residential unit accessory to a principal use			•

2.4 Section 9.4 – COMMUNITY FACILITIES ZONES, Subsection 9.4.2 is amended by inserting column CF3 in the table as follows:

	CF1	CF2	CF3
Lot Coverage and Floor Area			
Maximum combined lot coverage of all buildings and structures (per cent)	25	25	25
Setbacks			
Despite Subsection 4.3.1, the following lot line setbacks apply for the specific zone indicated:			
Minimum rear lot line setback abutting commercial or general employment zone (metres)	3.0	*	N/A
Minimum interior side lot line abutting non-commercial or non-general employment zone (metres)	7.5	7.5	N/A
Minimum interior side lot line setback abutting commercial or general employment zone (metres)	*	7.5	N/A
Minimum exterior side lot line setback (metres)	*	7.5	0.0

* indicates the provisions of Section 4.3 apply.

2.5 Section 9.4 – COMMUNITY FACILITIES ZONES, Subsection 9.4.3 (1), is amended by deleting the word “and” and inserting the words “and Community Facility 3” before the as follows:

- (1) The regulations in this Subsection apply to the *subdivision* of land under the Land Title Act or the Strata Property Act for land in the Community Facility 1, Community Facility 2 and Community Facility 3 Zones.

2.6 Section 9.4 – COMMUNITY FACILITIES ZONES, Subsection 9.4.3, is amended by inserting column CF3 into the table as follows:

	CF1	CF2	CF3
Minimum Lot Areas, Water Supply and Sewage Treatment Servicing Requirements			
Minimum area of an individual lot that may be created through <i>subdivision</i> , provided each lot has an individual on-site sewage treatment system and an adequate supply of <i>potable</i> water (ha)	1	1	N/A
Minimum area of an individual lot that may be created through <i>subdivision</i> , provided each lot has a connection to a <i>community sewage collection system</i> and a <i>community water system</i> (ha)	0.2	0.2	N/A

2.7 Section 9.4 – COMMUNITY FACILITIES ZONES is amended by adding a new Subsection 9.4.5 as follows:

9.4.5 Special Provisions

- (1) The following special provisions apply to the Community Facility Zone 3 (CF3) zone:
- (a) Despite Section 4.3, no *building* or *structure* other than a *pumphouse*, *public utility structure* or underground utility may be constructed within the following setbacks from lot lines or road access easements:

Setback from <i>front lot line</i> :	0m
Setback from <i>rear lot line</i> :	0m
Setback from <i>interior side lot line</i> :	0m
Setback from <i>exterior side lot line</i> :	0m.
 - (b) The maximum number of *residential* unit accessory to a *principal use* is one (1) per lot.

2.8 Schedule "A" – Zoning Map is amended by changing the zoning classification of PARCEL A (DD 362513I) OF LOT 1, SECTION 2, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 17333 and LOT 1, SECTION 2, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 17333, EXCEPT PARCEL A (DD 362513I) THEREOF from Agriculture 1 (A1) and Residential 2 (R2) respectively to Community Facility 3 (CF3), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule "A" to Bylaw No. 355 as are required to effect this change.

3. SEVERABILITY

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

READ A FIRST TIME THIS	_____	DAY OF	_____	20____
READ A SECOND TIME THIS	_____	DAY OF	_____	20____
READ A THIRD TIME THIS	_____	DAY OF	_____	20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY

File No.: Associated Islands
Regulations Review

DATE OF MEETING: April 8, 2025
TO: Galiano Island Local Trust Committee
FROM: Kim Stockdill, Island Planner
Southern Team
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: Associated Islands Regulations Preview – Project Charter

RECOMMENDATION

1. That the Galiano Island Local Trust Committee endorse the attached project charter for the Associated Islands Regulations Review Project.

REPORT SUMMARY

The report attaches a project charter for the Associated Islands Regulations Review Project. The report also outlines the project and provides a preliminary timeline and scope.

BACKGROUND

At the February 11, 2025 the Galiano Island Local Trust Committee (LTC) passed the following resolution:

GL-2025-006

It was MOVED and SECONDED,

that Galiano Island Local Trust Committee add to its active projects list as a minor project “Associated Islands Regulations Review” and for staff to report back with a draft project charter.

CARRIED

A Minor Project is an LTC project that is anticipated to require a budget of under \$5,000 in any given fiscal year, is relatively limited in scope, and can be supported by LTC’s assigned the Island Planner. Each LTC may have one minor project at any one time and funding is supported from a minor projects budget allocated by Trust Council and assigned by the Director of Planning Services.

Staff have prepared the attached project charter for the project.

