



A NOTICE OF A BUSINESS MEETING OF **THE GAMBIER ISLAND LOCAL TRUST COMMITTEE**
to be held at 10:30 am on Thursday, October 24, 2013
at Gibsons Library,
470 South Fletcher Road, Gibsons, BC

AGENDA

		Page No.	*Approx. Time*
1.	CALL TO ORDER		10:30 am
2.	APPROVAL OF AGENDA		
3.	MINUTES		
3.1	Local Trust Committee Meeting Minutes dated September 26, 2013 – <i>for adoption</i>	1-17	
3.2	Local Trust Committee Public Hearing Record dated September 26, 2013 – <i>for information</i>	18-21	
3.3	Section 26 Resolutions Without Meeting - <i>none</i>		
3.4	Gambier Island Advisory Planning Commission Minutes - <i>none</i>		
4.	BUSINESS ARISING FROM MINUTES		10:45 am
4.1	Follow-up Action List dated October 10, 2013 - <i>attached</i>	22-24	
4.2	Membership in Coastal Douglas Fir and Associated Ecosystems Conservation Partnership – <i>for discussion</i> .		
	4.2.1 Email from Ministry of Forests, Lands and Natural Resource Operations – <i>attached for information</i>	25-37	
5.	CHAIR'S REPORT		
6.	TRUSTEES' REPORT		
7.	DELEGATIONS		
8.	TOWN HALL SESSION		
9.	CORRESPONDENCE <i>Correspondence specific to an active development application and/or project will be received by the Gambier Island Local Trust Committee when that application and/or project is on the agenda for consideration.</i>		
10.	LOCAL TRUST COMMITTEE PROJECTS		11:30 am
10.1	Sustainability Guide		
	10.1.1 Staff Report dated October 8, 2013 - <i>attached</i>	38-48	
10.2	Shoreline Protection Guide – <i>for discussion</i>		

11.	APPLICATIONS AND PERMITS		
11.1	GM-DVP-2013.3 (Wubbs – North Thormanby Island)		
11.1.1	Staff Report dated October 10, 2013 - <i>attached</i>	49-61	
11.2	GM-RZ-2012.1 (Reel 17 Investments Ltd. – Gambier Island)		
11.2.1	Staff Report dated October 3, 2013 - <i>attached</i>	62-63	
	BREAK		12:30 pm
12.	BYLAWS		12:45 pm
12.1	Proposed Bylaw No. 123 cited as “Gambier Island Local Trust Committee Land Use Bylaw No. 86, Amendment No. 1, 2013” - <i>for consideration of second and third readings and submission to Executive Committee for approval</i>	64-66	
13.	REPORTS		
13.1	Work Program Reports		
13.1.1	Top Priorities Report and Projects List dated October 10, 2013 - <i>attached</i>	67-69	
13.2	Applications Log		
13.2.1	Report dated October 10, 2013 - <i>attached</i>	70-74	
13.3	Trustee and Local Expenses		
13.3.1	Expenses posted to September 30, 2013 – <i>attached</i>	75	
14.	NEW BUSINESS		1:00 pm
14.1	Islands Trust Council Strategic Plan – Local Trust Committee Input		
14.1.1	Briefing dated October 3, 2013 - <i>attached</i>	76-92	
15.	ISLANDS TRUST WEBSITE		
15.1	Gambier pages – <i>for discussion</i>		
16.	CLOSED MEETING: The Gambier Island Local Trust Committee closes the next part of the October 24, 2013 business meeting to discuss matters pursuant to Section 90(1)(f) (Bylaw Enforcement) of the <i>Community Charter</i> and that Staff be invited to attend this meeting.		
17.	RECALL TO ORDER		
	Rise and Report from Closed Meeting		
18.	NEXT MEETING		
	Friday, November 29, 2013 at 10:30 am at Gibsons Library, 470 South Fletcher Road, Gibsons, BC		
19.	ADJOURNMENT		1:30 pm

*Approximate time is provided for the convenience of the public only and is subject to change without notice.



Gambier Island Local Trust Committee

Minutes of a Regular Meeting and Community Information Meeting

Date of Meeting: September 26, 2013
Location: Gambier Island Community Hall
 Andy's Bay Road, Gambier Island, BC

Members Present: David Graham, Chair
 Jan Hagedorn, Local Trustee
 Kate-Louise Stamford, Local Trustee

Staff Present: Aleksandra Brzozowski, Island Planner
 Marnie Eggen, A/Planner 2 (part)
 Kelly Gesner, Contract Planner (part)
 Linda Prowse, Planner 2 (part, via teleconference)
 Diane Corbett, Recorder

Media and Others Present: Jim Green, Applicant, GM-RZ-2012.1
 Lynn Roxburgh, Applicant, GM-RZ-2013.2
 9 members of the public – a.m.
 5 members of the public – p.m.

1. CALL TO ORDER

Chair Graham called the meeting to order at 10:35 a.m. Chair Graham introduced trustees, staff and the recorder, and acknowledged the presence of past Islands Trust Council Chair Kim Benson. Chair Graham remarked that the meeting was being held in the traditional territory of the Coast Salish people.

2. APPROVAL OF AGENDA

The Agenda was adopted as amended by consensus, adding:

- 18.5 Strategic plan discussion
- 18.6 Gambier Island Conservancy request for funding support

(Item 7 was considered prior to item 3.)

The community information session commenced at 10:49 a.m.

3. COMMUNITY INFORMATION SESSION

3.1 Proposed Bylaw No. 123 (GM-RZ-2012.1 – Reel 17 Investments –Gambier Island)

To amend the Gambier Island Land Use Bylaw to rezone a 0.32 hectare water area adjacent to the subject property from 'Marine Log Storage' (W3) to 'Marine General' (W1) to accommodate a private neighbourhood dock, and to rezone a 0.18 hectare upland portion of lot 1 from 'Rural Residential' (RR) to a site specific 'Local Service' (S2 (A)) zone to permit ramp access to the private neighbourhood dock

Planner Brzozowski discussed the development process of a proposed bylaw for a water and land rezoning to enable a community dock with ramp access in the Cotton Bay area of Gambier Island. A panhandle lot would be a driveway to provide access to the dock. There were no agency concerns in response to the bylaw referral.

Planner Brzozowski explained that the bylaw would allow the community to have a community dock rather than have individual docks. Access to the dock would be by use of the Local Service lot. A restrictive covenant pertaining to neighbourhood dock had been drafted. The purpose of the restrictive covenant would be to restrict lots benefiting from the neighbourhood dock from building private docks as well.

Planner Brzozowski noted that, at the end of the upcoming Public Hearing, no further public input would be received. The Local Trust Committee then would consider second and third reading, and forwarding the proposed bylaw to the Executive Committee. The bylaw then would come to the Local Trust Committee for adoption.

Planner Brzozowski explained that there is a development variance permit in conjunction with the rezoning that would be considered before final adoption and be reviewed in November by the Local Trust Committee.

4. QUESTIONS AND ANSWERS

A constituent inquired what the significance was of the development variance permit as part of the process.

Planner Brzozowski explained that there is an existing dock, a bit wider than is in the regulations so a variance is needed. There is also a rock wall that has been put up that is not in compliance with the bylaw, and that needs to be approved by the Local Trust Committee.

A constituent asked if the existing dock is the one that will be the community dock.

Planner Brzozowski responded to the affirmative and noted it is a bit larger in square footage and wider than in the regulations.

A constituent inquired, if this is going to be the only community dock, why not redraft the regulations to fit?

Planner Brzozowski explained that the zoning is not site specific; the dock does not comply.

A constituent asked if staff looked at whether community docks may need to be a bit wider than a regular dock.

Planner Brzozowski said that in the regulations the maximum size can be larger but the width shall not exceed 2.4 metres, whether it is a community dock or individual dock.

Jim Green, Applicant, Reel 17 Investments, Gambier Island, explained that the actual surface of the ramp was correct. When the bull rails were attached, it ended up being a little bit wider than 11 metres. He thought that neither of the variances was significant, and they did not add usable extra surface.

Michele Hall-McCaffrey, Sea Ranch, Gambier Island, noted a difference between the schedule B map in the application and the one on the Islands Trust website.

A constituent requested information on when the W zone was split. Planner Brzozowski indicated she would email the information to the constituent and copy the trustees on the email at a later date, as this was not a quick response.

Trustee Stamford noted, when talking about restrictive covenants on the other lots, that lot 4 was not included on that as it had already been sold and included the right to have a dock.

A constituent inquired about the number of lots that would be sharing the common dock.

Jim Green clarified that, if the upland lot were subdivided, up to 14 lots would have the right to use the dock.

A constituent wondered if the restrictive covenant would be part of the bylaw.

Planner Brzozowski explained that the covenant would not be attached to the bylaw itself, but was included in the Public Hearing binder as part of the application, and would be on title, kept separate from the bylaw.

Michele Hall-McCaffrey asked why a restrictive covenant was being put on when the developer had opted to build a community dock, noting this is a disincentive to people in the future to put in a community dock. A right is taken away.

Planner Brzozowski reported that it was a mechanism that was laid out in the Land Use Bylaw for neighbourhood docks.

There were no further questions.

5. RECESS FOR PUBLIC HEARING – PROPOSED BYLAW NO. 123

Chair Graham recessed the meeting at 11:10 a.m.

6. RECONVENE

Chair Graham reconvened the meeting at 11:38 a.m.

7. MINUTES

7.1 Gambier Island Local Trust Committee Meeting Minutes dated July 11, 2013

The minutes of the Gambier Island Local Trust Committee meeting dated July 11, 2013 were adopted as amended:

- page 4, item 6, paragraph 4, line 4: replace “sale” with “lease”;
- page 5, item 6, paragraph 4, line 1: insert “*ad hoc*” before “working group”;
- page 6, item 11.2, last bullet point: should read “Use of a Section 218 covenant (conservation covenant)”;
- page 9, item 14.2, first part of paragraph 3 should read: “Ms. Benson pointed out that Crown Land occupies 10% of the land in the Islands Trust Area, and two thirds of the land on Gambier Island is Crown;”
- Page 10, item 14.6, first sentence should read: “Trustees discussed the possibility of a Trust Council on Gambier or Keats Islands in 2014.”

7.2 Section 26 Resolutions Without Meeting

The Section 26 Resolutions Without Meeting Log dated September 18, 2013 was received for information. Corrections were noted in Resolution #2013-06, as follows:

- spelling of *Garry Nohr*;
- spelling and title of *Director Maria Harris*; and
- spelling and title of *Director Lee Turnbull*.

Trustee Stamford noted that, although the Resolution Without Meeting of July 31, 2013 was correct, half the fee had been returned, as she did not attend UBCM.

7.3 Gambier Island Advisory Planning Commission Minutes – None.

8. BUSINESS ARISING FROM MINUTES

8.1 Follow-up Action List dated September 18, 2013

Planner Brzozowski responded to trustee inquiries and provided updates on the Follow-Up Action List dated September 18, 2013.

Trustees requested that staff advise the Local Planning Committee of the Local Trust Committee's interest in obtaining further information about a Greenshores pilot program.

8.2 Information Case Studies Report on Shared Docks

The Staff Report dated August 27, 2013 on community and shared dock case studies was received for information. The document was prepared for the Thetis Island Local Trust Committee by a summer intern planner . Trustees requested that staff pass on their appreciation for the work to the intern.

GM-047-2013

It was MOVED and SECONDED,

that the Gambier Island Local Trust Committee receives for information the report titled "Community and Shared Docks: Case Studies from the B.C. Coast."

CARRIED

Staff was requested to post the report to the Islands Trust website, after which time Trustee Stamford would send an email to interested parties, including Passage and East Trail Island and Directors Maria Harris, Garry Nohr, and Lee Turnbull.

8.3 Advocacy Regarding Community Woodlots on Gambier Island

Planner Brzozowski reviewed the memorandum with an update on Gambier Community Woodlots, dated September 17, 2013.

Trustees Stamford and Hagedorn extended thanks to Islands Trust staff for the extra work and consideration they put forth on the Gambier woodlots and the advocacy issue.

GM-048-2013

It was MOVED and SECONDED,

that the Gambier Island Local Trust Committee write a letter to the Sunshine Coast Forest District requesting that the following features specifically be considered in the woodlot plan:

1. that there is exclusion of the Gambier Lake watershed and trail system from logging pressures;
2. that there are specific buffer sizes around affected communities; and
3. that the Sunshine Coast Forest District consider a more comprehensive consultation process with the community of Gambier Island in advance of awarding the woodlot license as per advocacy policy 7.30 and policy 7.22 of the Gambier Island Official Community Plan.

CARRIED

8.4 BURNCO Update

Planner Brzozowski reviewed the memorandum with an update on the BURNCO application, dated September 17, 2013.

9. CHAIR'S REPORT

Chair Graham reported that there was an interesting Trust Council quarterly meeting on Lasqueti Island on September 10 – 12, 2013. Trust Council supported the Howe Sound Marine Management Project moving forward. Trust Council also supported B.C. Ferries' support for child supervision on the Gambier ferry. Chair Graham noted both Local Trustees made a strong impact at the UMBC Convention the previous week.

10. TRUSTEES' REPORT

Trustee Hagedorn reported on her recent activities as follows:

- July 19, 2013: The trustee was invited to a farm to table dinner at Barnabas Camp, who had expanded their garden allowing fresh produce to be used in their delicious dinner creations. The trustee thanked Barnabas for bringing Keats communities together through their market at the government wharf in Keats Landing and hoped it would happen every summer.
- July 20, 2013: Ramona DeGraff, a biologist specializing in forage fish that live on beaches and are a major part of the food chain, presented a workshop at West Beach on Keats. Approximately forty people attended. Thanks to Jane Ellison from Eastbourne who arranged this.
- August 8, 2013: Attended Islands Trust Local Planning Committee via teleconference.
- August 21, 2013: Attended Eastbourne Community Association and appreciated the commitment of this group concerning Island issues, especially the Fire Equipment Group.
- August 25, 2013: Hiked up to Gambier Lake with Gambier Conservancy. It gave Trustee Hagedorn an appreciation of the location of the proposed woodlots on Gambier. Thanks to the Snell family who hosted.
- September 10-12, 2013: Attended Trust Council on Lasqueti Island, where the trustee ensured that the request for a Howe Sound Marine and Land Resource Plan as well as the proposed woodlots on Gambier were on the radar. A motion passed that supported Islands Trust Staff to attend a meeting with Steve Thomson, Minister of Forests, Lands and Natural Resources Operations (FLNRO) and also attend the Howe Sound Forum on September 25, with a request that staff report back to Islands Trust Executive with some recommendations.
- September 13, 2013: Attended an *ad hoc* committee regarding a request for a Marine and Land Management Plan for Howe Sound.
- September 16-20, 2013: Attended Union of British Columbia Municipalities (UBCM) Convention in Vancouver. Spoke with Minister Steve Thomson with over 15 people at the table representing many jurisdictions surrounding Howe Sound requesting the Provincial Government support a Marine and Resource Plan in the Howe Sound area. At UBCM Trustee Hagedorn presented a large map of Gambier Island pointing to the proposed woodlots and outlining the

issues. Sunshine Coast Regional District (SCRD) elected officials demonstrated their leadership to get a motion passed that resulted in UBCM now urging the Provincial Government to establish a comprehensive land marine management plan for Howe Sound.

- September 25, 2013: Attended Howe Sound Forum sponsored by West Vancouver Municipality. Elected officials from all Howe Sound jurisdictions including First Nations are planning to join together to discuss Howe Sound and how to move forward in creating a plan.

Trustee Stamford reported she is working on parks and trails on the south peninsula with Gambier Island Community Association, with a focus on trails that will connect with other trails on Gambier. This would be brought forward to the Sunshine Coast Regional District in the near future. The trustee noted there is a lot of available land to work with to get some more parks funds.

The previous day at Howe Sound Community Forum Trustee Stamford had spoken about the new community woodlots on Gambier Island and pointed out how critical an impact this will have on the continuous environment and communities, and how it would impact Howe Sound as a whole.

Trustee Stamford's primary focus since the last Gambier Local Trust Committee meeting on Keats had been responding to concerns about the new woodlots, and meeting with different groups, individuals and other trustees to develop an appropriate response to forestry's commitment to lease the logging rights to the north-eastern corner of the island. For more specific information, readers can refer to the Staff Report included in the agenda package on the Islands Trust website for the current meeting.

Other recent activities of Trustee Stamford included:

- July 13: Volunteered in New Brighton for the annual SCRD Garbage Clean-up day.
- July 20: Attended the Gambier Island Community Association AGM.
- July 21: Attended the Eastbourne Community Association AGM.
- August 25: Attended the Gambier Island Conservancy AGM at Gambier Lake.
- September 3: Attended Gambier Island Community Association (GICA) Trails and Parks Sub-committee. Earlier in June Trustee Stamford had met with Sam Adams, SCRD Parks Planning Coordinator, and spent the day looking at various SCRD managed trails and parks to understand the ongoing maintenance requirements. The GICA subcommittee is focusing on prioritizing new trail and park opportunities primarily within the southwest peninsula for future SCRD development.
- September 18: Attended a meeting with Steve Thompson, Minister of Forests, Lands and Natural Resource Operations (FLNRO) at the convention of Union of BC Municipalities to support the establishment of a land and marine resource management plan (LRMP) for the Howe Sound area. This meeting was initiated by the efforts of the Future of Howe Sound Society (Ruth Simons), Trustee Hagedorn and the SCRD Board. This group successfully brought an emergency motion to the convention requesting the provincial government to establish an LRMP for Howe Sound and it was passed. Advancing an overall

management plan for the Howe Sound region highlights the success of this area as a recreational destination and the continued *ad hoc* process of new industrial projects around the Sound.

11. DELEGATIONS – None.

12. TOWN HALL SESSION

Kim Benson, Keats Island, requested to speak to one of the applications in Item 15.

Chair Graham indicated that this would be possible.

Kathy McTaggart, Gambier Island, commented on the current status of high-speed wireless and cell service on Gambier. She wondered if there was anything Islands Trust could do to encourage higher levels of government and Telus to look at providing better service on Gambier. She said she believed that one of the reasons the community was getting smaller is that it is falling behind technologically. When people think of moving to Gambier, it is a disincentive not to have access to these kinds of services.

Michele Hall-McCaffrey, Sea Ranch, Gambier Island, supported Kathy McTaggart's comments, noting that these conversations were happening at Sea Ranch. Most of Sea Ranch has spotty or no wireless service.

Trustee Stamford stated she wanted to work on this issue to get a better sense of where the problems are, where the non-cell service is. Keats has different issues, and islands up the coast have different issues. Staff was requested to place further discussion of this topic on the next agenda.

Joan Pederson, Eastbourne, Keats Island, requested the opportunity to speak when Bylaw 100 regarding District Lot 696 was discussed.

Chair Graham responded in the affirmative.

Michele Hall-McCaffrey commented that she had a question on the marine shorelines report "Sharing Our Shorelines" and asked for the opportunity to speak when this was being discussed.

Chair Graham responded in the affirmative.

13. CORRESPONDENCE

Correspondence specific to an active development application and/or project will be received by the Gambier Island Local Trust Committee when that application and/or project is on the agenda for consideration.

14. LOCAL TRUST COMMITTEE PROJECTS

14.1 Sustainability Guide

The Islands Planner provided an update on developments to modify the southern Gulf Islands sustainability guide for the northern islands. Copies of the southern islands version were distributed to trustees. The planner noted additional inputs had been received from planning staff in the northern office, and that it was possible to secure a grant for printing and distribution.

Trustees requested that staff review the 2012 comments of the Gambier Island Advisory Planning Commission regarding a sustainability guide.

(Item 14.2 was discussed after consideration of applications in section 15.)

14.2 Shoreline Protection Guide

The Islands Planner reviewed the development and production of the “Sharing Our Shorelines” document and possible edit for application in the Gambier Island Trust Area, as discussed in the Memorandum dated September 17, 2013 that was received for information.

Trustees noted concern regarding the printing cost of the full colour document.

Joan Pederson, Eastbourne, Keats Island, stated she did not see solutions as a landowner and that property owners need to see that solutions that have been applied to address erosion and climate change issues. The constituent remarked that the brochure was another “how it should be” rather than how to do it.

GM-049-2013

It was MOVED and SECONDED,

that the Gambier Island Local Trust Committee request staff to remove the two areas in the “Sharing Our Shorelines” document where it says “North Pender” and to add “Gambier Trust Area” and that staff print twenty-five copies.

CARRIED

GM-050-2013

It was MOVED and SECONDED,

that the Gambier Island Local Trust Committee review the property shoreline protection poster outlining concerns and solutions to foreshore erosion, and the trifold brochure from North Pender Island regarding foreshore protection issues.

CARRIED

Chair Graham recessed the meeting at 12:17 p.m.

Chair Graham reconvened the meeting at 12:26 p.m.

15. APPLICATIONS AND PERMITS

15.1 GM-RZ-2013.1 (*Burrard Yacht Club – Gambier Island*)

Planner Eggen reviewed the supplemental staff report dated September 12, 2013 on a rezoning application by Trident Foreshore Lands Ltd. (Burrard Yacht Club) to change the zoning of the water area adjacent to the Burrard Yacht Club at Gambier Island from a Marine Park and Recreation zone (P3) to a yacht club outstation site specific zoning to allow for the sole use of floating breakwaters. The staff report provided options and recommendations on how to regulate form and character of breakwaters.

In response to an inquiry from Michele Hall-McCaffrey regarding application for rezoning prior to starting a development permit, Planner Eggen explained that the applicant had applied for rezoning to allow for installment of breakwaters to protect the existing yacht club. Presently Gambier does not have a development permit area for shoreline protection.

Trustee Stamford noted that Gambier communities had indicated they did not want the development permit area.

GM-051-2013

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

1. Give first reading to draft Bylaw No. 125, cited as “Gambier Island Land Use Bylaw No. 86, 2004, Amendment No. 2, 2013”;
2. Direct staff to proceed with bylaw referrals, public notification, scheduling of a community information meeting and public hearing for Proposed Bylaw No. 125 in West Vancouver; and
3. Request staff to post the supplemental staff report for GM-RZ-2013.1 (Trident Foreshore Lands Ltd.) and Proposed Bylaw No. 125 to the Gambier website.

CARRIED

Trustee Hagedorn declared a conflict of interest and left the meeting.

