



A NOTICE OF A BUSINESS MEETING OF **THE GAMBIER ISLAND LOCAL TRUST COMMITTEE**
to be held at 10:30 AM on Thursday, October 25, 2012
at Gibsons & Area Community Centre,
700 Park Road, Gibsons, BC

AGENDA

		Page No.	*Approx. Time*
1.	CALL TO ORDER		10:30 am
2.	APPROVAL OF AGENDA		
3.	MINUTES		
3.1	Local Trust Committee Meeting Minutes dated September 20, 2012 – <i>for adoption</i>	1-13	
3.2	Section 26 Resolutions Without Meeting - <i>none</i>		
3.3	Gambier Island Advisory Planning Commission Minutes - <i>none</i>		
4.	BUSINESS ARISING FROM MINUTES		10:40 am
4.1	Follow-up Action List dated October 15, 2012 - <i>attached</i>	14-15	
4.2	Bylaw Enforcement Notification Bylaw (BEN) Staff Report dated September 27, 2012 - <i>attached</i>	16-22	
5.	CHAIR'S REPORT		
6.	TRUSTEES' REPORT		
7.	DELEGATIONS		
8.	TOWN HALL SESSION		10:50 am
9.	CORRESPONDENCE <i>Correspondence specific to an active development application and/or project will be received by the Gambier Island Local Trust Committee when that application and/or project is on the agenda for consideration.</i>		
10.	LOCAL TRUST COMMITTEE PROJECTS		11:10 am
10.1	GM-LUB-2011.2 (Associated Islands Land Use Bylaw Review Project) Staff Report dated October 11, 2012 - <i>attached</i>	23-26	
10.2	Riparian Areas Regulation Memorandum dated October 11, 2012 - <i>attached</i>	27-28	

11.	APPLICATIONS AND PERMITS		1:00 pm
11.1	GM-DVP-2011.2 (Corin/Larouche) - 1250 Taki-Te-Si Rd, Gambier Island) – <i>verbal update</i>		
11.2	GM-DVP-2012.2 (Liebenberg – Douglas Bay Development, Gambier Island). Staff Report dated October 10, 2012 - <i>attached</i>	29-40	
11.3	GM-DVP-2012.4 (Reel 17 Investments Ltd.- Cotton Bay, Gambier Island) Staff Report dated September 28, 2012 - <i>attached</i>	41-52	
11.4	GM-RZ-2012.1 (Reel 17 Investments Ltd. – Cotton Bay, Gambier Island) Staff Report dated October 10, 2012 - <i>attached</i>	53-60	
12.	BYLAWS		2:30 pm
12.1	GM-RZ-2011.1 (Camp Fircom – Gambier Island) Memorandum dated October 3, 2012 - <i>attached</i>	61	
12.2	Proposed Bylaw No. 117 cited as “Gambier Island Official Community Plan Bylaw No. 73, 2001, Amendment No. 1, 2012.” – <i>for adoption</i>	62-63	
12.3	Proposed Bylaw No. 118 cited as “Gambier Island Land Use Bylaw No. 86, 2004, Amendment No. 1, 2012.” – <i>for adoption</i>	64-66	
13.	REPORTS		2:45 pm
13.1	Strategic Plan for Local Trust Committees - <i>attached</i>	67-78	
13.2	Work Program Reports Top Priorities Report and Projects List dated October 15, 2012 - <i>attached</i>	79-81	
13.3	Applications Log Report dated October 15, 2012 - <i>attached</i>	82-86	
13.4	Trustee and Local Expenses Expenses posted to September 30, 2012 - <i>attached</i>	87	
14.	NEW BUSINESS		
14.1	Local Trust Committee Budget Request for 2012/2013 Memorandum dated September 20, 2012 – <i>attached</i>	88-96	
15.	ISLANDS TRUST WEBSITE		
15.1	Gambier page – <i>attached</i>	97-98	
16.	NEXT MEETING Thursday, December 13, 2012 at 11:00 am at Gibsons Area Community Hall, 700 Park Road, Gibsons, BC		
17.	ADJOURNMENT		3:30 pm

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

**MINUTES OF THE GAMBIER ISLAND LOCAL TRUST COMMITTEE MEETING
HELD ON THURSDAY, SEPTEMBER 20, 2012 AT 10:30 AM
AT KEATS CAMP, KEATS ISLAND, BC**

<u>PRESENT:</u>	David Graham	Chair
	Jan Hagedorn	Local Trustee
	Kate-Louise Stamford	Local Trustee
	Sonja Zupanec	Island Planner (<i>via telephone</i>)
	Diane Corbett	Recorder

There were sixteen (16) members of the public in attendance.

1. CALL TO ORDER

Chair Graham called the meeting to order at 10:30 am, noting that the meeting was being held in the traditional territory of the Coast Salish people. He introduced trustees in attendance and acknowledged the presence at the meeting of past Local Trustee Kim Benson.

Due to the current BC Government Employees Union overtime ban, the Island Planner was unable to attend the meeting in person and joined via telephone at 2:45 pm.

2. APPROVAL OF AGENDA

The Agenda was adopted as amended by consensus:

- Islands Trust Stewardship Award 2012 – Add after Trustees' Report
- 14.5 Jurisdictional Issues with Sunshine Coast Regional District
- 14.6 Correspondence with West Vancouver Mayor and Council
- 14.7 Sinking of *HMCS Annapolis*

3. MINUTES

3.1 *Gambier Island Local Trust Committee Meeting Minutes dated July 5, 2012*

The minutes of the Gambier Island Local Trust Committee meeting dated July 5, 2012 were adopted as amended by consensus, with the following change:

- 8.1: add "June 25, 2012" at end of title.

3.2 *Local Trust Committee Public Hearing Record dated July 5, 2012*

The public hearing record of the Gambier Island Local Trust Committee meeting dated July 5, 2012 was received.

3.3 *Local Trust Committee Special Meeting Minutes dated July 13, 2012*

The special meeting minutes of the Gambier Island Local Trust Committee meeting dated July 13, 2012 were adopted by consensus.

3.4 *Local Trust Committee Special Meeting Minutes dated July 20, 2012*

The special meeting minutes of the Gambier Island Local Trust Committee meeting dated July 20, 2012 were adopted as amended by consensus, as follows:

- Page 3, paragraph 3, last sentence: replace “woman” with “constituent”.

Island Planner Zupanec joined the meeting at 10:45 a.m.

3.5 *Section 26 Resolutions Without Meeting*

A Resolution Without Meeting was made on September 4, 2012 as follows:

THAT the Gambier Island Local Trust Committee send a letter to the Mayor and Council of West Vancouver regarding the closing of the Horseshoe Bay Pier to private vehicles.

3.6 *Gambier Island Advisory Planning Commission Minutes*

None

4. **BUSINESS ARISING FROM MINUTES**

4.1 *Follow-up Action List dated September 10, 2012*

Received

4.2 *HMCA Annapolis Sinking in Halkett Bay*

Trustee Stamford indicated that she had forwarded related information received from the policy analyst to people on Gambier Island who had expressed interest in this topic.

Trustee Hagedorn commented that she had sent out information in the Trustees' Report and to interested parties.

It was noted that requirements for an environmental assessment for the proposed sinking of the *Annapolis* were waived. Discussion on this topic was moved to New Business.

5. **CHAIR'S REPORT**

Chair Graham reported on the quarterly meeting of Trust Council held on Bowen

Island. A highlight was the adoption of the Strategic Plan, directing the budget of Islands Trust, filtering through the mandate to work programs and focusing the work of the Trust: protection of the natural environment, marine areas, and water.

6. **TRUSTEES' REPORT**

Trustee Stamford reported that trustees attended two community town hall meetings in conjunction with Sunshine Coast Regional District Electoral Area F (West Howe Sound) Director Lee Turnbull. General discussion was focused on taxes. Trustee Stamford indicated that she was trying to move forward some of the topics discussed, such as getting a coordinated approach to parks funding.

Trustee Stamford attended numerous annual general meetings in the summer. The trustee commented that a highlight was seeing the active participation at the Annual General Meeting of the community in Eastbourne. Conservancies on both Keats and Gambier Islands were becoming more active. The Sea Ranch community on Gambier was a wonderful example of a cluster community.

