



Gambier Island Local Trust Committee Regular Meeting Agenda

Date: January 25, 2018
Time: 10:45 am
Location: John Braithwaite Community Centre
145 West 1st Street
North Vancouver, BC

	Pages
1. CALL TO ORDER	10:45 AM - 10:45 AM
“Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.”	
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	10:45 AM - 10:55 AM
4. COMMUNITY INFORMATION MEETING - None	
5. PUBLIC HEARING - None	
6. MINUTES	10:55 AM - 11:00 AM
6.1 Local Trust Committee Meeting dated December 11, 2017 for adoption	4 - 11
6.2 Section 26 Resolutions-Without-Meeting Report - None	
6.3 Advisory Planning Commission December 18, 2017 Minutes for Receipt	12 - 15
7. BUSINESS ARISING FROM MINUTES	11:00 AM - 11:10 AM
7.1 Follow-up Action List dated January 16, 2018	16 - 17
8. DELEGATIONS	11:10 AM - 11:20 AM
8.1 Ocean Wise Underwater Art & Habitat Project Presentation	18 - 28
9. CORRESPONDENCE - None	
<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>	

10.	APPLICATIONS AND REFERRALS	11:20 AM - 11:50 AM	
10.1	GM-RZ-2004.1 (CBCBC, DL 696 Keats Island) - Staff Report, Proposed Bylaw 143 for Consideration of 2nd Reading		29 - 42
11.	LOCAL TRUST COMMITTEE PROJECTS	11:50 AM - 12:50 PM	
11.1	Gambier Island Riparian Areas Regulation Development Permit Guidelines - Staff Report		43 - 52
11.2	Gambier Island Official Community Plan Review Project - Memorandum		53 - 57
	<i>--BREAK-- 12:50 PM - 1:05 PM</i>		
12.	REPORTS	1:05 PM - 1:35 PM	
12.1	Work Program Reports		
12.1.1	<u>Top Priorities Report dated January 16, 2018</u>		58 - 58
12.1.2	<u>Projects List Report dated January 16, 2018</u>		
12.2	Applications Report dated January 16, 2018		
12.3	Trustee and Local Expense Report dated November, 2017		59 - 59
12.4	Adopted Policies and Standing Resolutions		60 - 61
12.5	Local Trust Committee Webpage		
12.6	Chair's Report		
12.7	Trustee Reports		
12.8	Electoral Area Director's Report		
12.9	First Nations Activities		
12.9.1	<u>First Nations Words, Phrases and Place Names - Memorandum</u>		62 - 62
12.9.2	<u>Letter to the new Skwxwú7mesh Úxwumixw Chiefs and Council for Discussion</u>		
12.10	Trust Fund Board Report dated November, 2017		63 - 64
13.	NEW BUSINESS	1:35 PM - 1:50 PM	
13.1	Housing Agreement Administration Briefing		65 - 67

13.2 Discussion Regarding Local Trust Committee Meeting Locations

May 24 Gibsons Public Market
Jun 28 TBA
Jul 26 TBA
Aug 30 TBA

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for Thursday, March 8, 2018 at 10:45 am at John Braithwaite Community Centre, Meeting Room 2, 145 West 1st Street, North Vancouver, BC

15. TOWN HALL 1:50 PM - 2:00 PM

16. CLOSED MEETING 2:00 PM - 2:10 PM

16.1 Motion to Close the Meeting

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1)(d) for the adoption of in camera Minutes dated October 26, 2017 AND that the recorder and staff attend the meeting.

16.2 Recall to Order

16.3 Rise and Report

17. ADJOURNMENT 2:10 PM - 2:10 PM



Gambier Island Local Trust Committee Minutes of Regular Meeting

Date: December 11, 2017
Location: John Braithwaite Community Centre
 145 West 1st Street
 North Vancouver, BC

Members Present Laura Busheikin, Alternate Chair
 Dan Rogers, Local Trustee
 Kate-Louise Stamford, Local Trustee

Staff Present Sonja Zupanec, Island Planner
 David Marlor, Director of Local Planning Services
 William Shulba, Senior Freshwater Specialist

Regrets Susan Morrison, Chair

1. CALL TO ORDER

"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."

Chair Busheikin called the meeting to order at 10:30 am. She acknowledged that the meeting was being held in territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 12.1 Add discussion regarding logging in the Howe Sound area
- 12.4 Add First Nations activities as Standing Item on Future Agendas
- 13.0 Addition of Town Hall before Item 13.1 to allow people an opportunity to speak to the application

By general consent the agenda was approved as amended.

3. TOWN HALL AND QUESTIONS

Scott Benson distributed a letter regarding application GM-RZ-2004.1 sewage disposal and protection of aquifer and existing wells.

Bryson Miley, leaseholder of Lot 70 DL 696 wanted to acknowledge that the camp water system design and structure is the envy of the coast and the convention has a strong commitment to caring for the water. Leaseholders support this project moving forward and have the financial

commitment to complete it. He looks forward to the application moving forward in a positive way.

4. COMMUNITY INFORMATION MEETING - None

5. PUBLIC HEARING - None

6. MINUTES

6.1 Local Trust Committee Meeting dated October 26, 2017 for adoption

By general consent the Local Trust Committee meeting minutes of October 26, 2017 were adopted.

6.2 Section 26 Resolutions-Without-Meeting Report dated November 23, 2017

Received.

6.3 Advisory Planning Commission Minutes - None

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated November 23, 2017

Received.

8. DELEGATIONS - None

9. CORRESPONDENCE - None

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

10. LOCAL TRUST COMMITTEE PROJECTS - None

11. REPORTS

11.1 Work Program Reports

11.1.1 Top Priorities Report dated November 23, 2017

Received.

11.1.2 Projects List Report dated November 23, 2017

Received.

11.2 Applications Report dated November 23, 2017

Received.

11.3 Trustee and Local Expense Report dated September, 2017

Received.

11.4 Adopted Policies and Standing Resolutions

Received.

11.5 Local Trust Committee Webpage**11.6 Chair's Report**

The Chair provided a summary of Trust Council held December 2017.

11.7 Trustee Reports

Trustee Rogers acknowledged Trustee Stamford's work on the Burnco Environmental Assessment report. He submitted a letter as a trustee to the Environmental Assessment public input process.

Trustee Stamford reported that the Local Trust Committee (LTC) will be looking at the Burnco project again in 2018. She has been working as the co-chair for the Howe Sound Ocean Watch Task Force and focusing on action items for local governments, non-profits and Howe Sound representatives. Her primary focus has been focusing on this Task Force and responding to enquiries about hunting issues on Gambier Island.

11.8 Electoral Area Director's Report - None**11.9 Trust Fund Board Report - None****12. NEW BUSINESS****12.1 Ministry of Forests, Lands, Natural Resource Operations and Rural Development Request for Comment on Proposed Amendments to the Coastal Douglas-fir Land Use Objectives Regulation Order, 2010 - for Discussion**

As the LTC is signatory to the Coastal Douglas fir partnership but the Gambier Island Local Trust Area is mostly other forest ecosystems, there is a place to advocate for forestry protection for the local trust area and Howe Sound.

Chair Busheikin acknowledged this topic has been on Trust Area Services' radar for advocacy work; but we are not clear on what the Province is proposing to change. Trust Area Services staff are looking at this more closely.

Trustee Stamford asked if the LTC could use this opportunity to include 'other associated ecosystems' into the request for proposed amendments to Order 2010, to

capture the Gambier Local Trust Area. Staff suggested that the Province would likely not include other associated ecosystems because more research would be required.

Trustee Stamford expressed concern that Gambier Island is primarily crown land and subject to logging and there is no mechanism to protect those lands from forestry which is outside LTC jurisdiction. Staff suggested the *Water Sustainability Act* 2016 may be more protective of forest cover and frameworks for water management plans and future watershed management. Staff suggested talking with Trust Area Services on coordinating efforts with Bowen Island on logging of islands.

12.2 Hunting on Gambier Island

Trustee Stamford requested this be on the agenda as she is looking for a provincial contact on hunting regulations on Crown Land on Gambier Island. The Chair suggested contacting the local MLA for this.

The Director of Local Planning Services joined the meeting at 11:40 am

12.3 Metro Vancouver Electoral Area A Official Community Plan Review Referral- Staff Report

The Trustees thanked Planner Koch for using “Alt’Kitsem”, the Skwxwú7mesh word for “Howe Sound”, in the staff report. The Trustees noted that Metro Vancouver recognized the Islands Trust marine boundaries, which was interesting. The LTC is taking efforts to include First Nations background in Gambier LTA Official Community Plans and notes that there was no such content in the draft Area A OCP. Trustee Rogers asked what it would look like if we worked with Metro Vancouver to zone marine areas within the Local Trust Area but outside our policy boundaries. Director Marlor responded that if there is interest at the Regional District level, then briefing the Executive Committee and having a discussion about funding a project such as that is feasible. The *Islands Trust Act* does cover areas that are not zoned; before anything happens it has to be approved by the Local Trust Committee; however there is no Official Community Plan to cover those areas so need to rely on the Islands Trust Policy Statement for direction.

GM-2017-077**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee request staff to prepare a referral response to Metro Vancouver indicating that the Local Trust Committee recommends approval of Bylaw No. 1250, 2017 (Electoral Area A Official Community Plan) and provides the following comments:

- a) The subject marine area of Bylaw No. 1250, 2017 is within the Gambier Island Local Trust area of the Island Trust, and the Gambier Associated Islands Plan Area, pursuant to Gambier Associated Islands Official Community Plan Bylaw, 2009;
- b) Pursuant to Islands Trust Policy Manual 5.9ii (Planning, Regulation and Advocacy Initiatives: Outer Boundary of Islands Trust Area) the Gambier Local Trust Committee has reviewed Bylaw 1250, 2017 and deems it to be consistent with the Islands Trust Object, Islands Trust Policy Statement, and Gambier Associated Islands Official Community Plan Bylaw, 2009;
- c) The Gambier Island Local Trust Committee requests that Metro Vancouver consider Gambier Associated Islands Official Community Plan advocacy policies 4.1.17, 4.1.19, 4.1.20 and 4.2.21; and
- d) The Gambier Island Local Trust Committee welcomes a dialogue with Metro Vancouver regarding potential future zoning for the marine waters and foreshore within the Gambier Island Local Trust Area and Metro Vancouver Electoral Area A.

CARRIED**12.4 First Nations Activities as Standing Item on Future Agendas****GM-2017-078****It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee request staff to add to each agenda "First Nations Activities" under the Reports section.

CARRIED**--BREAK-- 11:56AM - 12:20PM****13. APPLICATIONS AND REFERRALS****13.0 Town Hall**

Scott Benson - commented on septic system location 'E1'. Water is only an issue because of putting septic close to the water supply.

Kim Benson - Kim provided a history of LTC decisions that supported DL696 over the years from 1974. She was happy to hear that septic is being moved and is in support of that and is also in support of water protection covenant.

13.1 GM-RZ-2004.1 (District Lot 696, Keats Island) - Staff Report

The Chair indicated that new information has come up that staff and public have not had a chance to see. To allow everybody to have the same information, the applicant will present the new information.

The Applicant outlined their response to staff recommendations in the Staff Report dated December 11, 2017 as follows:

- 1(a) (requirement to meet Section 7.7.1 of the Land Use Bylaw to protect water catchment areas) The applicant interprets this section to be an engineer defined protection area for each well head, not protection of the entire watershed catchment area.
- 1(b) The Applicant indicated that septic field location 'E1' will be moved further north to address concerns raised by the public and Islands Trust staff.
- 1(c) The Applicant indicated that they contacted the Ministry of Health and they said it was outside of their jurisdiction.
- 1(d) The applicant indicated that they have offered an observation well on DL696 but have not heard back from the Province.

Island Planner Zupanec presented the staff report and planning recommendations.

Freshwater Specialist Shulba presented a review of the hydrologist report.

The Chair opened the floor to the public for comment.

A member of the public commented that watershed area protection is generally for surface water and has concern if a covenant is placed on the 24 ha watershed area.

Jan Hagedorn thanked the LTC for taking the time to have these discussions.

Kim Benson noted that the LTC's best opportunity to influence a development is at the time of rezoning. She also indicated that her family would be willing to place a covenant on their portion of the watershed to protect the water source.

The Chair left the meeting at 2:52 pm

Island Planner Zupanec left the meeting at 2:52 pm

The Director of Local Planning Services appointed Trustee Stamford as Chair at 2:52 pm

GM-2017-079

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

that the Gambier Island Local Trust Committee schedule a special meeting by Section 26 Resolution Without Meeting as soon as possible to deal with second reading of Bylaw No 143.

CARRIED

GM-2017-080**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee request staff to work with the applicant to prepare a draft covenant, for Local Trust Committee consideration, that addresses Land Use bylaw Section 7.1.1 for any existing or proposed well locations on DL696.