15.2 GM-RZ-2004.1 (*Keats Camp – DL 696- Keats Island*)

Contract Planner Kelly Gesner reviewed the Staff Report dated September 10, 2013 regarding rezoning application for amendments to the Keats Island Land Use Bylaw and District Lot 696, Keats Island Land Use Contract, and subdivision application. Contract Planner Gesner, acting as a planner for the Trust, commented in a status report to distinguish between different applications that had been made regarding District Lot 696, which encompasses the entire southwest corner of Keats Island.

Contract Planner Gesner responded to inquiries from trustees and members of

the public.

Joan Pederson, Eastbourne, Keats Island, noted there was insufficient information made available regarding Bylaw No. 100 in terms of details on walls, wharves and surveys. There were no referrals to Islands Trust on the walls, nor any reference to meeting the Official Community Plan. Shoreline protection appeared to go under the radar. Ms. Pederson remarked that things needed to be addressed transparently and fairly.

Kim Benson, Keats Road, Keats Island, commented on the development variance permit application opened in the past that included surveys of existing structures on the property and showed that a lot of the existing cottages were non-conforming in terms of issues like setbacks, shoreline structures and coverage.

Ms. Benson also noted, regarding reconfiguration of strata lots, that some of the common access issues had not been taken into account, such as septic and water issues. She recommended consideration of water consumption and conservation in addition to water disposal, in light of the camp being the largest visitor facility in the Trust Area.

As the property encompasses 20% of Keats Island, Ms. Benson suggested there are many public interest issues, and recommended that there needs to be a wider process than just an information meeting before a public hearing.

Michele Hall-McCaffrey, Sea Ranch, Gambier Island, wondered after which point the subdivision application is considered to have gone dormant, to which Contract Planner Gesner responded that this was up to the Ministry of Transportation and Infrastructure. Ms. Hall-McCaffrey stated that concerns she was hearing were that the rezoning should proceed to help things move forward.

Trustee Stamford inquired about when information would be available about the walls and wharves and their impact, as foreshore protection was a focus of the Local Trust Committee this term.

Contract Planner Gesner suggested that in the rezoning effort the foreshore could be zoned to start. She noted the multiple layers to consider when designating development permit areas for shoreline development.

GM-052-2013

It was MOVED and SECONDED,

that the Gambier Island Local Trust Committee proceed no further with proposed Bylaw No. 89 cited as Keats Island Land Use Bylaw, 2002 – Amendment No. 1, 2004.

CARRIED

GM-053-2013

It was MOVED and SECONDED,

that the Gambier Island Local Trust Committee proceed no further with proposed Bylaw No. 90 cited as Gambier Island Local Trust Committee Bylaw No. 4, 1978 – Amendment No. 1, 2004.

CARRIED

GM-054-2013

It was MOVED and SECONDED,

that the Gambier Island Local Trust Committee rescind second and third readings of Bylaw No. 100 cited as Keats Island Land Use Bylaw, 2002, Amendment No. 2, 2007.

CARRIED

GM-055-2013

It was MOVED and SECONDED,

that the Gambier Island Local Trust Committee rescind second and third readings of Bylaw No. 101 cited as Gambier Island Local Trust Committee Bylaw No. 4, 1978, Amendment No. 2, 2007.

CARRIED

GM-056-2013

It was MOVED and SECONDED,

that the Gambier Island Local Trust Committee direct staff to communicate with the owner of DL696, Keats Island, and clarify the owner's intent with regard to the continuation of the Cost Recovery Agreement for application GM-RZ-2004.1.

CARRIED

GM-057-2013

It was MOVED and SECONDED,

that the Gambier Island Local Trust Committee direct staff to communicate with the rezoning applicant with regard to using existing bylaws as the base for proposed plan amendments.

CARRIED

GM-058-2013

It was MOVED and SECONDED,

that the Gambier Island Local Trust Committee direct staff to communicate with the subdivision and rezoning applicants with regard to holding a community information meeting prior to a public hearing.

CARRIED

Trustee Hagedorn returned to the meeting.

15.3 GM-RZ-2013.2 (Gambier Island Sea Ranch - Gambier Island)

Island Planner Brzozowski reviewed the staff report dated September 3, 2013 regarding a CD1 Zone bylaw amendment application to enable the Sea Ranch Strata Corporation to fulfill the provision of parkland amenity requirements that are a condition of permitting two single family dwellings on each of the thirty-three strata lots on the property.

Lynn Roxburgh, Applicant, Sea Ranch Strata Corporation, Gambier Island, elaborated on a concern about dwellings on the remaining vacant half of lots should new property lines be put in for subdivision, and the building might not meet various setback requirements. This was being flagged as to whether that would be an issue in the future in the subdivision process. Michelle Hall-McCaffrey, Sea Ranch, Gambier Island, noted this applied mainly to internal lot lines.

Ms. Hall-McCaffrey remarked that she did not think the Natural Areas Protection Tax Exemption Program information on page 7 of the staff report was accurate, as there was a large common area at Sea Ranch and NAPTEP could be considered by Sea Ranch.

Trustee Hagedorn expressed thanks to Sea Ranch for bringing this forward.

GM-059-2013**It was MOVED and SECONDED,**

that the Gambier Island Local Trust Committee request staff to prepare a draft bylaw to amend sections of text and Schedule D-1 (CD 1 Zone Amenities) of Comprehensive Development 1 Zone to require a statutory right-of-way over 3.8 hectares of parkland in lieu of requiring a dedication of 3.8 hectares of specified parkland.

CARRIED**15.4 GM-DVP-2013.3 (Wubbs – North Thormanby Island)**

Planner Linda Prowse discussed a development variance permit for the Vaucroft subdivision, North Thormanby Island, as outlined in the staff report dated September 17, 2013. The application proposed a variance to the setbacks as outlined in SCRD Bylaw No. 96, administered by Islands Trust, to decrease the minimum permitted siting for a building and structure from a front lot line, from 5m to 0.61m for a new single family dwelling.

Trustee Hagedorn noted that, during the land use bylaw process, constituents were advised that there was a time when the SCRD would no longer be using Bylaw No. 96 with regard to the issuance of building permits, and thought it prudent to advise the applicants of this fact. The trustee conveyed there was also a concern mentioned by constituents living behind the waterfront cabins about views being cut off.

Discussion ensued regarding the utilization of SCRD Bylaw No. 96.

Further clarification was requested from staff on several items including:

- the setback from the sea;
- properties notified on the development variance permit application;
- letter instructing SCRD regarding building permits vis-à-vis Bylaw No. 96;
- geotechnical considerations; and
- Islands Trust's position regarding sudden landslide.

Planner Prowse indicated that a follow-up report would be submitted at the next meeting.

16. BYLAWS

16.1 Proposed Bylaw No. 120 cited as the "Gambier Associated Islands Land Use Bylaw, 2013"

GM-060-2013

It was MOVED and SECONDED,

that the Gambier Island Local Trust Committee adopt Bylaw No. 120 cited as the "Gambier Associated Islands Land Use Bylaw, 2013".

CARRIED

Chair Graham recessed the meeting at 2:10 p.m.

Chair Graham reconvened the meeting at 2:15 p.m.

17. REPORTS

17.1 Work Program Reports

The Top Priorities Report and Projects List dated September 18, 2013 was received for information.

17.2 Applications Log

The Applications Log Report dated September 18, 2013 was received for information.

17.3 Trustee and Local Expenses

The Expense Reports posted to July 31 and August 31, 2013 were received for information.

18. NEW BUSINESS

18.1 2014-2015 Budget Submissions

Trustee Hagedorn proposed that Islands Trust have community meetings with speakers. The trustee pointed out that West Vancouver has great foreshore reclamation work, where they are bringing back the ecosystem and the land. Trustee Hagedorn recommended setting funds aside for an engineer, including related publishing costs, to come to two community information meetings regarding foreshore protection.

Trustee Stamford expressed interest in allotting funds to a strategic planning session around economic enhancement specific to the southwest peninsula of Gambier Island.

Planner Brzozowski responded that the jurisdiction of Islands Trust relates to land use, while economic development lies with the Regional District, and suggested collaboration with the SCRD on this topic.

GM-061-2013

It was MOVED and SECONDED,

that the Gambier Island Local Trust Committee approve and forward the draft 2014-2015 budget submission.

CARRIED

18.2 Proposed Meeting Schedule for 2014

GM-062-2013

It was MOVED and SECONDED,

that the Gambier Island Local Trust Committee approve the business meeting schedule 2014 as amended regarding location, switching locations for July and September meetings.

CARRIED

18.3 Referral from Sunshine Coast Regional District – Halfmoon Bay Official Community Plan

The referral from the Sunshine Coast Regional District, dated July 12, 2013, regarding the draft Halfmoon Bay Official Community Plan was received for information.

GM-063-2013

It was MOVED and SECONDED,

that the Gambier Island Local Trust Committee respond to the Halfmoon Bay Official Community Plan review recommending that parking for connections to recreation locations on Thormanby Island and Merry Island be considered.

CARRIED

18.4 Referral from Sea to Sky Recreation District – Recreation Sites and Trails BC – Howe Sound Marine Trail

The Crown Land Recreation Referrals dated May 1, 2013 were received for information.

GM-064-2013

It was MOVED and SECONDED,

that the Gambier Island Local Trust Committee request staff to respond to the Howe Sound Marine Trail referral stating the Local Trust Committee have no specific concerns about the route per se, but that to be aware that a proposed log dump is in consideration at Gambier Creek beside one of the proposed locations.

CARRIED

18.5 Strategic Plan

Trustee Hagedorn discussed an email she received regarding highlights from Islands Trust Council, and expressed concern that the Howe Sound management plan was not on the Trust Council strategic plan.

GM-065-2013

It was MOVED and SECONDED,

that the Gambier Island Local Trust Committee request staff to recommend to the Executive to consider putting advocacy regarding the Howe Sound management plan on the strategic plan.

CARRIED

18.6 Gambier Island Conservancy Funding Request

A request from Gambier Island Conservancy for funding assistance was discussed. Trustee Stamford was urged to advise the individual making the request to contact Trust Council.

19. ISLANDS TRUST WEBSITE

19.1 Gambier Pages

Staff had posted to the Gambier web page:

- *Riparian Areas Regulation* brochure.

Staff was requested to post to the Gambier web page:

- "Community and Shared Docks: Case Studies from the B.C. Coast";
- Supplemental Staff Report for GM-RZ-2013.1 (Trident Foreshore Lands Ltd.); and

- Proposed Bylaw No. 125.

20. CLOSED MEETING

GM-066-2013

It was MOVED and SECONDED,

that the Gambier Island Local Trust Committee closes the next part of the September 26, 2013 business meeting to discuss matters pursuant to Section 90(1)(f) (Bylaw Enforcement) of the *Community Charter* and that Staff and the Recorder be invited to attend this meeting.

CARRIED

Chair Graham closed the meeting at 3:25 p.m.

By general consent Committee reconvened in open meeting at 3:28 p.m.

21. RECALL TO ORDER

Rise and Report from Closed Meeting

22. NEXT MEETING

22.1 Next Local Trust Committee Regular Business Meeting

The next meeting of the Gambier Island Local Trust Committee is scheduled for Thursday, October 24, 2013 at the Manil Room, Gibsons and District Public Library, 470 South Fletcher Avenue, Gibsons, BC.

23. ADJOURNMENT

The Gambier Island Local Trust Committee meeting was adjourned by consensus at 3:29 p.m.

Chair

CERTIFIED CORRECT:

Diane Corbett, Recorder



**Gambier Island
Local Trust Committee
Public Hearing Record Regarding:**

PROPOSED BYLAW NO. 123

**CITED AS “GAMBIER ISLAND LOCAL TRUST COMMITTEE LAND USE
BYLAW NO. 86, 2004, AMENDMENT BYLAW NO.1, 2013”**

Date of Meeting: September 26, 2013
Location: Gambier Island Community Hall
 Andy's Bay Road, Gambier Island, BC

Members Present: David Graham, Chair
 Jan Hagedorn, Local Trustee
 Kate-Louise Stamford, Local Trustee

Staff Present: Aleksandra Brzozowski, Island Planner
 Kelly Gesner, Contract Planner
 Diane Corbett, Recorder

Media and Others Present: Jim Green, Applicant, Reel 17 Investments
 Nine (9) members of the public

1. CALL TO ORDER

Chair Graham called the meeting to order at 11:10 p.m.

2. OPENING REMARKS FROM THE CHAIR AND TRUSTEES

Chair Graham read an opening statement.

Island Planner Brzozowski read the Notice of Public Hearing.

3. PROPOSED BYLAW NO. 123 – To amend the Gambier Island Land Use Bylaw to re-zone a 0.32 hectare water area adjacent to the subject property from 'Marine Log Storage' (W3) to 'Marine General' (W1) to accommodate a private neighbourhood dock, and to rezone a 0.18 hectare upland portion of lot 1 from 'Rural Residential' (RR) to a site specific 'Local Service' (S2(A)) zone to permit ramp access to the private neighbourhood dock”.

Island Planner Brzozowski provided an overview of proposed Bylaw No. 123.

A list of referral agencies was cited. Agency referral responses were described, and included no opposition to the proposed bylaw.

A written submission from the public was received and placed in a box on a table at the front of the room. Island Planner Brzozowski invited further written submissions from the public, which would be received until the end of the Public Hearing.

Chair Graham inquired if there were any submissions on the proposed Bylaw No. 123.

4. PUBLIC COMMENTS AND QUESTIONS

Michele Hall-McCaffrey, Sea Ranch, Gambier Island, remarked that a restrictive covenant on the other lots when you've to put in a community dock would be a big disincentive to people looking at putting in community docks in the future. Ms. Hall-McCaffrey recommended that Trustees should look at that requirement and reconsider it and whether it is required. The constituent commented that anywhere there is a community dock on Gambier, you don't typically see a proliferation of docks, and that people tend to use community docks if they are put in. With community docks, sometimes rules tend to get created around their use, things like restricting the size of the vessel, which would not necessarily work for all land owners.

Jim Green, Applicant, Reel 17 Investments, Gambier Island, commented that he was in favour of a rezoning for the water surface and the land to support a community dock. It has proven to be a good mechanism in organizing something that historically hadn't been organized where waterfront communities did not have a common point of access. Mr. Green noted he had been involved in these community facilities being developed on a number of subdivisions over the last twenty years. Observed results were that community docks actually create a community, amongst which people discuss the community and amenity issues that arise – residents have this facility to deal with each other on an ongoing basis.

It was noted that, once a rezoning occurs, the applicant had incorporated a society where the land that is a community lot would be transferred into *fee simple* into this community. They would own it, insure it, manage it, and maintain it. They would be responsible for maintaining and upkeep of the common amenities, like a common water facility, firefighting equipment, common easements and driveways, grading and so on. Mr. Green stated that it is easy to speak in support of community lots and community docks and remarked that the Official Community Plan supports community docks so it is acknowledged by the community that these things are valuable.

Regarding the restrictive covenant that was being asked for, Mr. Green agreed that a restrictive covenant was not needed. He remarked that it is punitive to take away the right of a private owner to construct a dock if they choose. Mr. Green supported the right to have a private dock in front of a lot by a community dock. Twelve waterfront lots had been proposed. He noted that six of the lots were restricted by zoning as a protection area around Manning Creek, so a private dock could not occur in those locations. Mr. Green agreed with a restrictive covenant on the waterfront lot adjacent to the community dock. Of the 12 waterfront lots, Mr. Green indicated only four lots potentially would have a private dock. Mr. Green recommended not requiring a restrictive covenant.

Mr. Green noted that a trail and park system had been a voluntary contribution is discussions with Islands Trust, withdrawn when the restrictive covenant came into play. The applicant invited the Islands Trust to re-enter into discussion on a voluntary park dedication including a trail system that the applicant would dedicate in consideration of not being punitively charged with a restrictive covenant.

Trustee Hagedorn requested specific information regarding a voluntary park and a trail.

Mr. Green described a location off Cajun Road that would allow the public to walk up a trail system in a park area rather than on the road.

Kathy McTaggart, West Bay Road, Gambier Island, indicated she was in favour of the proposed rezoning, and to add contrary information about whether there is a proliferation of public docks on Gambier.

Ms. McTaggart noted that, although her opinion was changing slightly in knowing there would only be four private docks rather than ten, she was still concerned with the private proliferation of docks. West Bay Landing was planned with three public docks in the mid-90s and those docks were built to supply those properties. There were no restrictive covenants on any of the lots in West Bay Landing. Earlier this year, Ms. McTaggart visited West Bay Landing and landed on a public dock, which was hardly used because almost every property along there has its own private dock.

The north end of West Bay used to be quite naturally attractive with a varied coastline, and it is now a string of docks. The property owners in this area, even though they have access to public docks, preferred to install private docks. Ms. McTaggart commented that it is unfortunate in any natural area, such as the Local Trust Area, to have a proliferation of private docks. She recommended that trustees should think carefully about whether that needs to be restricted in this case.

Gord Steel, Gambier Island, remarked that he thought trustees were about to make a mistake. He disagreed with the previous speaker. The dock at the head of West Bay is used all the time, and is usually full in the summer. There are some that aren't used to the same extent but are still used. The New Brighton dock is a mess. It is plugged all the time. Anything to relieve pressure on it is a good thing. If you have 5 or 10 acres and you have worked hard all your life to buy it and want a dock in front of your house, and the Ministries of Environment and Fisheries and Land are okay with it – how dare you stop somebody. Mr. Steel thought it was wrong.

In West Bay people use the community dock. Mr. Steel suggested the restrictive covenant does not need to be there. He expressed support for a community dock and thought there was no problem if someone wants a private dock.

Kim Benson, Keats Road, Keats Island, was in favour of the bylaws and creating a communal dock; she noted the importance of having incentives to reduce the proliferation of private docks. These waterfront lots do have road access; if there is water access only, there are different dynamics. Regarding a covenant, Ms. Benson recommended that the Trust Committee have flexibility, and review such things on a case-by-case basis and be able to look at impacts.

Barbara Miklashek, Mountain Road, Gambier Island, supported the idea of a community dock, which would mean less traffic on her road, and the idea of creating a park. She remarked that the Cotton Bay development was devastating to a lot of people in that area. Ms. Miklashek supported the idea of sharing a dock to get some traffic off New Brighton dock. Regarding the covenant, she found that dictatorial and almost confrontational. Ms. Miklashek thought it would be a turn-off if a person was looking to buy waterfront property and found out they couldn't build a dock.

Trustee Stamford inquired how many private docks were constructed at Sea Ranch.

Ms. Hall-McCaffrey indicated there was one private dock. There are around 28 lots there; almost everyone uses the community dock.

Chair Graham inquired a second time if there were further submissions on the proposed bylaw.

Mr. Green compared West Bay Landing and Cotton Bay. At West Bay, the developer did not construct driveways to each of the waterfront building sites. With the depths of the properties and difficulties with the terrain at the time, for a lot of waterfront owners that did have the right to use the community dock, those docks didn't connect them to their waterfront building site. That is the cause, outside of people enjoying their own dock, which will continue to cause a growth of private docks in West Bay – you can't drive to the building sites. In Brigade Bay, Halkett Bay and Cotton Bay, each building site has a connected driveway that connects to a public road, so it won't put direct pressure on individuals to put in a dock in front of their home.

Darren Davis, Sea Ranch, Gambier Island, commented the community dock was very important at Sea Ranch as there was no ability to put in other docks due to tidal conditions. He supported having the lots available to a dock system.

Chair Graham inquired a third time if there were any further comments on the proposed bylaw. Upon hearing none, Chair Graham closed the meeting to any further comments and thanked everyone for coming.

5. ADJOURNMENT

Chair Graham declared the meeting to be adjourned at 11:37 a.m.

I CERTIFY THAT THIS IS A FAIR AND ACCURATE SUMMARY OF THE NATURE OF REPRESENTATIONS RESPECTING THE MEETING HELD.

Diane Corbett, Recorder



Islands Trust

Follow Up Action Report w/ Target Date

Gambier Island May-12-2011

No.	Activity	Responsibility	Target Date	Status
1	Staff to prepare a report to GMLTC and Application Fee Committee of TC on the options available to recover costs associated with staff time processing requests for planning work outside the scope of applications (SRW request as example).	Aleksandra Brzozowski	May-27-2011	On Going

Mar-21-2013

No.	Activity	Responsibility	Target Date	Status
1	LTC resolution requesting staff to report back to the LTC identifying possible next steps and opportunities to use and advance the shoreline mapping information in the Gambier Trust Area.	Aleksandra Brzozowski	Apr-30-2013	Done
1	LTC request staff/RPM to update the LTC on next steps relating to the RAR implementation for Gambier and possible timeline this fiscal.	Rob Milne	Apr-30-2013	On Going

Apr-11-2013

No.	Activity	Responsibility	Target Date	Status
1	GMLTC Chair to write a letter to Minister Terry Lake requesting the unanswered questions in last correspondence be addressed.	David Graham	Apr-19-2013	On Going

May-23-2013

No.	Activity	Responsibility	Target Date	Status
1	Trustees to review detailed budget reports that are received monthly by email.	Jan Hagedorn Kate-Louise Stamford	Jul-11-2013	Done

Jul-11-2013

No.	Activity	Responsibility	Target Date	Status
1	Staff to advise LPC that GMLTC is interested in pursuing Education & Awareness regarding proactive enforcement of illegal structures on the foreshore in the Gambier LTA.	Aleksandra Brzozowski Kris Nichols	Jul-25-2013	Done
1	Staff to advise IT Fund that GMLTC will commit \$2,000 to the funding gap for eelgrass mapping for the Gambier Associated Islands.	Aleksandra Brzozowski Kate Emmings Christine Rikley	Jul-25-2013	Done
1	Advise Local Planning Committee that GMLTC is interested in a Greenshores pilot program in principle, but request further information, preferably draft guidelines, before committing to a pilot program.	Aleksandra Brzozowski Sonya Sundberg	Jul-31-2013	Done
1	Ramona de Graff to receive \$350 honorarium upon presenting on forage fish to Gambier residents on July 20, 2013. update: Ramona did give her talk and the honorarium can be presented.	Aleksandra Brzozowski Nancy Roggers	Aug-01-2013	On Going
1	That staff advise GMLTC on how to join the Coastal Douglas Fir and Associated Ecosystem Conservation Partnership.	Aleksandra Brzozowski	Aug-01-2013	Done
1	Staff to review the North Pender Shoreline brochure and modify it for either Gambier LTA or all Northern Islands. Update (Sept 26): Staff arrange to remove the two areas in the "Sharing Our Shorelines" document where it says "North Pender" and to add "Gambier Trust Area", and that staff print twenty-five copies.	Aleksandra Brzozowski	Oct-24-2013	On Going

Sep-26-2013

No.	Activity	Responsibility	Target Date	Status
1	Advise the Local Planning Committee of the Local Trust Committee's interest in obtaining further information about a Greenshores pilot program.	Aleksandra Brzozowski	Oct-24-2013	Done
1	Post the Community and Shared Docks Case Studies report to the Islands Trust website, after which time Trustee Stamford will send an email to interested parties, including Passage and East Trail Island and Directors Maria Harris, Garry Nohr, and Lee Turnbull.	Aleksandra Brzozowski Kate-Louise Stamford	Oct-24-2013	Done
1	Write a letter to FLNRO requesting that the following features specifically be considered in the wood lot plan: 1. that there is exclusion of the Gambier Lake watershed and trail system from logging pressures; 2. that there are specific buffer sizes around affected communities; and 3. that the Sunshine Coast Forest District consider a more comprehensive consultation process with the community of Gambier Island in advance of awarding the woodlot license as per	Kate-Louise Stamford	Oct-24-2013	On Going

advocacy policy 7.30 and policy 7.22 of the Gambier Island Official Community Plan.