ANALYSIS

Project Scope and Budget

The proposed work plan would limit the scope of the project to engage with the property owners located on the Associated Islands or those property owners with boat access only lots, engage and consult with First Nations, referral to the Galiano Island Advisory Planning Commission (APC), hold two Community Information Meetings (CIMs), review current zoning regulations and undertake the legislative process to amend the Land Use Bylaw. The budget requested would be for \$4,000 in the current fiscal year, with up to an additional \$1,000 in the next fiscal year. Staff resources are estimated to be primarily the Island Planner’s time, with support from other staff as needed.

Z:\12 Long Range Planning\04 GL\6500 LTC Work Program\20 Projects (P)\2025 - Associated Island Regulations Review\Staff reports\2025-04-08\2025-04-08_GL-LTC_Associated-Islands-Regs-Review_Staff-Report.docx

Timeline

The project is proposed to be completed relatively quickly as a targeted review, with the project consisting of the following phases:

Phase 1: Project Initiation - preliminary report and engagement options

Phase 2: Analysis - review of LUB regulations, options to LTC

Phase 3: First Nations consultation - early engagement and on-going consultation as requested by Nations

Phase 4: Community Engagement - early engagement with Associated Island and boat access only property owners, referral to the Galiano Island APC, and two Community Information Meetings (CIMs)

Phase 5: Drafting - LTC review of amendment options, direction to prepare bylaw(s), bylaw referrals

Phase 6: Legislative Phase - bylaw readings, Public Hearing/Notice of First Reading, EC and Ministerial approval (if required)

Phase 7: Implementation - public and landowner communication, procedural updates

Phase	2025												2026											
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Pre-Project																								
Project Initiation																								
Analysis																								
FN Engagement																								
Community Engagement																								
Drafting																								
Legislative																								
Implementation																								

Consultation

First Nations

Staff would undertake early engagement to determine Nation's interests and desired level of involvement. An early engagement letter will be sent to First Nations after the Galiano LTC endorses the Project Charter.

Landowners

After the Galiano LTC endorses the Project Chart, staff will send a letter to all Associated Island and boat access only property owners to notify them of the new project. The LTC will also hold Community Information Meetings at the bylaw drafting stage and prior to First Reading or Public Hearing for further consultation.

Community consultation:

Once the LTC has provided direction to prepare a bylaw amendment, community consultation would be undertaken, including community meeting(s), website updates, and communications materials after bylaw adoption. A referral to the Galiano APC is also built into the project's scope, budget and timeline.

Legislative process

An amendment would be required to the Galiano Island Land Use Bylaw (LUB), consisting of bylaw readings, a public hearing or notice of first reading, and Executive Committee approval. An associated amendment bylaw

may be required to the Galiano Island Official Community Plan to enable new regulations in LUB amending bylaw. Ministerial approve would be required for an OCP amending bylaw.

Implementation

The final phase would be to implement the amendment through communications to Associated Island and boat access only landowners.

Rationale for Recommendation

The recommendation is to proceed with the project as the LTC’s Minor Project as the targeted scope of the project and the availability of funds and staff resources support proceeding as proposed.

ALTERNATIVES

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

1. Request further information

The LTC may request further information prior to making a decision. Staff advise that the implications of this alternative are that commencing work on the project would be delayed. Recommended wording for the resolution is as follows:

That the Galiano Island Local Trust Committee request that...

2. Not Proceed with the Project

The LTC may decide not to proceed with the project.

That the Galiano Island Local Trust Committee request staff to remove the Associated Islands Regulations Review Project from the Active Projects list.

3. Receive for information

The LTC may receive the report for information

NEXT STEPS

If the LTC endorses the project charter, staff will report back at the June LTC meeting.

Submitted By:	Kim Stockdill, Island Planner	March 26, 2025
Concurrence:	Robert Kojima, Regional Planning Manager	March 26, 2025

ATTACHMENT

- 1. Project Charter

Associated Islands Regulations Review - Charter v1

Galiano Island Local Trust Committee

LTC Endorsement Date: xxx

Purpose: To review and amend regulations in the Galiano Island Land Use Bylaw (LUB) No. 127 applicable to associated islands and boat access only properties within the Galiano Island Local Trust Area (LTA).

Background: The Galiano Island LTA includes nine associated islands which are regulated by the Galiano Island LUB No. 127. Increased bylaw enforcement complaints and delegations to the Galiano Island Local Trust Committee (LTC) have highlighted on-going issues with solar panels and other small structures located within the setback to the natural boundary of the sea and interior lot lines.