CARRIED**GM-2017-081****It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee request staff to report back on whether or not existing and proposed wells on DL696 are subject to the Ministry of Health "guidance document for determining ground water at risk of containing pathogens (GARP) including ground water under direct influence of surface water".

CARRIED**GM-2017-082****It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee request staff to investigate the opportunity to install a groundwater monitoring well for the Ministry of Forest, Lands, Natural Resource Operations and Rural Development in the future location of the Sunshine Coast Regional District Park or elsewhere on DL696 as a donation to the "Provincial Groundwater Observation Well Network".

CARRIED**GM-2017-083****It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee request staff to add to the projects list "review definition of 'structure' to ensure adequate regulation of the siting of underground sewage disposal systems with setbacks to lot lines and the natural boundary of the sea", and "review of s.7.7.1 of the Land Use Bylaw".

CARRIED**GM-2017-084****It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee require that a covenant be provided with water conservation language as per the proponents original Preliminary Layout Approval application for DL696.

CARRIED**14. UPCOMING MEETINGS**

- 14.1 Next Regular Meeting Scheduled for Thursday, January 25, 2018 at 10:45 am at John Braithwaite Community Centre, Meeting Room 2, 145 West 1st Street, North Vancouver, BC**

15. TOWN HALL - None
16. CLOSED MEETING - None
17. ADJOURNMENT

By general consent the meeting was adjourned at 3:40 pm.

Laura Busheikin, Alternate Chair

Certified Correct:

Sonja Zupanec, Recorder



Minutes of the Gambier Island Advisory Planning Commission

Date of Meeting:	December 18, 2017
Location:	Gambier Island Community Centre, 721 Andy's Road, Gambier Island, BC
APC Members Present:	Boris Gorgitza, Chair Camilla Berry, Secretary Barney Taylor
APC Members Regrets:	Ruth Simons Peter Scholefield
Staff Present:	Madeline Koch, Planner 2 (by telephone 1:15 pm to 1:54 pm) Sonja Zupanec, Island Planner (by telephone 1:15 pm to 1:54 pm) Diane Corbett, Recorder

1. CALL TO ORDER AND WELCOME

Chair Gorgitza called the meeting to order at 1:10 pm.

There was discussion of recruiting other members in light of the small size of the current group. It was suggested that members consider who else might be interested in participating on the APC.

Planner Koch and Island Planner Zupanec joined the meeting at 1:15 pm.

2. AGENDA

By general consent, the agenda was approved as circulated.

3. MINUTES

3.1 Gambier Advisory Planning Commission Draft Minutes dated March 13, 2017

By general consent, the minutes of March 13, 2017 were adopted as circulated.

Regarding an inquiry on how Islands Trust would incorporate the suggestions for OCP changes as noted in the APC minutes, staff advised it was up to the Local Trust Committee (LTC) as to how to incorporate proposed changes and to direct staff. The role of the APC is to advise the LTC on preferred options. The APC could stay apprised as to actions of

the LTC through the Islands Trust website, attendance at Local Trust Committee meetings, or by contacting staff.

4. REVIEW OF STAFF REPORT ON THE REVISED PROJECT CHARTER

The Advisory Planning Commission discussed the Staff Memorandum dated September 22, 2017, with attached Staff Report and Revised Project Charter of August 31, 2017, regarding the Revised Project Charter for the Gambier Island Official Community Plan (OCP) Review.

Points from discussion amongst APC members and staff on the new project workplan overview and the consultation approach included:

- Goal of staff: completion of Phase 1 of the workplan by end of fiscal 2017/18. Staff to update references to outdated legislation and ministries, etc. Some work on Phase 2 to begin before end of March 2018. Bylaw approvals would not be within the current fiscal year.
- Referral agency working group includes provincial ministries, First Nations and other groups to which Islands Trust is legally required to forward its bylaws. Is “external” to Islands Trust. APC is “internal” to Islands Trust. Role of referral agency working group is to provide feedback prior to referral of the draft bylaws.
- Staff to take the lead on drafting of the survey. Possibly it would be referred by the LTC to the APC for comment. It may be based on feedback from the APC. Could be conducted via the internet.
- There was discussion of separating the two parts of Section 8, Environmentally Sensitive Areas and Heritage Resources, to better reflect and more formally acknowledge within the OCP the involvement, history and language of First Nations.
- There was a request that the APC be provided a more specific workplan for the Gambier OCP review engagement, with specific dates in terms of months, as to when specific things will be conducted, survey will be done, and consultation processes will be proposed.
- The Chair advised staff that the two absent APC members had indicated they were supportive of the workplan and in agreement with how to proceed.

GM-APC-2017-001

It was MOVED and SECONDED

by the Gambier Island Advisory Planning Commission
that a request be made to the Gambier Island Local Trust Committee
that a specific section be created in the OCP that recognizes the desires and needs of the First Nations, particularly in respect to traditional areas, archaeological sites and sites of special interest; and that a separate map be created that reflects the values of the First Nations.

CARRIED

GM-APC-2017-002

It was MOVED and SECONDED

by the Gambier Island Advisory Planning Commission that, wherever possible, where English language signs are posted that are within the control of a government body or local organization, local First Nations place names also be included.

CARRIED

The Chair thanked staff for their attendance. Planning staff left the meeting at 1:54 pm.

Chair Gorgitza read aloud from an email sent to the APC by member Peter Scholefield prior to the meeting regarding "Tribal Parks". Discussion ensued. The email noted support for the continued engagement with First Nations and an interest in the Coastal Douglas Fir Conservation Partnership mapping project that would inform OCP topics.

Points from further discussion included:

- Comments on the community survey:
 - On the previous community survey, wording was a bit confusing. Make a longer questionnaire simpler.
 - Make questions very specific.
 - Can the APC put out its own survey?
- Could the APC receive a list of the referral agencies?
- Camilla will take a look at how some other local trust areas went about the OCP review.
- Consider having the next meeting on the mainland, like in Vancouver at Gleneagles, or have two meetings. Have a meeting at Brigade Bay, as previously planned.
- Issue: people really don't care about reading the OCP.
- There has to be developed a way for more connectivity on the island. Everyone has their own place on the island; it is all disconnected.
- If a posting announcing a meeting is sent out ahead of time, a member of each community could post the notice.
- Could the Local Trust Committee fund a trip by the APC Secretary to post notices?
- Email communication is really what works on Gambier.
- People don't really read what is on the boards, which often have the same old notices.
- Would like Islands Trust staff to provide further guidance as to their intent relative to the consultation process. Need more information about what kind of information they want. Need more details about what they are proposing, and when referrals from the Local Trust Committee might occur.
- Question about the amount of the APC budget

5. **ADJOURNMENT**

By general consent, the meeting was adjourned at 2:48 pm.

Boris Gorgitza, Chair

Certified Correct:

Diane Corbett, Recorder

Follow Up Action Report

Gambier Island

27-Apr-2017

Activity	Responsibility	Target Date	Status
Staff to prepare written communication materials for distribution to Gambier Island residents regarding the adoption of Bylaws 140 and 141. Update: pending DPA 3 minor amendments	Madeleine Koch	31-Aug-2017	On Going

27-Jul-2017

Activity	Responsibility	Target Date	Status
Staff to incorporate Squamish words and place names into local trust committee communications	Becky McErlean Sonja Zupanec Penny Hawley Ann Kjerulf Fiona MacRaid Madeleine Koch		On Going

31-Aug-2017

Activity	Responsibility	Target Date	Status
Staff to prepare a draft bylaw to amend the Gambier Island LUB DPA 3 guidelines	Madeleine Koch	05-Oct-2017	On Going
Staff to notify the MFLNRORD and all First Nations with interests in Gambier Island as noted in the Provincial Consultative Areas Database, of the intent to amend the Gambier Island Land Use Bylaw for the purpose of making minor revisions to DPA 3	Madeleine Koch		On Going

Follow Up Action Report

20-Sep-2017

Activity	Responsibility	Target Date	Status
GM-RZ-2004.1 (DL 696 Keats Island) - Follow up referrals to SCRD and Squamish FN - staff to prepare amendments for LTC consideration re: CS2 parking regs and MC zone boundary changes	Becky McErlean Sonja Zupanec	26-Oct-2017	Done

26-Oct-2017

Activity	Responsibility	Target Date	Status
Staff to update Gambier LTC Project webpages to reflect updates to the Gambier OCP and RAR Implementation projects.	Ann Kjerulf Madeleine Koch	15-Dec-2017	On Going

11-Dec-2017

Activity	Responsibility	Target Date	Status
Metro OCP referral. GMLTC resolution supporting all staff recommendations for referral response to Metro re: OCP for Electoral Area A.	Madeleine Koch	25-Jan-2018	Done
Add new agenda item to all future GM agendas	Penny Hawley	25-Jan-2018	Done