Trustees also went to several development variance permit application viewings, now a practice of trustees. Protocol meetings were held with the Ministry of Transportation and Infrastructure and with staff and officials from the Sunshine Coast Regional District since the last Local Trust Committee meeting.

Trustee Hagedorn expressed thanks to Associated Islanders for sending input regarding the draft Land Use Bylaw, and for attending the town hall meetings in July. The trustee reminded the public to submit grant applications early for the Grant-In-Aid process.

Other meetings Trustee Hagedorn had attended include the protocol meetings noted above, community information meetings for the Associated Land Use Bylaw, an invasive plants workshop with Richard Beard, a shoreline mapping workshop, and Trust Council on Bowen Island. A *Riparian Areas Regulation* workshop on Vancouver Island was held; the *Riparian Areas Regulation* was legislated by the government to protect fish habitat.

There was a forest fire on Keats Island on August 21, 2012. Trustee Hagedorn expressed thanks to Stewart Watson, Keats Island Fire Equipment Group, neighbours from Hermit Island, Keats Island Construction and all of the people who offered support in containing the fire. A fire drill and fund-raiser was held in Eastbourne, with over 100 people in attendance.

The Sunshine Coast Regional District had received a rezoning application from BURNCO. Contact information for the Sunshine Coast Regional District planner handling the application could be obtained from trustees.

Islands Trust Stewardship Award 2012 – Trustees were joined by members of the public in expressing their appreciation of the numerous, generous, tireless and persistent community-serving efforts, contributions, and leadership of **Stewart Watson of Gambier Island** who received the Islands Trust Stewardship Award. Trustee Stamford presented a plaque to Mr. Watson on behalf of the Islands Trust.

7. **DELEGATIONS**

None

8. **TOWN HALL SESSION**

Kim Benson of Keats Island addressed the Local Trust Committee regarding the importance of Conservation zoning on Keats Island, and, since marine conservation is a priority of Islands Trust Council, Ms. Benson said she wanted to give Trustees some background and context.

Ms. Benson distributed a map of Keats Island and the schedule for the Keats Island Land Use Bylaw. Points raised by Ms. Benson included:

- Keats Island is about 1500 acres, around one third bigger than Stanley Park.
- Keats Island is about 94% private land. The whole shoreline of Keats Island is private land except at Plumper Cove Marine Park.
- Much of the shoreline development is nonconforming and historical.
- Much of the developed land is water access only; people need a dock.
- On the south side of Keats, it is difficult to have year round private moorage as it is too exposed. Most of the south side of Keats is accessible by road.
- Keats has 450 residential lots; if fully subdivided, there would be 500. Keats is almost at build out. Therefore, it is difficult to get protected shoreline now, and it is important to preserve some portions of the marine environment.
- The parts of the island that the community has identified as significant and important to protect include: Sandy Beach, Salmon Rock, Hard To Come By Cove, Pebble Beach, Andy's Beach, Laurel Beach, Maple Beach, East Beach, Wreck Beach and West Beach.
- During the Official Community Plan Review, it was recognized that, in order to protect the island foreshore beaches and marine environment, zoning regulations should be designed to protect the natural coastal processes of beaches.
- More than half of the beaches are in Eastbourne.
- Zoning restrictions and setbacks were put in so there would be community consultation, and to protect the significant beaches.

Ms. Benson indicated that she was at the meeting to advocate that, if the Local Trust Committee were to receive applications for rezoning and other development, the Local Trust Committee take into account the purpose of the Official Community Plan to protect the natural foreshore, and ensure that the natural boundary is established before the building, and that it is done appropriately without impacting the adjacent foreshore and upland. Ms. Benson requested that the trustees keep in mind the special context of Keats Island.

The Local Trustees thanked Ms. Benson for her comment.

The meeting recessed at 11:35 am.

The meeting re-convened at 11:45 am.

9. CORRESPONDENCE

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

- 9.1 *Email dated July 13, 2012 from Ami Shah of Transport Canada regarding Divestiture – New Brighton Dock*

GM-048-2012 It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee instruct staff to work with Trustee Kate-Louise Stamford in drafting a letter to Ami Shah, Program Officer of Transport Canada concerning the proposed divestiture of the New Brighton dock.

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

- 10.1 *GM-LUB-2011.2 (Associated Islands Land Use Bylaw Review Project)*

10.1.1 *Staff Report dated August 29, 2012*

10.1.2 *Compilation of Correspondence to September 9, 2012*

Planner Zupanec reviewed the staff report dated August 29, 2012 regarding the proposed changes to the draft Associated Islands Land Use Bylaw. Proposed changes and rationale for changes, as noted in discussion, were as follows:

No.	Section or Regulation	Identified Issues and Potential Revisions
<i>Part 1 – Definitions and Schedules A and B</i>		
1	Throughout the document	Correct punctuation, grammar, numbering, spelling, format and abbreviations. <i>Endorsed by LTC</i>
2	“recreation vehicle” definition	Revise to read: “means a tent trailer, travel trailer, motor home or other self-propelled vehicle, containing <u>one or all of the following:</u> sleeping, cooking and sanitary facilities, but does not include a mobile home or manufactured home.” <i>Endorsed by LTC</i>

No.	Section or Regulation	Identified Issues and Potential Revisions
3	Sch A-1	Insert Site Plan for Buccaneer Bay Holdings <i>Placeholder (awaiting information from owner)</i>
4	Sch B – Map B	Change water zone to M2 around Merry Island and expand M1 zone across the bay from BBH on South Thormanby. <i>Endorsed by LTC to facilitate existing ramp and mooring buoy locations in the bay</i>
5	Sch B Map B	Expand M3 water zone around North Thormanby to 400 metres. <i>Endorsed by LTC to reflect current locations of buoys</i>
6	Sch B – Map C	Add a M2 zone at the end of the road allowance on East Trail Island. <i>Endorsed by LTC to reflect future community water access</i>
7	Sch B – Map F	Change M3 to M2 zone north of Anvil Island Resorts Ltd. as per written request. <i>Endorsed by LTC to facilitate possible back-up emergency access on the north; ensures flexibility</i>
<i>Part 2 – Administration</i>		
8	2.3(1)	Question on whether this is standard wording and what the directive policy for enforcement is. Bylaw Enforcement confirmed that this is standard LUB regulation. No change
<i>Part 3 – General Regulations</i>		
9	3.4(1)	Water towers/tanks are proposed to be permitted in any zone and the height may exceed what is permitted in residential zones. Add water catchment and <u>water</u> storage facilities to the list of structures that are exempt from the height regulations. <i>Endorsed by LTC to allow water towers/tanks to exceed height regulations without the need for a development variance permit</i>
<i>Part 5 – Zoning</i>		

No.	Section or Regulation	Identified Issues and Potential Revisions
10	5.1(4)	Increase the floor area ratio from 0.15 to 0.20 for dwellings within the SRR zone. <i>Endorsed by LTC to allow more flexibility on smaller lots; correspondence indicates support</i>
11	5.1(5)	Amend the regulation to exclude woodsheds and utility sheds. <i>Endorsed by LTC - Requested by residents</i>
12	5.1(6)	Decrease the front setback along a road allowance to 6.0 metres in the SRR zone. <i>Endorsed by LTC owner requests for flexibility; protection of foreshore</i>
13	5.1(6)(b)	The increase of the interior side yard setback from 5 to 10 feet was proposed to encourage greater fire separation and privacy on lots. Smaller interior side yard setbacks can allow for greater flexibility in siting and placement on irregular shaped lots. Revert to 1.5 metre (5 feet) interior side yard setback in the SRR zone for buildings and structures. <i>Endorsed by LTC - Owner requests to maintain flexibility during development and siting.</i>
14	5.1(6)(b)	Delete reference to rear setback as it is duplicated from (a) <i>Endorsed by LTC - Remove duplication</i>
15	5.1(9)	Delete reference to water storage tanks from screening requirement in the SRR zone. <i>Endorsed by LTC - Storage tanks may be quite large; screening might be more obtrusive.</i>
16	5.2	Delete reference to Worlcombe Island in RR1 Information Note. <i>Endorsed by LTC</i>