Deliverables

- A LUB amendment bylaw

In Scope

- Referral to the Galiano Island Advisory Planning Commission (APC)
- Special Meetings to hold Community Information Meetings (online or/and in-person)
- First Nation engagement
- Specific engagement with property owners on the associated islands and boat access only properties
- Review current land use regulations

Out of Scope

- Minor amendments to the Galiano Island Official Community Plan
- Amendments to the Galiano Island Land Use Bylaw not related to the Associated Islands

IAP2 Engagement Level:

- ☐ Inform
- ☐ Consult
- ☒ Involve
- ☐ Collaborate

Workplan Overview

Deliverable/Milestone	Target Date
Project Charter endorsement	April 2025
Early Engagement Letters	April 2025
Project initiation and preliminary report to LTC	June 2025
APC referral and public engagement to identify issues	July to Oct 2025
Engagement with Associated Island and boat access only property owners	July to Sept 2025
Review of APC & engagement comments/LTC direction to draft bylaw	Oct 2025
Draft bylaw to LTC & send referrals	Dec 2025
Community consultation on draft bylaws	Jan to March '26
Legislative Process	Spring/Summer 2026

Project Team

Island Planner	Project Manager
GIS Technician	GIS/Mapping Support
Planning Team Assistant	LPS Admin Support
Legislative Clerk	LPS Legislative Support
RPM Approval: Robert Kojima Date: March 26, 2025	LTC Endorsement: Resolution #: Date: xxx

Budget

Budget Sources:		
Fiscal Year	Item	Cost
2025/2026	APC Referral	\$1000
2025/2026	Public engagement (letter mail-out, hall rental, advertising, minute taker, supplies)	\$2500
2025/2026	Community Information Meeting	\$500
2026/2027	Notice of First Reading / Public Hearing	\$1000
	Total	\$5000

Meeting	Deliverable/Milestone	Target Date	Completion Date
April 8, 2025	LTC endorsement of project charter	April 8, 2025	
	Early Engagement Letters to First Nations	April 2025	
	Early Engagement Letters to property owners on the Associated Islands	April 2025	
June 3, 2025	LTC review of background material and consideration of public engagement & APC referral options	June 2025	
June 3, 2025	LTC to give direction to send referral to Galiano APC with a target response date of September 30, 2025	June to Sept 2025	
June 3, 2025	LTC to give direction to staff to schedule an electronic Special Meeting to hold a Community Information Meeting to gather comments from Associated Island property owners	July/Aug 2025	
October 14, 2025	Staff to prepare report summarizing comments from CIM and APC referral, and request the LTC to give direction to draft a bylaw	October 2025	
December 9, 2025	Draft bylaw presented to the LTC & LTC to give direction to hold second Special Meeting with a CIM	December 2025	
	Send bylaw referrals	December 2025	
	In-person or electronic Special Meeting with CIM	Jan to March 2026	
	First, Second, and Third Reading	April/May 2026	
	EC approval and bylaw adoption	Summer 2026	

DATE OF MEETING: April 8, 2025
TO: Galiano Island Local Trust Committee
FROM: Robert Kojima, Regional Planning Manager
Southern Team
COPY: Kim Stockdill, Island Planner
SUBJECT: Proposed OCP Review Project

RECOMMENDATION

1. That the Galiano Island Local Trust Committee provide staff with direction on preferred options for an OCP Review process
2. That staff report back with a draft Business Case and Work Plan

REPORT SUMMARY

The purpose of the report is to provide the LTC with context for a an Official Community Plan (OCP) Review, summarize the last OCP Review process for Galiano, and request that LTC consider process options for a Galiano OCP Review project commencing in fiscal year 2026-27.

BACKGROUND

At the meeting of February 11, 2025, the LTC reviewed its Work Program, making various amendments, and adopted the following resolution:

GL-2025-007

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

that Galiano Island Local Trust Committee request staff prepare options and recommendations for the preparation of a business case for an Official Community Plan review.

CARRIED

As was discussed at the last meeting, an OCP Review would be a Major Project under Trust Council Policy, requiring a business case to be approved by Trust Council for the next (2026-27) fiscal year. A 'Major Project' is an LTC initiative that would require funding of more than \$5,000 per fiscal year and take more than one year to complete. A Major Project is typically managed by a planner assigned from the Regional Planning Team, with assistance from the Island Planner, who otherwise continues to support the LTC, undertaking minor projects and processing major applications.

The Galiano OCP was last updated in 2011, with major amendments to the bylaw. The review was commenced in 2009, with the project lasting over 2 years. The process included extensive input from several working groups appointed as special APCs to provide advice and recommendations on specific topic areas. There was also an

overall steering committee appointed by the LTC to coordinate the efforts of the various committees. The project was divided into four phases:

1. Staff Review: May – November 2009 - project scoping, mapping, community profile, early consultation
2. Preliminary Community Consultation Phase: April 2009–May 2010 - issue identification, advisory committee reviews
3. Policy Development Phase: January 2010–February 2011 - review of advisory committee recommendations, prepare of draft amendments, LTC review of draft amendments, community consultation on drafts, final revisions.
4. Legislative Process: March 2011 – September 2011 - Bylaw readings, referrals, public hearing, further readings, forwarded to EC and Minister, adoption (November 2011).

Fifteen years since a comprehensive OCP review and update is a typical length of time between reviews. The LTC may wish to consider a review process similar to the past process, or consider alternatives, discussed in the following sections.