Sculpting Rockfish Habitat

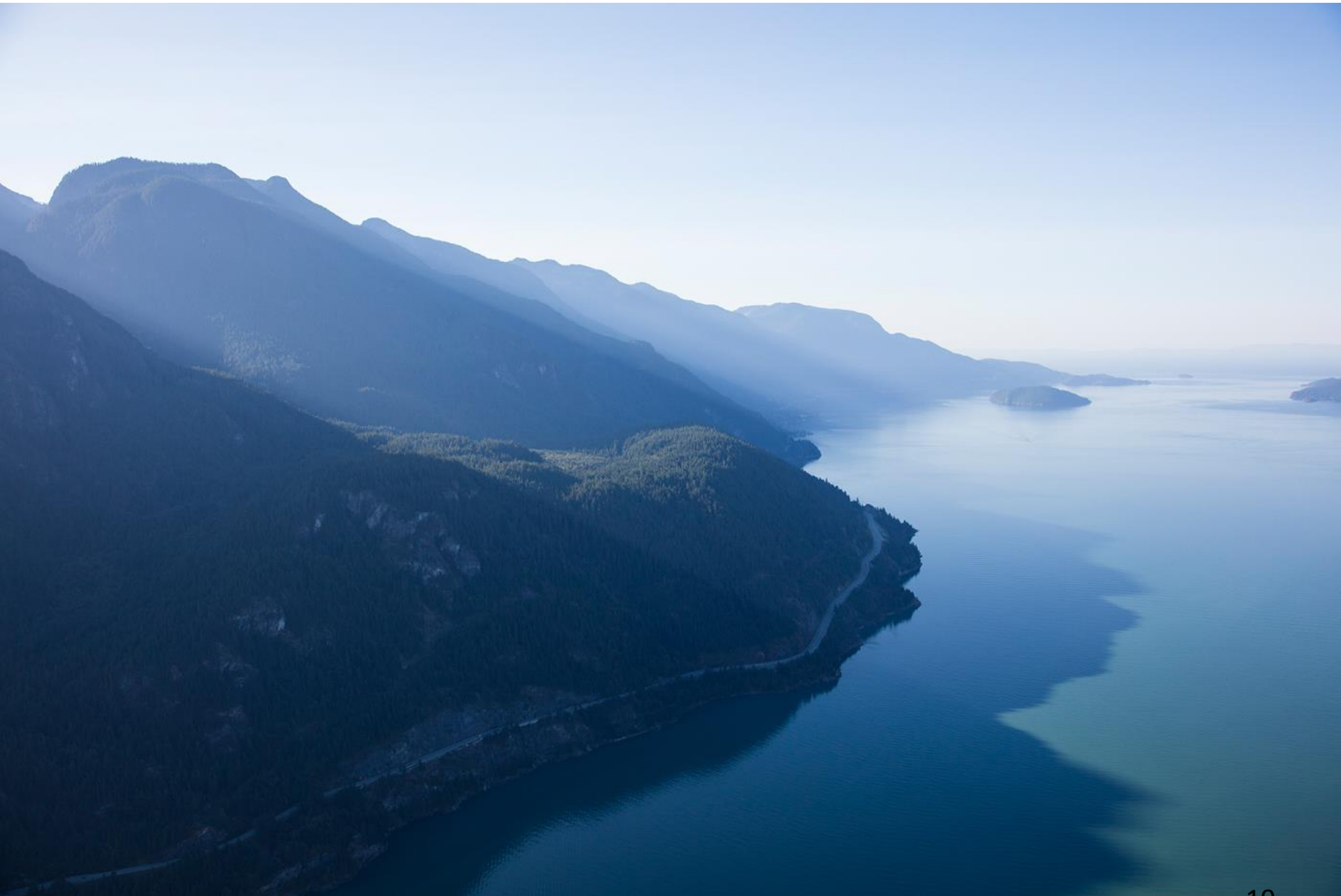
Local Trust Committee Meeting

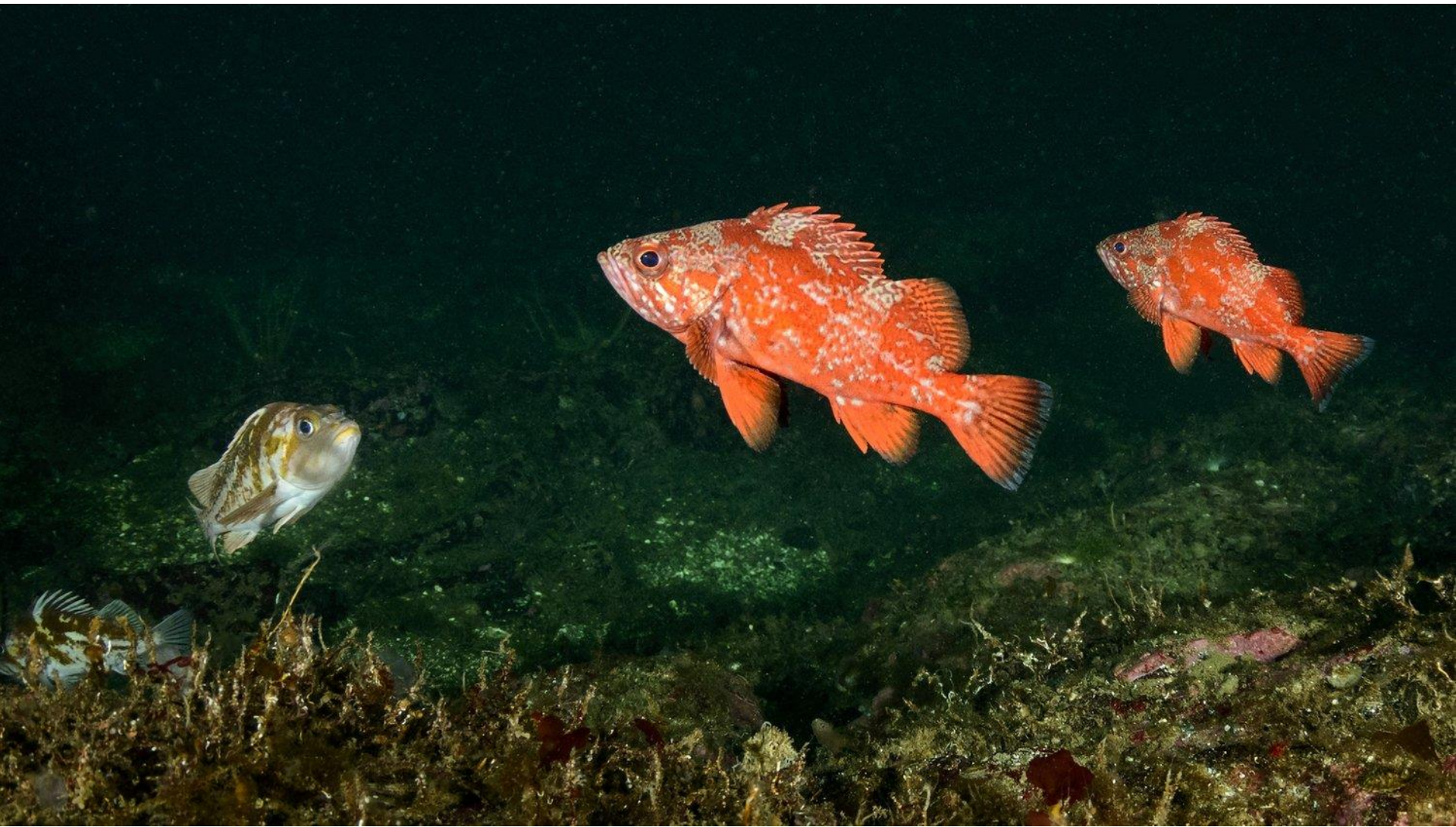
25 Jan 2018



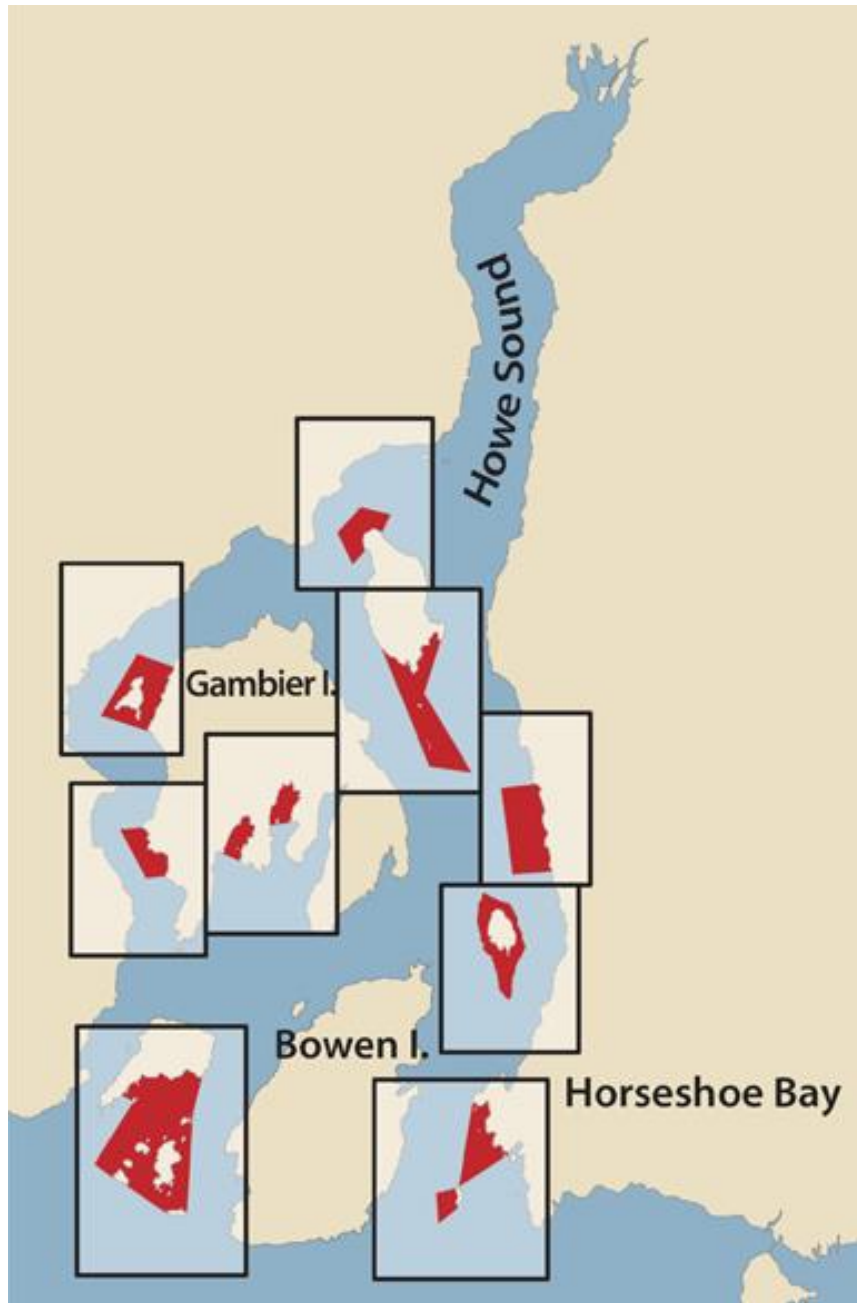
**COASTAL OCEAN
RESEARCH INSTITUTE**
AN OCEAN WISE INITIATIVE

18





Eiko Jones











Goals

- Promote recovery of rockfish and other species.
- Increase marine productivity and biodiversity.
- Provide permanent habitat to species of concern.
- Engage the public in ocean conservation.
- Serve as a prototype that can be replicated.



Jason deCaires Taylor



Eiko Jones

- Location
- Monitoring
- Engagement



Sculpting Rockfish Habitat

Local Trust Committee Meeting

25 Jan 2018



**COASTAL OCEAN
RESEARCH INSTITUTE**
AN OCEAN WISE INITIATIVE

28



File No.: GM-RZ-2004.1
(CBCBC, DL 696 Keats Island)

DATE OF MEETING: January 25, 2018

TO: Gambier Island Local Trust Committee

FROM: Sonja Zupanec, RPP, MCIP
Local Planning Services

COPY: Kevin Healey, Applicant

SUBJECT: Consideration of 2nd Reading of Proposed Bylaw No. 143
Applicant: Kevin Healey
Location: District Lot 696, Keats Island

RECOMMENDATION

1. That Gambier Island Local Trust Committee Bylaw No. 143, cited as “Keats Island Land Use Bylaw, 2002, Amendment No. 2, 2016”, be amended as per Attachment 1 of the staff report dated January 25, 2018.
2. That Gambier Island Local Trust Committee Bylaw No. 143, cited as “Keats Island Land Use Bylaw, 2002, Amendment No. 2, 2016”, be read a second time as amended.
3. That the Gambier Island Local Trust Committee request staff to schedule a Community Information Meeting and Public Hearing for Bylaw No. 143, cited as “Keats Island Land Use Bylaw, 2002, Amendment No. 2, 2016”.
4. That the Gambier Island Local Trust Committee request the applicant provide the following in advance of a public hearing and to the satisfaction of the Local Trust Committee:
 - a) a draft conservation covenant for the Salmon Rock area;
 - b) a draft restrictive covenant that addresses Land Use Bylaw section 7.7.1 as a condition of Preliminary Layout Approval;
 - c) a draft restrictive covenant that addresses water conservation commitments as a condition of Preliminary Layout Approval;
5. That the Gambier Island Local Trust Committee request the applicant provide planning staff with the following prior to consideration of final reading of Bylaw No. 143:
 - a) Documentation of a monitoring well being installed and donated to the provincial observation well network on DL696, to the satisfaction of the Ministry of Forests, Lands, Natural Resources Operations and Rural Development Groundwater Authorizations;
 - b) a letter of undertaking to deposit plans for the dedication of the Sunshine Coast Regional District park, public road and trail upon adoption of Bylaw No. 143; and
 - c) a letter of undertaking to deposit a plan of subdivision for the transfer of Sandy Beach Nature Reserve to the Islands Trust Fund upon adoption of Bylaw No. 143.

REPORT SUMMARY

The purpose of this report is to provide a status update on Local Trust Committee (LTC) requests for additional information, provide an overview of suggested revisions to Proposed Bylaw No. 143, recommend second reading and that a community information meeting (CIM) and public hearing be scheduled, and that the applicant satisfy a number of conditions prior to the public hearing and consideration of bylaw adoption.

BACKGROUND

The LTC passed the following resolutions at the December 2017 meeting:

It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee schedule a special meeting by Section 26 Resolution without Meeting as soon as possible to deal with second reading of Bylaw No 143.

CARRIED

It was not possible to schedule an additional meeting in advance of the regular January 25, 2018 LTC meeting.

It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee request staff to work with the applicant to prepare a draft covenant, for Local Trust Committee consideration, that addresses Land Use bylaw Section 7.1.1 for any existing or proposed well locations on DL696.

CARRIED

At the time of report writing, the applicant was preparing a draft covenant for LTC review at the March 8, 2018 LTC meeting.

It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee request staff to report back on whether or not existing and proposed wells on DL696 are subject to the Ministry of Health "guidance document for determining ground water at risk of containing pathogens (GARP) including ground water under direct influence of surface water".

CARRIED

This staff report provides additional information to address this resolution.

It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee request staff to investigate the opportunity to install a groundwater monitoring well for the Ministry of Forest, Lands, Natural Resource Operations and Rural Development in the future location of the Sunshine Coast Regional District Park or elsewhere on DL696 as a donation to the "Provincial Groundwater Observation Well Network".

CARRIED

This staff report provides additional information to address this resolution.

It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee request staff to add to the projects list "review definition of 'structure' to ensure adequate regulation of the siting of underground sewage disposal systems with setbacks to lot lines and the natural boundary of the sea", and "review of s.7.7.1 of the Land Use Bylaw".

CARRIED

The project list has been updated.

It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee require that a covenant be provided with water conservation language as per the proponents original Preliminary Layout Approval application for DL696.

CARRIED

At the time of report writing the applicant was preparing a draft covenant for LTC review for the March 8, 2018 LTC meeting that would mandate the installation and usage of minimum stipulated capacity rainwater harvesting systems on DL696.

All relevant background staff reports, memos and presentation slides are available on the LTC '[Current Applications](#)' webpage.