1	Staff respond to the Halfmoon Bay Official Community Plan review recommending that parking for connections to recreation locations on Thormanby Island and Merry Island be considered.	Aleksandra Brzozowski	Oct-24-2013	Done
1	staff to respond to the Howe Sound Marine Trail referral stating the Local Trust Committee have no specific concerns about the route per se, but that to be aware that a proposed log dump is in consideration at Gambier Creek beside one of the proposed locations.	Aleksandra Brzozowski	Oct-24-2013	Done
1	staff to recommend to the Executive to consider putting advocacy regarding the Howe Sound management plan on the strategic plan.	Aleksandra Brzozowski	Oct-24-2013	Done
1	Staff to locate Shoreline Erosion Poster presented by David Marlor in 2012.	Aleksandra Brzozowski	Oct-24-2013	On Going
1	Explore possibility of moving the May 22, 2014 meeting to early June.	Aleksandra Brzozowski Becky McErlean	Oct-24-2013	On Going
1	Staff to research the history of Site-Specific water zones on Gambier.	Aleksandra Brzozowski	Nov-29-2013	On Going
1	Staff to request planning staff for North Pender to provide GMLTC with new trifold shoreline brochure for review when drafted.	Aleksandra Brzozowski Andrea Pickard	Nov-29-2013	On Going

Kate Emmings

From: Kate Emmings
Sent: Thursday, January 03, 2013 9:31 AM
To: Kate Emmings
Subject: FW: Introducing the CDFCP!
Attachments: CDFCP Statement of Cooperation.docx; CDFCP Terms Of Reference.docx

From: McConkey, Darryn J FLNR:EX [mailto:Darryn.McConkey@gov.bc.ca]
Sent: Thursday, December 20, 2012 4:11 PM
Subject: Introducing the CDFCP!

Greetings,

It is with pleasure that we announce the formation of the multi-agency ***Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP)***!

The CDFCP arose from the recognition of a need for a more strategic and collaborative approach among those involved and interested in conservation efforts in Coastal Douglas-fir ecosystems, and was developed through a series of discussions and workshops including different levels of governments, non-government conservation organizations, and community residents who believe that by working together, we can more effectively achieve our shared conservation goals. The CDFCP promotes shared stewardship and will identify conservation priorities, reduce duplication of effort, share resources and information, and provide support to its participants.

CDFCP Terms of Reference

A Terms of Reference (TOR) that describes the purpose, structure, operating procedures, geographic scope and short term goals of the CDFCP is attached for your review. The TOR represents a fairly broad mandate, and through collaborative strategic planning we will determine priorities and focus resources where they are most needed. This breadth is also reflected in the geographic scope of the CDFCP, which goes beyond the borders of the Coastal Douglas-fir biogeoclimatic zone to include portions of the Coastal Western Hemlock biogeoclimatic zone.

CDFCP Statement of Cooperation

Also attached is a Statement of Cooperation (SOC) which the CDFCP is asking your organization to sign. The SOC avoids making direct, enforceable commitments, but will provide strong evidence that many government and non-government organizations support working collaboratively to help conserve essential elements of Coastal Douglas-fir and associated ecosystems. The SOC can be signed both by *Participants*, who represent a government or organization, and *Supporters*, who have no such affiliation. To give the SOC weight, we hope the SOC will be signed at the Director-level (or equivalent) within organizations or governments. Signatures and, where applicable, position and affiliation can be sent via fax to (250) 751-3103 or email to Darryn.McConkey@gov.bc.ca with the heading/subject line "CDFCP SOC" **by January 25th, 2013**. At that point we will compile all *Participants* and *Supporters* signatures into one document.

Given the request for Director-level endorsement, some signatories will likely require more time for organizational review and may not be able to sign the SOC by January 25th. Take the time you need; January 25th is not a deadline and the CDFCP will certainly welcome additional Participants and Supporters in the future.

Our Expectations of Participants

We expect that participants will support the work of the CDFCP either through voluntary in-kind or financial support of CDFCP projects and initiatives.

In addition, the CDFCP is looking for volunteers to be members of the Steering Committee. If you are interested, please review the TOR for a description of the composition, role and responsibilities of the Steering Committee and let me know if you are interested.

The TOR also describes some potential working groups that may be formed in the future. Please review these and let me know if you would be interested in participating on one of these groups in the future.

Website

We are currently developing a website for the CDFCP. (A big thanks to Adam Taylor of the Habitat Acquisition Trust for spearheading this.) Our website will be up and running soon.

The CDFCP is also looking for Website Administrators to help populate and update the website. Please let me know if you are interested and available to help.

Logo

The CDFCP needs a logo and seeks submissions and ideas. Please email me your ideas and suggestions by January 25th, 2013.

Distribution

We recognize and apologize that our initial email distribution list is incomplete and does not cover all governments, organizations or individuals who may be interested in supporting the CDFCP. The CDFCP has an inclusive approach and our goal is to have this email distributed more widely. Please help us by distributing this email and the TOR and SOC to any organizations, governments and individuals who you think may be interested in supporting the CDFCP. Please cc myself on the email so I can track the recipients and follow up with a reminder/update in the New Year.

A big thanks to the many people who made this possible. The list is long and, without mentioning individuals, I would like to recognize their contributions that collectively made the CDFCP possible.

Thanks for your time and consideration of this new conservation partnership. We welcome any questions or suggestions you may have.

Happy Holidays!

Sincerely, on behalf of the CDFCP,

Darryn McConkey

Darryn McConkey, RPBio
Senior Ecosystem Biologist
Ministry of Forests, Lands and Natural Resource Operations
(250) 751-3104
Darryn.McConkey@gov.bc.ca

STATEMENT OF COOPERATION for the COASTAL DOUGLAS-FIR AND ASSOCIATED ECOSYSTEMS CONSERVATION PARTNERSHIP (CDFCP)

We believe that:

1) *biodiversity is a key component of Canada's national heritage.*

Both Canada and British Columbia have made international and national commitments to conserve biological diversity. Biodiversity includes all species and ecological communities and the interactions between them and has both inherent and economic values that justify its conservation. We are committed to preserving this rich component of our national heritage for future generations.

2) *the Coastal Douglas-fir Biogeoclimatic Zone is a unique and special place.*

The Coastal Douglas-fir biogeoclimatic zone (CDF zone) is unique and found almost exclusively in British Columbia. It is an area of extremely rich biological and ecological diversity and supports species and ecosystems that do not occur elsewhere in Canada. It has international significance because of its limited range in North America. This zone is also home to an increasing number of people drawn by the quality of life and the mildest climate in Canada. This area supports a wide range of agricultural, forestry, mining, recreation and tourism activities.

3) *the future integrity of the Coastal Douglas-fir and Associated Ecosystems is threatened.*

We will not take the future health of the Coastal Douglas-fir and Associated Ecosystems (CDFAE) for granted. Although the area's economic wealth has long been based on its abundant natural resources, population growth and associated human activities now threaten the natural environment which has made it so special and attractive. There are 43 Red and Blue-listed ecological communities in the CDF zone alone and 278 species at risk, of which 107 are listed by COSEWIC and 99 are listed under the federal Species At Risk Act (SARA) (BC CDC, 2012)

4) *it is not too late to secure the ecological integrity of the CDFAE for future generations.*

All the necessary elements of a Conservation Partnership are in place. Governments, non-government organizations, community groups and individuals are aware of the many conservation issues facing the CDFAE and recognize the need to preserve this special place. There is adequate scientific information to make informed decisions. We are strongly committed to cooperation and partnership for conservation of the CDFAE.

5) *protecting this special place is our shared responsibility.*

With this *Statement of Cooperation*, we are focusing the energies and efforts of an emerging Conservation Partnership so that we can make a coordinated contribution toward addressing the conservation issues facing the CDFAE. We wish to engage the considerable skills, energy and resources of our governments, ENGOs, community groups, educators, youth, workers, industry and business. We intend to work through cooperative mechanisms currently in place to inform and involve others. This will produce an open and transparent process of establishing priorities, identifying opportunities for effective cooperative action, and measuring progress. We will work with, and be guided by, existing conservation planning initiatives that affect conservation of the CDFAE.

6) *the Aboriginal peoples of the Coast play a special role in the future of the natural system.*

Through their long historical relationship with the lands and resources, the Aboriginal peoples of the CDFAE have acquired a special knowledge. To conserve and protect the area, we will work closely with the Aboriginal peoples of the CDFAE, so their unique perspective can contribute to our common efforts.

7) we will build on the progress made to date.

In our efforts to work closely together for the future of the CDFAE, we will build on the conservation activities and working relationships that have already been established in the area. Many programs and initiatives have protected portions of the landscape, implemented successful stewardship projects, created conservation plans, produced research results, and produced an array of informative publications.

We intend to work together to facilitate practical and effective conservation of the CDFAE

This *Statement of Cooperation* states our shared principles, goals and challenges. It provides a framework for collaboration on future initiatives through this Conservation Partnership, and will establish common priorities and a means to coordinate many of the initiatives already underway. We will be guided by our Terms of Reference, we will cooperate in an open and accountable manner, translate our commitments into actions, and monitor our progress. Research, monitoring and evaluation activities will provide new information and we are committed to considering and incorporating new information in our conservation approaches, priorities and management.

In working together towards the goals set out in this Statement of Cooperation, we welcome the ideas and efforts of all residents and organizations concerned about the future of the CDFCP. It is our intention to add new signatures to the Statement of Cooperation as new partners adopt the principles outlined in this document.

[Signature]

Name
Position
Affiliation

[Signature]

Name
Position
Affiliation

[Signature]

Name
Position
Affiliation

Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) Terms of Reference

Background

The Coastal Douglas-fir biogeoclimatic zone (CDF zone) is the smallest and most at risk zone in BC and is of conservation concern (Biodiversity BC, 2008). The CDF zone is home to the highest number of species and ecosystems at risk in BC, many of which are ranked globally as imperiled or critically imperiled (BC CDC, 2012). The global range of the CDF lies almost entirely within BC, underscoring both its global uniqueness and BC's responsibility for its conservation. Of all the zones in BC, the CDF has been most altered by human activities. Less than 1% of the CDF remains in old growth forests (Madrone, 2008) and 49% of the land base has been permanently converted by human activities (Hectares BC, 2010). The trend of deforestation and urbanization continues and has resulted in a natural area that is now highly fragmented with continuing threats to remaining natural systems. Approximately 9% of the CDF zone is protected in conservation areas (MFLNRO, 2011). The extent of disturbance combined with the low level of protection places the ecological integrity of the CDF zone at high risk (Holt, 2007).

In response to complaints to the Forest Practices Board related to logging of endangered plant communities on Crown Land in the CDF zone, the province of BC released its CDF Conservation Strategy in 2008. Along with the protection of an additional 1600 ha of CDF under a Land Use Order and completion of terrestrial ecosystem mapping for 80% of the zone (excluding CDF in Lower Mainland), the strategy included a commitment to raise awareness and promote CDF stewardship to private land owners, local governments, and environmental non-government organizations (ENGOS). Since 2010 the province has hosted a series of workshops to both share information and solicit ideas on how to better address CDF conservation issues on a land base with a unique land ownership pattern where approximately 80% of the CDF zone is private land, 9% is provincial crown land and 11% is owned by other levels of government. A growing awareness of these issues has resulted in an increased interest in stewardship amongst the people, organizations and governments in the CDF zone.

One of the highest priority recommendations, from the feedback received at the workshops since 2010, relates to the need for a more strategic and collaborative approach amongst those working on CDF conservation issues to identify shared priorities, reduce duplication of effort and share resources and information. Another recommendation was to include the Coastal Western Hemlock Eastern Very Dry Maritime (CWHxm1) variant in the discussion because of the transitional area between the two biogeoclimatic units, the anticipated changes in boundaries due to the effects of climate change, and in many areas, similar levels of loss and fragmentation to that of the CDF. A key difference between the CWHxm1 and the CDF is that the CWHxm1 is much broader in range in BC and extends into the Pacific Northwest of the USA.

With these recommendations in mind, an ad hoc group of representatives from various levels of government, community residents, and ENGOS have met since the fall of 2011. At a workshop in March 2012 attended by a wide range of organizations, governments, resource professionals and private citizens, the concept of a partnership was widely endorsed. One of the action items from the workshop was to task a small group to develop a DRAFT Terms of Reference (TOR) to be presented back to the larger audience by June, 2012. The workshop participants requested that the TOR address options for the group's name, its mandate and its geographic scope. The

concept of the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) had been launched.

Purpose

The CDFCP is intended to be a forum for communication and collaboration regarding the maintenance and restoration of healthy Coastal Douglas-fir and Associated Ecosystems (CDFAE) (see map in Appendix A). The CDFCP recognizes the need for shared stewardship of CDFAE and will strive to focus resources collaboratively, strategically and transparently so as not to duplicate existing conservation efforts and to maximize conservation gains.

The CDFCP will strive to strategically address ongoing threats to CDFAE conservation due to growing human populations, development, and resource use through collaborative engagement of parties with the goal of raising awareness of conservation issues and promoting conservation objectives in a respectful manner.

The CDFCP will endeavour to support and explore synergies with its partners and will recognize existing conservation planning and initiatives and will endeavor to build upon, promote and support those initiatives whenever possible and incorporate existing plans into CDFCP outcomes. The Partnership will strive to not negatively impact a partner's ability to carry out their mandate.

The CDFCP recognizes the importance of basing decisions on the best available science and will provide an information sharing forum to disseminate information such as mapping resources and provide advice to support conservation initiatives occurring throughout the CDF and CWHxm1.

Conservation Partnership Composition, Roles and Responsibilities

Participants and Supporters:

The CDFCP will be an affiliation of a broad range of stakeholders who share a common focus on CDFAE conservation. It includes agencies and individuals that are interested in promoting and protecting healthy CDFAE into the future. Land trusts, government (federal, provincial, regional, local), environmental stewardship groups, resource industry professionals, First Nations, private landowners and academic institutions are encouraged to become CDFCP Participants or Supporters and are invited to participate in related working groups. Participants are affiliated with a government or organization whereas Supporters have no such affiliation.

Steering Committee:

The Steering Committee will consist of a maximum of 12 people, preferably with at least one, or possibly two, member from the various sectors listed in Table 1 who will serve as a working executive for the Conservation Partnership. The Steering Committee will be responsible for developing the overall approach of the Conservation Partnership and provide a forum for decision making which reflects the direction the Conservation Partnership chooses. The Steering Committee will be responsible for the day to day management of the Conservation Partnership as well as establishing Working Groups and will provide direction to them. Ideally, the Steering Committee will in part consist of Chairs and/or Co-Chairs of the various Working Groups. The Steering committee and the Conservation Partnership will

have no regulatory authority but will provide leadership, strategic guidance and assistance to partners through potential activities such as:

- Guiding development and implementation of plans and/or strategies
- Recommending priorities
- Engaging and providing advice to governments and local stakeholders
- Securing funding where required
- Providing and accessing specialized expertise
- Facilitating the collection and dissemination of data and information
- Facilitating public outreach and education
- Supervising and directing the CDFCP Coordinator

Table 1. Potential Composition of CDFCP Steering Committee (may be more than one representative per sector)

Name	Organization	Role
All TBD	Ministry of Environment	
	Ministry of Natural Resource Operations	
	Federal Government	
	Local Government	
	First Nation	
	ENGO	
	Resource Sector	
	Academia	
	Private Land Owner (member at large)	

See **Appendix B** (to be developed later) for contact information for each Steering Committee member.

CDFCP Coordinator:

The Conservation Partnership Coordinator will be responsible for:

- Coordinating meetings for the:
 - o CDFCP Steering Committee
 - o CDFCP Working Groups
- Coordinating communications materials with direction and input from the Steering Committee
- Acting as a flow-through for information dissemination to CDFCP Participants and Supporters
- Other activities outlined in the CDFCP Coordinator job description

The Conservation Partnership Coordinator will report directly to the Chair(s) of the Steering Committee.

Working Groups:

Working Groups which report to the Steering Committee will be established to complete specific priority activities laid out in subsequent plans and/or strategies. Working groups will select Chairs or Co-chairs who will be responsible for guiding the group to carry out identified priority tasks and report back to the Steering committee.

A number of possible Working Groups have been discussed. These will need to be refined and approved by the stakeholders of the Conservation Partnership and Steering Committee. They include:

a) Restoration and Stewardship group

The Restoration and Stewardship Working Group will focus on active restoration of CDFAE as well as promoting stewardship of CDFAE through existing organizations and information sharing between organizations.

b) Science/Technical

The Science/Technical Working Group (STWG) will provide advice and data to the Conservation Partnership, the Steering Committee and Working Groups, based on the best available science and mapping. Where the STWG does not have the appropriate level of expertise in-house for a particular subject, it will consult with appropriate experts.

c) Local Government

Due to the overlap of objectives, the Local Government Working Group (LGWG) may consist of the same membership as and be associated with regional implementation of the Species and Ecosystems At Risk Local Government Working Group (link: http://www.env.gov.bc.ca/wld/searl_gwg/) and will respect the recommendations and TOR that guide that group, while also meeting the recommendations and TOR of the CDFCP.

d) Resource Sector

The Resource Sector Working Group (RSWG) will be associated with natural resource extraction industries active in CDFAE. The RSWG recognizes economic activities exist within CDFAE and are an important part of local economies. The RSWG will engage others in the resource sector to:

- raise awareness of CDFAE conservation issues
- increase awareness of the impacts of resource extraction activities on CDFAE
- develop and promote best management practices to reduce impacts on CDFAE
- seek ways to increase the compatibility of resource activity outcomes with CDFAE conservation objectives
- explore and promote alternate economic opportunities that are more consistent with the CDFAE conservation objectives

e) Outreach and Education

The Outreach and Education Working Group (OEWG) is responsible for increasing awareness of CDFAE and CDFAE conservation issues as well as promoting CDFAE conservation objectives amongst all parties including the general public, all levels of government, CDFAE private landowners, First Nations and the Resource Sector

f) Securement

The Securement Working Group (SWG) will consist of land trust organizations who will collaborate on land securement priorities for CDFAE and methods for land securement including conservation covenants, land donations, eco-gifts, land acquisition, Crown Land securement and other voluntary conservation methods. Representatives of this Group will liaise with the Land Securement Subcommittee of the Conservation Partners of BC.

Geographic Scope

The Geographic Scope of the CDFCP includes the CDF and CWHxm1 biogeoclimatic zone/subzones, featured on the map in Appendix A.

Operating Policies and Procedures

Meetings

- Regular meetings of the Steering Committee at a minimum of every 3 months
- Meetings of the Conservation Partnership (open to the public) once a year
- Meeting procedures by consensus of CDFCP members
- Regular meeting dates established at start of the year
- Other meeting dates at the call of the Co-Chairs
- Members who are unable to attend can be represented by an alternate or can provide their written input prior to a meeting or join via teleconference
- Resource people or community representatives may be invited to attend specific meetings where their input would be of benefit

Decision-making

- Consensus model as much as possible
- If decision-making by consensus cannot be achieved, quorum for the decisions of the steering committee will be 50%+1 of active members
- Steering Committee members will be mindful and make best efforts to act in accordance with the following “Ground Rules”

“Ground Rules”

- Steering Committee members will:
 - o come well prepared to discuss issues.
 - o recognize concerns & interests of others, whether or not they agree with them.
 - o share discussion time, encourage full participation and search for common understanding.
 - o state their own views clearly, listen carefully to others, and explore issues fully before forming conclusions.
 - o work in a spirit of collective problem solving.
 - o communicate with respect and courtesy – no interrupting or side conversations.
 - o strive to reach consensus.
 - o support a decision, strategy or plan once it is adopted.

Communications outside Partnership

A spokesperson or spokespersons chosen by the Steering Committee may communicate on behalf of the CDFCP for the purposes of advancing a plan or strategy endorsed by the Conservation Partnership. In the absence of a plan or strategy, the spokesperson(s) may communicate on behalf of the CDFCP to provide support for conservation initiatives occurring within the CDFAE.

Participants can promote the Conservation Partnership but may not communicate on behalf of the Conservation Partnership without the approval of the Steering Committee. CDFCP participants will not use their participation in the CDFAE Conservation Partnership to advance their own interests without first consulting and receiving approval of the Steering Committee.

Funding

Funding will initially be secured through CDFCP participants. As the CDFCP matures, other funding models may be considered.

The Conservation Partnership will exist independently of operating and project funding. Where funds are sought, they will support the interests outlined in this Terms of Reference or will advance the goals and objectives of a CDFCP conservation plan or strategy. Where synergies exist, the Conservation Partnership will endeavour to seek funds that will also support its partners and wherever possible, fundraising for the CDFCP will be done in novel ways and efforts will be made to seek funds from sources not available to partner groups. Members of the CDFCP participate on a voluntary basis and are not financially compensated for their time by the partnership. Steering Committee members may be reimbursed for travel costs in order to attend the face-to-face meetings or workshops if funds are available.