DISCUSSION

Project Scope

An Official Community Plan Review can involve a complete review and drafting of a new plan, or may involve a targeted update of specific sections of the document or address particular issues. The extent (or scope) of the project will largely determine timeline, budget, resources, and the process for the project. The scope, timeline, resources, and process for a project is captured in a Project Charter, along with associated documents, which the LTC endorses early in the project and which guides the LTC, staff, and the community throughout the process. The LTC should consider the scope of this proposed OCP Review, at this stage providing overall direction on whether the review should be targeted at specific issues or an overall review.

Review Process

The process associated with the proposed OCP Review will determine the timeline and resources required.

Consultation with First Nations is a requirement of any project, however the extent and timeline associated with First Nations consultation is largely dependent upon the interests and capacity of the Nations themselves. The LTC can include funding in the business case budget request to provide some capacity funding to interested Nations.

The extent of community consultation is a consideration for the LTC, broad consultation involving advisory groups in addition to extensive community consultation on all aspects of the OCP would extend the timeline. The LTC should consider how much engagement to build into the plan.

Budget

The business case budget will be dependant upon the scope of the project, the extent of community consultation, and whether there are any consultants required (e.g. new mapping or external planning support). The budget would include funding for First Nations consultation, legal review, and a contingency. A typical OCP Review project budget, without significant consultant costs, can range from \$10,000 to \$20,000 per fiscal year.

Draft Work Plan

Staff have provided a draft work plan (attachment 1), based on a standard OCP Review process. It provides for:

- Early and on-going consultation with First Nations
- Staff review of the current bylaw and identification of issues and areas for updating, this would include implementation of policies from an amended Islands Trust Policy Statement
- Establishment and support for one or more Advisory Planning Commissions to provide advice and recommendations on specific topics or issues
- Community consultation throughout the process and using a variety of methods
- A phase for the LTC to review drafts
- The legislative phase for readings, formal referrals, and public hearing

The LTC can use this Work Plan as the basis for considering the scope of the project, this standard outline supports an extensive review of an OCP, with a significant level of consultation. If the LTC chooses to have a more targeted review, with focused community consultation, it could result in a shorter project. Based on direction from the LTC, staff would revise the Work Plan and draft a business case for LTC review and endorsement

Rationale for Recommendation

The recommendation is for the LTC to provide direction to staff on the general scope of the proposed OCP Review. Based on that direction, staff can draft a business case and more detailed Work Plan for LTC review.

ALTERNATIVES

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

1. Request further information

The LTC may request further information prior to making a decision.

That the Galiano Island Local Trust Committee request that staff report back to a future meeting with...

2. Proceed No Further

The LTC may

That the Galiano Island Local Trust Committee proceed no further with an OCP Review project.

3. Receive for information

The LTC may receive the report for information.

NEXT STEPS

If the LTC provides direction, staff will refine the Work Plan and prepare a draft Business Case for LTC review and endorsement.

Submitted By:	Robert Kojima, Regional Planning Manager	March 25, 2025
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ATTACHMENTS

1. OCP Review Project Draft Work Plan

OCP Review Project Draft Work Plan Outline

	PROJECT WORK PLAN			
Meeting	Milestone	Target Dates	Comments	Cost
	Phase 0: Pre-Project	2025		
April, June, July	LTC considers process options, topic areas, and issues; direction to staff to draft Business Case	April to August		
September	LTC endorsement of Business Case, forwarded to RPC and FPC	Sept - Oct		
	Early discussions with First Nations and community	On-going		
Year 1	Phase 1: Project Initiation	2026		
	Issues and process confirmed by LTC	March - April		
	Project launch: communications to First Nations, landowners, stakeholders, agencies, and community meeting.	April - May		
	Development of Terms of Reference for APC or working groups	April - May		
	Preliminary research & data gathering	April to June		
	Endorsement of Project Charter	June		
	Phase 2: Analysis	2026		
	Research, drafting of discussion paper(s), mapping	May - Oct		
	Mapping updates prepared	May - Oct		
	Technical review of bylaw, new Policy Statement directives	May - Oct		
	LTC review of discussion papers, mapping updates	Sept - Dec		
	Phase 3: Consultation	2026-27		
	Special APC or Working Group appointments, Terms of reference, and referrals	July - Sept		
	First Nations consultation	July - Mar		
	Stakeholder, agency, and public engagement	July - Mar		
	APC / Working Group reviews and reports	Sept - Mar		
Year 2	Phase 4: Drafting	2027		
	LTC Review of consultation results and policy options	Apr- June		
	Direction to prepare bylaw(s)	June		
	LTC Review of draft bylaw language	Sept - Oct		
	Legal review (if required)	Sept - Oct		
	Phase 5: Legislative	2027-28		
	LTC Review of draft bylaws, early referrals, First Nations consultation	Oct- Dec		
	Community Information Meetings	Nov - Dec		
	Consideration of revisions and 1 st reading	Jan - Feb		
	Consideration of amendments and 2 nd reading	Feb - March		
	Community Information Meeting/Public Hearing	March		
	3 rd reading, Executive Committee, Minister	March		