ANALYSIS

Recommended Changes to Proposed Bylaw 143:

Attachment 1 identifies two specific changes to Proposed Bylaw 143 for consideration at second reading (see tracked changes). The first recommended change is to remove reference to the 'Community Service 2 (CS2) Zone' from Part 6 Parking Regulations in the Land Use Bylaw. The second change is to remove a small 'Marine Conservation (MC) Zone' area in the south east foreshore of DL696 and expand the proposed 'Marine 2 – Communal Moorage (M2(a)) Zone' area to incorporate the location of an existing private moorage. No other text or map amendments are anticipated at this time.

Aquifer Vulnerability and Groundwater Quality:

Due to the reported presence of coliforms in drilled wells on Keats Island, the Islands Trust Freshwater Specialist advised the LTC that these wells should be assessed under the Ministry of Health [Guidance Document For Determining Ground Water At Risk of Containing Pathogens \(GARP\) Including Ground Water Under Direct Influence of Surface Water](#) (GWDUI). Planning staff spoke with staff at Vancouver Coastal Health (VCH) and received the following response:

"The intent/purpose of the GARP guideline is for water system operators and District Water Officer to help decide upon treatment requirements for water systems based on the pathogen risk posed to a given ground water source. It is a guidance tool to help inform regulatory decisions made by the District Water Officer. It is not necessarily intended to establish setback distances from water sources to septic areas for example.

VCH is not intending to apply GARP guidelines to this subdivision as part of our review. VCH will rely on the VCH subdivision guideline to lay out the criteria of our subdivision assessment. This includes the hydrogeological assessment (for VCH) that covers the all of the ground water protection assessment criteria, and this has been already highlighted/emphasized to the engineering firm. It is very possible that most (if not all) of the key criteria of the GARP guideline will be assessed and evaluated in the hydrogeological assessment for VCH. In future years and perhaps under new circumstances, of course, VCH retains the ability to ask for a GARP assessment carried out by the owners of the water supply system."

At the time of subdivision, VCH will be responsible for assessing the *quality* of the drinking water as well as the review of sewage disposal fields. The water comptroller with FLNRORD is responsible for water *quantity* and the viability of the proposed community water system. The Provincial Approving Officer cannot approve the subdivision until the water system (including treatment) has been approved by the water comptroller. The approving officer has agreed to submit a written referral response to clarify the Ministry's position on this and other matters pertinent to Proposed Bylaw No. 143, prior to the public hearing.

Advocating for groundwater monitoring:

Planning staff have spoken with staff at FLNRORD to confirm their interest in obtaining one monitoring well for Keats Islands' first addition to the provincial observation well network. The new well should be located in the

proposed new SCRD park, or in an alternate, publicly-accessible location to the satisfaction of FLNRORD. The LTC can by resolution request the applicant provide proof of the commitment to install and transfer a monitoring well in the desired FLNRORD location prior to final adoption of Proposed Bylaw No.143.

Rationale for Recommendation

The applicant has addressed the terms of reference for the hydrogeological assessment of DL696 and is working towards providing draft covenant language for LTC consideration at the March 8, 2018 regular business meeting. No further changes are anticipated for Proposed Bylaw No. 143 at this time. Second reading of Proposed Bylaw No. 143 and proceeding to CIM/public hearing is recommended as per the staff recommendation on Page 1 of this report.

ALTERNATIVES

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

1. Request Additional Information

The LTC may request the applicant provide specific additional information prior to consideration of second reading. If this option is selected the following resolution is suggested:

“That the Gambier Island Local Trust Committee request the applicant for GM-RZ-2004.1 (CBCBC, DL696 Keats Island) provide [insert specific information request and rationale] for LTC consideration prior to second reading.”

NEXT STEPS

Staff will work with the applicant to bring forward requested draft covenants for the next regular business meeting scheduled for March 8, 2018. Tentative venue booking and public hearing statutory notification/materials preparation will be initiated for a public hearing in North Vancouver to be held in early April 2018.

Submitted By:	Sonja Zupanec, MCIP, RPP Island Planner	January 5, 2018
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	January 5, 2018

ATTACHMENTS

1. Proposed Bylaw No. 143 – tracked changes for second reading

PROPOSED

GAMBIER ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 143

A BYLAW TO AMEND THE KEATS ISLAND LAND USE BYLAW, 2002

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

1. Citation

This bylaw may be cited for all purposes as “Keats Island Land Use Bylaw, 2002, Amendment No. 2, 2016”.

2. Gambier Island Local Trust Committee Bylaw No. 78, cited as “Keats Island Land Use Bylaw, 2002” is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. Land Use Contract G314 authorized by Gambier Island Trust Committee Land Use Contract Authorization Bylaw No. 4, 1978 (Convention of Baptist Churches of British Columbia) is discharged.

READ A FIRST TIME THIS	20th	DAY OF	SEPTEMBER	, 2017
READ A SECOND TIME THIS		DAY OF		, 201x
PUBLIC HEARING HELD THIS		DAY OF		, 201x
READ A THIRD TIME THIS		DAY OF		, 201x
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS		DAY OF		, 201x
ADOPTED THIS		DAY OF		, 201x

SECRETARY

CHAIRPERSON

PROPOSED

Gambier Island Local Trust Committee

Bylaw No. 143

Schedule 1

- 2.1 **PART.1– ADMINISTRATION AND INTERPRETATION**, Section **1.5 DEFINITIONS**, Subsection 1.5.1 is amended by:

- a) deleting the word “residential” from the definition of “boat house”;
- b) adding a new definition: “**dormitory** means a building without a kitchen that provides sleeping quarters and washroom facilities for the temporary accommodation of persons attending or employed at a private institutional camp” after the definition of “dock”;
- c) deleting the words “where such use is established by a Regional District, government or other public agency” at the end of the definition for “public service utility use”.

- 2.2 **PART 3 – ESTABLISHMENT OF ZONES**, Section **3.1 DIVISION INTO ZONES**, Subsection 3.1.1 is amended by:

- a) deleting “Community Residential 2 CR2”, “Private Institutional 1 P1” and “Community Service 2 CS2”;
- b) adding “Comprehensive Development 2 CD2” after “Comprehensive Development 1 CD1”;

- 2.3 **PART 4 – ZONE REGULATIONS**, is amended by removing Section **4.2 COMMUNITY RESIDENTIAL 2 (CR2) ZONE** in its entirety and renumbering Section **4.3 COMPREHENSIVE DEVELOPMENT 1 (CD1) ZONE** to Section 4.2;

- 2.4 **PART 4 – ZONE REGULATIONS** is amended by adding new Section **4.3 COMPREHENSIVE DEVELOPMENT 2 (CD2) ZONE** as follows:

“4.3 COMPREHENSIVE DEVELOPMENT 2 (CD2) ZONE

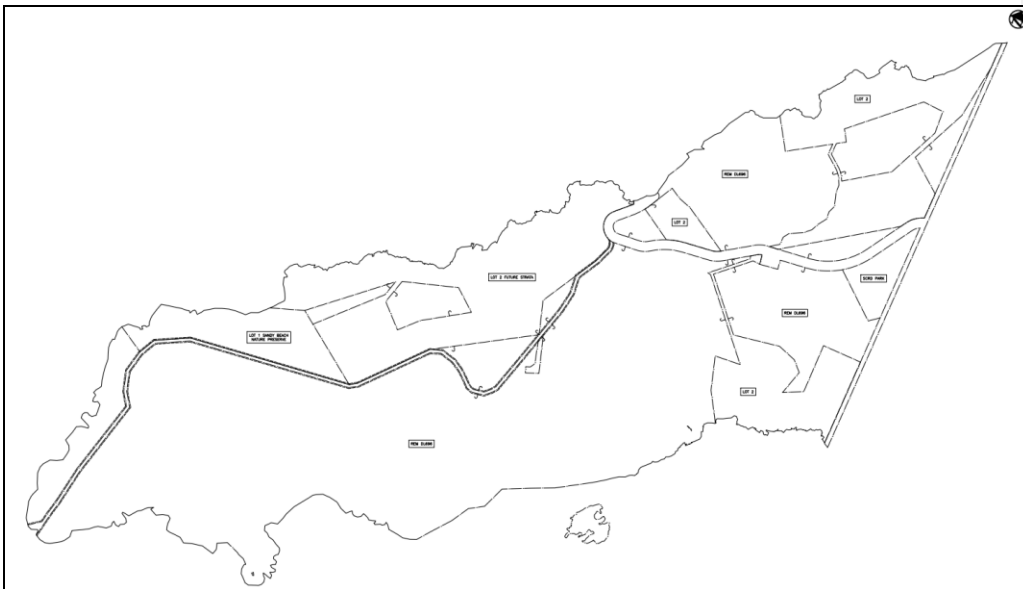
Subdivision

- .1 Land in the CD2 zone may be subdivided only as follows, and only in the following sequence:
 - a) so as to create, together with such park and highway dedications as the approving officer may require, the three parcels described as follows, which parcels must have an area no more than 5% greater than and no more than 5% less than the areas indicated:
 - (i) a 3.40 ha parcel for nature conservation uses;
 - (ii) a 19.0 ha parcel to be further subdivided by strata plan for residential development, only as described in Subsection b);
 - (iii) a 68.0 ha parcel for institutional camp and nature conservation uses, which parcel may not be further subdivided,

which subdivision shall be in general compliance, as to the location and configuration of each of the three parcels, with the Block Subdivision Plan; and

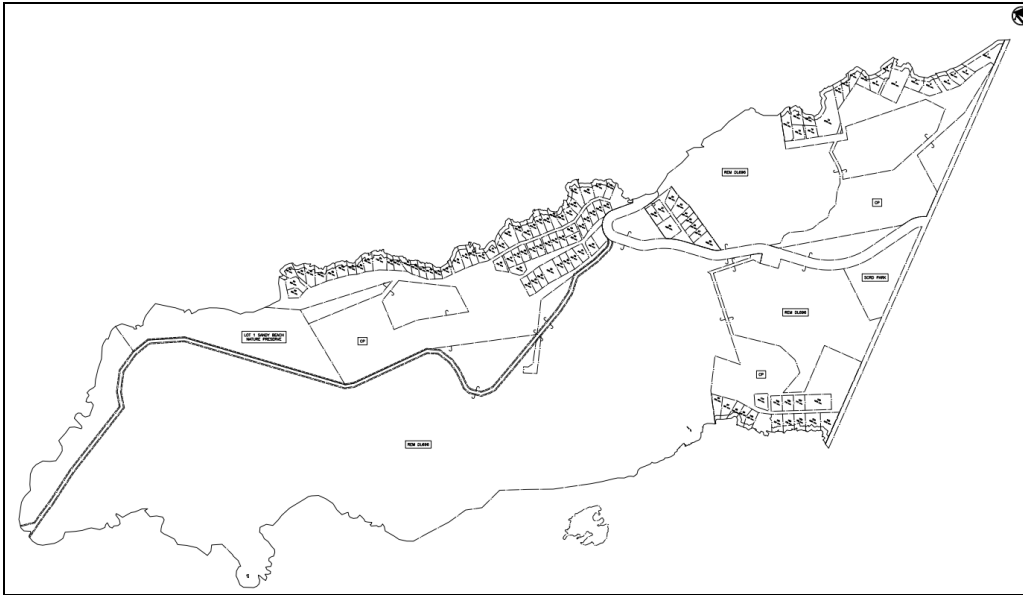
PROPOSED

- b) so as to create not more than 110 strata lots by strata subdivision of the parcel described under Subsection a)(ii), in accordance with the Strata Subdivision Plan, and the subdivision may vary from the Strata Subdivision Plan but not so as to affect the distribution of strata lots as among the six principal lot clusters, or so as to create any lot with an area or width less than 95% of that of the smallest or narrowest lot shown on the Strata Subdivision Plan.
- .2 In Section 4.3.1, “Block Subdivision Plan” means Revision No. 3 of Drawing No. KEY-BLK prepared by Creus Engineering Ltd. for the Convention of Baptist Churches of B.C. and dated September 6, 2017, a print copy of which is set out below and an original digital version of which is in the records of the Islands Trust, and “Strata Subdivision Plan” means Revision No. 3 of Drawing No. KEY-STR prepared by Creus Engineering Ltd. for the Convention of Baptist Churches of B.C. and dated September 6, 2017, a print copy of which is set out below and an original digital version of which is in the records of the Islands Trust.
- .3 Section 7.4.1 of this bylaw does not apply to the subdivision described in Subsection b).
- .4 The parcels created by subdivision under Section 4.4.1a)(i), (ii) and (iii) respectively are referred to in this Section 4.3 as the Sandy Beach Parcel, the Residential Parcel and the Camp Parcel.



Block Subdivision Plan.

PROPOSED



Strata Subdivision Plan.