Short Term Outcomes

The Steering Committee, in collaboration with CDFCP Participants and Supporters and Working Groups will work to produce the following outcomes:

1. CDFCP Interim Budget:

Within three months, the Steering Committee will complete an interim budget to define the financial resources required to implement the interim work plan, establish and resource priority working groups and hire a Conservation Partnership Coordinator.

2. CDFCP Interim Work Plan:

Within three months, the Steering Committee will complete an interim work plan to guide its work prior to the adoption of a CDFCP Conservation Plan/Strategy. This interim plan will include:

- A communications statement indicating how the Conservation Partnership will communicate with funders, the public, Conservation Partners and other agencies in absence of a CDFCP Conservation Plan/Strategy. Communications may include website development, indications of support to partners requesting endorsement of CDFCP related projects and CDFAE information materials.
- Information on immediate action items and responsibilities of the CDFCP Working Groups

3. Establishment of CDFCP Working Groups:

Within 6 months, the Steering Committee will establish the membership of the CDFCP Working Groups. **Within one year**, the CDFCP Working Groups will create their own Terms of Reference which will include information about:

- Goals and objectives
- Member responsibilities
- Meeting frequency and attendance
- Decision making
- Communication within the working group, with other working groups, outside agencies and with the Steering Committee

4. CDFCP Coordinator:

Within 6 months, the Steering Committee will create a job description and funding plan for a CDFCP Coordinator. **Within one year**, a Coordinator position will be funded and filled.

5. CDFCP Conservation Plan/Strategy:

Within one year, the Steering Committee will complete a CDFCP Conservation Plan/Strategy that includes:

- A vision statement
- Conservation goals
- Measureable targets
- Assessment of threats
- Recommended actions and lead agencies for the actions
- Proposed budget and financing plan

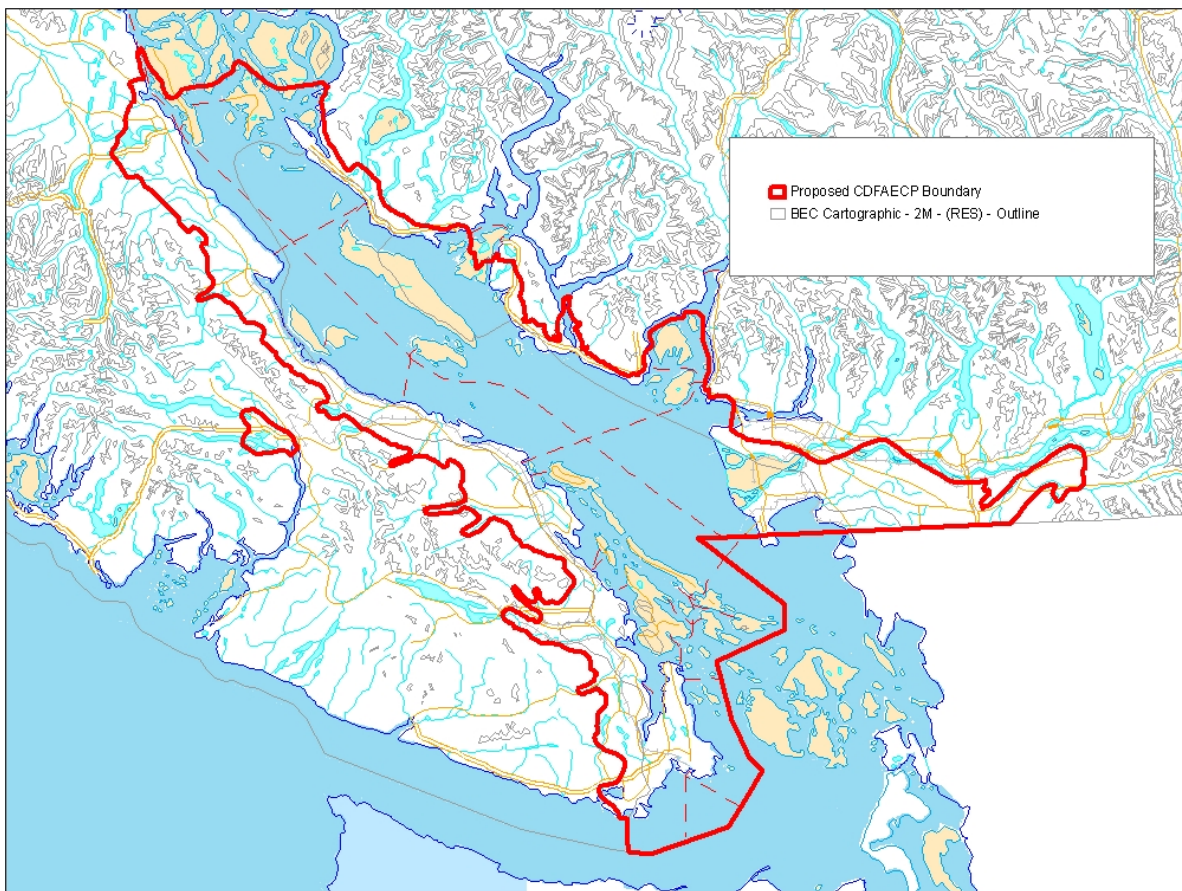
The CDFCP Conservation Plan/Strategy will incorporate and recognize existing conservation plans and will not duplicate work that has already been done. CDFCP Participants and Supporters will be asked to provide input into the Plan/Strategy and endorse the CDFCP Conservation Plan/Strategy upon its completion.

6. Implementing the CDFCP Conservation Plan/Strategy:

By the spring of 2014, the Conservation Partnership will begin implementing the Conservation Plan/Strategy through the Steering Committee in collaboration with the Working Groups.

Appendix A

Coastal Douglas-fir and Associated Ecosystems Conservation Partnership Boundary



Please note: Except for the Howe Sound area the CDFAECP boundary follows the CWHxm1 Biogeoclimatic boundary (FLNRO, 2012).



STAFF REPORT

Date: October 8, 2013

File No.: GM 6500-20
(Sustainability Guide)

To: Gambier Island Local Trust Committee
For the meeting of October 24, 2013

From: Aleksandra Brzozowski, Island Planner

CC: Courtney Simpson, Regional Planning Manager

Re: Gambier Sustainability Guide

PURPOSE:

This report provides background information and next steps related to a Sustainability Guide for Gambier Local Trust Area.

BACKGROUND:

In April 2012, the Gambier Island Local Trust Committee (LTC) discussed the possibility of a sustainability brochure or checklist that would enhance and promote peoples' consideration of sustainable alternatives when developing their property. The project was referred to the Gambier Island Advisory Planning Commission (APC), and the APC met twice to discuss the project. Four recommendations came from the APC:

- A sustainability document should be made available for owners of new development and renovation projects in the Gambier Trust area.
- The document should be educational and for information only and not linked to any permitting process.
- Rather than each Local Trust Area have a separate document, Islands Trust could take the lead in developing a "master document" for area wide usage and each Trust Area develop a small insert for their Area and Island specific issues if applicable.
- The framework for a master document could be the Lasqueti Island draft.

At the July 5, 2012 LTC meeting, the recently published "Environmentally Friendly Building and Renovating Guide" for the southern Gulf Islands was circulated and discussed. It was noted that the Advisory Planning Commission's recommendation was similar to what was done in the southern islands. The LTC passed a resolution requesting staff to investigate the possibility of customizing the Southern Gulf Islands Environmentally Friendly Building and Renovating Guide for the Northern Local Trust Areas (LTAs).

On May 23, 2013, the LTC placed the Sustainability Guide project as its top priority work program item.

WORK TO DATE:

In 2013, staff followed up with those responsible for the production of the Environmentally Friendly Building and Renovating Guide for the Southern Gulf Islands. Funding for the project was identified, and the raw design documents were obtained from the contract designer of the original guide. Because planning staff have been provided with the design layout documents, edits can be handled in-house.

The entire planning team in the Northern Office has given input on the document with a number of considerations for modifying the document to a Northern Gulf Islands context. Planning staff is following up on these recommendations, as well as the recommendations noted by the Gambier APC.

Sustainability Guides have been recently designed specifically for the Thetis Local Trust Area and Lasqueti Local Trust Area; as such, these Local Trust Areas will not be included in the project. Local Trust Areas that will be referenced are Gabriola, Gambier, Denman, and Hornby Local Trust Areas.

The Northern LTAs to be included in this Guide fall under four different regional districts (Comox Valley Regional District, Regional District of Nanaimo, Sunshine Coast Regional District, and Metro Vancouver) and two health authorities (Island Health and Vancouver Coastal Health), as opposed to the Southern LTAs, which all fall within the Capital Regional District and Island Health. Each regional district and health authority may have different regulations on topics involving water and wastewater, which broadens the scope when modifying the Guide prepared for the Southern Gulf Islands. Staff is currently fact-checking the document against regulations for all the governing agencies.

Staff has reviewed the links in the document to verify that they are up-to-date and still relevant, and that all images in the document reflect the Northern Gulf Islands. A first draft of the Guide is attached to this staff report for LTC input and feedback (Attachment 1).

FUNDING AND RESOURCES:

In 2007, the Community Action on Energy and Emissions (CAEE) program managed by the Fraser Basin Council awarded a grant to the Islands Trust to use for planning projects that meet the goals of the CAEE program, which are to facilitate:

- Energy efficiency in buildings through local government policy and planning tools
- Reduction of GHG emissions and/or increase energy efficiency or air quality
- Integration of smart growth principles into land use planning

With the funding, Salt Spring Island developed a sustainability checklist and researched regulatory tools to incentivize higher energy performance standards. Funds remain from this grant that may be used for other LTAs, pending pre-approval by the funder for the use of funds. The Fraser Basin Council has pre-approved the project in principle, and Staff requests that the LTC endorse the following project work plan to submit to the funder for final approval.

Sustainability Guide for the Northern Gulf Islands – Work Plan

Task	Estimated Date	Estimated costs
First Draft to LTC for Trustee input	October 24, 2013	n/a
Editing, review, and fact-checking of text	October – November 2013	\$0 (will be done in-house)

Sourcing any needed photos of Northern LTAs	November 2013	Up to \$25 for any external credits
Second Draft to LTC	November 29, 2013	n/a
Referral to APC for review	December 2013 / January 2014	n/a
Final Draft to LTC	January 30, 2014	n/a
Printing for 250 copies	February 2014	\$450 (~\$1.75/copy)

RECOMMENDATIONS

Staff recommends that the Gambier Island Local Trust Committee:

1. Endorse the work plan for the Sustainability Guide project; and,
2. Receive the attached first draft of the Environmentally Friendly Building and Renovating Guide for the Northern Gulf Islands.

Prepared and Submitted by:

Aleksandra Brzozowski

Aleksandra Brzozowski
Island Planner

October 8, 2013

Date

Concurred in by:

Courtney Simpson

Regional Planning Manager

October 9, 2013

Date

Attachments:

1. Environmentally Friendly Building and Renovating Guide for the Northern Gulf Islands, first draft



Islands Trust

Building Sustainably

A Guide for Howe Sound & the Northern Gulf Islands

**Guide for residential construction for single family dwellings
including additions, renovations and accessory buildings**



What's this Guide for?

This Guide helps you build while protecting the islands' natural ecosystems. It also includes information about financial incentives and other resources that can help you protect your environment.

What makes the Gulf Islands special?

The Howe Sound and Northern Gulf Islands are part of the Islands Trust, which has a mandate to preserve and protect the Islands Trust area's unique environment. Most of the Northern Gulf Islands are in the Coastal Douglas-fir ecosystem, one of the most endangered ecosystems in the world.

The Islands Trust, the Sunshine Coast Regional District, Metro Vancouver, Regional District of Nanaimo and the Comox Valley Regional District have all signed the provincial government's Climate Action Charter, which requires communities to reduce greenhouse gas emissions. The decisions you make at the planning stages of your building project can dramatically reduce any negative impacts and help to create a truly environmentally friendly community.

Who should use the Guide?

This Guide is for all current and prospective landowners who are preparing to build a new house, a cottage, or an accessory building, or planning to remodel or add to an existing dwelling, alter the land or to build or reroute a driveway.

When should I use the Guide?

Consult the Guide early in your planning process so that the ideas can be incorporated at the outset. Review the guide with your architect, designer and contractor. Consulting the guide after the working drawings are finished may result in lost opportunities and additional costs if you decide to make last-minute changes.

Where to find Maps

All of the maps you need showing your property, sensitive ecosystems and permitted land uses are located on the Islands Trust website using the MapIT application.

The *Guide to Environmentally Friendly Building in the Northern Gulf Islands* is downloadable at www.islandstrust.bc.ca

Funder: Fraser Basin Council

Published ____ 2014

Ecosystem Approach to Planning

- “ Maintain as much of your property as a natural, undeveloped area where only native species grow. Conserving existing natural areas is by far the most effective way to conserve plant and animal biodiversity on our islands.
- “ Identify environmental and archaeological values, including habitat for threatened or endangered species and First Nation sites before considering access, site clearing and design.
- “ Where possible, plan to locate your driveway, septic system, house and outbuildings away from areas with high environmental values like shorelines, streams, rare plants, and wildlife trees. Place natural buffers such as vegetation between the development and sensitive features.
- “ Cluster development in one area of the property to minimize site disturbance.
- “ Register a covenant on your property to protect ecological values in perpetuity. A covenant under the Natural Area Protection Tax Exemption Program (NAPTEP) will reduce your property taxes. Contact Islands Trust Fund staff or the Islands Trust Fund website for more details on this program.
- “ Minimize tree cutting and soil disturbance. Our islands’ trees and soils have ecological value and represent important carbon sinks, critical in addressing climate change. When land is cleared for development, its ability to sequester carbon is lost.
- “ Check your property for raptor, heron or osprey nests; these are protected by British Columbia legislation and on some islands, bylaws regulate development around these trees.
- “ Retain and protect significant trees like Garry Oaks, Arbutus, Pacific Dogwood, Pacific Yew and older growth Douglas-fir and cedar.
- “ Limit the number of trees to be cut and otherwise minimize the ecological impact of your building through good site design.
- “ Provide for deer movement through or around your property by using fencing setbacks or fencing parts, rather than all, of your property.

Water Management: Fresh Water is Precious

- “ Design your project to minimize risks to water supplies. Find out if your property is located near a community water system’s well, upon an unconsolidated aquifer, or within the watershed of a drinking water lake. If so, you are responsible to prevent contamination of the drinking water supply by malfunctioning septic systems, phosphorus release from soil disturbance, runoff and erosion, and fuel and chemical spills.
- “ If your property has a stream, a wetland, or lake frontage, plan to protect trees and vegetation within 30 m of the water. If the stream supports fish, the Provincial Riparian Area Regulation applies and you must discuss your proposal with a Qualified Environmental Professional before beginning work. On any stream, check with the Islands Trust planning office before beginning construction as special setbacks or development permit areas may be in effect.

FIRST NATIONS TIPS

Certain types of First Nations sites are protected under federal and provincial law and must not be disturbed. Avoid the accidental destruction of an ancient burial site and costly delays or fines by walking the land with an archaeologist before work begins. Please contact planning staff to find out if there may be First Nation archeology sites on your property

ECOLOGY TIPS

Plan ahead: walk the land with your contractor and a local biologist to find environmental benefits and cost savings.

Clustering buildings and planning short driveways helps the environment and saves money.

A small patch of skunk cabbage or bulrushes in an otherwise dry environment indicates a wetland — an important habitat for amphibians and birds, and a potential carbon sink.

Conservation covenants are registered on title and protect the special aspects of the land that you wish to preserve. They can also give you significant tax benefits.

TREE TIPS

Very few old growth cedar or fir trees remain on the Gulf Islands. The dominant coastal Douglas-fir ecosystems are rare in the rest of the province. The islands’ Garry oak meadows are a rare subset of these shrinking ecosystems. Valued wildflowers such as camas, seablush, blue-eyed mary and satinflower depend for their survival on the conservation of Garry Oak meadows. These trees have both heritage and ecological value.

Standing dead trees provide important wildlife habitat. Leave them standing unless they pose a hazard. You can create views by limbing taller trees instead of removing them. If you must remove trees to open up a view, cut trees selectively to create a viewscape framed by trees.

On some islands, development permits may be required in sensitive areas. Consult an Islands Trust planner before removing trees and vegetation. Special restrictions apply to land alteration in development permit areas.

ECOLOGICAL PLAN REVIEW TIPS

Take time to get to know your land before choosing your house site. Protect existing drainage patterns, trees and understory by siting buildings and driveways to avoid sensitive areas and minimize disturbance.

SITE MANAGEMENT TIPS

Good site management significantly reduces the amount of construction waste to be recycled or landfilled.

Avoid outdoor burning because of the impact on local air quality. Find out about bans on outdoor burning from local volunteer fire departments and at <http://bcwildfire.ca/hprscripts/wildfirenews/bans.asp>

Branches may be piled densely in alternating layers with other clean wood debris to form a long narrow mound or berm. The material will gradually decompose to form rich soil. Woody berms can be used to slow runoff from a sloping site and to create raised planting beds.

If you have had to cut down large trees, consider keeping them on site as habitat and to renew soil nutrients. If you must remove them, consider milling them on site to use in your project. Wood unsuitable for construction should be cut, split and stored under cover for at least one year before using as firewood.

WATER MANAGEMENT TIPS

The Gulf Islands typically have wet winters and dry summers. Good water management involves retaining the winter rains to recharge groundwater supplies, lakes and ponds. Forested slopes, fractured bedrock, and deep organic soils hold moisture. Bare rock, hard/compacted soils and pavement do not. Ensure sufficient topsoil remains on the property and that soil is not compacted during or after construction.

Removing trees can increase runoff and damage properties below. Landowners can be found liable for damages caused to a neighbour's property. Plan stormwater retention ponds, drainage swales and wetlands to retain stormwater on site, and maintain existing drainage patterns.

- .. The Northern Gulf Islands experience dry summers and groundwater aquifers are stressed during these months. The use of rain barrels, cisterns or swales will help to protect groundwater aquifers.
- .. Observe the way water flows over your property and design your landscaping and development in response. Design your landscaping to encourage water ponding and evaporation as a means to reduce runoff and associated erosion.

For oceanfront property, provincial licenses of occupation are required to construct docks, boat ramps and breakwaters. On some islands, development permits may be required in sensitive areas. Permits may be required to place fill, or to remove larger trees close to the shoreline. Plan to locate buildings well back from the high water mark and retain trees and vegetation within 15m of the ocean. Check with Islands Trust planning staff before clearing or beginning work near the shoreline.

Landscaping: Go Native

- .. Landscape using native, drought hardy vegetation rather than water-dependent lawns and ornamentals.
- .. Use permeable surfacing rather than conventional asphalt or concrete.
- .. Avoid the use of synthetic pesticides, herbicides and fertilizers.
- .. Have a plan to control alien invasive species such as Scotch broom, holly, English ivy, tansy ragwort, spurge laurel, and blackberry.
- .. Start an organic fruit and vegetable garden.

Passive Solar Design

- .. Use passive solar designs, such as orienting the building towards the sun, using natural ventilation and appropriate window size and location. Passive solar designs will reduce heating needs in winter and reduce cooling needs in summer.

Construction Management

- .. Avoid outdoor burning of slash and wood debris by composting and/or chipping.
- .. Have a construction waste recycling plan and a no-burn policy on site.



- “ Protect trees and other natural features during construction by identifying them and erecting protective fencing or other measures to prevent accidental damage by construction activity.
- “ Have a plan to reduce erosion and sedimentation during construction.

House Design

- “ Design your house so that it is compact and resource-efficient to reduce the building’s ecological footprint.
- “ Set performance objectives for your house (e.g. annual consumption targets for water, electricity, firewood and/or propane, or third party industry standard such as BuiltGreen Platinum or EGH 85 rating).
- “ Use Hot-2000 or similar software to optimize your design for energy performance.
- “ Build a net zero energy house; a net zero energy home produces as much energy as it consumes annually.

Building Materials

- “ Use foundation options that will provide good thermal performance, water resistance, and efficient resource use.
- “ Use resource efficient framing and wall options that optimise structural and thermal performance and reduce environmental impact.
- “ Use more insulation than required by the BC Building Code, insulation with recycled content, and windows with a higher energy rating than required.

Mechanical and Electrical Systems

- “ If heat loads justify, use heat pump technologies for space heating such as ground, water, or air source heat pumps, including air source ductless systems.
- “ Install a central heat recovery ventilator system.
- “ If you would like a fireplace, install a high efficiency wood burning appliance, pellet stove, or efficient propane gas fireplace rather than a conventional fireplace.
- “ Purchase EnergyStar appliances.

Water Conservation

- “ Harvest rainwater from roofs and store it in tanks, cisterns, and/or swales.
- “ Install dual flush toilets, low flow fixtures and faucet aerators to reduce water consumption.
- “ Install greywater separation and treatment for irrigation or reuse.
- “ Use metal roofs to better collect rainwater. Metal roofs have an added benefit of being fire smart.

Interior and Exterior Finishes

BC’s Provincial Riparian Area Regulation requires that a Qualified Environmental Professional (QEP) review any plans to develop near a fish bearing or potential fish bearing stream or its tributary.

ECOLOGICAL LANDSCAPING TIPS

Avoid non-native plants that spread into and alter our natural ecosystems. The highly invasive Scotch broom started with 12 seeds brought from Scotland more than a century ago. Your local Conservancy has information on invasive species, and how best to control them, or check E-flora BC online for a list of alien invasive species.

If a lawn is to be installed or grass seeding to be undertaken, reduce area as much as possible. Consider using native ground cover instead of turf grass. Keep surfaces as porous as possible.

Pesticides, herbicides and chemical fertilizers decrease the biological diversity of the soil and reduce the health of the landscape. Many plant “pest” problems can be addressed by feeding the soil with organic material such as compost.

FINISHING MATERIALS TIPS

Local materials, such as stone, sustainably harvested wood, and locally sourced natural earth plasters, are nontoxic, have low embodied energy, and often are very attractive.

Natural, non-toxic and low volatility organic compound (VOC) paints and coatings are now widely available.

Many products are available with recycled content, for example, roofing, interior doors, ceramic tiles, and carpets. Ask your building supplier.

Natural linoleum, bamboo and cork are three of many greener alternatives to vinyl flooring.

Metal roofs allow for rainwater collection.