No.	Section or Regulation	Identified Issues and Potential Revisions
17	5.2(2)	Add maximum floor area per dwelling for RR1 zone. On smaller lots or shareholder lot situations a Floor Area Ratio is highly recommended. On large lots typically this is unregulated. Staff do not recommend a FAR limit for the RR1 zone at this time. <i>No change implemented by LTC - Change not consistent with RR1 type zones in the GMLTC area for rural lots 10 acres in size.</i>
18	5.2	Add density regulation to limit number of accessory buildings to 3, excluding woodsheds and utility sheds. <i>Endorsed by LTC - Requests by owners</i>
19	5.2 (9)	RR1(a) The owners of Tiki island are looking for an equal building allowance between the three cabins. The addition of a floor area and lot coverage breakdown for each dwelling would ensure greater certainty at the time of building permit application as to what is permitted. <i>Endorsed by LTC - Include site specific floor area and lot coverage in the RR1(a) zone.</i> RR1(b) The owners of Jack Tolmie Island have requested the maximum permitted density for the island be one dwelling (sleeping cabins are permitted). Currently the draft provisions allow for an additional dwelling if services intended for the island are connected at the time of issuance of a building permit. <i>Endorsed by LTC - Remove site specific sub-zone for Jack Tolmie Island and reinstate RR1 zoning which would permit a maximum of one dwelling as per owner request.</i>
20	5.2 (9)	The owner of South Trail Island has requested that three dwellings be permitted on the island where two are currently permitted. No documentation or affidavit on the date of construction of the dwellings preceding Sunshine Coast Regional District Bylaw 98 has been received. Staff does not recommend any changes to the permitted density at this time. <i>No change authorized by LTC - Further information needed</i>
21	5.3(12)	Add floor area for motor vehicle shed(s) based on BBH submission. <i>Placeholder pending receipt of additional information</i>

No.	Section or Regulation	Identified Issues and Potential Revisions
22	5.4	Delete RR3 zone for Anvil Island Resorts – create RR1(d) site specific zone to regulate density only. <i>Endorsed by LTC – request by shareholder group</i>
23	5.8	Revise PI1 zone to reflect submission from Daybreak Point Bible Camp. <i>Placeholder pending receipt of additional information</i>
24	5.12(1)	Add boat ramp; helipad; boathouse to the list of permitted uses in the CS zone. <i>Endorsed by LTC - Are current uses</i>
25	5.12(3)	Increase density to two dwellings per lot in the CS zone. <i>Endorsed by LTC - Currently exist</i>
26	5.14(5)	Include maximum dock area for M2 (a) and (b) site specific zones based on property owner submissions. <i>Endorsed by LTC- For regulation of private dock area</i>
27	5.15(1)	Include mooring buoys as a permitted use and structure in the M3 zone. <i>Endorsed by LTC - Currently exist</i>
28	6.2(1)(d)	Add marine or aviation traffic to the sign regulation. <i>Endorsed by LTC- To include marine traffic that could be impacted by floodlights/spotlights</i>
ADD	5.6(7)	<i>Endorsed by LTC - Paisley Island, maximum floor area in RR5: maximum 3600 square feet for build-out; up to 2400 square feet per dwelling. Is based on existing configuration.</i>
ADD	RR1 zone	<i>Endorsed by LTC - Anvil Island, small lot with 2 dwellings, missed in initial review; in existence before the Sunshine Coast Regional District bylaw came into effect – requires site-specific density provision.</i>

GM-049-2012

It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee endorse the proposed amendments to the draft land use bylaw for the Associated Islands as outlined in the staff report dated September 7, 2012; and request that staff post a copy of the September 2012 revised land use bylaw on the Gambier webpage of the Islands Trust website under 'Latest News' for public review and input.

CARRIED

The meeting recessed at 1:00 pm and re-convened at 1:10 pm.

11. APPLICATIONS AND PERMITS

11.1 GM-DVP-2012.3 (Cutler and Bolli, West Bay, Gambier Island)

Planner Zupanec reviewed the staff report dated July 23, 2012.

In response to an inquiry from Trustee Stamford, the planner confirmed that Islands Trust would not be responsible for safety concerns if the permit were approved, as those were covered by covenant with the Sunshine Coast Regional District.

The proponent provided information regarding the application. **Mr. Cutler** noted that the dwelling had been moved back from the original design in response to input from the geotechnical consultant. Now only two corners of the dwelling and the deck were situated within the 15-metre setback area.

Mr. Cutler noted there was not a lot of room for construction on the lot and that he was hesitant to blast rock or cut down trees. He commented that the flat bench area was the obvious place upon which to build.

Upon ensuing discussion, comments raised by trustees in support of the application included:

- Nature of the West Bay Landing community: It is fairly built out and done quite well. A lot of variances have been issued. It is a small bay and properties tend to look on each other.
- The natural benches that sit partially within the foreshore on Gambier Island are quite common. To go back you often have to go quite far back to get a suitable building site.
- Looking at the site on the Internet from the Map-It website, you can overlay contours, photos and zoning. Photos confirm there is a natural building site on a granite bench. From the Map-It tool, it is apparent that the 15-metre setback lines need to be rationalized. The impact of moving the building would require blasting, maybe destabilization of the slope.
- Development in the area is almost done. It seems to fit with what is going on.

Points raised in non-support of the application included:

- Amount of the deck that would be located in the setback area and encroaching on the foreshore
- Conspicuous location of the dwelling at the head of the inlet and with no buffer in front of the house
- The foreshore is already quite disturbed.

GM-050-2012

It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee issue a Development Variance Permit for GM-DVP-2012.3 (Cutler and Bolli, Gambier Island).

CARRIED

12. BYLAWS

12.1 Bylaw No. 119 cited as "Gambier Island Land Use Bylaw No. 86, 2004, Amendment No. 2, 2012"

GM-051-2012

It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee adopt Bylaw No. 119, cited as "Gambier Island Land Use Bylaw No. 86, 2004, Amendment No. 2, 2012".

CARRIED

13. REPORTS

13.1 Work Program Reports

The Top Priorities Report and Projects List dated September 10, 2012 was received.

Trustee Hagedorn discussed the Development Approval Information Bylaw with Planner Zupanec.

Trustee Hagedorn indicated she would discuss with Local Trustees via email her perspective regarding a Local Trust Committee response to requests by outstations for more water space.

13.2 Applications Log

Planner Zupanec reviewed the Applications Log Report dated September 10, 2012.

13.3 Trustee and Local Expenses

13.3.1 Expenses posted to June 30, 2012

13.3.2 Expenses posted to July 31, 2012

13.3.3 Expenses posted to August 31, 2012

The expenses reports dated June 30, July 31, and August 31, 2012 were received for information.

14. NEW BUSINESS

14.1 Islands Trust Fund Board Referral – Briefing and Five-Year Plan

The Islands Trust Fund Five-Year Plan was received for information. The Local Trust Committee had no further comment to submit on the Plan.

14.2 Local Trust Committee Meeting Dates for October and November 2012

GM-052-2012 It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee cancel the November 29, 2012 meeting.

CARRIED

The 2012 Local Trust Committee meeting dates were affirmed as follows: October 25 and December 13.

14.3 Local Trust Committee Meeting Dates for 2013

GM-053-2012 It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee endorse the dates outlined in the memo dated September 10, 2012, without the mention of location.

CARRIED

14.4 Islands Trust Briefing Note dated September 7, 2012 regarding BC Hydro Wood Pole Test and Treat Program 2012

The Islands Trust Briefing Note dated September 7, 2012 regarding the BC Hydro Wood Pole Test and Treat Program 2012 was received for information.

Trustees discussed potential changes to the draft letter of response to BC Hydro regarding the Wood Pole Test and Treat Program.

Trustee Hagedorn indicated she would contact Lisa Gordon, Director of Trust Area Services, regarding issues discussed and would consult with fellow trustees prior to distribution of the letter.

14.5 Discussion of Jurisdictional Issues with Sunshine Coast Regional District

Discussion ensued regarding where the Local Trust Committee fit into the BURNCO rezoning process through the Sunshine Coast Regional District. Staff confirmed that Islands Trust would not be involved until the bylaws were in the referral stage, 30 days before first reading.

Planner Zupanec left the meeting at 2:45 pm.

14.6 *Correspondence with West Vancouver Mayor and Council*

GM-054-2012 It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee request staff to work with Trustee Stamford to draft a letter from the Chair thanking the West Vancouver mayor and council for their decision to maintain vehicular traffic on the Horseshoe Bay dock.