Permitted Uses

- .5 The Sandy Beach Parcel may be used only for natural area parks and conservation once it has been created by subdivision.
- .6 The following uses of land, buildings and structures are permitted on the Residential Parcel once it has been created by subdivision:
 - single family residential uses
 - home occupations, subject to Section 2.2
 - horticulture and other uses accessory to a permitted residential use
 - public service utility uses and private utility uses including pump/utility houses
 - natural area parks and conservation
- .7 The following uses of land, buildings and structures are permitted on the Camp Parcel once it has been created by subdivision:
 - private institutional camp
 - residential uses accessory to a private institutional camp use
 - one confectionery and gift shop accessory to a private institutional camp use
 - public service utility uses and private utility uses including pump/utility houses
 - natural area parks and conservation

Permitted Buildings and Structures

- .8 The following types of buildings and structures are permitted on the Residential Parcel:
 - single family dwellings on individual strata lots
 - buildings and structures accessory to a permitted residential use

PROPOSED

- community sewer system facilities
 - public service utility uses
 - pedestrian trails
 - fire huts
 - fences, subject to Section 2.4
 - signs accessory to single family residential uses, subject to Part 5
- .9 The following uses of land, buildings and structures are permitted on the Camp Parcel:
- up to five dwellings
 - dormitories and campgrounds for overnight accommodation
 - non-residential buildings and structures accessory to a private institutional camp use
 - up to three boathouses accessory to a private institutional camp use
 - community sewer system facilities
 - public service utility uses
 - pedestrian trails
 - fire huts
 - fences, subject to Section 2.4
 - signs accessory to a private institutional camp use, subject to Part 5

Density of Use

- .10 A maximum of one single family dwelling is permitted per lot on the Residential Parcel.
- .11 The maximum floor area of a fire hut on the Residential Parcel is 9.3 square metres.
- .12 The maximum aggregate floor area of dormitories and dwellings on the Camp Parcel is 4195 square metres.
- .13 The maximum aggregate floor area of buildings and structures other than dormitories and dwellings on the Camp Parcel is 3231 square metres.
- .14 The floor area of a boathouse on the Camp Parcel must not exceed 60 square metres.
- .15 The floor area of a confectionery and gift shop on the Camp Parcel must not exceed 200 square metres.

Setbacks

- .16 The minimum setback between buildings on the Residential Parcel is 3.0 metres.
- .17 The minimum setback from any lot line of any building or structure on the Camp Parcel, other than a fence, pump house, fire hut or boat house, is 10 metres.

PROPOSED

Height of Buildings and Structures

- .18 The maximum height of buildings and structures accessory to a permitted residential use on the Residential Parcel is 4.6 m.
- .19 The maximum height of buildings and structures on the Camp Parcel is 13.0 metres except that a boat house may not exceed a height of 4.6 metres.

Lot Coverage

- .20 The maximum lot coverage of all buildings and structures on the Residential Parcel is 33%.
 - .21 The maximum lot coverage of all buildings and structures on the Camp Parcel is 5%.”;
- 2.5 **PART 4 – ZONE REGULATIONS**, is amended by removing Section **4.6 PRIVATE INSTITUTIONAL 1 (PI1) ZONE** in its entirety and by making such consequential numbering alterations to effect this change.
- 2.6 **PART 4 – ZONE REGULATIONS**, is amended by removing Section **4.10 COMMUNITY SERVICE 2 (CS2) ZONE** in its entirety and by making such consequential numbering alterations to effect this change.
- 2.7 **PART 4 – ZONE REGULATIONS** renumbered Section **4.13 MARINE 2 – COMMUNAL MOORAGE (M2) ZONE** is amended by adding the following text and table as Subsection 4.13.6:

“Site Specific Regulations

- .6 The following Table 4.1 indicates where despite or in addition to the regulations in this Section, specific regulations apply. In the first column, the zone abbreviation and the lower-case letter refer to the notation on the zoning map. The second column describes the regulations:

Table 4.1	
Site Specific Zone	Site Specific Regulations
M2(a)	a) Despite 4.12.4 the maximum size of a dock in the marine area is 65 square metres (700 square feet). The maximum area may be increased by 47 square metres (500 square feet) per residential lot served up to a maximum size of 158 square metres (1,700 square feet).
M2(b)	a) Despite 4.12.2 non-commercial anchorage, moorage of private vessels, and recreational activities accessory to private institutional uses on the adjacent upland are permitted. b) Despite 4.12.3 the maximum height of a building or structure on a float or wharf in the M2(b) area is 5.0 metres (16.5 feet) measured from the upper surface of the float or

PROPOSED

	wharf. c) Despite 4.12.4 the maximum area covered by docks in the entire M2(b) zone, including wharf floats and connecting ramps and piers, is 3,000 square metres (32,970 square feet).
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PART 5 – SIGN REGULATIONS, Section **5.1 NUMBER AND TOTAL AREA OF SIGNS**, Subsection 5.1.1 Table 1: Sign Regulations is amended by:

- a) deleting the “CR2”, “PI1” and “CS2” zones from the first column;
- b) adding “CD2” zone to the “Zone” column immediately under “CD1”;

2.8 **PART 6 – PARKING REGULATIONS**, Section **6.1 REQUIREMENT FOR PARKING SPACES** Subsection 6.1.1 Table 2: Off-Street Parking Requirements is amended by:

- a) replacing the zoning abbreviation “PI1” in the first column with “CD2”;
- b) deleting the third column “Public Parking Lot (CS2 Zone) 15 Parking Spaces”;

Comment [SZ1]: Recommended Change #1

2.9 **PART.7 – SUBDIVISION**, Section **7.2 EXEMPTIONS FROM MINIMUM AND AVERAGE LOT SIZES**, Subsection 7.2.2 is amended by inserting the words “or nature reserve” following the words “a conservation area”;

2.10 **PART 8 – PERMITS**, Section **8.1 TEMPORARY COMMERCIAL AND INDUSTRIAL USE PERMITS** Subsection 8.1.1 is amended by:

- a) deleting the words “Community Residential 2 (CR2)” and “Private Institutional 1 (PI1)”;
- b) inserting the words “Comprehensive Development 2 (CD2)” after “Comprehensive Development 1 (CD1)”;

2.11 Keats Island Land Use Bylaw, 2002, Schedule B, is amended by changing the zoning classifications to those shown on Plan 1, attached to and forming part of this Bylaw.

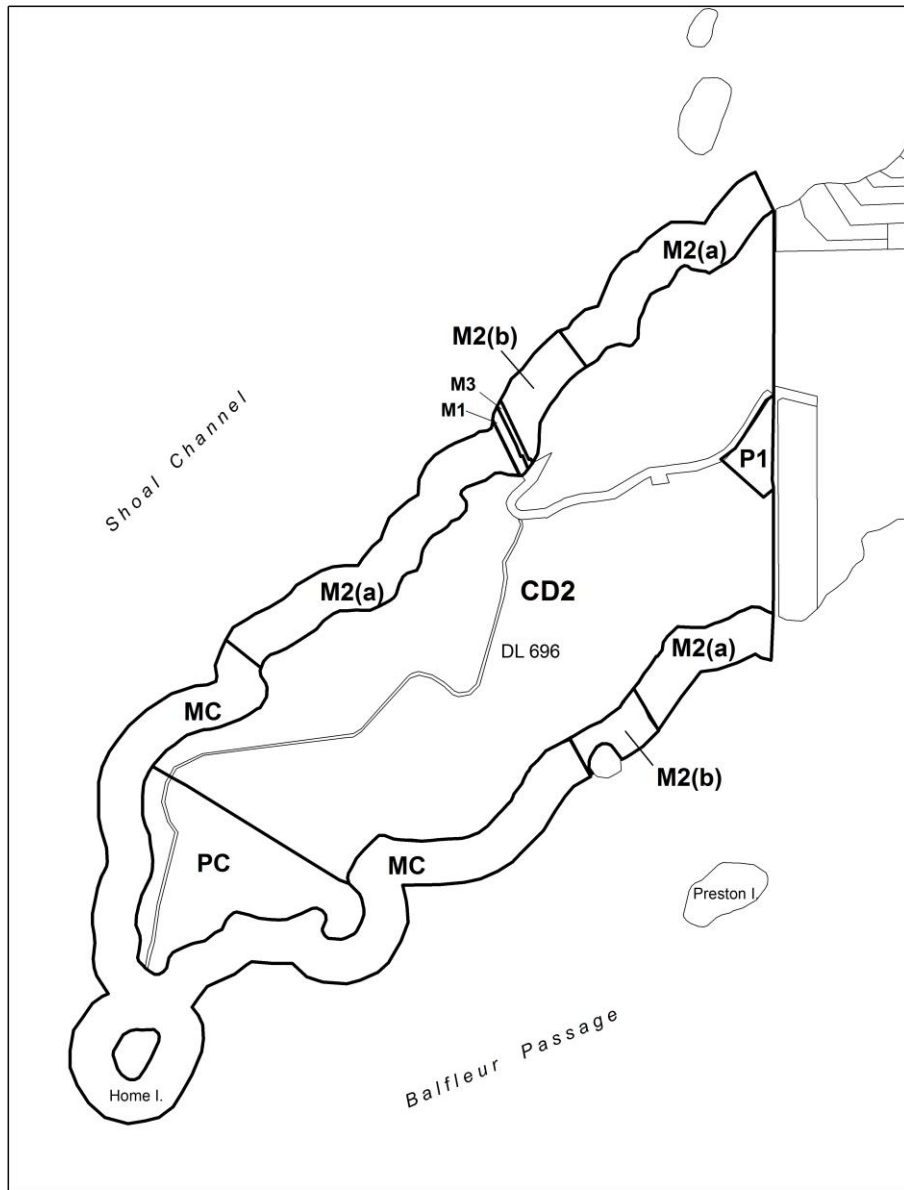
PROPOSED

GAMBIER ISLAND LOCAL TRUST COMMITTEE

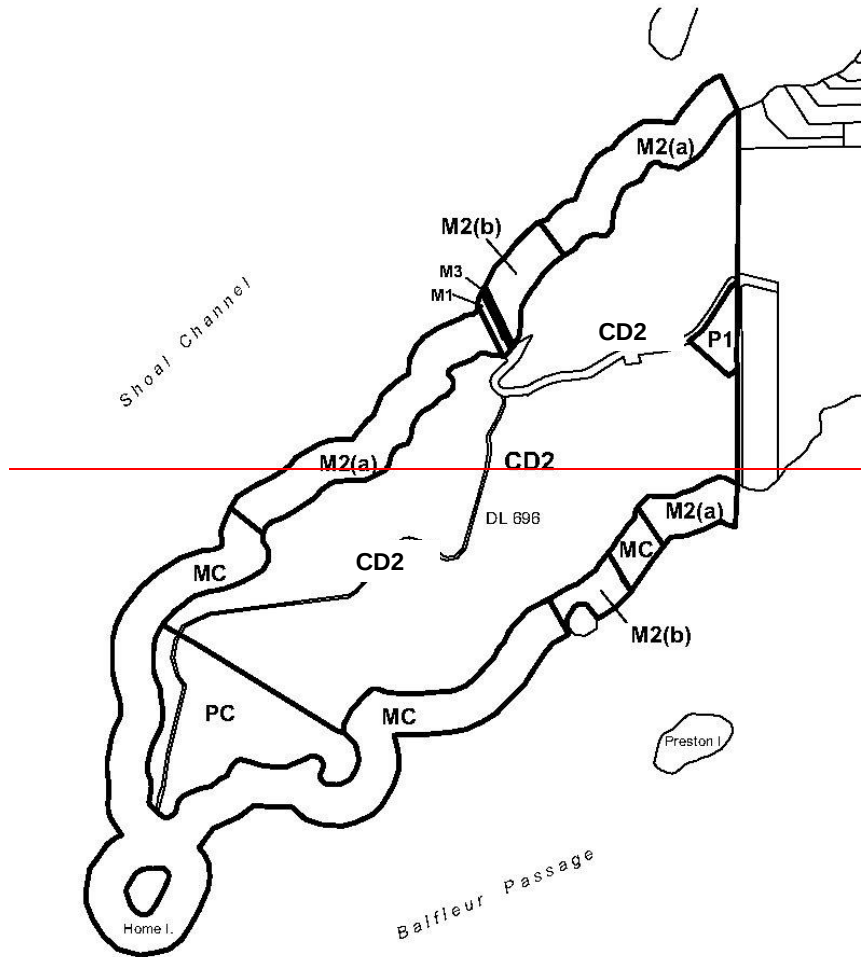
BYLAW NO. 143

PLAN 1

PROPOSED



PROPOSED



Comment [S22]: Recommended Change #2 - Remove this Plan and replace with new (above).