RENEWABLE ENERGY TIPS

The clothesline is one of the simplest technologies and a good way to save energy.

A solar hot water system needs an unshaded south-facing roof and space for a solar preheat tank. A solar water heater can supply up to 60% of your annual domestic hot water energy needs. Provincial grants are currently available to offset some of the initial costs.

If your micro hydro, PV, or wind energy system is connected to BC Hydro, whenever the system generates excess electricity you can “run the meter backwards,” to reduce your electricity bill. Contact BC Hydro, or a qualified installer, for details on net metering.

HOME OPERATING TIPS

Careful use can typically reduce energy and water consumption in a home by 10% to 20%. Use programmable thermostats to set back the temperature at night and when the house is unoccupied. Remind family members and guests about energy and water conservation, and “turn it off”. Smart meters are available to help people track energy consumption.

An “operating manual” or binder with equipment and materials information, along with a photographic record of construction and contractors used, will be very helpful long after construction.

Schedule regular servicing activities, such as filter cleaning or replacement, and chimney and eavestrough cleaning, into the household calendar. Filters include air filters on furnaces and heat recovery ventilators and screens on air intakes, and filters on home water purification systems.

Schedule maintenance projects, such as exterior painting and septic tank pump out, well in advance. Postponing these tasks can lead to serious problems and major, expensive repairs.

Baking soda and vinegar work just as well as commercial cleansers for many household cleaning jobs and are better for the environment.

Plan to drive less. Automobiles are a major source of local air and noise pollution on the Gulf Islands, and are the largest single contributor to islands’ greenhouse gas emissions.

- “ Use a roofing material suitable for rainwater harvesting for potable use.
- “ Source local wood and stone where possible to reduce transportation energy.
- “ Use low maintenance exterior cladding and trim to reduce the need for paint and stain.
- “ Use environmentally friendly, water soluble low-volatile organic compound (VOC) paints and finishes.
- “ Use materials with recycled content.

Renewable Energy

- “ Install a clothesline as an alternative to relying on an electric clothes dryer.
- “ Install a solar heating system.
- “ If your property has a seasonal creek, install a micro hydro generator (check regulations in the Water Act or the Riparian Areas Regulation).
- “ Install a roof-mounted photovoltaic (PV) system. A PV system can provide enough electricity from the sun to run an energy efficient home or cottage during summer months. A single panel can pump water from a pond to a garden irrigation system, or power a computer and emergency lights.
- “ Inspect the outside of your home during, or just after, heavy rain to check for any drainage problems such as blocked eavestroughs.
- “ To maintain maximum efficiency, schedule regular maintenance, inspection and cleaning for chimneys, mechanical equipment, water treatment equipment, septic system and plumbing systems.

Greenshores

- “ If your property is on the oceanfront, design your site plan to reduce impacts of your development on nearshore ecosystems and the foreshore and to protect your development from potential shore-front erosion.
- “ For oceanfront property, use the Greenhores development rating system (greenhores.ca). For any development within 30m of the natural boundary of the sea, you should contact planning staff as land use regulations may prohibit or regulate certain structures or clearing of land.

Geological Hazards

- “ Geological hazards are natural events that could damage property, and include such things as flooding, mud flows, debris torrents, erosion, land slips, rock falls, subsidence, tsunamis or wildfires. Check your title for notification of geological hazards, check mapping or check with the building inspector to identify any geological hazard areas on your property. Development should avoid such hazard areas.
- “ Are there any large boulders on your property? If so, it is likely that they came from an unstable slope and you should obtain professional geological advice before beginning construction.

Resources

Home Labelling Programs

If you would like assurance that your house meets current green building standards, you can get your home certified by an independent third party.

Several home labelling systems are currently used in Canada, including Energy Star, LEED® Canada for homes, R-2000, and BuiltGreen™. These labels all use the same “Hot-2000” software for energy analysis. These are currently the available options in BC:

New Home Labelling Programs

R-2000 CHBA-BC

www.chba.ca/R-2000 1-800-933-6777

BuiltGreen™ BC CHBA-BC

www.chbabc.org 1-800-231-1336

LEED® Canada for Homes

www.cagbc.org 866-941-1184

Home Retrofit Labelling Programs

EcoEnergy for houses CityGreen

www.citygreen.ca 1-866-381-9995

Grants and Rebates

Some provincial and regional district grants are available for energy and water conservation. The following were current at time of publication, check for additional grants at www.homeperformance.com.

BC Hydro Power Smart Rebates

See BC Hydro's website for current incentives and discount coupons.

www.bchydro.com/powersmart

LiveSmart BC

Renovation rebates and incentives.

www.livesmartbc.ca/incentives

Comox Valley Regional District

Rebates for low-flush toilets, smart control irrigation, and water leak repair on Denman and Hornby Islands. First come, first served based on funding.

www.comoxvalleyrd.ca

Regional District of Nanaimo

Green building incentives for Gabriola Island.

www.rdnrebates.ca 1-877-607-4111

Information

Energy and Buildings

CMHC www.cmhc-schl.gc.ca/en/

Natural Resources Canada www.oeenrcan.gc.ca

CityGreen www.citygreen.ca 1-866-381-9995

BC Sustainable Energy Association www.bcsea.org

Lighthouse Sustainable Building Centre sustainablebuildingcentre.com

DESIGN TIPS

Good passive solar design is the key to an environmentally sustainable home. By taking the ‘House as a System’ approach and by setting energy and water consumption targets, your designer can create a healthy, comfortable and efficient sustainable home.

Match south-facing window areas with interior mass (e.g. concrete or tile floors, masonry feature walls, plaster or thick drywall) to store passive solar gains and reduce temperature swings. Avoid large areas of non-south glazing and large skylights; they cause overheating and glare during the summer and heat loss during the winter.

Use of Hot-2000 or equivalent modeling software at the preliminary design stage can result in major energy and cost savings. Re-running the program at the draft drawing stage can help fine-tune your plans.

A near net zero energy house is feasible using current technology. CMHC found that in this climate it is theoretically possible to retrofit a 1969 bungalow to become a net zero energy home by adding insulation (R-50 ceiling, R-26 walls and R-10 slab), high-performance windows, high efficiency lighting and appliances, and a rooftop solar electric (PV) system.

BUILDING MATERIALS TIPS

The building code is a minimum standard. Adding insulation reduces operating energy costs and increases comfort.

Various techniques and materials may be used to reduce a home's ecological footprint, but determining the best option is not always straightforward. Depending on the circumstances, a ‘high-tech’ wall system using fossil fuel derived products may, or may not, score better than a conventional well-insulated wall, or a wall system built of natural materials. Ask your designer which techniques are appropriate for your home and local climate. Materials must be compatible with the design and with other building systems, plus meet performance objectives.

Foundation options include fabric forms, foundation drainage membranes, insulated

concrete forms (ICF), and Portland cement substitutes such as fly ash.

Above grade, raised heel trusses, advanced framing techniques (e.g. 24" centres, elimination of non-bearing double headers), sustainably harvested certified wood, structural insulated panels (SIPS), and insulated natural building designs may be appropriate choices, depending on the building design.

Provide a continuous air barrier. Air leakage through cracks, e.g. around beams and trim, significantly reduces energy performance. A blower door test towards the end of construction will identify unintentional air leakage paths, and is required if the house is to be rated or for an incentive program

WATER CONSERVATION TIPS

In some situations, rainwater collected from the roof can be more than sufficient to meet annual household needs.

Rainwater may be used for toilet flushing, laundry and garden irrigation. After treatment, rainwater may be used for all household needs, including drinking water. To use rainwater for potable water, check with your Regional District for current regulations.

No more than six litre per flush toilets are required by law; dual flush toilets give the option of using only three litres per flush. Some manufacturers offer 4.8 litres per flush.

Low flow shower heads vary in water consumption from about two litres per minute to six litres per minute. Read the fine print before you buy.

Greywater from laundry, showers and baths can be filtered and treated and used to flush toilets or water gardens. Commercial systems are approved for use in BC.

A waterless composting toilet is permitted and is the ultimate water saving device, but a septic system must still be installed to handle wastewater from kitchen sinks, and to meet regulatory requirements (check with your Regional District). A registered practitioner is required to design and install residential wastewater systems in BC.

Regional District Green Building Resources

Sunshine Coast Regional District Planning Services
(Gambier, Keats, and Associated Islands)

www.scrd.ca/land-use

Comox Valley Regional District Building Services - Green Building page
(Denman and Hornby Islands)

www.comoxvalleyrd.ca

Regional District of Nanaimo - Energy & Sustainability pages
(Gabriola Island)

www.rdn.bc.ca

Water & Watersheds

Regional District of Nanaimo - Drinking Water & Watershed Protection Program

www.rdn.bc.ca

Sunshine Coast Regional District - Water Services

www.scrd.ca/Water-Conservation

Comox Valley Regional District - Water Services

www.comoxvalleyrd.ca/Water

Islands Trust Fund

Rainwater Harvesting on the Gulf Islands, a series of publications, including project schematics and links.

www.islandstrustfund.bc.ca/initiatives/privateconservation/land-stewardship/rainwater-harvesting

Land Development

BC Ministry of Environment

Develop with Care 2012 online manual

www.env.gov.bc.ca/wld/documents/bmp/devwithcare2012

Archaeology Sites

Archaeology Branch

Property Owners and Developers Frequently Asked Questions

www.for.gov.bc.ca/archaeology/property_owners_and_developers

Conservation Covenants

Islands Trust Fund www.islandstrustfund.bc.ca/covenants

TLC-The Land Conservancy of BC www.conservancy.bc.ca

Local Resources and Organizations

The following organizations have information and programs to assist residents in reducing our ecological footprints:



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STAFF REPORT

Date: October 10, 2013

File No.: GM-DVP-2013.3

To: Gambier Island Local Trust Committee
For meeting to be held October 24, 2013

From: Linda Prowse, Planner

Cc: Aleksandra Brzozowski, Island Planner
Jeff Wubs, Applicant

Re: **Development Variance Permit – Lot 7, Block A, District Lot 1017, New Westminster, Plan 10306 – Vaucroft, North Thormanby Island**

Owner: Jeff Wubs

Applicant: Jeff Wubs

Location: Lot 7, Block A, District Lot 1017, New Westminster District, Plan 10306, Vaucroft, North Thormanby Island

This is the second staff report for this application. The Gambier Island Local Trust Committee considered this application at the September 26, 2013 business meeting. The decision on this application was deferred, and staff was asked to report back on the following:

1. Clarify the legal ownership of the suddenly submerged portion of the subject property
2. Confirm that the January 31, 2013 resolution of the Gambier Island Local Trust Committee requested the Sunshine Coast Regional District to withhold building permit applications that were in contravention with proposed Bylaw No. 120
3. Process the report under the newly adopted Gambier Island Local Trust Committee Associated Islands Bylaw No. 120
4. Clarify the setback from the sea for the dwelling and how that relates to the Vaucroft covenant.
5. Clarify what properties received public notification of the proposed permit
6. What measures could the land owner undertake to protect the shoreline?

Since the September 26th Local Trust Committee meeting, **the applicant has submitted a new site plan** showing a revised proposal for the new dwelling. This was done in an effort to meet the more stringent floor area ratio regulations in Bylaw No. 120. The proposed two-storey dwelling meets the requirements of Bylaw No. 120 except for the front lot line setback. Bylaw No. 120 requires a 6m (19.68ft) setback from the front lot line (ie. the undeveloped road right of way) and the new proposal still requires a front lot line setback of .61m (2 ft).

Note that if this variance is approved, the floor plans will be forwarded to the Islands Trust by the Sunshine Coast Regional District during the building permit referral process.

1. Legal Ownership of Suddenly Submerged Waterfront Property

Contrary to what was written in the first staff report dated September 17, 2013 on this subject, the Islands Trust now confirms that the suddenly submerged land remains part of the original lot and is the property of the owner. There has been legal precedent set in a BC Court of Appeal decision which ruled that in the case of GRADUAL erosion of land into the sea, the submerged land becomes the property of the Crown. However in the case of SUDDEN erosion into the sea, the owner retains that submerged property.

Now that this has been confirmed, it is noted that the subject property has an area of 0.12 hectares (0.30 acres), and later in this report, it will be shown that the owner does not require applying for a lot coverage variance (however, still requires a front lot line variance).

2. Confirm that the January 31, 2013 resolution of the Gambier Island Local Trust Committee requested the Sunshine Coast Regional District to withhold building permit applications that were in contravention with proposed Bylaw No. 120

On January 31, 2013, the Gambier Island Local Trust Committee passed the following resolution:

“GM-010-2013 It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee request staff to proceed with agency referrals and scheduling/notification of a public hearing for Proposed Bylaw No. 120 in April 2013;
And request staff to advise the Sunshine Coast Regional District Board in writing that First Reading has been given to Proposed Bylaw No. 120, and the Local Trust Committee is requesting the Sunshine Coast Regional District Board withhold the issuance of building permits which contravene the intent of the proposed land use bylaw, as per the Letter of Understanding between the Sunshine Coast Regional District and the Gambier Island Local Trust Committee.”

This Development Variance Permit has now been reviewed under the provisions of adopted Bylaw No. 120 instead of Bylaw No. 96 as was done in the last staff report. If this development variance permit is approved, the applicant must apply to the Sunshine Coast Regional District for a building permit.

3. Gambier Associated Islands Land Use Bylaw No. 120

The subject property is in the Small Lot Rural Residential One (SRR) zone. The following table shows the regulations that pertain to this lot, and how the proposal complies or does not comply with the regulations. In summary, a variance for a front lot line setback of .61m (2 ft) is required to allow this proposal to continue.

Relevant Regulation	Requirement under Bylaw No. 120	Proposal In the Application
Permitted Uses	Residential	Residential – OK
Buildings and Structures per lot	One dwelling per lot - Maximum lot coverage 25% - Maximum floor area* ratio of any dwelling 20%	One dwelling - OK Lot is 13078 sq ft, proposed 3200 lot coverage = 24% (allowed up to 3270 sq ft buildings on lot) - OK Lot is 13078 sq ft proposed floor area = 2608 sq ft = 20% floor area ratio – OK
Height	Maximum for dwelling is 9m (29.5 ft)	Maximum proposed 7.62m (25ft) - OK
Siting	From road – 6m (19.68ft) From interior or exterior side – 1.5m (5ft)** From rear – 7.5m (24.6ft) Sea – 7.5 metres (24.6 ft) Septic from building- 1m(3ft) **Exceptions	From road - 0.61m (2ft)-Does not comply From interior side – overhang - 0.61m (2ft) – OK** From rear- >7.5m(24.6ft)- OK From Sea- > 7.5m (24.6ft)-OK Septic from building -1m (3ft)- OK -

*Note “floor area ratio” means the ratio of the floor area of a dwelling to the area on the lot on which it is located)

** Exceptions only apply to road, interior, exterior and rear setbacks – The following may project into a setback area by up to 0.6m (2 ft) – steps, eaves, gutters, cornices, sills, chimneys, retaining walls, balconies, decks and sunshades and similar features.

3. Clarify the setback from the sea for the dwelling and how that relates to the Vaucroft covenant.

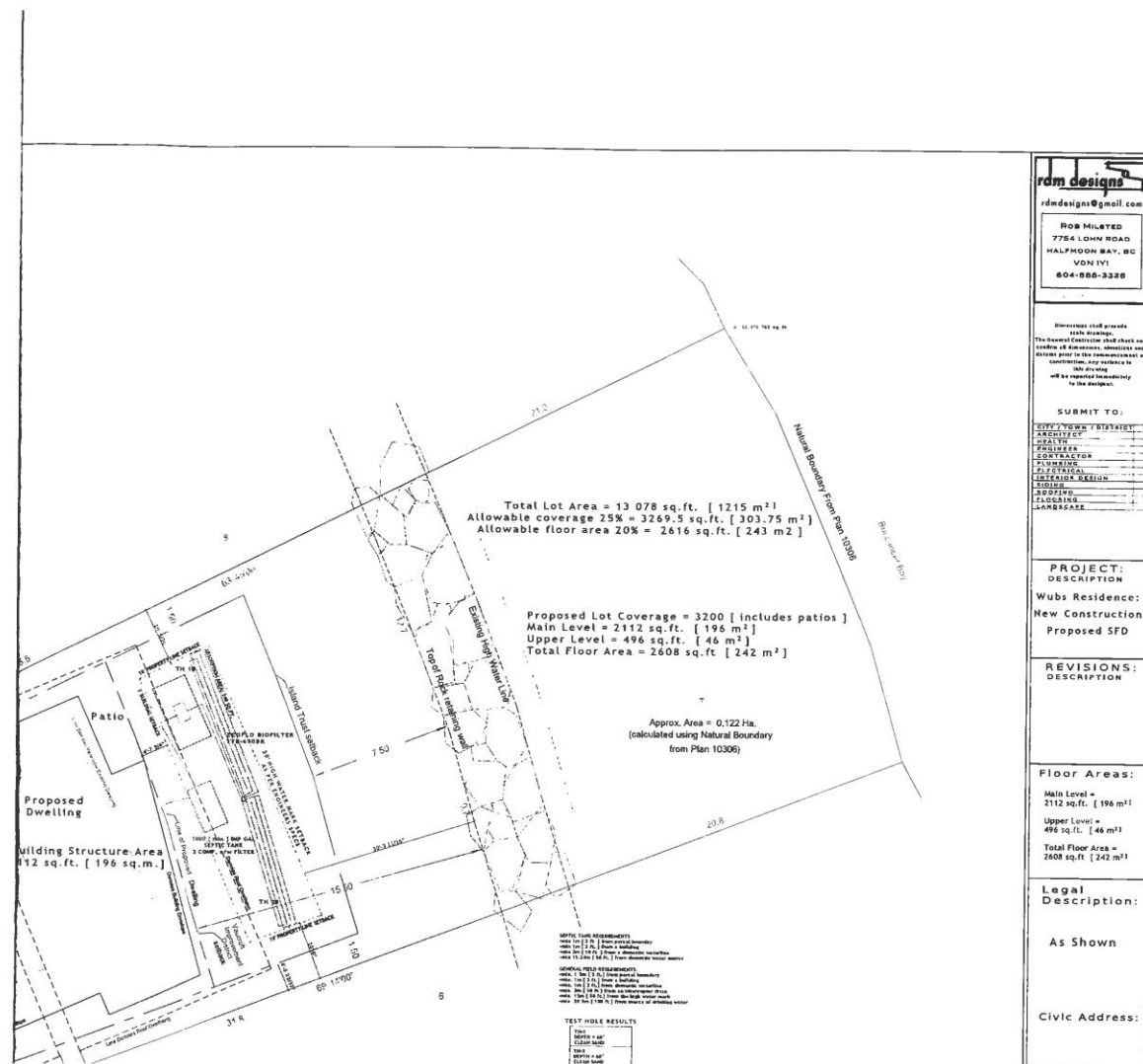


Figure 1 – Setback from the Sea

The sewage absorption field is 9.14m (30 ft) from the top of the rock retaining wall per the engineer's specification. There are no buildings or structures located within the 7.5 metre setback from the sea as regulated by Bylaw No. 120.

Covenant R130997 states that buildings cannot be constructed within 15.24m (50 ft) from the high water mark. The east line of the proposed dwelling encroaches 0.48m (1.6 ft) into this setback. The proposal meets all other requirements of the Vaucroft covenant.

This application is for a front lot line setback variance under Land Use Bylaw No. 120. It is the property owner's obligation to meet any requirements of legal instruments that the property is encumbered with. Neither the Local Trust Committee nor the Sunshine Coast Regional District Building Department has any duty or jurisdiction to enforce the terms of a private covenant or building scheme.

5. Clarify what properties received public notification of the proposed permit

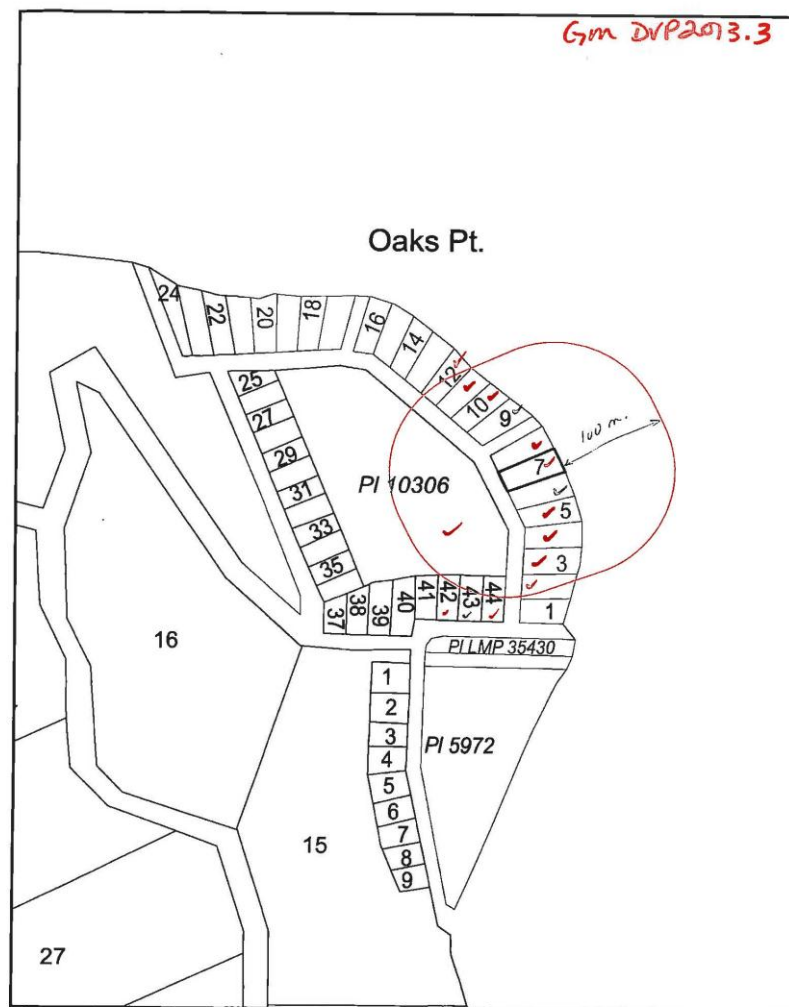


Figure 2 – Properties sent notification

Gambier Island Local Trust Committee Development Procedures Bylaw No. 50 states that where an application is made for a development vacation permit, the *Local Government Act* applies and owners and tenants in occupation of all parcels, any part of which is within 100 metres of the subject property, are to be notified.