OCP Review Project Draft Work Plan Outline

	PROJECT WORK PLAN			
Meeting	Milestone	Target Dates	Comments	Cost
Year 3	Phase 6: Implementation	2028		
	Final Adoption	May - June		
	Pre-project planning for LUB Review Project	Apr - June		
	Procedural bylaw updates	May - June		
	Public communication(s)	May - June		

DRAFT

Active Projects Report

Galiano Island

1. Minor Project - Groundwater Sustainability

Responsible

Dates

Activity:

Kim Stockdill

Rec'd: 02-Apr-2019

*Proposed Bylaw No. 283 with Minister for approval

Target: 30-Sep-2023

Phase 1 and 2: mapping and data analysis - Completed

Phase 3: Implementation of mapping and data analysis - Completed

Final approval pending

1. Associated Islands Regulations Review

Responsible

Dates

Activity:

Kim Stockdill

Rec'd: 11-Feb-2025

Project Description and Target Date to be determined.

Future Projects Report

Galiano Island

1. Coastal Douglas-Fir Protection

Responsible

Date Received

Review 'Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit (2018)' and provide recommendations from toolkit.
- LPC is intending to develop a model bylaw in 2021-22.
Include review the Contiguous Forest Mapping in the Islands Trust Area Report.

04-Feb-2019

2. Emergency Access Planning

Responsible

Date Received

Follow-up from CRD emergency planning process - include consideration of developing driveway guidelines for emergency access within land use bylaw

02-Apr-2019

3. Review of Road Network Plan

Responsible

Date Received

Review of Road Network Plan - include December 11th APC memo in review process - meet with MOTI

02-Mar-2020

4. Review of LUB tiny home/trailer regulations, maximum house sizes and lot coverage

Responsible

Date Received

01-Jun-2021

5. Shoreline model protection bylaw

Responsible

Date Received

Review APC report in consideration of development of shoreline model protection bylaw

06-Sep-2022



Galiano Local Trust Committee

Open Applications

Report

Print Date: April 1, 2025

Agricultural Land Reserve

Application Number	Applicant Name	Date Received	Address	Purpose
GL-ALR-2023.2	Samuel Mabberley	10/19/2023	1008 MONTAGUE RD	Application to include land in the Agricultural Land Reserve.
Planner		Status	Most Recent Completed Activity	
Kim Stockdill		In Abeyance	Planning Review	

Development Permit

Application Number	Applicant Name	Date Received	Address	Purpose
GL-DP-2023.6	Brian Gaudet	9/14/2023	1656 STICKS ALLISON RD, GALIAN	1656 sticks Allison Rd- Application for a tree cutting DP for restoration
Planner		Status	Most Recent Completed Activity	
Bruce Belcher		Waiting for Submittals	Verify Submittal / Fees	

Galiano

Application Number	Applicant Name	Date Received	Address	Purpose
GL-DP-2024.2	John Poppleton	3/6/2024	2990 GEORGESON BAY RD, GALIA	POPPLETON - 2990 GEORGESON BAY RD: An application in combination with GL-DVP-2023.6 for a DP for development in a sensitive ecosystem DPA.
Planner		Status	Most Recent Completed Activity	
Kim Stockdill		Under Review	Planning Review	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20240147	Jared Taylor	7/23/2024	172 BURRILL RD	Riparian DP application
Planner		Status	Most Recent Completed Activity	
Bruce Belcher		Local Trust Committee	Email Applicant of LTC Meeting	

Development Variance Permit

Application Number	Applicant Name	Date Received	Address	Purpose
GL-DVP-2023.6	John Poppleton	12/22/2023	2990 GEORGESON BAY RD, GALIA	POPPLETON - 2990 Georgeson Bay Rd: Siting of a septic system in a setback.
Planner		Status	Most Recent Completed Activity	
Kim Stockdill		Local Trust Committee	Verify Final Review Status	

Galiano

Rezoning

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20240003	LEIF C PALMBERG	5/15/2024	0 GALIANO WAY, GALIANO, BC V0	To amend zoning from R2 to Site Specific R2 Zoning

Planner	Status	Most Recent Completed Activity
Kim Stockdill	Local Trust Committee	Email Applicant of LTC Meeting

Application Number	Applicant Name	Date Received	Address	Purpose
GL-RZ-2023.1	Tahirih Rockafella	3/28/2023	0 HAULBACK RD, GALIANO, BC V0	Application for rezoning to amend the zoning from F1 to F3 and Forest Industrial. Bylaw 291

Planner	Status	Most Recent Completed Activity
Kim Stockdill	Local Trust Committee	Generate & Send Notice of LTC Decision