File No.: 6500-20
(Gambier RAR Implementation)

DATE OF MEETING: January 25, 2018
TO: Gambier Island Local Trust Committee
FROM: Madeleine Koch, Planner 2
Northern Team
COPY: Ann Kjerulf, Regional Planning Manager
Sonja Zupanec, Island Planner
SUBJECT: RAR Project Update

RECOMMENDATION

1. That the Gambier Island Local Trust Committee endorse the revised project charter dated January 25, 2018.

REPORT SUMMARY

The purpose of this report is to update the Gambier Island Local Trust Committee (LTC) on the *Riparian Areas Regulation* (RAR) implementation project and progress towards amending Gambier Island's Development Permit Area (DPA) 3: Riparian Areas, and to recommend that a draft revised project charter be endorsed, which provides for a legal review of draft guidelines and an adjusted work plan.

BACKGROUND

The Gambier LTC adopted DPA 3: Riparian Areas in April 2017. Since that time, a number of implementation challenges have been discovered, and the LTC has requested staff to draft both Official Community Plan (OCP) and Land Use Bylaw (LUB) amendments, including guidelines for water features not subject to the *Riparian Areas Regulation* (RAR).

Since this project was last discussed at the October 26, 2017 LTC meeting, staff have collaborated with a Qualified Environmental Professional (QEP) to draft non-RAR DPA guidelines and content for the justification section in the Official Community Plan (OCP). Further amendments have been drafted, as described in this memo, and it is proposed that these be reviewed by legal counsel before a formal draft bylaw is presented to the LTC for consideration of First Reading.

Attached to this memo are:

- Draft non-RAR guidelines, including subdivision design guidelines;
- Draft subdivision guidelines for RAR water features; and
- A draft revised justification section for the Gambier Island OCP.

ANALYSIS

Policy/Regulatory

Draft Non-RAR Guidelines

Because non-RAR water features are not subject to the formal RAR assessment methodology and reporting framework, development of non-RAR guidelines requires careful consideration to ensure that they clearly indicate the types of habitat and environmental features that should be assessed, and how sensitive features may be protected. The draft guidelines were designed with the intention that a QEP hired to assess a non-RAR water feature could refer to the guidelines to inform their assessment and development of report recommendations.

Draft Subdivision Guidelines

While subdivision triggers the need for a DPA 3 Development Permit, there are currently no development permit area guidelines that speak to subdivision design considerations for water feature protection. Subdivision design guidelines have been drafted for both RAR and non-RAR water features, with input from the QEP.

Draft Justification Section for the Official Community Plan

The justification section of DPA 3, found in the Gambier Island OCP, currently does not explicitly support the protection of non-RAR water features. Because Land Use Bylaws (LUBs) must be consistent with OCPs, the OCP portion of the DPA should be amended in order to bring in non-RAR guidelines. Revisions to the justification section have been drafted in collaboration with the QEP.

Other Changes

In addition to the new guidelines and justification, some of the other draft changes include:

- Moving the “Designated Area” provisions currently found in the OCP to the LUB;
- Adding definitions for “Non-RAR Water Feature” and “RAR Water Feature”, with a stipulation that, if there is any doubt as to whether a water feature is RAR or non-RAR, a QEP would need to be hired to make the determination (which would likely be required in most cases where a water feature is present); and
- Additional exemptions:
 - An exemption for development taking place more than 15 metres away from a non-RAR water feature other than a wetland; and
 - An exemption for development adjacent to a non-RAR water feature that a QEP has deemed to be of negligible environmental value, and therefore to not require protection.

Issues and Opportunities

Staff note that the LTC is also considering amendments to the Gambier Associated Islands OCP, Gambier Associated Islands LUB, and Bowyer and Passage LUB to incorporate both RAR and non-RAR DPAs and DPA guidelines. These bylaws will be reviewed for consistency with the proposed amendments to the Gambier Island OCP and LUB; staff will identify any necessary revisions and present these to the LTC at a subsequent meeting.

Proposed Project Charter

Attached is a draft revised project charter, which has been updated to include a legal review of draft bylaw amendments. It is proposed that the funds for the legal review come from the OCP project budget for 2017-18. It is also proposed that a public hearing take place in April 2018; funds for the hearing would come from the 2018-

19 budget. Note that the project charter scope also includes the proposed amendments to the bylaws applicable to Bowyer and Anvil Islands.

Rationale for Recommendation

Based on staff research of precedents in other jurisdictions, the addition of non-RAR guidelines to RAR DPAs appears to be uncommon, meaning there are few examples from which to base the development of non-RAR guidelines for Gambier. It is recommended that draft bylaw amendments be reviewed by Islands Trust legal counsel to ensure the guidelines are legally sound. LTC concurrence with the recommended resolution on page 1 of the staff report would encompass the legal review as noted on the revised project charter, attached.

ALTERNATIVES

1. Request further information

NEXT STEPS

If the proposed project charter is supported, staff will prepare draft bylaws in consultation with legal counsel. Once the legal advice has been received, the draft bylaws will be brought to the LTC for consideration of First Reading. Recommended amendments to the Gambier Associated Islands OCP, Gambier Associated Islands LUB and Bowyer and Passage LUB (DPA 2 – Streamside Protection) bylaws will also be brought forward if deemed necessary.

Submitted By:	Madeleine Koch, MCIP, RPP Planner 2	January 12, 2018
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	January 16, 2018

ATTACHMENTS

1. Attachment 1: Draft new non-RAR guidelines, including subdivision guidelines
2. Attachment 2: Draft new subdivision guidelines for RAR water features
3. Attachment 3: Draft new justification section for the Official Community Plan
4. Attachment 4: Draft revised project charter

Attachment 1

Non-RAR Water Feature Guidelines

General

- (a) A Qualified Environmental Professional (QEP) experienced in riparian, stream or wetland ecology must be retained to conduct a site visit to establish specific riparian buffers that maintain the biological integrity of the riparian area and associated water feature.
- (b) A QEP's report will be required, which clearly identifies on a property Site Plan the location(s) of streams and/or wetlands and the dimensions of associated protective buffers.
- (c) The QEP's report will clearly describe the context and inherent value of the riparian habitat and water feature(s) and identify mitigation measures that ensure the long- term protection of the specified buffer from any nearby development activities. Mitigation measures should include (but not be limited to):
 - (i) erosion control during ground disturbance activities to minimize the potential for sediment transportation;
 - (ii) protection of critical tree root zones;
 - (iii) protection of riparian buffers from potential blow-down associated with any increases in exposure to wind;
 - (iv) management of deleterious substances;
 - (v) proper management of storm water from any impermeable surfaces; and
 - (vi) prevention of encroachment into the riparian buffer (e.g. through the implementation of temporary construction-phase and/or long term fencing/signage).

The mitigation measures will be included as conditions of the Development Permit.

- (d) A QEP should assess and report on the status of the riparian area and water feature with regards to biological integrity and should note the occurrence of invasive species (both plant and animal) where applicable. Wetlands should be classified as either bog, fen, marsh, swamp, shallow water or wet meadow. The QEP should also assess for and report on any previous disturbance or constraints imposed on the water feature or associated riparian area (e.g. wetland infilling, channelization, bank

- destabilization, vegetation removal or dam construction) and recommend appropriate restoration where necessary. Where restoration is recommended, prescriptive replanting plans should be included in the QEP's report. Prescriptive invasive species removal, long-term management and disposal methods should also be included in the QEP's report where necessary.
- (e) The QEP's assessment of the riparian area and associated water feature should describe habitat suitability for rare elements including species at risk – i.e. provincially red or blue listed plants, animals and ecosystems. The QEP should also report on any documented occurrences of rare elements noted in applicable databases, such as the provincial Conservation Data Centre, and note any confirmed observations of rare elements encountered during the site visit.
 - (f) In addition to assessing the general integrity and condition of the riparian habitat and associated water feature, the QEP should also assess for any specific habitat attributes such as wildlife trees, raptor nests, Coarse Woody Debris abundance/distribution (influencing terrestrial foraging/security habitat values for amphibians), and amphibian breeding habitat potential, especially for rare species.
 - (g) The QEP's report should also include appropriate measures for addressing hazard tree management in or nearby the riparian buffer, if applicable. Tree management must be completed in such a way that it decreases any potential impacts to the riparian area. Appropriate measures such as topping to remove dangerous tree stems and/or pruning to remove dangerous tree limbs should be explored. Any removed tree stems and/or large limbs should be left in the riparian area as Coarse Woody Debris.
 - (h) The QEP should consider implementing specific buffers that limit certain construction activities adjacent to riparian buffers, where necessary to protect the integrity of riparian habitat (e.g. establishing critical root zones around trees where excavations are to be avoided).
 - (i) Any "instream" work (e.g. culverts or bridges) must be completed under applicable legislation (i.e. the *Water Sustainability Act*) and constructed in such a way that avoids any negative changes to surface or subsurface hydrology and maintains pre-existing connectivity throughout the water feature

Subdivision

- (j) Land should not be subdivided so as to create new parcel boundaries intersecting a *non-RAR water feature*, or within 30 m of the high water mark of a *non-RAR water feature*, unless otherwise supported by a

Qualified Environmental Professional's report based on the non-RAR general guidelines (a) to (i) of this Development Permit Area, which certifies such parcel boundary creation will not lead to the harmful alteration, disruption or destruction of natural features, functions, and conditions that support riparian species; and/ or unless the boundary is being created for an ecological reserve under the Ecological Reserve Act for dedication to the Crown.

- (k) A Development permit may designate areas that must remain free of development, in accordance with recommendations in a report prepared by a Qualified Environmental Professional based on the non-RAR general guidelines (a) to (i) of this Development Permit Area.
- (l) No subdivision plan should indicate the dedication or construction of a highway, driveway, access route or utility corridor of any kind within 30 metres of a *non-RAR water feature*, unless a report prepared by a Qualified Environmental Professional based on the non-RAR general guidelines (a) to (i) of this Development Permit Area indicates that such dedication or construction will not lead to the harmful alteration, disruption or destruction of natural features, functions and conditions that support riparian species
- (m) No subdivision plan should be designed in such a way that would necessitate development, to take place within 30 metres of the high water mark of a *non-RAR water feature*, unless otherwise supported by a Qualified Environmental Professional's report based on the non-RAR general guidelines (a) to (i) of this Development Permit Area which certifies that such design would not lead to the harmful alteration, disruption or destruction of natural features, functions and conditions that support riparian species. In situations where such a Qualified Environmental Professional's report supports a subdivision design which would result in development within 30 metres of a *non-RAR water feature*, the Development Permit may stipulate the maximum extent of the area in which development may occur, in accordance with the report.

Attachment 2

Subdivision Guidelines for RAR Water Features

- (a) Land should not be subdivided so as to create new parcel boundaries intersecting a *RAR water feature* or within 30 m of the high water mark of a *RAR water feature*, unless otherwise supported by a Detailed Assessment report prepared by a Qualified Environmental Professional; and/ or unless the boundary is being created for an ecological reserve under the *Ecological Reserve Act* for dedication to the Crown.
- (b) A Development permit may designate areas that must remain free of development in accordance with recommendations in a Detailed Assessment prepared by a Qualified Environmental Professional
- (c) No subdivision plan should indicate the dedication or construction of a highway, driveway, access route or utility corridor of any kind within 30 metres of a *RAR water feature*, unless otherwise supported by a Detailed Assessment prepared by a Qualified Environmental Professional.
- (d) No subdivision plan should be designed in such a way that would necessitate development, as described in Section 9.3(3) of this Development Permit Area, to take place within 30 metres of the high water mark of a *RAR water feature*, unless otherwise supported by a Detailed Assessment report prepared by a Qualified Environmental Professional. In situations where a Detailed Assessment supports a subdivision design which would result in development within 30 metres of *RAR water feature*, the Development Permit may stipulate the maximum extent of the area in which development may occur, in accordance with the Detailed Assessment.

Attachment 3

Justification

It is a policy of the Islands Trust Council that local trust committees shall in their Official Community Plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or water courses, wetlands or riparian zones and to protect aquatic wildlife.

Furthermore, the Province of British Columbia's *Riparian Areas Protection Act*, requires that local governments establish regulations to protect riparian areas. This designation is intended to protect riparian areas from development so that the areas can provide natural features, functions and conditions that support fish life processes. The objectives of this designation are:

1. To protect the biological diversity and habitat values of riparian and aquatic ecosystems;
2. To protect the natural environment necessary to conserve productive fish habitat, including both streams both fish bearing and non-fish-bearing water features, and the adjacent land and vegetation; and
3. To minimize adverse impacts of land use practices on wildlife habitats and plant habitats in riparian areas.

Section 488 of the *Local Government Act* empowers Local Governments to adopt development permit areas for the purpose of "protection of the natural environment, its ecosystems and biological diversity". Therefore, in addition to protecting fish-bearing water features under the *Riparian Areas Regulation*, this development permit area also protects non-fish bearing water features, in recognition of their important environmental value.