CARRIED

14.7 *Sinking of HMCS Annapolis*

The Local Trust Committee discussed the potential detrimental impact of the sinking of the HMCS Annapolis upon eelgrass and ocean flow. Trustees considered the value of obtaining baseline data prior to the sinking of the vessel in order to be able to determine in the future whether there were environmental impacts resulting from this project.

The short timeline and the potential ensuing pressure on limited Islands Trust staff resources rendered the Local Trustees to abandon this consideration.

15. ISLANDS TRUST WEBSITE

The Local Trust Committee requested that staff include the latest trustees' newsletter on the Islands Trust website.

16. NEXT MEETING

16.1 *Next Local Trust Committee Regular Business Meeting*

The next regular meeting of Gambier Island Local Trust Committee is scheduled for Thursday, October 25, 2012 at 10:30 a.m. at Gleneagles Community Centre, 6262 Marine Drive, West Vancouver, BC.

17. ADJOURNMENT

The Gambier Island Local Trust Committee meeting was adjourned by consensus at 3:10 pm.

Recorder

Chair



Islands Trust

Follow Up Action Report w/ Target Date

Gambier Island Jun-23-2010

No.	Activity	Responsibility	Target Date	Status
6	Archaeological Management - staff requested to contact First Nations in response to their invitation to arrange for a meeting to explore interim strategies to address management of archaeological and heritage sites.	Sonja Zupanec		On Going

Feb-03-2011

No.	Activity	Responsibility	Target Date	Status
4	Draft LUB - SCRD Islands - Planners to continue work on draft LUB and consult with individual property owners.	Sonja Zupanec		On Going

May-12-2011

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

Jul-05-2012

No.	Activity	Responsibility	Target Date	Status
1	Request staff to arrange a meeting with the GVRD electoral area director, Maria -- for Passage and Bowyer Islands in the fall 2012. Agenda items to discuss include NAPTEP; sustainability guide and garbage pick up.	Theresa Warren	Jul-27-2012	On Going

1	GMLTC Resolution: That the GMLTC request the Northern Regional Planning Manager investigate the options to customize the southern islands' "Guide to Environmentally Friendly Building and Renovating" for the northern trust area and report back to the GMLTC.	Chris Jackson	Aug-31-2012	On Going
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Sep-20-2012

No.	Activity	Responsibility	Target Date	Status
1	Staff to update July 2012 draft LUB to include revisions endorsed by LTC on Sept 20 and post to website.	Sonja Zupanec		On Going
1	GM-DVP-2012.3 - Boli LTC resolution to issue DVP.	Becky McErlean		Done
1	GM-RZ-2011.2 (Thunderbird Yacht Club) LTC adopted Bylaw 119. Certify bylaw, consolidate LUB and close file.	Becky McErlean		On Going
1	LTC resolution to cancel November 29 LTC meeting. LTC endorsement of tentative 2013 meeting dates.	Theresa Warren		On Going
1	Trustee Stamford to prepare letter to City of West Van. for Chair's signature re: closing of Horseshoe Bay pier. Trustee Stamford to forward Trustee newsletter for posting to website.	Kate-Louise Stamford		On Going



STAFF REPORT

Date: September 27, 2012 **File No.:** Bylaw No. 116, 2011

To: Gambier Island Local Trust Committee

Meeting of October 25, 2012

From: Miles Drew
Bylaw Enforcement Manager

Re: Mail out of Bylaw Enforcement Notification Bylaw Information to Local Trust Area Residents.

THE PROPOSAL:

In this report staff will recommend to the Gambier Island Local Trust Committee (LTC) of some options for mailing information about the Bylaw Enforcement Notification Bylaw to Local Trust Area residents and property owners, it will give cost estimates for each option and ask the LTC to give direction to which option to follow.

STAFF COMMENTS:

At the January 2012 LTC meeting staff was asked to arrange a mail out to each resident and property owner in the Gambier Island Local Trust Area of information about the Bylaw Enforcement Notification Bylaw soliciting comments before the LTC gives third reading to the Bylaw.

Costs for this mail out must be covered by the LTC's budget as there are no funds elsewhere for this project.

Attached is a draft letter to property owners and residents about the Bylaw. Attached to the letter are two brochures explaining Islands Trust bylaw enforcement procedures and Bylaw Enforcement Notification Bylaw procedures.

Costs for this type of mail out are:

- Postage and supplies \$1126.92
- Brochures \$986.00
- Total \$2112.92

A less costly alternative (\$1,126.92) would be to send a letter to residents directing those interested to the Islands Trust web page about bylaw enforcement and the Bylaw Enforcement Notification Bylaw. Those web pages have the same information as in the brochures. From the communications perspective this is a less attractive option as it increases the likelihood that readers of the letter will form opinions about the Bylaw Enforcement Notification Bylaw without taking the time to read all the available information.

The cheapest option, free for the LTC, is to create a resident and property owner email mailing list from LTC and staff sources and attach the above documents to an email.

The Gambier LTC budget has no provisions for this expense. The total budget for LTC expenses is \$5,500 of which \$4,000 is committed to meeting expenses. The line item to cover communications is \$200 and the line item for special projects is \$400. There is an additional \$8,000 for OCP projects. If the LTC wishes to conduct the Bylaw Enforcement Notification Bylaw mail out it will have to reallocate funds from this small budget.

RECOMMENDATION:

That the Gambier Island Local Trust Committee select one of the above options and direct staff to contact residents and property owners in the manner selected.

Prepared and Submitted by:

Miles Drew
Bylaw Enforcement Manager

September 27, 2012

Date



200-1627 Fort Street, Victoria, B.C., BC V8R 1H8
Telephone (250) 405-5151 Fax (250) 405-5155

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC 1.800.663.7867

Email information@islandstrust.bc.ca

Web www.islandstrust.bc.ca

July 16, 2012

Dear Gambier Trust Area Property Owner,

Re: Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 116, 2011

The Gambier Island Local Trust Committee is considering adopting a Bylaw Enforcement Notification Bylaw (BEN) and wishes to provide you information about it.

Enclosed you will find brochures which explain the Islands Trust bylaw enforcement procedures and about the BEN.

The BEN system has been adopted by many local governments in British Columbia including several Local Trust Committees because it provides a very flexible method of resolving disputes about bylaw violations. Some of the advantages are:

- disputes are heard by an adjudicator instead of a judge;
- the process is very simple and easily understood by everybody without a lawyers assistance;
- attendance at the adjudication can be by mail, phone or in person; and
- compliance agreements can be negotiated

For more information about the system please review the enclosed brochures.

Please visit <http://www.islandstrust.bc.ca/ltc/gm/pdf/gmagendajan312012pkg.pdf> and refer to pages 107-153 of the document to view a copy of the staff report and bylaw.

When reviewing the BEN please be aware that this Bylaw does not create any violations. It only lists violations currently found in the Land Use Bylaws.

The bylaw enforcement procedures outlined in the bylaw enforcement brochure will not change if the BEN is adopted. In particular bylaw enforcement officers will still be required to seek voluntary compliance with bylaws before a violation notice is issued.

If you have any questions please contact Miles Drew at mdrew@islandstrust.bc.ca or at 250-405-5175.

Sincerely,

Miles Drew
Bylaw Enforcement Manager

Preserving **Island** communities, culture and environment

Bowen Denman Hornby Gabriola Galiano Gambier Lasqueti Mayne North Pender Salt Spring Saturna South Pender Thetis

Frequently Asked Questions

What triggers bylaw enforcement?

Normally, enforcement is only undertaken when a written complaint is received. However, if an environmental concern, permitting issue or advertising of an illegal land use is discovered, enforcement may be started without a complaint.

What is a Compliance Agreement?

A person who enters into a Compliance Agreement accepts liability for the alleged contravention detailed in the BVN. The agreement sets out remedies or conditions for future behaviour to be performed within a designated period of time. If the agreement is kept and the bylaw violation is resolved within an agreed time, the amount of the penalty is reduced.

How much can a penalty be reduced with a Compliance Agreement?

With a few exceptions, the discounts for entering into and completing a Compliance Agreement are 50% or 75%.

Can I pay the reduced penalty within 14 days and still proceed to adjudication?