Staff confirms that the owners of properties in Figure 2 that are “checked” were mailed a copy of the Development Variance Notice and draft permit per the requirements of Procedures Bylaw.

Although it is possible for a local trust committee to request that more properties be notified than what is regulated in the Bylaw, in this case, staff recommend against this. Staff would only recommend exceeding the notification requirements of the Procedures Bylaw if the proposed variance was expected to have an impact on properties outside of the required notification area. For example, if the proposed permit was for a height variance, it may be recommended that neighbours that may have views disturbed be notified. In this case, no additional properties are expected to be impacted from a variance to the front lot line than those already having received the notification.

6. What measures could the land owner undertake to protect the shoreline?

The rock retaining wall was built shortly after the erosion event that occurred in 1971; therefore, the siting of this structure is legally non-conforming as it was in place prior to the existence of Sunshine Coast Land Use Regulation Bylaw No. 96 which was adopted in 1976. If there are concerns about the stability of the shoreline, staff recommends that the Local Trust Committee deal with this matter in a separate process outside of this development variance permit application.

7 - Other – Ministry of Transportation and Infrastructure Permit

The applicant required a “Permit to Reduce Building Setback” from the Ministry, and below is a copy of that permit.



PERMIT TO REDUCE BUILDING SETBACK LESS THAN 4.5 METRES FROM THE PROPERTY LINE FRONTING A PROVINCIAL PUBLIC HIGHWAY

PURSUANT TO TRANSPORTATION ACT AND/OR THE INDUSTRIAL ROADS ACT AND/OR THE
MOTOR VEHICLE ACT AND/OR AS DEFINED IN THE NISGA'A FINAL AGREEMENT AND THE
NISGA'A FINAL AGREEMENT ACT.

BETWEEN:

The Minister of Transportation and Infrastructure

Sechelt Area Office
Box 950
Sechelt, BC V0N 3A0
Canada

("The Minister")

AND:

Mathew Wubs
3342 145 Street
Surrey, British Columbia
Canada

("The Permittee")

WHEREAS:

- A. The Minister has the authority to grant permits for the auxiliary use of highway right of way, which authority is pursuant to both the Transportation Act and the Industrial Roads Act, the Motor Vehicle Act, as defined in the Nisga'a Final Agreement and the Nisga'a Final Agreement Act;
- B. The Permittee has requested the Minister to issue a permit pursuant to this authority for the following purpose:

The construction of a habitable building, the location of which does not conform with British Columbia Regulation 513/04 made pursuant to Section 90 of the Transportation Act, S.B.C. 2004. A setback variance is being granted, reducing the setback to 1.0m from Crystalview Road, North Thormanby BC.

This permit does not cover any works related to a septic system.

All works shall be in compliance with the submitted drawing, 'Sketch Plan' (August 16, 2013) by rdm designs.

- C. The Minister is prepared to issue a permit on certain terms and conditions;

ACCORDINGLY, the Minister hereby grants to the Permittee a permit for the Use (as hereinafter defined) of highway right of way on the following terms and conditions:

1. This permit may be terminated at any time at the discretion of the Minister of Transportation and Infrastructure, and that the termination of this permit shall not give rise to any cause of action or claim of any nature whatsoever.
2. This permit in no way relieves the owner or occupier of the responsibility of adhering to all other legislation, including zoning, and other land use bylaws of a municipality or regional district.
3. The Permittee is to inform Don Legault, MoT Area Manager, at (604) 740-8985 or Don.Legault@gov.bc.ca, of the projected commencement of the permitted Works by submitting a Work Notification/Lane Closure Form (H1080) at least five (5) days in advance.
4. The Permittee is to notify Capilano Highway Services at (604) 740-0667 at least 48 hours in advance of commencing work.



5. The contractor is to notify Brett Wildeman, Area Development and Approvals Technician (brett.wildeman@gov.bc.ca) at (604) 740-8986, prior to commencing the work and 48 hours prior to completion of work, to arrange for inspection of the works.
6. No portion of the structure shall encroach upon the Highway right-of-way.
7. No further additions or improvements shall be made to the said structure without prior consent of the Ministry of Transportation and Infrastructure.
8. Should the said structure be destroyed, removed or dismantled, this permit is automatically cancelled and another permit will not necessarily be granted for a new similar structure.
9. This permit is valid only for the specific works stated herein. Any alterations or additions must be covered by a separate permit.
10. The Permittee acknowledges that the issuance of this permit by the Minister is not a representation by the Minister that this permit is the only authority needed to carry out the Use. The Permittee shall give deference to any prior permission given for use of the right of way in the vicinity of the permit area, shall obtain any other permission required by law, and shall comply with all applicable laws regardless of their legislative origin.
11. The Permittee will at all times indemnify and save harmless Her Majesty the Queen in Right of the Province of British Columbia, as represented by the Minister of Transportation and Infrastructure, and the employees, servants, and agents of the Minister from and against all claims, demands, losses, damages, costs, liabilities, expenses, fines, fees, penalties, assessments and levies, made against or incurred, suffered or sustained by any of them, at any time or times (whether before or after the expiration or termination of this permit) where the same or any of them are sustained in any way as a result of the Use, which indemnity will survive the expiration or sooner termination of this permit.
12. The Permittee shall be responsible for replacing any survey monuments that may be disturbed or destroyed by the Use. Replacement must be by a British Columbia land surveyor at the Permittee's expense.
13. Permittee shall supply surveyed "As BUILT" drawings upon completion of the said works. Drawings must include offset from right-of-way boundary.
14. Any damage to the Ministry of Transportation and Infrastructure's right-of-way as a direct result of the permitted works, shall be repaired and maintained by the Permittee in perpetuity.
15. This permit in no way relieves the owner or occupier of the responsibility of adhering to all other legislation, including zoning, and other land use bylaws of a municipality or regional district.
16. The Ministry of Transportation and Infrastructure and/or the Maintenance Contractor shall not be held accountable for any damage(s) to the said structure, however caused.
17. The Permittee may not assign any part of this Agreement without the consent, in writing, of the Minister.
18. The Permittee must ensure that the most current editions of the following standards and specifications, manuals and guides are utilized and complied with during the installation, operation and maintenance of the Works:
 - (a) Ministry Utility Policy Manual
 - (b) Ministry Traffic Control Manual for Work on Roadways
 - (c) Ministry Traffic Management Guidelines for Work on Roadways
 - (d) Ministry Standard Specification for Highway Construction
19. It is the responsibility of the Permittee to ensure that all equipment and vehicles crossing Provincial highways or side roads have the proper approval and insurance as required and issued by the Commercial Vehicle Safety and Enforcement Division. For permits or inquiries please contact the Provincial Permit Centre at 1-800-559-9688.
20. A copy of this permit must be on site at all times during the said works.
21. Permittee to be responsible for the supply of all labour, equipment, materials in connection with these works
22. The Permittee acknowledges that the issuance of this permit by the Minister is not a representation by the Minister that this permit is the only authority needed to carry out the Use. The Permittee shall give deference to any prior permission given for use of the right of way in the vicinity of the permit area, shall obtain any other permission required by law, and shall comply with all applicable laws regardless of their legislative origin.
23. The Permittee to be responsible for any settlement, erosion or other damage caused as a result of this construction for a period of two years from completion of construction.
24. The Permittee shall determine the location of highway right-of-way to ensure their permitted work is within Ministry jurisdiction. The Permittee is responsible for all trespass issues.
25. Permittee to be responsible for all future drainage problems as they pertain to said works.



BRITISH
COLUMBIA

Ministry of Transportation
and Infrastructure

Permit/File Number: 2013-04054

Office: Sechelt Area Office

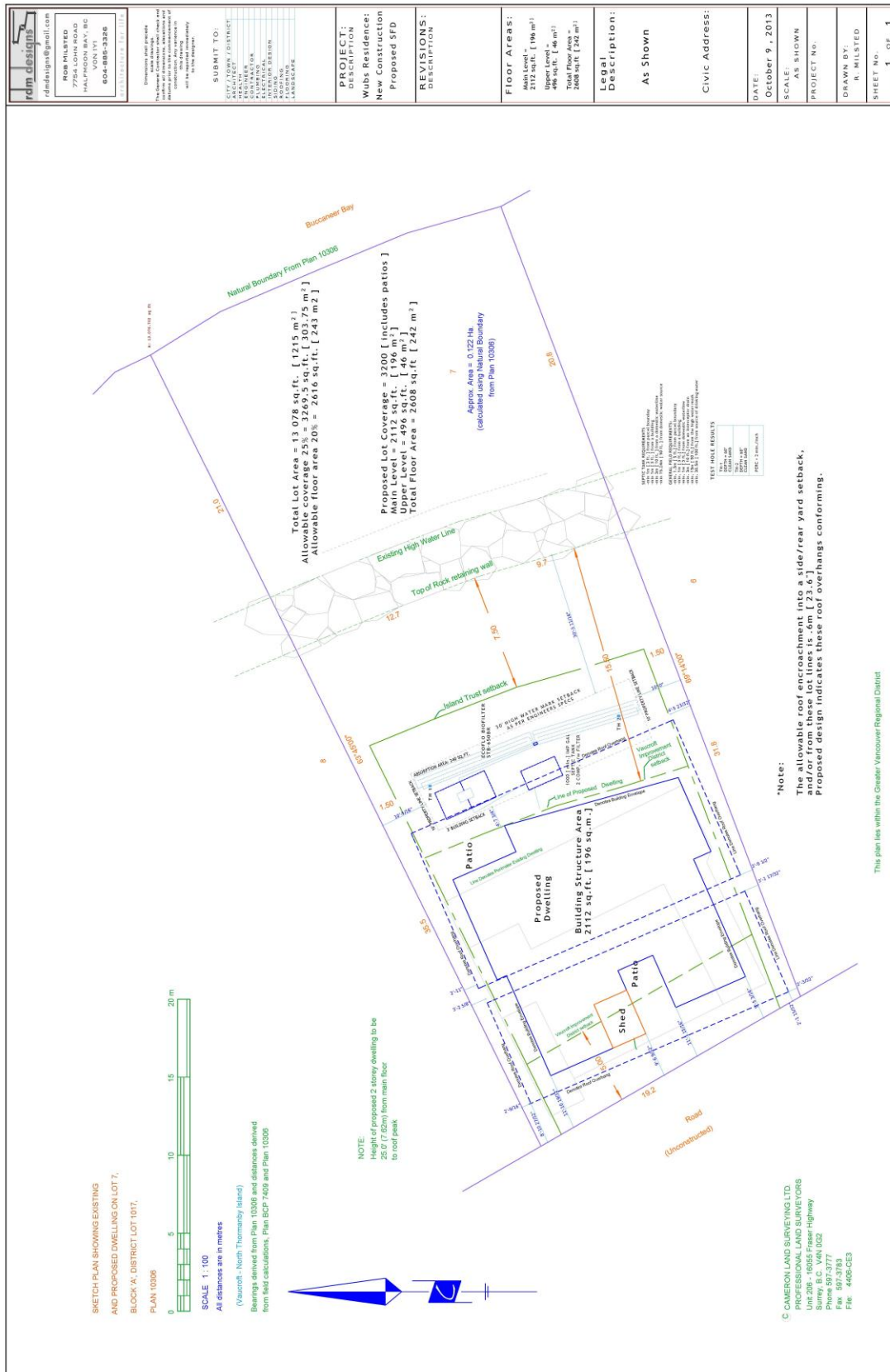
26. If the Permittee proceeds on this permit, it is deemed they have accepted all terms and conditions.

The rights granted to the Permittee in this permit are to be exercised only for the purpose as defined in Recital B on page 1.

Dated at Sechelt, British Columbia, this 25 day of September, 2013

Brett Wildeman, Area Development & Operations Technician,
On Behalf of the Minister

Page 3 of 3



The attached proposed development variance permit has been amended to reflect that it is a permit varying the front lot line requirements in Gambier Island Local Trust Committee Bylaw No. 120 (and not Sunshine Coast Bylaw No. 96).

RECOMMENDATIONS:

It is recommended that the Gambier Island Local Trust Committee issue a Development Variance Permit for GM-DVP-2013.3

Respectfully submitted by:



Linda Prowse
Planner

October 10, 2013

Date

Reviewed by:

Courtney Simpson

Courtney Simpson,
Regional Planning Manager

October 10, 2013

Date

Attachments: Proposed Development Variance Permit GM-DVP-2013.3

PROPOSED

GAMBIER ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT GM-DVP-2013.3

- TO:** Jeff Wubbs
1. This Development Variance Permit applies to the land described below:

Lot 7, Block A, District Lot 1017, New Westminster District, Plan 10306 – North Thormanby Island
 2. Pursuant to Section 922 of the *Local Government Act*, Gambier Associated Islands Land Use Bylaw No. 120, 2013, is varied as follows:

From:
"Section 5.1 (6)(a) The minimum setback for any building or structure in the SRR zone is residential 6 metres (19.6 feet) from any lot line abutting a highway or private road.

To:
"Section 5.1(a) The minimum setback for any building or structure in the SRR zone is residential .61 metre (2 feet) from any lot line abutting a highway or private road.

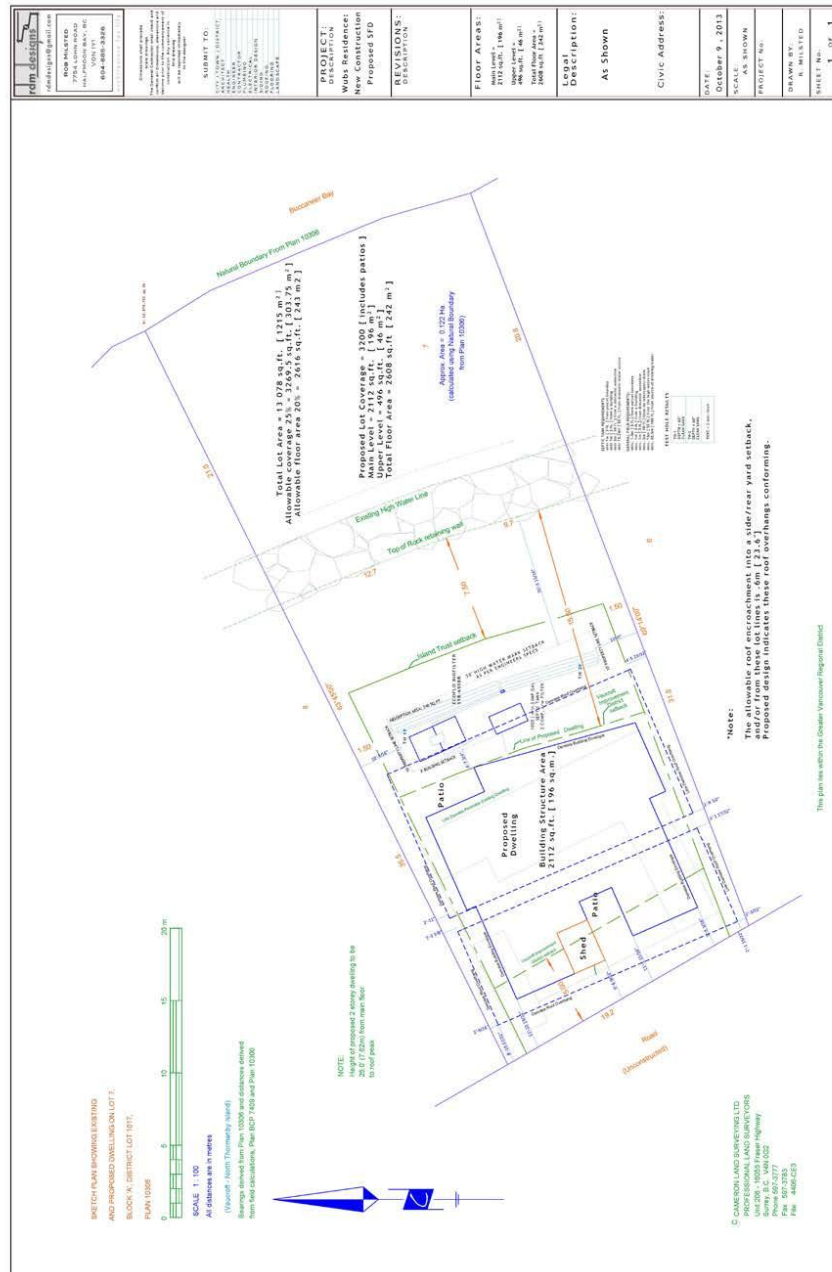
The purpose of this is to locate a dwelling .61 metre (2 feet) from the undeveloped road right of way bordering the west lot line, as Shown in Schedule "A", attached to and forming part of this permit.
 3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of Gambier Island Local Trust Committee Bylaw No. 120 and to obtain other appropriate approvals necessary for completion of the proposed development.

AUTHORIZING RESOLUTION PASSED BY THE GAMBIER ISLAND LOCAL TRUST COMMITTEE THIS XXTH DAY OF XXXX, 2013.

Deputy Secretary, Islands Trust

Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE XXXX DAY OF XXXX, 2015, THIS PERMIT AUTOMATICALLY LAPSES.





STAFF REPORT

Date: October 3, 2013

Application No.: GM-RZ-2012.1 (Reel 17 Investments, Gambier Island)

To: Gambier Island Local Trust Committee
For meeting of October 24, 2013

From: Aleksandra Brzozowski, Island Planner

Copy: Courtney Simpson, Regional Planning Manager

Re: Rezoning application for Lot 1, District Lot 477, Group 1, NWD Plan BCP41717

Owner: Reel 17 Investments
Applicant: Jim Green
Location: Cotton Bay, Gambier Island

PURPOSE:

The purpose of this supplemental staff report is to present post public hearing procedures to Proposed Bylaw No. 123.

BACKGROUND:

The Local Trust Committee is considering a bylaw to amend the Gambier Island Land Use Bylaw to re-zone a 0.32 hectare water area adjacent to the subject property from 'Marine Log Storage' (W3) to 'Marine General' (W1) to accommodate a private neighbourhood dock. The bylaw would also rezone a 0.18 hectare upland portion of Lot 1 from 'Rural Residential' (RR) to a site specific 'Local Service' (S2(a)) zone to permit ramp access to the private neighbourhood dock.

POST PUBLIC HEARING PROCEDURES:

A public hearing was held on September 26, 2013. Following the hearing, the LTC may choose to give further readings to a bylaw, defeat a bylaw, or alter a bylaw within certain parameters. The procedural steps following the close of the hearing are as follows:

1. Consideration of Second Reading (this may include amendments to alter a bylaw).
2. Consideration of Third Reading.
3. Forwarding of the bylaw to Executive Committee for approval.
4. Reconsideration and adoption.

Following the close of the hearing, the LTC may not hear further submissions without holding a new hearing. The principle is that if new information is considered by the LTC, all other

interested parties also need to have the opportunity to consider any new relevant material and to make further representations to the LTC. The courts have clarified that this does not open the door to endless public hearings: a local government body can legitimately decide that after a hearing it wishes to hear further from staff on issues raised at the hearing.

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

If the Executive Committee approves the bylaw, the final step for the LTC would be to adopt the bylaw.

DEVELOPMENT VARIANCE PERMIT REQUIREMENT:

As per a previous resolution of the LTC, a Development Variance Permit (DVP) authorizing the siting of the existing rock retaining wall and the width of the walkway pier will be required prior to the LTC's final consideration of any amending bylaws to the subject property.

RECOMMENDATIONS:

THAT the Gambier Island Local Trust Committee:

- 1) give second reading to proposed bylaw No. 123, cited as "Gambier Island Trust Committee Land Use Bylaw No. 86, 2004, Amendment No. 1, 2013";
- 2) give third reading to proposed bylaw No. 123, cited as "Gambier Island Trust Committee Land Use Bylaw No. 86, 2004, Amendment No. 1, 2013"; and
- 3) refer proposed bylaw No. 123, cited as "Gambier Island Trust Committee Land Use Bylaw No. 86, 2004, Amendment No. 1, 2013" to the Executive Committee for approval.

Prepared and Submitted by:

Aleksandra Brzozowski

October 7, 2013

Aleksandra Brzozowski
Island Planner

Date

Concurred in by:

Courtney Simpson
Courtney Simpson, RPP
Regional Planning Manager

October 7, 2013
Date

Attachments:

1. Proposed Bylaw No. 123

PROPOSED**Gambier Island Trust Committee****Bylaw No. 123**

A BYLAW TO AMEND THE GAMBIER ISLAND LAND USE BYLAW NO. 86, 2004

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

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

AND WHEREAS the Gambier Island Local Trust Committee wishes to amend Land Use Bylaw 86, 2004;

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

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

1. This Bylaw may be cited as "Gambier Island Local Trust Committee Land Use Bylaw No. 86, 2004, Amendment Bylaw No.1, 2013.
2. Gambier Island Land Use Bylaw No. 86, 2004 is amended as follows:
 - (1) Schedule "A" (Land Use Bylaw Text) is amended by inserting the following text and table after subsection 5.8(10):

"Site-Specific Regulations"

- (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 reference the notation on the zoning map. The second column describes the location where the specific regulations cited in column three apply:

PROPOSED

Table 5.8		
Site-Specific Zone	General Location	Site Specific Regulations
S2(a)	Cotton Bay - DL 477, Group 1, NWD Plan BCP 41717	Despite 5.8(1) the only permitted uses in the S2(a) zone are: (a) Fire Protection Facilities; and (b) Ramp access to neighbourhood dock.”

- (2) Schedule "B" (Zoning Map) is amended by changing the zoning of the water area indicated on Plan No. 1, attached to and forming part of this Bylaw, from Marine Log Storage (W3) zone to Marine General (W1) zone; and
- (3) Schedule "B" (Zoning Map) is amended by changing the zoning of the upland area indicated on Plan No. 1, attached to and forming part of this Bylaw, from Rural Residential (RR) zone to site specific Local Service (S2(a)) zone.

READ A FIRST TIME this 11th day of April ,2013

PUBLIC HEARING HELD this 26th day of September, 2013.