Both fish-bearing and non-fish-bearing riparian ecosystems perform a number of valuable services to humans, plants and animals alike. They support a high level of biodiversity, including rare plant and animal species that are adapted to the unique habitat conditions provided by these dynamic ecosystems. Vegetated riparian areas represent important travel corridors for wildlife and can also provide valuable foraging habitat for birds, a range of mammals (including bats), amphibians and reptiles. Numerous species of wildlife benefit from habitat at the edge of streams and wetlands, which provides cover, nesting areas, roosting areas, and food sources. Non-fish-bearing seasonal streams and wetlands provide critical breeding habitat for native amphibians. Native amphibians do not require permanent water to breed, whereas some invasive amphibians (e.g. American bullfrogs) require perennial habitat to breed successfully. An absence of fish eliminates predation, especially related to metamorphosing tadpoles, juvenile newts, and salamanders. Wetlands are a relatively rare commodity on the Gulf Islands and, therefore, represent unique ecosystems that are sensitive to disturbance.

Streams, wetlands, and surrounding riparian areas provide important ecosystem services in the form of flood risk mitigation, water quality and quantity

maintenance, erosion management, and storage of greenhouse gases through carbon sequestration. Vegetation in riparian areas moderates the volume and rate of water flowing through the watershed and stabilizes stream banks by holding soil in place. Plant root systems enhance the soil's ability to absorb water by making it more porous. This allows water to be stored and released slowly into the watercourse, reducing potential for erosion and flooding. Soils also filter impurities and sediment from runoff water, improving water quality in the stream channel.

Riparian vegetation provides food and shelter for fish. Shade from trees within the riparian area regulates water temperatures within the stream, which is critical for salmon, trout and other fish species that need cool water to survive. Logs and other woody debris fall into streams from the riparian area influencing stream channel morphology, dissipating the stream's natural erosive energy and providing habitat for a diverse range of species. Land use practices, including land clearing, road building, construction of buildings and structures, and location of septic systems in or near riparian areas, can jeopardize these habitats and water quality. Protection of riparian vegetation and watercourses is therefore necessary to protect the natural environment, ecosystems and biological diversity of Gambier Island.

Riparian Areas Regulation Implementation - Project Charter

Gambier Island Local Trust Committee

Date: January 25, 2018

Purpose This project is intended to better protect riparian and streamside habitat in the Gambier Local Trust Area (LTA), in part by bringing Gambier Island into compliance with the provincial Riparian Areas Regulation (RAR), and in part by establishing guidelines for development adjacent to non-RAR watercourses.

Background Strategy 1.3 of the Islands Trust Council's 2011-2014 Strategic Plan is to "Protect fish habitat by implementing Riparian Areas Regulation", and the LTC has also indicated their intention to protect watercourses that are not fish bearing, but have other important habitat values.

Objectives

- Improve the protection of riparian habitat on islands in the Gambier LTA
- Become compliant with the RAR
- Protect non-RAR applicable watercourses
- Conduct bylaw housekeeping

Scope & Deliverables

- Designate Development Permit Areas (DPAs) in OCPs for RAR and non-RAR applicable watercourses (Gambier, Keats, Associated Islands)
- Establish and maintain effective guidelines for the protection of RAR and non-RAR applicable watercourses (Gambier, Keats, Anvil, Bowyer, South Thormanby)
- Coordinate with the SCRD to include a RAR declaration as part of the building permit application process
- Coordination with provincial staff responsible for RAR; consultation with First Nations and other agencies and stakeholders

Workplan Overview

Deliverable/Milestone	Date
Legal review of preliminary bylaw draft	January– February 2018
Draft amendments to Bowyer and Passage LUB, Gambier Associated Islands LUB, and the Associated Islands OCP for DPA No. 2; LTC consideration	February—March 2018
Draft amendments to Gambier Island Land Use Bylaw and Official Community Plan DPA No. 3 (Gambier Island); LTC consideration	February—March 2018
First Nations and Agency Referrals for Gambier OCP/LUB amendments	March—April 2018
First Nations and Agency Referrals for amendments to Bowyer and Passage LUB, Gambier Associated Islands LUB, and the Associated Islands OCP	Ongoing
LTC consideration of First Nations, agency, and public input	Ongoing
Public Hearing and LTC consideration of input	April 2018
Statutory approvals	April—May 2018
Implement RAR declarations (with SCRD)	Completed as of Oct. 2017
Public Education	Ongoing

Project Team

Madeleine Koch, Planner 2	Project Manager
Ann Kjerulf	Project Sponsor
Sonja Zupanec	Project Sponsor

RPM Approval:

Date:

LTC Endorsement/Amendments:

May 22, 2014 (GM-2014-034)
 June 18, 2015 (GM-2015-031)
 November 19, 2015 (GM-2015-059)
 August 31, 2017 (GM-2017-044)
 October 26, 2017 (GM-2017-066)

Budget

Budget Source: Gambier OCP (\$2000)

Fiscal	Item	Cost
2017-18	Legal Review	\$1500
2018-19	Public Hearing/Notice	\$2000 (est.)
	Total	\$3500



MEMORANDUM

File No.: GM-6500-20
(Gambier Official Community
Plan Review)

DATE OF MEETING: January 25, 2018
TO: Gambier Island Local Trust Committee
FROM: Madeleine Koch, Planner 2
Northern Team
COPY: Ann Kjerulf, Regional Planning Manager
Sonja Zupanec, Island Planner
SUBJECT: Official Community Plan Project Update

PURPOSE

The purpose of this memorandum is to update the Gambier Island Local Trust Committee (LTC) on the status of the Official Community Plan Review Project.

Staff have conducted a technical review of the Official Community Plan, and identified opportunities for additions, revisions, and restructuring. Pressing changes (such as the addition of First Nations-related content) and minor/ uncontentious changes (such as legislative reference updates) will be recommended as part of Phase One. Changes that would benefit from in-depth community input will be better suited for later phases of the project.

Planning staff are collaborating with the Senior Intergovernmental Policy Advisor to pursue relationship building with Skwxwú7mesh Úxwumixw (Squamish Nation) and xʷməθkʷəy̓əm (Musqueam Nation).

At their meeting of December 18, 2017, the Gambier Island Advisory Planning Commission (APC) reviewed the revised OCP project charter and August 31, 2017 Staff Report regarding the OCP project, as per LTC Resolution No. GM-2017-049. The draft minutes from the APC meeting are attached to this memo.

NEXT STEPS

Staff will draft Phase One OCP bylaw amendments for LTC consideration.

Submitted By:	Madeleine Koch, MCIP, RPP Planner 2	January 11, 2018
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	January 11, 2018

ATTACHMENTS

1. Attachment 1: Draft APC Minutes



Minutes of the Gambier Island Advisory Planning Commission

Date of Meeting:	December 18, 2017
Location:	Gambier Island Community Centre, 721 Andy's Road, Gambier Island, BC
APC Members Present:	Boris Gorgitza, Chair Camilla Berry, Secretary Barney Taylor
APC Members Regrets:	Ruth Simons Peter Scholefield
Staff Present:	Madeline Koch, Planner 2 (by telephone 1:15 pm to 1:54 pm) Sonja Zupanec, Island Planner (by telephone 1:15 pm to 1:54 pm) Diane Corbett, Recorder

1. CALL TO ORDER AND WELCOME

Chair Gorgitza called the meeting to order at 1:10 pm.

There was discussion of recruiting other members in light of the small size of the current group. It was suggested that members consider who else might be interested in participating on the APC.

Planner Koch and Island Planner Zupanec joined the meeting at 1:15 pm.

2. AGENDA

By general consent, the agenda was approved as circulated.

3. MINUTES

3.1 Gambier Advisory Planning Commission Draft Minutes dated March 13, 2017

By general consent, the minutes of March 13, 2017 were adopted as circulated.

Regarding an inquiry on how Islands Trust would incorporate the suggestions for OCP changes as noted in the APC minutes, staff advised it was up to the Local Trust Committee (LTC) as to how to incorporate proposed changes and to direct staff. The role of the APC is to advise the LTC on preferred options. The APC could stay apprised as to actions of

the LTC through the Islands Trust website, attendance at Local Trust Committee meetings, or by contacting staff.

4. REVIEW OF STAFF REPORT ON THE REVISED PROJECT CHARTER

The Advisory Planning Commission discussed the Staff Memorandum dated September 22, 2017, with attached Staff Report and Revised Project Charter of August 31, 2017, regarding the Revised Project Charter for the Gambier Island Official Community Plan (OCP) Review.

Points from discussion amongst APC members and staff on the new project workplan overview and the consultation approach included:

- Goal of staff: completion of Phase 1 of the workplan by end of fiscal 2017/18. Staff to update references to outdated legislation and ministries, etc. Some work on Phase 2 to begin before end of March 2018. Bylaw approvals would not be within the current fiscal year.
- Referral agency working group includes provincial ministries, First Nations and other groups to which Islands Trust is legally required to forward its bylaws. Is “external” to Islands Trust. APC is “internal” to Islands Trust. Role of referral agency working group is to provide feedback prior to referral of the draft bylaws.
- Staff to take the lead on drafting of the survey. Possibly it would be referred by the LTC to the APC for comment. It may be based on feedback from the APC. Could be conducted via the internet.
- There was discussion of separating the two parts of Section 8, Environmentally Sensitive Areas and Heritage Resources, to better reflect and more formally acknowledge within the OCP the involvement, history and language of First Nations.
- There was a request that the APC be provided a more specific workplan for the Gambier OCP review engagement, with specific dates in terms of months, as to when specific things will be conducted, survey will be done, and consultation processes will be proposed.
- The Chair advised staff that the two absent APC members had indicated they were supportive of the workplan and in agreement with how to proceed.

GM-APC-2017-001

It was MOVED and SECONDED

by the Gambier Island Advisory Planning Commission
that a request be made to the Gambier Island Local Trust Committee
that a specific section be created in the OCP that recognizes the desires and needs of the First Nations, particularly in respect to traditional areas, archaeological sites and sites of special interest; and that a separate map be created that reflects the values of the First Nations.

CARRIED

GM-APC-2017-002

It was MOVED and SECONDED

by the Gambier Island Advisory Planning Commission that, wherever possible, where English language signs are posted that are within the control of a government body or local organization, local First Nations place names also be included.

CARRIED

The Chair thanked staff for their attendance. Planning staff left the meeting at 1:54 pm.

Chair Gorgitza read aloud from an email sent to the APC by member Peter Scholefield prior to the meeting regarding "Tribal Parks". Discussion ensued. The email noted support for the continued engagement with First Nations and an interest in the Coastal Douglas Fir Conservation Partnership mapping project that would inform OCP topics.

Points from further discussion included:

- Comments on the community survey:
 - On the previous community survey, wording was a bit confusing. Make a longer questionnaire simpler.
 - Make questions very specific.
 - Can the APC put out its own survey?
- Could the APC receive a list of the referral agencies?
- Camilla will take a look at how some other local trust areas went about the OCP review.
- Consider having the next meeting on the mainland, like in Vancouver at Gleneagles, or have two meetings. Have a meeting at Brigade Bay, as previously planned.
- Issue: people really don't care about reading the OCP.
- There has to be developed a way for more connectivity on the island. Everyone has their own place on the island; it is all disconnected.
- If a posting announcing a meeting is sent out ahead of time, a member of each community could post the notice.
- Could the Local Trust Committee fund a trip by the APC Secretary to post notices?
- Email communication is really what works on Gambier.
- People don't really read what is on the boards, which often have the same old notices.
- Would like Islands Trust staff to provide further guidance as to their intent relative to the consultation process. Need more information about what kind of information they want. Need more details about what they are proposing, and when referrals from the Local Trust Committee might occur.
- Question about the amount of the APC budget

5. **ADJOURNMENT**

By general consent, the meeting was adjourned at 2:48 pm.