No. Once a penalty is paid the BVN cannot be disputed.

Why are disputes adjudicated in North Vancouver?

It is not practical or cost effective for the Islands Trust to set up its own registry. There are no registries on Vancouver Island. The Islands Trust has therefore joined the closest existing registry, North Shore Bylaw Dispute Registry, which offers partnerships to other governments.

Do I need to appear in person for the Adjudication Hearing?

No. You can submit your evidence and arguments in writing or arrange for a telephone conference call.

Can I pay the penalty before the hearing date if I change my mind?

Yes. However, payments received after 14 days from when the BVN was issued must be paid in full.

Can I appeal the adjudicator's decision to a higher authority?

No. An adjudicator's decision is final.

What if I pay the penalty but still do not comply?

You will be subject to further enforcement and possible legal actions.

How can I contact the Bylaw Enforcement team?

You can contact the Bylaw Enforcement team by

Email at bylawenforcement@islandstrust.bc.ca

Phone at 250.405.5175. If you are calling long distance, call toll free to **Enquiry BC**

In Victoria call **250.387.6121**
In Vancouver call **604.660.2421**
Elsewhere in BC call **1.800.663.7867**

Send **mail** or **visit** any of our offices.

Victoria—200-1627 Fort St, V8R 1H8
Salt Spring—1-500 Lower Ganges Rd, V8K 2N8
Gabriola—700 North Road, V0R 1X3

Visit us online at: www.islandstrust.bc.ca

Bylaw Enforcement Notice & Dispute Adjudication System



Islands Trust

Bylaw Enforcement Notice & Dispute Adjudication — Making the System Simpler

The Bylaw Enforcement Notice and Dispute Adjudication system provides a simple, fair and cost-effective method for dealing with straightforward bylaw violations. It is much less costly, complex and time-consuming than a system in which tickets can be disputed only by going to court.

Bylaw Violation Notices (BVN) are only issued after an investigation confirms that a bylaw contravention exists. Before penalties are imposed, offenders are usually offered an opportunity to comply. The main goal of bylaw enforcement in the Trust area is not to collect penalties; it is to encourage compliance with the community's bylaws.

The Islands Trust manages BVNs through its Bylaw Enforcement Notice and Dispute Adjudication System, under the province's *Local Government Bylaw Notice Enforcement Act*.

The Bylaw Enforcement Notice and Dispute Adjudication system replaces provincial court with an adjudicator. People disputing a BVN can present their objections to the notice by phone, by mail,

in person or online. The BVN includes information on how to do this. Disputes for the Islands Trust are adjudicated by the North Shore Bylaw Dispute Registry.

Under the Bylaw Enforcement Notice and Dispute Adjudication system an Islands Trust screening officer hears initial objections to BVNs. If the objection is found to be valid, the screening officer can cancel the BVN. The screening officer can also authorize a reduction in the penalty amount in return for compliance with the bylaw. This step is carried out through a Compliance Agreement and may include remedial actions.

The Bylaw Enforcement Notice & Dispute Adjudication System provides a simple, fair and cost-effective method for dealing with straightforward bylaw violations.

For more information about bylaw enforcement in the IslandsTrust area, please see our Bylaw Enforcement—Frequently Asked Questions pamphlet or go to www.islandstrust.bc.ca.

How the system works once a Bylaw Violation Notice is issued

Option 1: Pay the BVN

- For penalties paid within 14 days of receiving notice, payment is reduced.
- Penalties paid after 14 days must be paid in full.
- For penalties paid more than 28 days after receiving notice a surcharge is added.

Option 2: Dispute the BVN

Step One

Complete and submit the Adjudication Request Form which is on the back of the BVN. Forms can be delivered, mailed or faxed to the Islands Trust Office on Salt Spring or Gabriola or in Victoria. The request can also be completed online at www.islandstrust.bc.ca.

Step Two

An Islands Trust screening officer will review the adjudication request and will:

- cancel the BVN; or
- work out a Compliance Agreement and reduce the penalty when the agreement is completed; or
- uphold the BVN.

Step Three

If the screening officer upholds the BVN:

- A date and time is set for the Adjudication Hearing.
- At the hearing, evidence is presented and the adjudicator decides if an offence did or did not occur.

Step Four

- If an offence did occur, the BVN must be paid in full, plus an additional \$25 administrative fee.
- If an offence did not occur, the BVN is cancelled and no penalties are imposed.

Does every violator get time to comply?

Not necessarily. If the violation is serious and ongoing, the Islands Trust may take immediate legal action.

Why don't you seek an injunction every time someone is breaking a bylaw?

Injunctive action is reserved for only the most serious issues for a number of reasons. A court-ordered injunction is very expensive, it takes a long time, the outcome is not guaranteed, it is risky (if the Islands Trust loses it must pay the costs of the winner) and finally the Court only makes an order when it is convinced that the circumstances are serious enough to warrant making one.

Does every violation and complaint get the same priority?

No. Investigations involving health, safety, and significant environmental damage are given the highest priority. Other investigations are ranked in the order received and according to the schedule for an officer to visit each island.

Will the Bylaw Enforcement Team tell me about the status of my complaint?

The Islands Trust does not have sufficient resources to be in frequent contact with every complainant. However, once you make a complaint, you can be assured that it will be investigated and bylaw enforcement officers will seek compliance, unless enforcement is not feasible or they are instructed not to proceed by a Local Trust Committee (see below). If you have questions about the status of your complaint, please contact the bylaw investigations assistant.

What is the role of local trustees in bylaw enforcement?

The Islands Trust Council and Local Trust Committees may adopt general bylaw enforcement policies to set priorities for investigations as mentioned above. LTCs create and adopt the bylaws that the Bylaw Enforcement Team enforces. They can also amend bylaws, or consider applications to change or vary them.

The LTC and local trustees are not involved in any way with specific investigations except when the bylaw enforcement officer recommends the LTC approve legal action. Bylaw enforcement officers do not proceed with legal action unless the LTC approves of the action and the Islands Trust Executive Committee approves of the expenditure from the Islands Trust legal budget.

In rare cases, an LTC will not approve of legal action or will request the bylaw enforcement officer not to act on certain types of complaints, particularly if it is conducting a community process that may lead to changes in bylaw regulations. If this is the case, the Bylaw Enforcement Team will advise you of the LTC's instructions.

Is a Local Trust Committee required to enforce its bylaws?

No. No local government in BC is required to enforce its bylaws. If this was a legal requirement, it would require on-going patrols and considerably more resources at taxpayers' expense. The Islands Trust Council adopts an annual budget for bylaw enforcement that it considers adequate for the job yet affordable for taxpayers. Bylaw enforcement activities take place within the limits of the Islands Trust's annual budget, which means priorities must be set for bylaw enforcement. As mentioned above, the Islands Trust's complaint-based system gives priority to those issues that are of most concern in island communities. Policies developed by the Islands Trust Council and by LTCs give the Bylaw Enforcement Team additional direction about bylaw enforcement priorities.

How can I contact the Bylaw Enforcement Team?

You can contact the Bylaw Enforcement Team by email at bylawenforcement@islandstrust.bc.ca.

Phone at 250.405.5175. If you are calling long distance, call toll free to Enquiry BC

In Victoria call 250.387.6121

In Vancouver call 604.660.2421

Elsewhere in BC call 1.800.663.7867 and ask to be connected.

Or you can send mail or come to any of our offices listed below.

Islands Trust Victoria Office

200-1627 Fort Street, Victoria, BC V8R 1H8

Phone: 250.405.5151 Fax: 250.405.5155

Islands Trust Salt Spring Office

1-500 Lower Ganges Road, Salt Spring Island BC V8K 2N8

Phone: 250.537.9144 Fax: 250.537.9116

Islands Trust Northern Office

700 North Road, Gabriola Island BC V0R 1X3

Phone: 250.247.2063 Fax: 250.247.7514

Bylaw Enforcement

Frequently Asked Questions



Islands Trust

Introduction

The Islands Trust Area covers the islands and waters between the British Columbia mainland and southern Vancouver Island, including Howe Sound and as far north as Comox. About 25,000 people live on these islands. In 1974, in recognition of the special nature of the islands in the Strait of Georgia and Howe Sound, the Government of British Columbia enacted the *Islands Trust Act* giving authority to Local Trust Committees for land use planning and bylaws.