Application Number	Applicant Name	Date Received	Address	Purpose
GL-RZ-2014.1	CRYSTAL MOUNTA	10/28/2014	0 PORLIER PASS RD, GALIANO, B	20300 PORLIER PASS RD: Application for rezoning to amend the OCP and LUB to allow for a Forest Retreat Centre - Bylaws 256 (OCP) and 257 (LUB)

Planner	Status	Most Recent Completed Activity
Brad Smith	Local Trust Committee	Record LTC Decision/Update FUAL

Galiano

Application Number	Applicant Name	Date Received	Address	Purpose
GL-RZ-2020.1	Fred King	10/27/2020	0 PORLIER PASS RD, GALIANO, B	51 Galiano Way - Application for rezoning from F1 to F3 - Bylaw 279 (LUB)
Planner		Status	Most Recent Completed Activity	
Kim Stockdill		Local Trust Committee	Verify Final Review Status	

Galiano

Subdivision

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20250115	Glen Mitchell	3/12/2025	0 STICKS ALLISON RD, GALIANO,	Referral of a boundary adjustment subdivision application

Planner	Status	Most Recent Completed Activity
Bruce Belcher	Under Review	Generate Complete Application Letter

Application Number	Applicant Name	Date Received	Address	Purpose
GL-SUB-2024.1	Danica Berginc	4/4/2024	771 GEORGESON BAY RD, GALIA	BERGNIC - 771 GEORGESON BAY RD/1153 GEORGESON BAY RD: Referral of a boundary adjustment subdivision application.

Planner	Status	Most Recent Completed Activity
Bruce Belcher	In Abeyance	Record and File PLR

Application Number	Applicant Name	Date Received	Address	Purpose
GL-SUB-2023.1	Jared Taylor	3/31/2023		TAYLOR - 172 BURRILL RD: Referral of a subdivision application for 1 new lot.

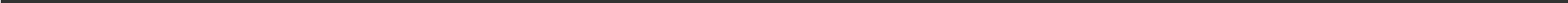
Planner	Status	Most Recent Completed Activity
Bruce Belcher	Administrative Approval	Record and File PLR

Galiano

Temporary Use Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20250108	George Harris	3/6/2025	9980 PORLIER PASS RD, GALIANO	To permit affordable housing

Planner	Status	Most Recent Completed Activity
Kim Stockdill	Under Review	Generate Complete Application Letter



Islands Trust
LTC EXP SUMMARY REPORT F2025
Invoices posted to Month ending January 2025

625 Galiano	Invoices posted to Month ending January 2025	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-625	LTC "Trustee Expenses"	280.00	518.28	-238.28
LTC Local				
65200-625	LTC - Local Exp - LTC Meeting Expenses	2,230.00	3,282.56	-1,052.56
65210-625	LTC - Local Exp - APC Meeting Expenses	300.00	90.01	209.99
65220-625	LTC - Local Exp - Communications	3,000.00	2,198.21	801.79
TOTAL LTC Local Expense		<u>5,530.00</u>	<u>5,570.78</u>	<u>-40.78</u>
Projects				
73001-625-4114	Galiano Groundwater Strategy Implementation	1,500.00	1,241.18	258.82
TOTAL Project Expenses		<u>1,500.00</u>	<u>1,241.18</u>	<u>258.82</u>

Standing Resolutions Log

Galiano Island

Resolution Number	Action	Date
2023-015 (Standing) First Nations Reconciliation That the Galiano Island Local Trust Committee seek to engage in reconciliation with local First Nations, governments and island community by honouring the Truth and Reconciliation Commission (TRC) Calls to Action, the United Nations Declaration on Rights of Indigenous Peoples, draft principles that guide the Province of British Columbia's relationship with Indigenous Peoples and Islands Trust First Nations engagement principles. The Galiano Island Local Trust Committee endeavour to: a. Annually write a letter to all First Nations knowledge holders introducing Trustees and staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as provide an update of current projects and advocacy activities; b. For various Local Trust Committee meetings, invite local First Nations and knowledge holders to attend meetings, as well as provide a traditional welcome to the Territory if they would like; c. Work with Local First Nations Governments and knowledge holders on cooperative initiatives, including but not limited to, language, place names, territorial acknowledgements and community education on Coast Salish and local First Nations cultural heritage and history; d. Work with Local First Nation Governments and knowledge holders on engagement principles for inclusive land use, marine use and climate change planning advocacy, protection and stewardship and knowledge and information sharing protocols; and e. Establish and maintain government to government dialogue with Local First Nations and knowledge holders now and into the future based on respect and recognition of Aboriginal Rights and Titles, Treaty Rights, and First Nations Traditional Territories within the Islands Trust Area.	Carried	14-Mar-2023
2020-042 (Standing) Use of Development Permits for Variances That the Galiano Island Local Trust Committee request that development permit applications where a variance is requested be processed as a combined application with both a development permit and a development variance permit.	Carried	08-Sep-2020