READ A SECOND TIME this day of ,2013

READ A THIRD TIME this day of ,2013

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST this
day of _____, 2013

ADOPTED this day of , 201x

Secretary

Chairperson



Islands Trust

Top Priorities

Gambier Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Sustainability Guide	Customize the southern islands' "Guide to Environmentally Friendly Building and Renovating" for the northern trust area.	May-23-2013	Aleksandra Brzozowski	Jul-11-2013	On Going
2	Riparian Areas Regulation Implementation Project for Gambier Island Local Trust Area.		Oct-26-2011	Aleksandra Brzozowski Rob Milne	Dec-31-2012	On Going
3	Foreshore protection/stewardship and clarity; implementation of Development Approval Information Bylaw (DAI) or Development Permit Areas (DPA's).	Investigate and recommend options for protection/stewardship within the local trust area through the use of existing land use planning tools.	Jan-31-2012	Aleksandra Brzozowski		On Going



Projects

Gambier Island

No.	Description	Activity	Received/Initiated	Status
1	Keats Island OCP Map Amendment - add trail map used during public process developing OCP.		Mar-08-2007	On Going
1	Staff to prepare an issues outline with respect to Gambier Island Comprehensive Land Use Planning Project. (Address community planning and environmental protection issues) Gambier dp and comprehensive planning - subject to alternate funding and resources. To include: 1. Road issues - road network, and parking issues 2. Gambier forest tenure and reallocation - Gambier Island Crown lands. Gambier LUB follow-up: Definition of recreation in Area 3, CD1 Zone. Subdivision and use of common property in a bare land strata plan. Legal non-conforming - information note. ssociated secondary dwelling - definition and use. Potable water requirements.		Jun-23-2010	On Going
1	Consider a mechanism to recognize authorizations of additional dwellings as permitted by s. 4.4.10 of Keats LUB		Aug-04-2010	On Going
1	GHG Emissions - examine as part of next OCP reviews more proactive approaches to plan for GHG reductions especially in relation to Policies 6.1 and 6.2 in consultation with SCRD. Initiative arises from recommendation of SCRD in comments about bylaws 111 & 112.		Oct-06-2010	On Going
1	Food Security: Based on the November 2010 'Exploring Food Security in the Islands Trust Area' - explore opportunities to implement policies and regulations to address food security in the Gambier Trust Area.			On Going

1	Development Approval Information Bylaw	Develop and adopt a D.A.I bylaw for the Gambier Trust Area.		On Going
1	Consultation with Squamish First Nation	Scope interim strategies pending completion of a possible protocol agreement to address protection of archaeological and heritage resources.	Jan-31-2012	On Going
1	Strategic Planning Review for Howe Sound		Jan-31-2012	On Going
1	REVIEWING KEATS AND GAMBIER LUBS FOR ACCOMMODATION of OCEAN LOOP GEO-EXCHANGE SYSTEMS		Apr-11-2013	On Going
1	Allow electronic meetings of the Gambier LTC	Amend the meeting procedures bylaw	May-23-2013	On Going



Applications w/ Status - Gambier Island Status: Open

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
GM-DVP-2002.1	Land Plan Group Inc. Planner: Sonja Zupanec	Jan-24-2002	PID: 014-385-694 Keats Island - Keats Camp cottage lots - siting variances DL 696

Planning Status

Status Date: Apr-10-2008

still on hold pending rezoning

Status Date: Aug-13-2007

on hold pending rezoning application

Status Date: May-16-2006

Met with applicant. Outstanding items forwarded for attention. May be add'l fees.

File Number	Applicant Name	Date Received	Purpose
GM-DVP-2011.2	Elena and France Corin and Larouche Planner: Marnie Eggen	Mar-22-2011	PID: 024-212-041 1250 Taki-Te-Si Road, Gambier Island vary the setback to the natural boundary of the sea for retaining wall

Planning Status

Status Date: Sep-13-2013

no change

Status Date: Oct-19-2012

New owners working with planning staff to provide further information

Status Date: Jan-06-2012

No change.

File Number	Applicant Name	Date Received	Purpose
GM-DVP-2013.1	Singleton Urquhart LLP	Mar-14-2013	366 Mary Road (007-295-928 - Crompton) Variance to setback of the cottage from the east side lot line. Variance to setback of the deck Variance to setback of the cottage annex from south natural boudary of the sea

Planner: Marnie Eggen

Planning Status

Status Date: Jul-29-2013

Further information requested

Status Date: Jul-02-2013

Application removed from July 11th agenda

Status Date: Jun-20-2013

Legal Notice and Permit mailed

File Number	Applicant Name	Date Received	Purpose
GM-DVP-2013.2	Jim Green	Apr-08-2013	027-998-967 Jim Green (Reel 17 Investments) Gambier Island A variance to site a rock retaining wall and to authorize additional width for a walkway pier

Planner: Aleksandra Brzozowski

Planning Status

File Number	Applicant Name	Date Received	Purpose
GM-DVP-2013.3	Jeff Wubs	Jun-07-2013	PID 009-414-673 (480 Vaucroft Rd, North Thormanby Is) request for 0 setback from road allowance for septic tank and 1.27 metre (4.16 foot) front lot line setback for the shed; a 2.02 metre (6.63 foot) front lot line setback for the dwelling

Planner: Linda Prowse

Planning Status

Status Date: Sep-26-2013

LTC requested further information, and decision deferred to October 24, 2013 LTC meeting

Status Date: Sep-17-2013

Received another new site plan showing there is no longer a need for a variance for the septic tank. Only a variance is required for the dwelling (shed is built into the dwelling) from front lot line. Staff report revised, permit revised. Still going to September 26 LTC meeting for consideration.

Status Date: Aug-23-2013

To go to the September 26, 2013 LTC meeting for consideration.

Rezoning

File Number	Applicant Name	Date Received	Purpose
GM-RZ-2004.1	LandPlan Group Inc. Planner: Sonja Zupanec	Jun-16-2004	PID: 014-385-694 Keats Island - Keats Camp rezoning application DL 696

Planning Status

Status Date: Sep-09-2013

Contract planner preparing status update report

Status Date: Apr-12-2013

Glen Donaldson contacted planning staff to update file contact. New information on the status of the file is expected to be submitted. Cost recovery agreement still in effect for application processing.

Status Date: Oct-23-2009

Representative provided verbal update at LTC meeting

File Number	Applicant Name	Date Received	Purpose
GM-RZ-2012.1	Jim Green Planner: Aleksandra Brzozowski	Jun-27-2012	Rezoning a portion of Lot 1 from Residential to S2 zone and rezoning a portion of the marine area from W3 to W1

Planning Status

Status Date: Jul-11-2013

Draft covenant reviewed by LTC

Status Date: Jun-24-2013

Draft covenant reviewed by applicant

Status Date: May-10-2013

Draft covenant being prepared by legal counsel

File Number	Applicant Name	Date Received	Purpose
GM-RZ-2013.1	Rob Langford Planner: Marnie Eggen	Mar-20-2013	007-041-616 Trident Foreshore Lands (Burrard Yacht Club) to rezone from P3 to YCO to allow the placement of two floating breakwaters to protect our existing facilities at Ekins Point from storm damage

Planning Status

Status Date: Jul-11-2013

Amendment Bylaw requested to be drafted

File Number	Applicant Name	Date Received	Purpose
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GM-RZ-2013.2

Lynn Roxburch

May-23-2013

Strata Lots 1-33 & Common Prop. Gambier Island Sea Ranch Strata Lot 1
 PID: 005-188-016 Amendment of the Gambier Island Sea Ranch
 Comprehensive Develop. Zone of the Gambier LUB

Planner: Aleksandra Brzozowski**Planning Status****Subdivision**

File Number	Applicant Name	Date Received	Purpose
GM-SUB-2000.1	LANDPLAN GROUP INC.	May-04-2000	PID: 014-385-694 Keats Island - 111 bare land strata subdivision, 2 camp lots, and remainder(Keats Camp); nature reserve, park dedication, parking lot. DL 696

Planner: Sonja Zupanec**Planning Status****Status Date:** Jun-06-2007

On hold pending rezoning application.

Status Date: May-16-2006

Met with applicant - revised plan to come based on LUC. May be add'l fees.

Status Date: Dec-21-2005

MOT issues Prelim Layout NOT APPROVED with conditions.

File Number	Applicant Name	Date Received	Purpose
GM-SUB-2009.1	Don Smith	Aug-10-2009	2 lot subdivision. District Lot 847, Gambier Island.

Planner: Linda Prowse**Planning Status****Status Date:** Jul-12-2013

QEP required LTC and owner to enter into a covenant. Covenant signed by LTC May 27th and covenant signed and registered by applicant and Provincial Approving Officer. E-mail sent along with executed covenant to Ministry of Transportation staff stating that the Islands Trust has no concerns about this subdivision and it meets the requirements of the Gambier bylaws.

Status Date: Jul-12-2013

File to be closed after next Gambier LTC meeting.

Status Date: Feb-01-2013

Received RAR report today. Sent Ministry and applicant a copy of the Islands Trust Subdivision Report, the proposed subdivision plan, and the RAR report. E-mail to Ministry of Transportation noted that if the subdivision is the same as the plan initially sent to the Islands Trust, then our bylaw requirements have been met.

File Number	Applicant Name	Date Received	Purpose
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GM-SUB-2010.1

Venture
Management Ltd
Planner: Sonja Zupanec

May-25-2010

PID: 015-980-324 7 residential lots

Planning Status

Status Date: Jan-06-2012

No further action until applicant finalizes final plan of subdivision.

Status Date: Mar-16-2011

Comments sent to MoTI. Depth to width information was received.

Status Date: Feb-23-2011

Waiting for applicant to confirm that lots comply with depth to width ratio. Revised comments to be sent to MoTI.

File Number	Applicant Name	Date Received	Purpose
GM-SUB-2011.2	EDWARD TRAFF Planner: Marnie Eggen	Jul-21-2011	014-111-888 and 014-111-896 Lot Line adjustment on Gambier Island

Planning Status

Status Date: Sep-16-2013

no change

Status Date: Oct-12-2012

Requires DVP to permit lot size; awaiting further info from MOTI and Health Authority

Status Date: Oct-31-2011

Referral Report to MOTI

File Number	Applicant Name	Date Received	Purpose
GM-SUB-2012.2	Reel 17 Investments Ltd. Planner: Sonja Zupanec	Jun-29-2012	4 lot subdivision

Planning Status

Status Date: Oct-03-2012

Referral response sent to MOTI and applicant

From: Anna Olson

Sent: September-26-13 2:26 PM

To: Aleksandra Brzozowski; David Graham; Jan Hagedorn; Kate-Louise Stamford; Becky McErlean

Cc: Nancy Roggers

Subject: Gambier Expense Report- SEPT/13

<i>Islands Trust</i> LTC EXP SUMMARY REPORT F2014 Invoices posted to September 30, 2013				
630 Gambier	Invoices posted to September 30, 2013	Budget	Spent	Balance
65000 630	LTC "Trustee Expenses"	1,200.00	171.25	1,028.75
65200 630	LTC Local Exp LTC Meeting Expenses	3,000.00	1,356.93	1,643.07
65210 630	LTC Local Exp APC Meeting Expenses	1,000.00	-	1,000.00
65220 630	LTC Local Exp Communications	500.00	-	500.00
65230 630	LTC Local Exp Special Projects	2,000.00	2.00	1,998.00
65240 630	LTC Local Exp Miscellaneous	250.00	-	250.00
TOTAL LTC Local Expense		6,750.00	1,358.93	5,391.07
73001 630 2003	Gambier Associated OCP/LUB	2,000.00	1,992.72	7.28
TOTAL Project Expense		2,000.00	1,992.72	7.28

Anna Olson
Finance Clerk

Islands Trust
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Preserving *island* communities, culture and environment

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BRIEFING

To: Local Trust Committees
From: Linda Adams
 Chief Administrative Officer

For the Meeting of: (LTC meetings in Oct. and Nov.)

Date prepared: **October 3, 2013**

File No.: **Strategic Plan**

SUBJECT: ISLANDS TRUST COUNCIL STRATEGIC PLAN – LTC INPUT

DESCRIPTION OF ISSUE:

Local Trust Committee input to Islands Trust Council Strategic Plan

BACKGROUND:

At its meeting in September 2013, the Islands Trust Council endorsed the Objectives, Strategies, Activities and Phases (columns 1-3) illustrated in the August 27, 2013 version of its Strategic Plan for 2011-2014 (Attachment 1).

Trust Council also requested Council Committees, Local Trust Committees and the Trust Fund Board to provide recommendations to the Financial Planning Committee and the Executive Committee in November, regarding:

- a. Their projected ability to complete Strategic Plan items on target
- b. Identification of any Strategic Plan items they recommend for amendment, removal or delay
- c. Identification of any items that should be added to the Strategic Plan
- d. Recommendations regarding any new resources that should be included in the annual budget in order to complete Strategic Plan items on target

Trust Council has requested the Financial Planning Committee to use the August 27, 2013 version of the Strategic Plan for the purposes of budget development, after considering recommendations of other Council committees, local trust committees and the Trust Fund Board. It has also requested the Executive Committee to make recommendations in December 2013 regarding amendments to the Strategic Plan for 2011-2014.

The August 27, 2013 version of Trust Council's Strategic Plan is being circulated to Council Committees, local trust committees and the Trust Fund Board as requested.

The Financial Planning Committee will meet on October 30 and November 13 to discuss a first draft of the 2014/2014 annual budget for Trust Council's review in December 2013. Following public consultation in February 2014, Trust Council would then adopt a budget in March 2014 and amend its Strategic Plan, as necessary, in response to the budget it has adopted.

ATTACHMENT(S):

- Attachment 1 - Islands Trust Council Strategic Plan – August 27, 2013
- The Request for Decision material considered by Trust Council's in September 2013 is available in Trust Council's September 2013 Agenda Package (see Item 3.4) at:
<http://www.islandstrust.bc.ca/uploads/meetings/2013/9/93/package/Sept%202013%20Trust%20Council%20Decision%20and%20Information%20Items%20Agenda%20Package.pdf>

AVAILABLE OPTIONS:

Each local trust committee may wish to provide advice to the Financial Planning Committee and the Executive Committee in regards to any items on the Strategic Plan that relate to its operations, specifically:

- a. The local trust committee's projected ability to complete Strategic Plan items on target
- b. Identification of any Strategic Plan items that a local trust committee recommends for amendment, removal or delay
- c. Identification of any items that a local trust committee indicates should be added to the Strategic Plan
- d. Recommendations regarding any new resources that a local trust committee indicates should be included in the annual budget in order to complete Strategic Plan items on target

FOLLOW-UP:

LTCs to consider providing advice to the Executive Committee and the Financial Planning Committee, by resolution, as indicated.

While early advice regarding Strategic Plan items that relate to LTC work would be most helpful, LTCs could also undertake further review and provide input after the December 2013 meeting of Trust Council.

Prepared By: Linda Adams, Chief Administrative Officer

Reviewed By/Date: David Marlor, Director – Local Planning
Services – October 4, 2013

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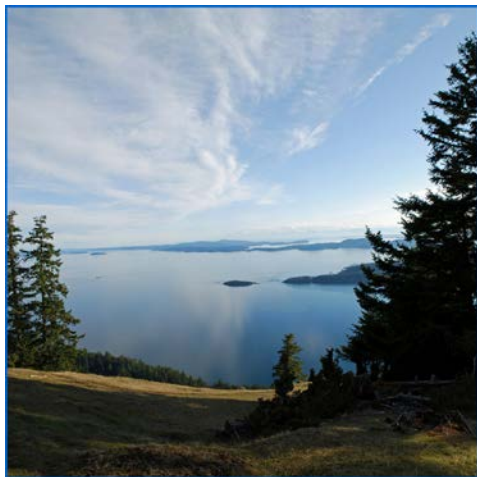
Islands Trust

Preserving Island
communities, culture
and environment

Our Provincial Mandate

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

– Islands Trust Act



Islands Trust Council — Strategic Plan 2011-2014

Adopted September 12, 2012 – updated to September 12, 2013

The Trust Area

The Trust Area covers the islands and waters between the British Columbia mainland and southern Vancouver Island, including Howe Sound and as far north as Comox. This is a unique and special place composed of 13 major islands and more than 450 smaller islands covering approximately 5200 square kilometres.

The beauty, tranquility, and sometimes fragile natural environment of the islands in the Strait of Georgia and Howe Sound, characterized by an exceptional variety of species, have given the area national recognition.

The islands support strong communities characterized by a mix of lifestyles, livelihoods and individuals. Island residents bring unique skills, viewpoints and sense of place together to sustain a tradition of community involvement.

Our Council

The Islands Trust Council has a unique mandate from the province to preserve and protect the amenities and environment of the Islands Trust Area, for the benefit of residents and all British Columbians. It meets quarterly to make decisions about the Islands Trust’s overall policy, advocacy positions, staff resources and budget. Trust Council is made up of the 26 locally-elected trustees who also sit on 12 local trust committees and one island municipality. There they have responsibilities for land use planning and regulatory decisions that are separate from their role at the Islands Trust Council. The current Council was elected for a 3-year term during BC Local General Elections in November 2011. Trustee terms will end in November 2014.

A Strategic Plan for the 2011-2014 term

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

Goal A - Ecosystem Preservation and Protection

The Islands Trust will work to protect the natural environment of islands by:

- Encouraging and enabling islanders in voluntary stewardship actions that protect special areas, including the shoreline
- Working to protect fish habitat under BC’s Riparian Areas Regulation
- Protecting special ecosystems, managing shoreline areas and reducing greenhouse gas emissions when land use decisions are made
- Advocating for new approaches to oil spill preparedness, derelict vessels, industrial developments, aquaculture, marine sewage and national marine conservation

Goal B – Stewardship of Island Resources

The Islands Trust will focus on good management of island water resources by:

- Encouraging voluntary stewardship, advocating for legislative reform and exploring creative solutions for watershed management
- Using land use planning tools and decisions to protect the quality and quantity of water resources

Goal C – Sustain Island Character and Healthy Communities

The Islands Trust will work to enhance the economic sustainability and security of island communities by:

- Creating linkages between islanders and regional districts to share effective economic development models
- Continuing to advocate for sustainable, affordable and appropriate ferry services
- Using land use planning tools and decisions to positively affect housing affordability, food security and farmland protection

Goal D – In Cooperation with Others

The Islands Trust will work with others by:

- Strengthening relations with the many First Nations who have interests in island land use decisions
- Continually working to improve our organizational effectiveness

Shaded text=activities primarily achieved in prior fiscal years or proposed for future fiscal years and subject to future budget decisions;
Italics=changes since last Trust Council meeting

NOTE: Status column has now been colour coded to provide a quick visual indicator, as follows:

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

Policy Statement Goal A: Ecosystem Preservation and Protection...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
1 PROTECT the natural environment of islands	1.1 Encourage voluntary stewardship of natural environment	<u>FY 2011/12- 2014/15</u> 1.1.1 Promote community participation in conservation through information sharing and education about private land stewardship options	TFB	Subject to funding in annual budgets or grant funding	By whether the Islands Trust Fund is actively promoting its conservation programs at community events, in publications and online	Ongoing
		<u>FY 2012/13 – 2013/14</u> 1.1.2 Share information about best practices for covenants and NAPTEP with all planning staff	TFB	Funded by base budget	By whether planners have been provided with covenant education opportunities and whether information is available through the Islands Trust Fund website	Website information complete ITF presentation to LPS not started
		<u>FY 2012/13 – 2014/15</u> 1.1.3 Improve and update mapping of natural and modified environments, including terrestrial ecosystem mapping, protected area networks, nearshore mapping and areas under sustainable forestry or sustainable agricultural use.	TFB	Funded by program budget in 2013/14 \$22K for eelgrass mapping; \$10K for forage fish mapping Further work subject to 2014/15 budget \$22K for eelgrass mapping; 10K for forage fish mapping	By whether maps of natural and modified environments are available to LTC's and BIM, RDs, local conservancies and other partners	Draft Protected Area Network mapping available; eelgrass mapping completed for Gambier, Thetis, Thetis associated islands (except Valdes) Lasqueti, North Pender, South Pender and Mayne and forage fish habitat mapping completed for North and South Pender; additional eelgrass mapping in progress
		<u>FY 2013/14</u> 1.1.4 Research and develop a pilot landowner contact program in collaboration with a local conservancy	TFB	Subject to external funding	By whether a landowner contact pilot program is implemented	Planning in progress

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
		<u>FY 2011/12 - 2014/15</u> 1.1.5 Support island-based land trusts with partnerships, funding and capacity building opportunities	TFB		Funded by base budget and donations	By whether the Opportunity Fund grows by at least 10% per year and by the amount of grants issued	Recent grants awarded to Pender Island Conservancy (\$5,000) and Salt Spring Island Conservancy (\$5,000)
		<u>FY 2013/14</u> 1.1.6 Council workshop regarding invasive species	TFB		Funded by base budget	By whether a Trust Council workshop has been held	Scheduled for Dec/13 Trust Council meeting
		<u>FY 2013/14 - 2014/15</u> 1.1.7 Share information with the public about managing invasive species	TFB		Subject to funding in 2014/15 program budget	By whether information has been shared with the public	In progress. Invasive species control information shared through ITF website and e-newsletter
	1.2 Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area	<u>FY 2012/13</u> 1.2.1 Present NAPTEP program to BIM Council for consideration	TFB	BIM***	Funded by base budget	By whether or not BIM has considered participating in the NAPTEP program	Complete. BIM declined for current term
		<u>FY 2013/14</u> 1.2.2 Seek support from Metro Vancouver RD for NAPTEP.	TFB		Funded by base budget	By whether support from Metro Vancouver RD (MVRD) has been sought	Complete
		<u>FY 2013/14 - 2014/15</u> 1.2.3 Launch NAPTEP on the islands in MVRDRD (subject to BIM and MVRD approval)	TFB		Funded by base budget	By whether NAPTEP has been launched on the islands within the MVRD	Complete. Program launched on Gambier LTC islands. BIM declined for current term.
	1.3 Protect fish habitat by implementing Riparian Areas Regulation	<u>PHASE 1 - Identify watersheds</u> <u>FY 2014/15</u> 1.3.1 Identify RAR watersheds on Gambier and Lasqueti	LTCs**		Subject to budget	By whether all RAR watersheds on Gambier and Lasqueti have been identified	Not due Not started
		<u>PHASE 2 - Improve mapping</u> <u>FY 2012/13</u> 1.3.2 Improve mapping of some riparian areas on SSI	LTCs**		Funded by 2012/13 program budget	By whether new mapping of priority riparian areas is complete	Complete
		<u>FY 2013/14</u> 1.3.3 Improve mapping of additional riparian areas on Denman, Hornby and Salt Spring islands	LTCs**		Funded in 2013/14 program budget \$71,000 RAR budget \$30,000 Sci/Tech budget	By whether new mapping of riparian areas is complete	Project planning underway
		<u>FY 2014/15</u> 1.3.4 Improve mapping of additional riparian areas on Gambier, Lasqueti and Salt Spring islands	LTCs**		Subject to budget	By whether new mapping of riparian areas is complete	Not due Not started
		<u>PHASE 3 - Adopt bylaws</u> <u>FY 2012/13 - 2013/14</u> 1.3.5 Adopt new bylaws to implement RAR on selected	LTCs**		Funded by 2013/14 program budget	By whether Gabriola, Mayne and Saturna are RAR compliant through bylaw development	Saturna complete Gabriola, Mayne & Thetis in progress