The Islands Trust is a unique federation of independent local governments, including Bowen Island Municipality, which plans land use and regulates development in the Islands Trust Area. Like other communities in British Columbia, island communities elect their local representatives every three years. There are two local trustees elected for each group of islands designated as a local trust area or island municipality. Together, with an appointed chair from the Executive Committee of the Islands Trust Council, local trustees form a Local Trust Committee which is responsible for land use decisions and bylaws within their respective local trust area.

What is the purpose of the Islands Trust Bylaw Enforcement Team?

The Bylaw Enforcement Team investigates alleged violations of the land use regulations of the Local Trust Committees (LTCs) comprising the Islands Trust. These regulations are developed in consultation with the community. The regulations are found in LTC Land Use Bylaws, in Development Permit Areas found in Official Community Plans and Soil Deposit and Removal Bylaws. The goal of the bylaw enforcement process is to gain compliance with these regulations; for example, by moving a structure, obtaining a variance permit or discontinuing a use that is not permitted.



How many staff work in bylaw enforcement?

The Bylaw Enforcement Team currently consists of two full time bylaw enforcement officers and a part time bylaw enforcement assistant.

What policies does the Bylaw Enforcement Team follow?

The Islands Trust Council has adopted a Bylaw Enforcement Policy to guide the work of its Bylaw Enforcement Team. Some LTCs have also adopted enforcement policies defining specific priorities for their community.

What initiates a bylaw enforcement investigation?

Like all local governments, the Islands Trust uses a 'complaint-based' bylaw enforcement process. This means that almost all investigations result from community complaints. This system gives priority to those bylaw infractions of greatest concern to island communities. Trust Council's policies also allow a bylaw enforcement officer to initiate an investigation without a complaint: if the situation involves damage to ecosystems, if it is part of a permitting process, if it is a referral from another agency, or if the violation is noted in an advertisement.

How can complaints be sent to the Islands Trust?

Anyone who wishes to make a complaint can fill out the Bylaw Enforcement Complaint form on the Islands Trust web site at www.islandstrust.bc.ca/lup/beoform.cfm. Or they can mail or deliver a letter to any of the Islands Trust offices.

Can complaints be made anonymously?

No. However, a complainant's identity is kept confidential. The bylaw enforcement officer will not discuss the identity of the complainant. Only

if the complainant is the only witness to a violation and if prosecution is contemplated will the identity of a complainant be made public. This would be discussed with the complainant in advance.

If I tell a local trustee about a violation will the bylaw enforcement officer investigate?

While trustees will be interested in your concerns, they will refer you to the Bylaw Enforcement Team if you wish to make a formal complaint. Please submit a written complaint directly to the Bylaw Enforcement Team as mentioned above if you want to initiate an investigation.

After I make a complaint then what happens?

The complaint is reviewed to determine if it is valid and related to a Local Trust Committee bylaw. If it is, a file is created and assigned to a bylaw enforcement officer. In some cases, the complaint is valid, but it relates to a law that is administered by another government agency. In that case, you will be provided with contact information for the other agency.

What does the bylaw enforcement officer do if there is a valid complaint?

A full investigation is undertaken. If a violation of a Local Trust Committee bylaw exists, the property owner will be asked to take steps to comply with the bylaw.

How long does it take to get compliance?

Depending on the specific circumstances, the bylaw enforcement officer will negotiate a reasonable compliance plan and time for voluntary compliance. The compliance plan may accommodate unusual circumstances (such as seasonal or financial constraints or personal situation) that means a property owner is given extra time to comply.

Does anyone check back to confirm compliance?

Yes. Bylaw enforcement officers inspect to confirm that voluntary compliance has taken place before closing a file. However, in some instances, a property owner will violate the bylaw again at a later date and a new complaint may be necessary to reopen the file.

When will legal action be taken to gain compliance?

If it becomes obvious that voluntary compliance is not occurring, the bylaw enforcement officer may either write tickets or recommend that an LTC approve legal action to acquire a court order to gain compliance.



STAFF REPORT

Date: October 11, 2012

File No.: GM-LUB-2011.1
(Associated Islands
LUB Review)

To: Gambier Island Local Trust Committee
For meeting of October 25, 2012

From: Sonja Zupanec
Island Planner

Copy: Courtney Simpson, A/Regional Planning Manager, Northern Team

Re: Proposed Land Use Bylaw – Associated Islands within the SCRD

THE PROPOSAL:

This report summarizes:

- the status of the draft Associated Islands Land Use Bylaw (LUB);
- the status of further revisions to the LUB pending receipt of information from specific property owners;
- staff recommendations on a process to address SCRD building permits at variance with what is permitted in the draft LUB; and
- next steps in the project and proposed timeline.

This report does not summarize or provide comments on public correspondence received since the September 20, 2012 meeting date.

STATUS OF THE DRAFT BYLAW:

At the time of report writing, staff has partially updated the July 2012 draft land use bylaw, with revisions from the September 20, 2012 LTC resolution. A copy of the revised draft has not yet been posted to the website and will be available late October or early November. The next draft will be released as the 'Fall 2012 Draft Land Use Bylaw'.

Staff is anticipating receipt of the following for LTC consideration by the October 25, 2012 regular business meeting:

- 1) A copy of the site plan for Buccaneer Bay Holdings for Map Schedule A-1; and
- 2) Public Institution zone regulations for maximum lot coverage and floor area for the Daybreak Point Bible Camp based on the camp development plan.

Neither of these outstanding items was available at the time of report writing. Staff has been working with the property owners (or designated spokesperson) to rectify the site specific gaps in the draft LUB.

Additional changes to the LUB can be considered by the LTC at the October and December 2012 regular business meeting. A staff report detailing public correspondence received from late

September – December will be prepared in time for the December meeting, with recommendations on public requests for amendments.

SCRD BUILDING PERMITS AT VARIANCE WITH DRAFT LUB:

The LTC has a 1996 Letter of Understanding (LOU) with the SCRD Board (copy attached). The LOU requires each party to refer relevant bylaws to each other at least 30 days prior to first reading. The LOU also provides guidance on what should occur when a building permit application received by the SCRD is in conflict with a bylaw being prepared by the LTC.

The LOU states that the LTC may advise the Regional District Board that they propose to adopt a bylaw referred to in s. 32 of the *Islands Trust Act*, and that where they consider a development proposed in a building permit application to be in conflict with the bylaw or plan being developed, they may deliver to the Regional District Board a copy of a resolution passed by the Local Trust Committee directing the Regional District Board to withhold the building permit.

Currently there are no building permit applications in stream that are in conflict with the proposed land use bylaw regulations. However applications may be submitted that affect the use or density of a parcel in a way that contravenes the draft LUB late in the bylaw review process. Examples of building permit applications that may be affected up until the adoption of the land use bylaw include but are not limited to secondary dwellings or unauthorized commercial uses.

Staff recommends that the LTC advise the SCRD in writing of their request for the SCRD to withhold building permits AFTER FIRST READING has been given to the draft bylaw, which may occur at the December 2012 LTC meeting. This would help alleviate any conflict between the draft regulations and any new permits received in the coming months that do not comply with the use or density provisions of the draft regulations.

Should the LTC proceed with this staff recommendation, staff suggests residents and property owners be notified of the process by way of the Trustee Newsletter which will also highlight the release of the fall 2012 draft LUB.

NEXT STEPS AND TIMELINE:

Comments from the early referral to SCRD Board may be considered at the December regular business meeting. Further additions or revisions to the draft bylaw, as well as first reading, will also be considered by the LTC at that time.

After first reading is given, bylaw referrals to outside agencies will be sent and a community information meeting will be scheduled well in advance of a public hearing in early 2013. This proposed timeline for next steps coincides with the Project Charter endorsed by the LTC in April 2012 (see below).