Standing Resolutions Log

Galiano Island

Resolution Number	Action	Date
2020-041 (Standing) Unlawful Land Uses and Planning Applications that the Galiano Island Local Trust Committee adopt the following policy on unlawful land uses and planning applications: a. Where an application is received and a use is continuing in contravention of a land use bylaw, staff are directed to request that the applicant cease the use prior to processing the application, and that staff are directed to continue with enforcement until the use is ceased. b. The applicant may request that the Local Trust Committee proceed with consideration of the application while the use is continuing; and, where the Local Trust Committee considers there is a community need to process the application while the prohibited use is continuing, the Local Trust Committee may direct that bylaw enforcement actions, including the issuing of notices, cease. c. Where the Local Trust Committee does not consider that there is a community need, or the applicant has not made such a request of the Local Trust Committee; bylaw enforcement actions, including the issuing of notices, will continue. d. In deciding whether to grant land use approval for a use that was commenced in contravention of a land use bylaw, the Local Trust Committee may consider whether the applicant has suspended the prohibited land use pending a decision on the application.	Carried	06-Jul-2020
2020-013 (Standing) Advisory Planning Commission that the Galiano Island Local Trust Committee request that prior to expiration of Advisory Planning Commission members terms of office, staff write to commissioners asking if they wish to be reappointed and also advertise for expressions of interest for new commissioners.	Carried	03-Feb-2020



Standing Resolutions Log

Galiano Island

Resolution Number	Action	Date
2019-014 (Standing) 13.1 Cannabis Retail - Staff Report that the Galiano Local Trust Committee adopt the following standing resolution with respect to the processing of non-medicinal cannabis retail license applications: - Proposed or amended licenses for non-medicinal cannabis retail establishments require an application to the local trust committee. - The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. - The public consultation process shall be determined by the local trust committee after initial review of the proposal. - However, as a minimum, the local trust committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: - o Name of the applicant and a description of the proposal in general terms - o The location of the proposed establishment and the subject site - o The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered. - o The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application - o How public comments may be submitted to the local trust committee.	Carried	04-Mar-2019
2018-064 (Standing) 11.1 Telecommunication Strategy Project - Staff Report that the Galiano Island Local Trust Committee endorses the Telecommunication strategy Project Charter dated June 22, 2016	Carried	04-Jun-2018
2014-029 (Standing) 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.	Carried	07-Apr-2014



Standing Resolutions Log

Galiano Island

Resolution Number	Action	Date
2014-000 (Standing)	Carried	03-Feb-2014
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.		
2011-205 (Standing)	Carried	17-Oct-2011
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.		
2010-115 (Standing)	Carried	18-Oct-2010
Publishing Notices beyond legal requirements That the Galiano Island Local Trust Committee will advertise Public Hearing Notices in the Active Page Magazine in addition to the legally required advertising in the Driftwood Newspaper.		



Standing Resolutions Log

Galiano Island

Resolution Number	Action	Date
2009-085 (Standing)	Carried	11-May-2009
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		



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY JANUARY 21st, 2025 BOARD MEETING

NOTE: For more detail on Islands Trust Conservancy meetings, including meeting minutes, please visit <https://islandstrust.bc.ca/whats-happening/meetings-and-events/>

1. ORGANIZATION UPDATES/TEAM

- An election for Chair and Vice Chair was held. Trustee Gauvreau was elected Chair of the ITC Board. Trustee Timothy was elected Vice Chair.

2. STRATEGIC PLANNING/ADMINISTRATION

- Acting Manager Stewart provided an overview of the 2025-26 Annual ITC Work Plan items for the ITC team.
- The ITC Board approved the letter of support for Raincoast Conservation Foundation's application to Intact Insurance's Climate Resilience Grant and directed staff to provide it on behalf of the ITC Board.
- The ITC Board passed a resolution to provide an updated 2025/26 budget request to the Financial Planning Committee and Trust Council that addresses the changes and comments made by the Board.
- Trustee Elliott provided the Executive Committee update to the ITC Board by email. There was no Governance Committee update provided as the Governance Committee has not met since the last ITC Board meeting.

3. COVENANT AND PROPERTY ACQUISITIONS

- The ITC Board approved spending up to \$2,000 from existing budgets towards the cost of an Ecological Gifts Program appraisal for a Natural Area Protection Tax Exemption Program (NAPTEP) covenant on Gabriola Island.