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
		islands (Gabriola, Mayne, Saturna, Thetis)					
		<u>FY 2014/15</u> 1.3.6 Adopt new bylaws to implement RAR on all islands where still required (Ballenas/Winchelsea, Denman, Hornby, and one Salt Spring watershed)	LTCs**		Subject to budget	By whether Ballenas/Winchelsea, Denman, Hornby and one Salt Spring watershed are compliant with RAR through bylaw development	Not due Not started
		<u>FY 2015/16 - ?</u> 1.3.7 Adopt new bylaws to implement RAR on all Lasqueti, Gambier and remainder of Salt Spring)	LTCs**		Subject to budget	By whether all Gambier, Lasqueti and Salt Spring watersheds are compliant with RAR through bylaw development	Not due Not started
	1.4 Establish reliable, adequate and sustainable funding for the Islands Trust Fund	<u>FY 2012/13 – 2013/14</u> 1.4.1 Seek legislative change regarding TFB corporate structure and name	EC	TFB	Funded by base budget	By whether legislative change has been requested	Chair correspondence sent Nov/12. Initial response received Feb/13
		<u>FY 2011/12 – 2014/15</u> 1.4.2 Engage in outreach to expand donor base, develop legacy giving program and secure acquisition funds	TFB*		Partially funded through 2012/13 program budget	By whether the TFB has implemented outreach regarding funding needs and legacy gifts	Information package prepared re Planned Giving
		<u>FY 2014/15</u> 1.4.3 Develop and implement strategy re changes to corporate structure and name	TFB		Subject to 2014/15 program budget	By whether TFB corporate status and name change has been implemented	Not started. Not due unless province makes legislative changes
		<u>FY 2015/16</u> 1.4.4 Review and launch long-term funding strategy	TFB		Subject to 2015/16 program budget	By whether the long-term funding strategy has been reviewed and launched	Not started. Not due unless province makes legislative changes
	1.5 Establish core conservation areas to protect biodiversity priorities	<u>FY 2011/12- 2012/13</u> 1.5.1 Map and prioritize high biodiversity areas and develop a strategy for protection	TFB		Funded by base budget	By whether the TFB has a prioritized high biodiversity areas, and developed a strategy including a funding needs assessment)	Mapping of high priority areas underway
		<u>FY 2011/12 – 2014/15</u> 1.5.2 Protect land with high biodiversity, through acquisition, donation, or conservation covenant	TFB*		Partial funding through base budget; acquisitions funded by donations and external grants	By whether the TFB has protected at least 500 hectares of high biodiversity land in the timeframe of the Regional Conservation Plan 2011-2015	144 hectares protected since 2011
	1.6 Use land use planning tools and decisions to increase protection of special areas	<u>FY 2013/14</u> 1.6.1 Explore model land use planning tools that protect species and ecosystems at risk	LPC		Funded by base budget	By whether a staff report on model land use planning tools has been completed	Not started. Pending provincial working group recommendations. Staff participating on prov. working group.

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
		1.6.2 Trustee workshop about protection of special areas	TFB	Funded by base budget	By whether a trustee workshop has been held	Complete
		<u>FY 2011/12 – 2014/15</u> 1.6.3 Develop policy, OCP and LUB amendments that include protective measures for biodiversity	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether OCPs and LUBs have been amended to address improved protection of biodiversity	Some reviews underway (details to be confirmed)
	1.7 Reduce greenhouse gas emissions	<u>FY 2012/13 – 2013/14</u> 1.7.1 Include GHG emission reduction targets, policies and actions in all OCPs, as required by LGA	LTCs	Funded by program budget	By whether all OCPs comply with LGA re GHG emissions	18 of 19 comply. Outstanding OCP (Piers Island) on work program for 2013, but work not started
		<u>FY 2012/13 – 2014/15</u> 1.7.2 Use new planning tools (Bill 27) to reduce greenhouse gas emissions to implement OCP policies LTCs adopted last term (e.g. as illustrated in Council toolkit Reducing Greenhouse Gases in the Islands Trust Area)	LTCs**/BIM***	Funded in 2013/14 annual budget	By whether LTCs/BIM have used new planning tools to foster reduced GHG emissions from development	Gabriola working on regulations to implement OCP policies
		<u>FY 2012/13 – 2013/14</u> 1.7.3 Develop policy regarding carbon-neutral operations and purchase of carbon credits to balance GHG emissions that cannot be eliminated	FPC	Funded by base budget	By whether Trust Council has adopted a policy	Complete
2. PROTECT coastal and marine ecosystems	2.1 Encourage understanding of shoreline processes and voluntary stewardship of coastal and marine ecosystems	<u>FY 2012/13</u> 2.1.1 Develop integrated shoreline and watershed protection mapping for major islands	LPC	Funded by external grants	By whether integrated shoreline and watershed protection mapping has been developed for major islands	Complete
		<u>FY 2013/14</u> 2.1.2 Identify and post updated website links regarding existing shoreline stewardship information	TAS	Funded by base budget	By whether website links have been updated	Complete
		<u>FY 2014/15</u> 2.1.3. Pilot a Green Shores for Homes credit rating incentive system in one LTA	LTCs**	Subject to successful grant application	By whether an LTC has piloted a Green Shores for Homes credit rating incentive system	Not started. Funding not recommended by LPC. Dependent upon grant application. LPC to reconsider in Nov/13
	2.2 Use land use planning tools and decisions to improve protection of coastal areas	<u>FY 2013/14 – 2014/15</u> 2.2.1 Adopt regulatory bylaws with respect to integrated shoreline and watershed protection mapping	LTCs**	Subject to funding in future program budgets	By whether LTCs have adopted regulatory bylaws	Reviewed by Thetis LTC. Educational program being considered/developed by N Pender, S Pender, Thetis

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?			IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
	2.3 Participate in planning for National Marine Conservation Area Reserve	2.2.2 Develop mechanisms for proactive bylaw enforcement of illegal structures on the foreshore	LPC/LTCs**			Funded in 2013/14 program budget (\$2000)	By whether mechanisms have been developed	LPC recommends educational approach, not proactive enforcement
		<u>FY 2011/12 – 2014/15</u> 2.3.1 Advocate for implementation of the NMCA reserve	EC			Funded by base budget	By whether the EC has continued to actively advocate for implementation of the NMCA reserve	Resolution supported by TC in Dec 2012 Feb 2013 Chair letters to Ministers Lake & Kent
		2.3.2 Participate in NMCA workshops and consultation opportunities	LTCs**	TAS	EC	May require additional funds	By level of participation in NMCA workshops and consultation opportunities	Workshops attended in Aug and Oct No funding proposed in 2013/14 budget. LTCs commenting on boundary details
		<u>Future fiscal years (TBD)</u> 2.3.3 Respond to NMCA implementation steps with complementary activities, as required	LTCs**			May require additional funds	TBD	Not due Not started
		<u>FY 2011/12 – 2014/15</u> 2.4.1 Chair correspondence regarding oil spill prevention and response	EC			Funded by base budget	By whether the Chair has sent correspondence to advocate for oil spill prevention and response	2011: 7 letters sent 2012: 1 letters sent 2013: 3 letters sent Related resolutions passed at UBCM 2012 and AVICC 2013 conventions
	2.4 Advocate for protection of the Salish Sea and Howe Sound from oil spills, derelict vessels and industrial activities	2.4.2 Chair participation in hearings related to tanker traffic increases	EC			Funded by base budget	By whether the Chair has participated in hearings related to tanker traffic increase	NEB hearing presentation Aug 2012
		2.4.3 Host local government workshops to raise awareness of gaps in oil spill prevention and response capacity	EC			Funded by base budget	By whether workshops have been held	One workshop held at AVICC. Jan 2013 Chair presentation to Regional District Nanaimo Board. 2013: Chair presentation at San Juan County marine managers workshop
		2.4.4 Participate in mock oil spill exercises to understand gaps in oil spill response capacity	EC			Funded by base budget	By whether participation has taken place	Participation in two exercises in 2012
		<u>FY 2011/12 – 2014/15</u> 2.4.5 Continue to advocate for senior government solutions to derelict vessels	EC			Funded by base budget	By whether the Islands Trust has continued to advocate for derelict vessel solutions	Islands Trust participation on derelict vessel working group is on-going Mar/13 Letter to minister seeking

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
						action on Transport Canada report Organized resolution, clinic and meeting with Minister at UBCM
		<u>FY 2011/12 – 2013/14</u> 2.4.6 Advocate regarding potential impacts of the proposed Raven Coal Mine upon Baynes Sound	EC	Funded by base budget	By whether the Executive Committee has advocated regarding the proposed Raven Coal Mine	Complete May/13 BC EAO rejected proposal as submitted
		<u>FY 2012/13 – 2014/15</u> 2.4.7 Advocate regarding potential impacts of the proposed Burnco Gravel Mine upon Howe Sound	EC	Funded by base budget	By whether the Executive Committee has advocated regarding the proposed Burnco Gravel Mine	Not started
		<u>FY 2013/14 – 2014/15</u> 2.4.8 Clarify jurisdictional issues related to Islands Trust Area boundary	EC	Funded by base budget	By whether a method to clarify jurisdictional issues has been implemented	Preliminary discussion with ministry staff Initial briefing prepared for EC
	2.5 Advocate for appropriate regulation of aquaculture	<u>FY 2013/14 – 2014/15</u> 2.5.1 Collaborate with Department of Fisheries and Oceans regarding shellfish regulations through local government advisory committee as a pilot project for one LTC (Denman)	LTCs**	Funded in 2013/14 program budget (\$1000)	By whether the Denman Island LTC has collaborated with DFO on a pilot project	Not3.3.Impl started (Denman unsuccessfully sought representation on DFO committee)
	2.6 Advocate for effective regulation of marine sewage	<u>FY 2011/12 – 2014/15</u> 2.6.1 Chair correspondence regarding marine sewage regulation	EC	Funded by base budget	By whether the Chair has written to advocate for regulation of marine sewage	Research and mapping in progress
		2.6.2 Amend OCP policies to require sewage pump-outs as a condition of new/expanded marinas (i.e. during rezoning applications)	LTCs**/BIM***	Funded by base budget	By whether OCP policies require sewage pump-outs as a condition of marina development/expansion	No new OCP amendments since adoption of Strategic Plan

NOTE: Status column has now been colour coded to provide a quick visual indicator, as follows

	Not due to start or awaiting actions of others
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	In Progress – On Target
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	Not started – Behind target

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

TC	STRATEGIES	ACTIVITES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
3. PROTECT quality and quantity of water resources	3.1 Encourage understanding and voluntary stewardship of water resources	<u>FY 2013/14</u> 3.1.1 Compile educational materials about water resources done by local groups and identify gaps	TPC	Funded by base budget	By whether the need for new educational materials had been defined.	Complete
		3.1.2 Fill identified gaps with new educational materials about water resources	TPC	Funded by base budget	By whether new educational materials have been created	Not started
		<u>FY 2014/15</u> 3.1.3. Develop an on-going water stewardship program	TPC	Subject to 2014/15 program budget	By whether an on-going water stewardship program has been funded and launched	Not due Not started
	3.2 Advocate for provincial Water Act reform	<u>FY 2011/12 – 2014/15</u> 3.2.1 Continue to participate in Water Act reform consultations	EC	Funded by base budget	By whether participation in Water Act reform has taken place	Not started Pending provincial action
	3.3 Use land use planning tools and decisions to protect water quality and quantity	<u>FY 2013/14</u> 3.3.1 Develop toolkit for use by LTCs/BIM that illustrates options for using planning tools to protect water quality and quantity	LPC	Funded by 2013/14 program budget (\$2500)	By whether a toolkit has been developed	Project charter approved by LPC; Report underway
		<u>FY 2013/14 – 2014/15</u> 3.3.2 Amend OCPs to include new policies for water resource protection	LTCs**/BIM***	Funded in 2013/14 program budget	By whether OCPs have been amended to include new policies about water resource protection	Galiano DAI bylaw adopted - addresses water protection
		3.3.3 Amend LUBs to include new regulations aimed at protection of water quality and quantity	LTCs**/BIM***	Funded in 2013/14 program budget	By whether LUBs have been amended to include new regulations aimed at protection of water quality and quantity	No LUB work begun
		<u>FY 2013/14</u> 3.3.4 Develop model Development Permit Areas that LTCs and BIM may consider in regards to water conservation	LPC	Funded in 2013/14 program budget (\$2500)	By whether model Development Permit Areas have been developed	Not started

TC	STRATEGIES	ACTIVITES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
		<u>FY 2014/15</u> 3.3.5 Adopt new Development Permit Areas to enhance water conservation	LTCs**/BIM***	Subject to funding in 2014/15 program budget	By whether LTCs/BIM have adopted new Development Permit Areas to enhance water conservation	Not due Not started
	3.4 Explore alternative tools for improving watershed management	<u>FY 2012-13</u> 3.4.1. Identify options within the Islands Trust Act for coordination of watershed protection	EC	Funded by base budget	By whether options have been identified	Complete
		<u>FY 2013-14</u> 3.4.2 Consider pilot project for coordination of watershed protection within one LTA	LTCs**	Partially funded by base budget.	By whether a pilot project has been considered	Complete St. Mary Lake Watershed Working Group formed on SSI. June/13 - TC adopted bylaw to delegate some TC coordination and advocacy powers to SSILTC.

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

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
4. ENHANCE community economic sustainability and security	4.1 Create linkages between islands and Regional Districts to share effective and appropriate economic sustainability models	<u>FY 2013/14</u> 4.1.1 Half day session on Trust Area economic sustainability at Dec 2013 Council in Victoria, inviting all EA reps	TPC	Funded by base budget	By whether a joint session has occurred	Sept/12 RD discussion at UBCM breakfast Aug/13 TPC approved project charter
	4.2 Advocate for sustainable, affordable and appropriate ferry	<u>FY 2013/14</u> 4.2.1 Develop and implement research program in support of advocacy program	TPC	Funded in 2013/14 program budget (\$20,000)	By whether a research program has been developed and implemented	Aug/13 TPC approved research program

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
	service	<u>FY 2011/12 – 2014/15</u> 4.2.2 Continue advocacy program regarding ferry fares and service.	EC	Funded by base budget	By whether advocacy actions have been taken in regards to ferry fares and service	Submission sent to Minister Polak Chair meetings with Minister Polak, opposition critics and ferry commissioner
	4.3 Use land use planning tools and decisions to improve the availability of affordable, accessible, appropriate housing (as described in Trust Council's toolkit, Community Housing Toolkit)	<u>FY 2011/12 – 2014/15</u> 4.3.1 Amend OCPs to include affordable housing policies	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether OCPs have been amended to include new affordable housing policies	Some OCP reviews underway. Hornby considering OCP amendments to allow secondary suites.
		4.3.2 Amend LUBs to improve availability of affordable housing	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether LUBs have been amended to improve availability of affordable housing	SSI LUB amended to legalize secondary suites in some locations.
		<u>FY 2012/13 – 2014/15</u> 4.4.1 Amend OCPs to include food security and farmland protection policies	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether OCPs have been amended to address food security and farmland protection	Included in Gabriola OCP reviews (details to be confirmed)
	4.4 Use land use planning tools and decisions to increase local food security and farmland protection (as described in Trust Council's 2010 report, Exploring Food Security in the Trust Area)	4.4.2 Amend LUBs to improve food security	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether LUBs have been amended to improve food security	Included in Gabriola LUB review (details to be confirmed)

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	Not started – Behind target

Goal D: In cooperation with others...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
5. STRENGTHEN relations with First Nations	5.1 Improve consultation / engagement with First Nations during land use referrals	<u>FY 2011/12 – 2014/15</u> 5.1.1 Adopt First Nations Consultation Strategy	TAS	LPS	Funded by 2011/12 program budget	By whether Trust Council has adopted a First Nations Consultation Strategy	First draft to TC Jun/12. Final draft pending LPS capacity to consider financial and staffing implications
		5.1.2 Trustee workshop on working with aboriginal peoples	EC		Funded by 2012/13 program budget	By whether a trustee workshop has been held	Complete
		<u>FY 2012/13 – 2014/15</u> 5.1.3 Implement 'essential' and 'quick start' improvements to land use referral system that do not require additional resources, as identified in FN Consultation Strategy	LPS	TAS	Funded by base budget	By whether all 'essential' and 'quick start' improvements that do not require additional resources have been implemented	2 of 2 'essential' improvements in progress 3 of 8 'quick start' improvements in progress
		<u>FY 2013/14</u> 5.1.4 Identify resource needs for improved FN consultation and engagement	EC		Funded by base budget	By whether the resource needs for improved consultation and engagement has been identified	Not started. Pending completion of First Nations Consultation Strategy
		<u>FY 2014/15</u> 5.1.5 Implement improvements identified in the FN Consultation Strategy as longer term or requiring additional resources	LPS	TAS	Subject to increase in future base budget to support an additional LPS position	By whether all improvements identified in the FN Consultation Strategy as longer term or requiring additional resources have been implemented	Not started Not due
	5.2 Improve consultation / engagement with First Nations during Trust Council's marine and terrestrial protection work	<u>FY 2014/15</u> 5.2.1 Improve consultation and engagement re free Crown grant program	TAS		Subject to increase in base budget	By whether consultation and engagement has been improved	Not started. Not due. Pending increased staff capacity
		<u>FY 2012/13 – 2014/15</u> 5.2.2 Improve communication and coordination during marine protection advocacy	EC		Subject to increase in base budget	By whether consultation and engagement has been improved	Not started. Pending staff capacity
6. IMPROVE organizational	6.1 Confirm a fair distribution of Islands	<u>FY 2012/13</u> 6.1.1 Review and amend	FPC		Funded by base budget	By whether Policy 7.2.vi has been amended	Complete

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
cost and operational effectiveness	Trust Services to Bowen Island Municipality	Policy 7.2.vi (Municipal Requisition Cost Allocations)					
		FY 2012/13 – 2014/15 6.1.2 Identify Bowen Island Municipality needs for services provided by Trust Area Services unit	TAS		Funded by base budget	By whether BIM needs for TAS services have been identified	Initial discussion held Sep/12. Chair follow up sent Oct/12 and Jan/13 Awaiting BIM response
		6.1.3 Identify improved opportunities for BIM to access services provided through Trust Area Services unit	TAS		Funded by base budget	By whether opportunities for BIM to access TAS services have been identified	Pending requests from BIM Staff follow up e-mail to CAO sent Jan/13 Awaiting BIM response
		6.1.4 Review budget lines to ensure accurate allocation of costs	FPC		Funded by base budget	By whether budget lines have been reviewed	Staff review of line items underway. Initial discussion at FPC complete. BIM staff contacted for discussion.
		FY 2013/14 6.1.5 Provide additional TAS services to BIM	TAS		Funded by base budget	By whether BIM is accessing additional TAS services as identified	Improved notice of IT items to BIM. Pending requests from BIM. BIM staff invited to training opportunities.
	6.2 Improve cost-recovery from development application fees	FY 2013/14 6.2.1 Develop model fees bylaw for consideration by LTCs	LPC	FPC	Subject to annual program budget	By whether a model bylaw has been developed	TC referred to LPC/FPC before bylaw drafting begins. Not funded in 2013/14 program budget. LPC and FPC recommend 10% fee increase
		FY 2013/14 6.2.2 Consider adoption of amended fees bylaws.	LPC/LTCs**		Funded by base budget	By whether LTCs have adopted amended fees bylaws that improve cost recovery	Not started
	6.3 Prepare Island Trust organization to adapt to the potential incorporation of Salt Spring Island (if province advances a	FY 2013/14 6.3.1 Provide input into provincial study that assesses impact on Islands Trust of the potential incorporation of Salt Spring Island and identifies	EC		Funded and managed by province	By whether input has been provided	In progress. Input into study terms of reference complete. Response to initial info requests from

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
	provincial restructure study for SSI)	alternative adaptation strategies					consultant complete.
		<u>FY 2014/15</u> 6.3.2 Consider options and adopt an adaptation strategy, for Islands Trust to implement in the event of municipal incorporation of Salt Spring Island	FPC	EC	Subject to future budgets	By whether options for an adaptation strategy have been considered and a preferred strategy adopted by Trust Council.	Not started. Not due unless a SSI restructure study is launched and is nearing completion
		<u>FY 2014/15(?) - ?</u> 6.3.3 Implement adopted adaptation strategy	EC		Subject to future budgets	By whether an strategy has been implemented to adapt to incorporation of SSI	Not started Not due unless SSI community passes a referendum to incorporate as a municipality
		<u>FY 2014/15(?)</u> 6.3.4 Review existing IT-MCSCD protocol agreement regarding incorporation of municipalities in the Islands Trust Area	EC		Funded by base budget	By whether the protocol agreement with the ministry has been reviewed and amended	Not started Not due unless a SSI restructure study is launched
	6.4 Review service delivery regarding application processing	<u>FY 2013/14</u> 6.4.1 Consider development and use of a quality management system pilot on Salt Spring Island for processing of development applications	LTC**		Funded in 2013/14 program budget	By whether a quality management system has been considered by the SSILTC for one type of application process	Not started

* subject to decisions of Trust Fund Board

**subject to decisions of local trust committees

***subject to decisions of Bowen Island Municipality

Abbreviations:

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

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

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

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Colour Key for Middle Column:

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

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

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Islands Trust

Strategic Planning Process (2013-2014)