Land Use Bylaw Review Timeline

Deliverable/Milestone	Tentative Schedule
<i>Release of draft LUB</i>	<i>Summer 2012</i>
<i>Consultation with residents and private property owners on draft regulations and zones</i>	<i>Summer/Fall 2012</i>
<i>Early Referral to SCRD prior to 1st reading</i>	<i>Fall 2012</i>
<i>1st reading of draft bylaw—agency referrals</i>	<i>Winter 2012/13</i>
<i>Community Information Meetings/Public Hearing</i>	<i>Winter/Spring 2013</i>
<i>Consideration of second and third readings. Submission to Islands Trust Executive Committee</i>	<i>Spring 2013</i>
<i>Consideration of adoption of LUB</i>	<i>Spring 2013</i>

RECOMMENDATION:

THAT the Gambier Island Local Trust Committee:

1. Request staff to refer a copy of the 'Fall 2012 draft associated islands land use bylaw' (GM-LUB-2011.2) to the Sunshine Coast Regional District Board for review prior to LTC consideration of first reading, as per the Letter of Understanding between the SCRD Board and the Gambier Island Local Trust Committee; and
2. Request staff to advise the Sunshine Coast Regional District Board in writing that: 1) the content of the draft Land Use Bylaw may affect the Regional District Board's right to issue a building permit; and 2) after 1st reading has been given to the draft land use bylaw, the LTC may direct the SCRD Board to withhold the issuance of building permits which contravene the intent of the proposed land use bylaw, as per the Letter of Understanding between the SCRD and the Gambier Island Local Trust Committee.

S. Zupanec

October 11, 2012

Sonja Zupanec, RPP
Island Planner

Date

Concurred in by:

Courtney Simpson

Courtney Simpson, RPP
A/Regional Planning Manager

October 12, 2012
Date

Attachment:

1. Letter of Understanding between the SCRD Board and GMLTC



Memorandum

700 North Road Gabriola Island BC V0R 1X3

Telephone **250. 247-2063** FAX: 250. 247-7514

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**

northinfo@islandstrust.bc.ca www.islandstrust.bc.ca

Date October 11, 2012

File Number: 6500-20 Gambier RAR

To Gambier Island Local Trust Committee

From Sonja Zupanec, Island Planner

Re Riparian Areas Regulation (RAR) – communication

The Northern RAR Working Group met on September 14, 2012 and planning staff presented ideas for communications that could be funded through combined budgets of the Northern LTC's and be general enough to be used by all LTC's. The Gambier LTC has been allocated \$4,000 for RAR communications in this fiscal year. Although there was not much time for Working Group members to discuss these options and prioritize them, there was general feedback they were good ideas, and there was support for requesting each LTC to allocate some or all of their RAR communications budget to staff work on general communication materials.

The ideas presented by staff were:

- Brochures, fact sheets and posters
- Website or blog
- Speaker series
- Video
- Contest

The staff recommendation was to create brochures, fact sheets and posters for use by all LTC's (fact sheet already created), and that the bulk of the funds should be spent on creating a short, modern video that could be viewed online. Using a video as a communication tool was seen as a response to Trust Council's recent interest in exploring diverse and innovative communication methods. The idea of a contest is also supported, but there was not time to explore what kind of contest could be run and what the costs and benefits of it would be. It was felt that a blog is not the right kind of tool for this project, and that speakers could be arranged by individual LTC's depending on what stage they are at in RAR-implementation.

In the opinion of staff, this budget allocated to Gambier LTC for RAR communications is premature; it is difficult to communicate about the project before the mapping has been completed. Therefore staff recommends that 100% of the budget is allocated to joint Northern Region communications products that the Gambier LTC will be able to use later in their process. If the Gambier LTC has a preference for the type of communication materials they would like to see created, this can be part of a resolution to allocate the funds. However staff is confident that with the input of the Working Group, whatever staff view as appropriate and valuable communication products that can be accomplished in the time available and the budget will be useful to the LTC in RAR communications. Note that each LTC has control over their own project communications and are not bound to use materials produced for the Northern Region, nor will any communications be distributed in the Gambier Local Trust Committee Area without the instruction of the LTC.

RECOMMENDATIONS:

Based on the above considerations, staff recommends that the Gambier Island Local Trust Committee:

1. Allocate up to \$4,000 from the Gambier Riparian Areas Regulation Communications budget to combined communications materials for the Northern region.

Copy: Courtney Simpson, A/Regional Planning Manager



STAFF REPORT

Date: October 10, 2012

File No.: GB-DVP-2012.2
(Liebenberg)

For Meeting of October 25, 2012

To: Gambier Island Local Trust Committee

From: Marnie Eggen, MSc
Planner 1
Local Planning Services

CC: Sonja Zupanec, Island Planner
Courtney Simpson, Acting Regional Planning Manager

Re: Development Variance Permit – Strata 35, District Lot 2979, Group 1,
New Westminster District, Strata Plan BCS1539 (Gambier Island); PID
026-954-419

Owner: William Henry Liebenberg
Applicant: Same as owner
Location: Douglas Bay Development, Gambier Island

THE PROPOSAL:

The applicant requests a reduction of the setback to the rear lot line from 7.5 m (24.6 ft) to 0 m to permit the relocation of an existing single family dwelling, which may also be encroaching on a Crown Reserve. The rear lot line of the property abuts the 20 m (66 ft) wide Crown Reserve that exists along the length of shoreline in the Douglas Bay Strata Development.

The applicant describes his reasons for the proposed variance:

“We have designed the deck platform so that we do not need to alter the natural gradient and rock formation of the property. We have therefore raised the platform above all the rocks and have had to move it right up to the rear lot line in order to fit it into the space between the rear lot line and the rock front of the mountain side.”

SITE CONTEXT:

The subject property is a waterfront lot situated in the Strata development on Douglas Bay, on the north west corner of Gambier Island as shown below. The property is moderately sloped from South to North and bisected by an unnamed Strata Road. The majority of the lot is treed with a small natural drainage channel running lengthwise through the property. Located on the property is a dwelling, a shed and stairway down

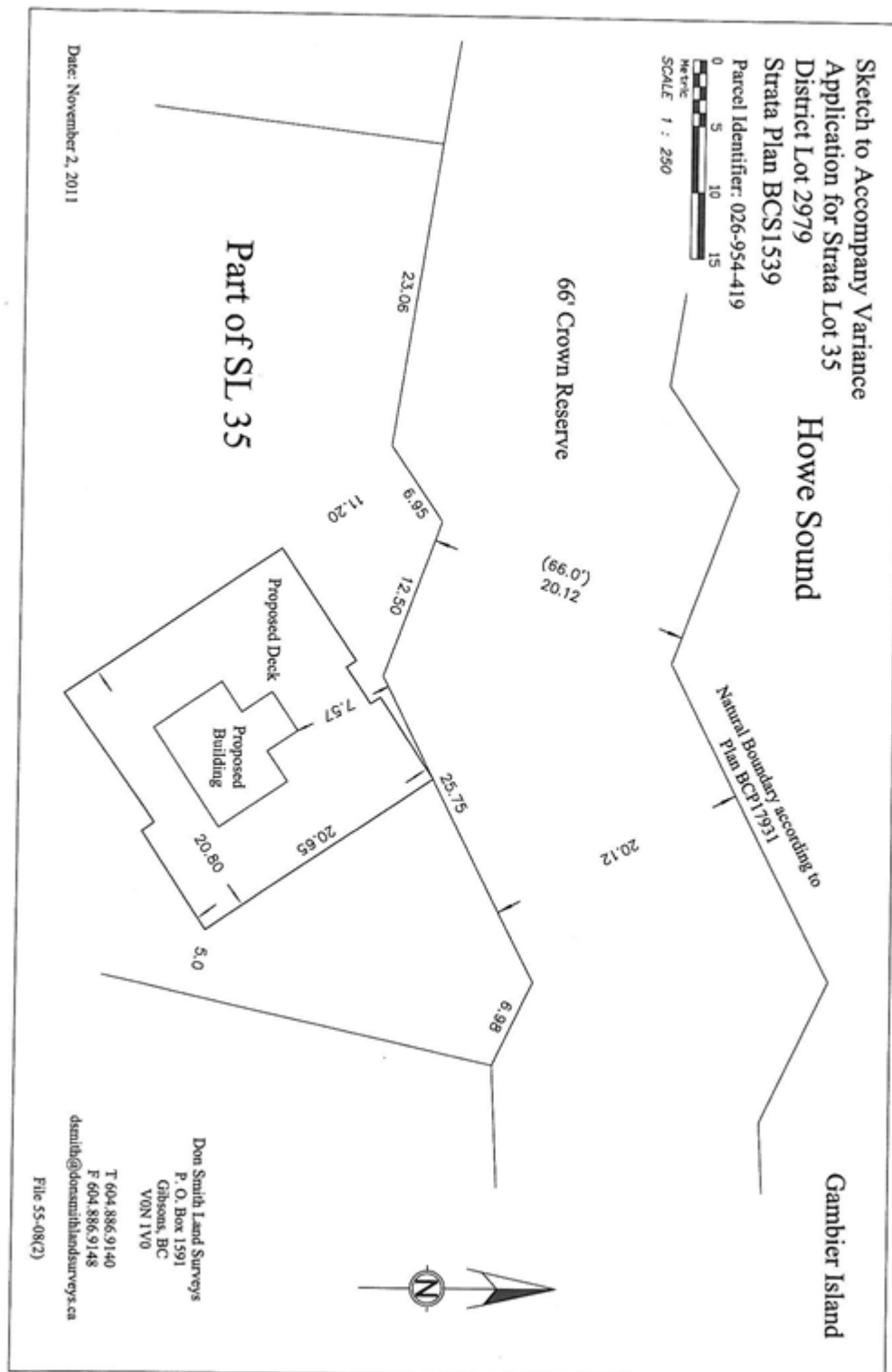
to the shoreline. The property is a 1.1 ha (2.7 ac) in total area. The site plan provided by the applicant shows the proposed relocation of the existing dwelling (note that it does not show the dwelling's existing location on the lot). No elevation plan was provided; the height of the deck and dwelling have not been provided in the application.