4. COVENANT AND PROPERTY MANAGEMENT

- The ITC Board approved Part II of the Sallas' invasive plant management plan for Burnt Snag (ES65741), Dragonfly Pond (ES065747), Kingfisher Pond (ES065749), and Woodpecker Pond (ES65743) covenant areas, and issued a temporary waiver of covenant terms 3.2(d) and 3.2(k) subject to terms and conditions, consistent with the approved Forest Restoration Strategy of the Sidney Island Ecosystem Restoration Plan.
- The ITC Board discussed updating the Ruby Alton process in the ITC Annual Work Plan by hiring a demolition company that completes all work on the house as one package, including an estimate, hazmat analysis, permits, demolition, and removal of the house and all structures.



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

- The ITC Board accepted the third-party 2024 monitoring report for Owl's Call NAPTEP Covenant, Salt Spring Island, and directed staff to add a summary of this report to the 2024 ITC NAPTEP Covenant Monitoring Report as an addendum.
- The ITC Board approved the request by the Galiano Conservancy Association to include Vanilla Leaf Land Nature Reserve, Galiano Island, in Galiano Conservancy Association's application for a Section 11 Change Approval under the Water Sustainability Act. Any work to be done in Vanilla Leaf Land Nature Reserve will be subject to further information and approval by the ITC Board if and when the application is approved.
- The ITC Board directed staff to draft a letter to the Bowen Municipality regarding Referral BO-DP-2024-0196 including their comments to ensure the project will not negatively impact the David Otter Nature Reserve.
- The ITC Board directed staff to respond to the Bowen Island Municipal Council referral regarding bylaw 671 and 672 with their comments.

5. COMMUNICATIONS AND OUTREACH

- Staff are considering the creation of a Priority Acquisitions Fund that would act as a source of funds for ITC to use if a priority acquisition arises that ITC may wish to acquire.
- Staff are in communication with the McRae NAPTEP Covenant (Gabriola Island) Holder regarding off-leash dogs, and are pursuing an article for the local newspaper.

Learn more about Islands Trust Conservancy: <https://islandstrust.bc.ca/conservancy/>

Subscribe for Islands Trust Conservancy updates: <https://islandstrust.bc.ca/subscribe/>

REQUEST FOR DECISION

To: Galiano Island LTCs **For the Meeting of:** April 8, 2025
From: Trust Area Services **Date Prepared:** March 28, 2025
SUBJECT: 2024/25 ANNUAL REPORT – APPROVAL OF GALIANO ISLAND LTC SECTION

RECOMMENDATION: That the Galiano Island Local Trust Committee approves the attached text for inclusion in the 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

- 1 PURPOSE:** Committees are provided with their draft sections of the annual report for review and approval so that Trust Council is able to easily approve its annual report in June 2025 without further editing from staff or trustees at the Trust Council meeting.

BACKGROUND: 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 6.10.1](#). The Executive Committee approved the format and outline of the 2023/24 Annual Report at its meeting on February 5, 2025.

2 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Under Trust Council's Policy, all LTCs and Council committees are expected to review and approve their sections at regular meetings in order to have the report approved by Trust Council at its June 2025 meeting.

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 then Trust Council consideration of approval in June. Upon approval by Trust Council, staff will send the Annual Report to the Minister of Housing and Municipal Affairs and circulate it as indicated in Trust Council's policy.

FIRST NATIONS: Information about First Nations relations may be included within committee reports.

OTHER: None.

- 3 RELEVANT POLICY(S):** Trust Council's Annual Report policy 6.10.i; *Islands Trust Act*

- 4 ATTACHMENT(S):** Galiano Island LTC input to Annual Report (draft)
-

RESPONSE OPTIONS

Recommendation: That the Galiano Island Local Trust Committee approves the attached text for inclusion in the 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

Alternative: That the Galiano Island Local Trust Committee approves the attached text for inclusion in the 2024/25 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Housing and Municipal Affairs.

Prepared By: Morgana van Niekerk, A/Communications Specialist

Reviewed By/Date: Robert Kojima, Regional Planning Manager

Galiano Island Local Trust Committee

The Galiano Island Local Trust Committee (GL LTC) held eight regular business meetings in the 2024/25 fiscal year, as well as one Community Information Meeting, and one public hearing.

Work for this period focused on advancing the GL LTC priorities to protect groundwater resources.

The GL LTC advanced this priority through the following key project:

1. Groundwater Sustainability project, which will update a groundwater protection Development Permit Area (DPA), amend the Official Community Plan (OCP) to establish new groundwater protection policies, and amend the Land Use Bylaw to establish new cistern and subdivision regulations.

The GL LTC also initiated a project to review zoning regulations for smaller islands in the Galiano Island Local Trust Area.

From April 1, 2024 to March 31, 2025, the GL LTC received and considered applications for three development variance permits and six bylaw amendment applications.

During the same time period, staff also reviewed five delegated development permits, 31 building permit referrals, three subdivision referrals, and one Board of Variance hearing.

Another initiative of the GL LTC for this period was relationship building with the Penelakut First Nation. As part of this process, Penelakut elder, Chief, and Counsellors attended GL LTC meetings, and trustees and staff met with Penelakut Chief, Council and staff.