Boris Gorgitza, Chair

Certified Correct:

Diane Corbett, Recorder



Top Priorities

Gambier Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Riparian Areas Regulation	Implement RAR across Gambier Island Local Trust Area.	26-Oct-2011	Ann Kjerulf Madeleine Koch	
2	Gambier OCP Comprehensive Review	Includes developing a "Shared Narrative of Place" with First Nations	12-Feb-2015	Fiona MacRaild Madeleine Koch	
3	Keats Island OCP/LUB Amendments	Consideration of amendments to policies and regulations regarding docks and other foreshore development on Keats Island	27-Jul-2017	Sonja Zupanec	
4	OCP Advocacy Policies - Implementation & Support	Supporting the advocacy policies of the Gambier, Keats, and Associated Islands OCPs, and Islands Trust Strategic Plan (e.g. woodlots, industrial facilities, Howe Sound)	24-Oct-2013	Kate-Louise Stamfor Dan Rogers Susan Morrison	

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

630 Gambier	Invoices posted to Month ending November 2017	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-630	LTC "Trustee Expenses"	3,000.00	1,165.64	1,834.36
LTC Local				
65200-630	LTC - Local Exp - LTC Meeting Expenses	4,750.00	3,201.06	1,548.94
65210-630	LTC - Local Exp - APC Meeting Expenses	500.00	59.93	440.07
65220-630	LTC - Local Exp - Communications	1,000.00	0.00	1,000.00
65230-630	LTC - Local Exp - Special Projects	500.00	0.00	500.00
TOTAL LTC Local Expense		<u>6,750.00</u>	<u>3,260.99</u>	<u>3,489.01</u>
Projects				
73001-630-2016	Gambier OCP/LUB	5,500.00	0.00	5,500.00
73001-630-4024	Gambier Keats Island OCP/LUB Amendments	8,000.00	0.00	8,000.00
73001-630-4082	Gambier DAI Bylaws	1,500.00	0.00	1,500.00
TOTAL Project Expenses		<u>15,000.00</u>	<u>0.00</u>	<u>15,000.00</u>

Gambier Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

Updated: January 16, 2018

No	Meeting Date	Resolution No.	Issue	Policy
1.	October 6, 2010	GM-082-2010	Guidelines for the appointment of members to the advisory planning commission	It was MOVED and SECONDED that the Gambier Island Local Trust Committee endorses the following guidelines for the appointment of members to the advisory planning commission and requests that such guidelines be posted on the Islands Trust website and are used in any posting to solicit expressions of interest from candidates for advisory planning commission membership: “The Gambier Island Local Trust Committee shall make all reasonable efforts, in the consideration of appointments to the advisory planning commission that members are: - Representative of a broad cross section of the geographical areas of the Gambier Island Local Trust Committee area; - Representative of a range of backgrounds and expertise that is supportive to each other in the consideration of matters referred to the advisory planning commission; - Where feasible and practical of a balanced representation of gender and age groups. Consideration shall be given to the following criteria in any appointment: • Previous experience as a member of a Board of Variance; • Experience on a local government council, board, local trust committee, commission or other body; • Experience with other volunteer boards, commissions or committees; • Experience and credential in a planning, design or related profession; • Experience and credentials in a building or design trade; • Educational background; • Length of residency in the local trust area; • Availability, and willingness to travel between local trust areas.
2.	March 26, 2015	GM-2015-018		It was MOVED and SECONDED, that the Gambier Island Local Trust Committee amend the APC appointment guidelines to allow for representation of members to be weighted to a geographic area subject to a current top priority project.

3.	October 26, 2017	GM-2017-065	Development Permit Area (DPA) No. 3: Riparian Areas administration	It was MOVED and SECONDED that the Gambier Island Local Trust Committee adopt a Standing Resolution which directs staff to administer Development Permit Area (DPA) No. 3: Riparian Areas in the interim before formal amendments are made to the DPA, as follows: a. The “Designated Area” provisions of Section 12.3.1 of Gambier Island Official Community Plan No. 73 should be used to determine whether or not a proposed development is subject to DPA No. 3: Riparian Areas; b. When development is proposed within the “Designated Area”, applicants shall be required to have a Qualified Environmental Professional assess the water feature to determine whether or not it is subject to the Riparian Areas Regulation; c. When development is proposed within the “Designated Area” of a water feature which is determined to be subject to the Riparian Areas Regulation, a DPA No. 3: Riparian Areas Development Permit shall be required; d. When development is proposed within the “Designated Area” of a water feature which is determined not to be subject to the Riparian Areas Regulation, a DPA No. 3: Riparian Areas Development Permit shall not be required.
4.	December 11, 2017	GM-2017-078	Adding item to agenda	GM-2017-078 It was MOVED and SECONDED that the Gambier Island Local Trust Committee request staff to add to each agenda “First Nations Activities” under the Reports section.

DATE OF MEETING: January 25, 2018

TO: Gambier Island Local Trust Committee

FROM: Madeleine Koch, Planner 2
Northern Team

SUBJECT: First Nations Words and Place Names Standing Resolution

RECOMMENDATION

1. That the Gambier Island Local Trust Committee adopt the following standing resolution:
 - a) That staff incorporate First Nations' words, phrases, and place names in Local Trust Committee communications, as appropriate.

DISCUSSION

The Gambier Island Local Trust Committee (LTC) passed the following resolution at the July 27, 2017 meeting:

GM-2017-034

It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee request staff to incorporate Squamish words in Local Trust Committee communications in a phased approach, starting with simple phrases and words, and place names where appropriate, in letters, agendas, etcetera.

The Follow Up Action List was updated accordingly, with a target date of "ongoing", and staff have begun to incorporate Squamish words into LTC business communications. However, it is recommended that the LTC pass a standing resolution regarding the use of First Nations words, as the resolution's directive is ongoing in nature, and the Follow Up Action List is intended for tasks to be completed in the short term.

Staff note that First Nations, other than Skwxwú7mesh Úxwumixw (Squamish Nation), may have words and place names that would be appropriate to use in LTC communications. As such, it is also recommended that the standing resolution refer to the use of "First Nations' words, phrases and place names" rather than "Squamish words", to include other Nations' languages where applicable and appropriate.

ALTERNATIVES

1. Adopt an amended Standing Resolution
2. Receive for information

Submitted By:	Madeleine Koch, MCIP, RPP Planner 2	January 11, 2018
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	January 11, 2018



Trust Fund Board Report to Local Trust Committees and Bowen Island Municipality November 2017



TFB 2018 Meeting Dates

The Trust Fund Board finalized the 2018 TFB meeting dates. The dates are: January 30, April 3, May 29, July 17 (Annual meeting with the Executive Committee), September 25, and November 27.

Regional Conservation Plan (RCP)

The Trust Fund Board (TFB) reviewed a three-year work plan that builds on the approved draft Regional Conservation Plan (RCP) for 2018-2027. The RCP will be used by the TFB to evaluate conservation proposals, to direct communications and fundraising efforts and to guide property management work. The three-year work plans will be used by staff and board members to guide their work and measure progress towards achieving the larger goals of the ten-year RCP. The Board has referred the RCP to local trust committees and Bowen Island Municipality for review. (It has also been referred to partner agencies and First Nations and will be posted on the Islands Trust Fund (ITF) website with a mechanism to enable public feedback). The Board is expecting to consider final approval of the Regional Conservation Plan in January 2018.

Land Trust Alliance of BC National Land Summit

Trust Fund Board members and staff shared key lessons learned from their participation and attendance at the Land Trust Alliance of BC National Land Summit (Nov. 15-17). Staff presented at the conference on Conservation Planning.

Board Retreat

The Trust Fund Board discussed possible follow-up actions emerging from the October 2, 2017 retreat. Staff provided the board with summaries of key information about ITF for members to use in developing personalized messages for outreach and fundraising, as discussed at the retreat.

Property Monitoring

The Board has received detailed reports on the results of this year's monitoring of our 27 nature reserves, the 24 NAPTEP covenanted areas and the 51 other covenants we hold. A number of management issues have been identified which are now being addressed (see below for highlights by island). All follow-up correspondence related to 2017 monitoring has been provided to land holders and co-covenant holders. This year, covenant outreach communications were included with the monitoring letters.

Summary of Current Island-by-Island Activities

Denman

Invasive species removal, restoration, planting and monitoring continues on all three TFB nature reserves (Inner Islands Nature Reserve, Lindsay Dickson Nature Reserve, and Morrison Marsh Nature Reserve). Management plan revisions and species at risk surveys are being completed for Morrison March Nature Reserve. In addition, public consultation planning - including a questionnaire and open

house, are in progress for a revised management plan for Morrison Marsh Nature Reserve to be completed by April 2018.

Gabriola

The Trust Fund Board approved a request from a NAPTEP landholder to remove limbs from several trees to maintain a viewscape with the conditions that the work is carried out by a professional arborist, the work is done outside of nesting season for birds and the woody debris is left on site to decompose naturally.

The Elder Cedar Nature Reserve continues to suffer from the impacts of unpermitted mountain bikes and horses. ITF is working with GaLTT to address these and other issues. Construction is set to begin on a boardwalk around the large western red cedar tree in late November. A boardwalk is also being built over a wet area on one section of the existing trail.

Galiano

The TFB accepted an updated conservation proposal from the Crystal Mountain Society, agreeing to accept the transfer of approximately 18.3 hectares of land on Galiano Island, provided specified conditions are met. The proposed nature reserve will be further protected by a conservation covenant held by the Land Conservancy of BC. Invasive species removal and trail clearing is in progress on the Laughlin Lake and Vanilla Leaf Nature Reserves.

Lasqueti

Riparian restoration and nesting box maintenance is in progress at the John Osland Nature Reserve.

North Pender

Public consultation planning - including a questionnaire and open house, are in progress for a revised management plan for the Medicine Beach Nature Sanctuary to be completed by April 2018.

Please feel free to contact members of the Trust Fund Board or Islands Trust Fund staff for more details.

Tony Law, Chair tlaw@islandstrust.bc.ca
Islands Trust Fund itfmail@islandstrust.bc.ca

To: Gambier Island Local Trust Committee **For the Meeting of:** January 25, 2018
From: David Marlor, DLPS **Date Prepared:** December 4, 2017
SUBJECT: Housing Agreement Administration

PURPOSE:

This briefing is intended to inform the local trust committees of existing housing agreements in the Trust Area and the progress of work on a new program to hold and administer housing agreements.

BACKGROUND

At the September 2016 Trust Council meeting the following resolution was passed:

TC-2016-083 that the Islands Trust Council allocate \$15,000 in the 2017-2018 fiscal budget to allocate one staff day (based on Grid 24/Step 2) per week to explore and if feasible, design and implement a program to hold and administer housing agreements on behalf of local trust committees.

A Housing Agreement is a tool for local trust committees to encourage and enforce affordable housing developments. Housing agreements are covenants that are adopted by local trust committee bylaw; they may set the rates at which a housing unit can be rented or sold, and may stipulate the income threshold and types of the occupant(s). A housing agreement may be required for the owner to receive certain grants and funding.

1. Provisions to hold Housing Agreements

Section 483 of the *Local Government Act* authorizes local trust committees to enter into a housing agreement, which defines “terms and conditions agreed to by the local government and the owner regarding the occupancy of the housing units identified in the agreement, including but not limited to terms and conditions respecting one or more of the following:

- (a) the form of tenure of the housing units;
- (b) the availability of the housing units to classes of persons identified in the agreement or the bylaw under subsection (1) for the agreement;
- (c) the administration and management of the housing units, including the manner in which the housing units will be made available to persons within a class referred to in paragraph (b);
- (d) rents and lease, sale or share prices that may be charged, and the rates at which these may be

increased over time, as specified in the agreement or as determined in accordance with a formula specified in the agreement.”

2. Current Housing Agreements

There are currently six housing agreements in the Islands Trust Area that are considered active (units are built and rented, or the housing agreement was recently finalized). These are located on Salt Spring Island (4), Denman Island (1) and Galiano Island (1).

All housing agreements have a clause whereby the Islands Trust can monitor the property to ensure compliance, through the completion of schedules submitted annually or upon request. Staff completed monitoring for 2017 in October.

3. Managing and Administering Housing Agreements

In creating a Trust-wide program to hold and administer housing agreements the following points were considered,

- a. Housing agreements to date have been handled on an individual basis by the planner assigned to the island/application;
- b. Extensive revision and legal review is required for each housing agreement;
- c. Active monitoring was not undertaken on any agreements until October 2017, with the exception of the property on Denman Island;
- d. Planning and administrative staff with already full workloads need a system that does not add a lot of extra work;
- e. Enforcement issues have not been thoroughly planned for or addressed;
- f. Applicants for Housing Agreements are usually not-for-profit societies with limited budgets.

Based on these factors, the following changes to the way housing agreements are administered have been proposed:

a. Templates

Templates have been drafted for the various different types of housing agreements, in an effort to decrease planner time and the need for multiple legal reviews. These templates combine legal advice and formats from recently established housing agreements to create a base draft. These templates are standard agreements, and owners/developers will be expected to keep changes and edits to a minimum.

b. New Staff Procedures

New procedures are currently under review for staff to use when developing housing agreements to streamline the process and avoid errors and omissions. In particular, these procedures will ensure that housing agreements are monitored, and that files and communications are kept up to date. Procedures are also prepared regarding the monitoring and management of adopted housing agreements.

c. Information Brochure for Owners/Societies/Developers

Staff will create an information brochure to outline the steps involved in creating a housing agreement, as well as specifying the limited edits that can be made to a template. This information, designed for those interested in entering into a housing agreement, will also be provided to Trustees for information.

Prepared By: Emily Kozak, Housing Agreement Project Coordinator

Reviewed By/Date: David Marlor, DLPS/December 4, 2017