Islands Trust contour and aerial mapping shows the approximate existing location of the deck and dwelling on the subject property. According to the mapping, the deck appears to be partially located within the Crown Reserve. Contour mapping shows the deck and dwelling covering the majority of a lower bench area on the lot. The deck and dwelling are over 4000 square feet in area.

Subject Property Map



Site Plan
(proposed relocation of existing dwelling)



Site Visit Photos

Photo 1: View of Strata Lot 35 from sea



Photo 2: Dwelling



Aerial and Contour Mapping



CURRENT PLANNING STATUS OF SUBJECT LANDS:

Islands Trust Policy Statement:

The following policies within the Islands Trust Policy Statement pertain to this application:

4.5 Coastal Areas and Marine Shorelands

Commitments of Trust Council

4.5.4 It is the position of Trust Council that development, activity, buildings or structures should not restrict public access to, from or along the marine shoreline.

Directive Policies

4.5.10 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.

5.1 Aesthetic Qualities

Commitments of Trust Council

5.1.1 Trust Council holds that the overall visual quality of the Trust Area and its scenic values should be protected from disturbance, particularly those areas that have distinctive features or are highly visible.

Directive Policy

5.1.3 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.

Official Community Plan

The subject property is located in the Settlement Residential Land Use Designation.

Land Use Bylaw

The subject property is located in the Settlement Residential Zone (SR). The setback to the rear lot line of 7.5 m in this zone is requested to be varied to 0 m.

Islands Trust Fund:

Not applicable.

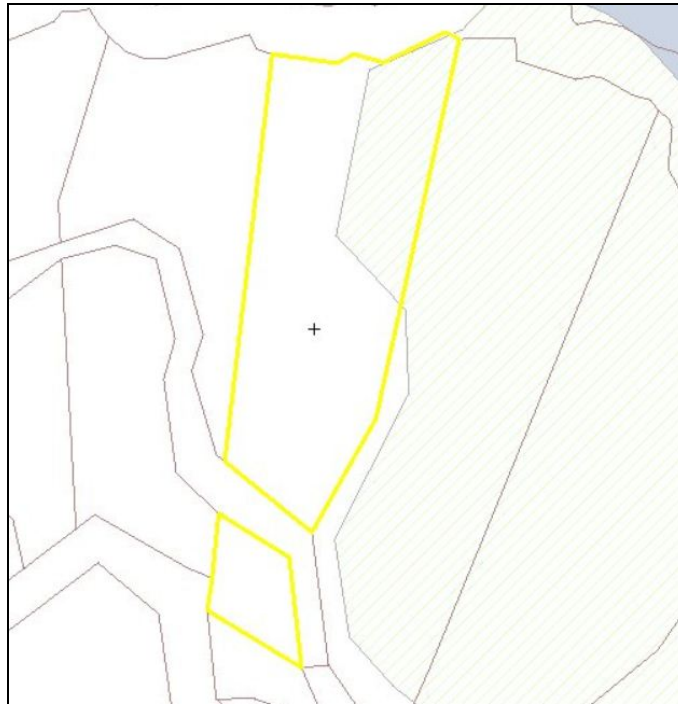
Regional Conservation Plan:

The Regional Conservation Plan notes that in particular the Gambier Local Trust Area is vulnerable to loss of natural ecosystems from residential and associated uses along the coastline.

Sensitive Ecosystems and Hazard Areas:

According to Islands Trust mapping, there is a secondary Mature Forest Important Ecosystem located over the north east portion of the property, (see Important Ecosystem Mapping below).

Secondary Mature Forest Important Ecosystem



The property is identified as Hazard Lands (greater than 35% slope) on Schedule E of the Gambier Island Official Community Plan Bylaw No. 73.

Archaeological Sites:

According to the provincial Remote Access to Archaeology Data (RAAD), there are no archaeological sites on or in the vicinity of the property.

Covenants:

Statutory Right of Way BB054366

To give access to non-motorized traffic over designated linear trail that does not overlap with the subject property.

Covenant BB054387

Charged to the Ministry of Transportation and Infrastructure outlining geotechnical engineering provisions required prior to construction. The covenant concludes that the subject property has sites that can safely be developed subject to any cut and fill slopes to be approved by a geotechnical engineer.

Covenant BB054393

Charged to the Ministry of Transportation and Infrastructure prohibiting buildings and structures sited within 15m of the Natural Boundary of the Sea. The existing dwelling may be in contravention of this covenant and it is up to this Ministry to enforce this covenant. Staff have informed the Ministry of the potential contravention.

Covenant BB054391

Charged to the Vancouver Island Health Authority covenanting an area over the subject property for sewerage disposal purposes. The covenanted area is not in conflict with the existing dwelling.

Bylaw Enforcement:

Bylaw enforcement is aware of the non-compliance with the setback to the rear lot line of the property. The infraction is currently not a bylaw enforcement issue because it is being addressed with a Development Variance Permit application at this time.

Climate Change Mitigation and Adaptation

Staff are unable to comment on potential GHG emission changes resulting from approval of this DVP or on any potential impacts on the proposed development from anticipated or possible climate change induced hazards.

Other:

A previous building permit referral for the now existing “deck” was reviewed by Islands Trust staff and approved a few years ago, which proposed the deck at 9 m away from the rear lot line. However, during the recent review of the second building permit referral for the existing dwelling (applied for retroactively after SCRD required applicant to apply for a building permit), staff determined that the deck was not in fact constructed at 9 m, but built at or over the rear lot line. In order to address the setback issue, the applicant has chosen to apply for a Development Variance Permit.

The plan submitted by the applicant does not meet the requirements of Section 2.8 (1) of the Gambier Island Land Use Bylaw No. 86, 2004; however, staff advise that the plan submitted is sufficient for the purposes of this application. Section 2.8 (1) requires that the applicant must submit a plan “...showing all existing and proposed buildings, structures...” The plan submitted with this application does not show all the existing buildings and structures including the existing location of the deck and dwelling. However, for the purposes of this application, the plan submitted clearly shows that the applicant is intending to move the deck and dwelling as a whole to the location as shown on the plan submitted.

COMMUNITY INFORMATION MEETING(S):

Community information meetings are not required for Development Variance Permit applications.

RESULTS OF CIRCULATION:

Statutory notification of the development variance permit is provided to property owners and/or residents within 100 m of the subject property and notices are posted at the Islands Trust Northern Office and on local notice boards (see Attachment 1 and 2). Written submissions will be provided to the Local Trust Committee at its meeting to be held October 25, 2012.

STAFF COMMENTS:

Although the 20 m Crown Reserve does provide a buffer from development along the foreshore, the large size and height of the deck, and its closer proximity to the sea make it highly visible and not consistent with maintaining a rural aesthetic. Based on a site visit, aerial photography and contour mapping, there appears to be sufficient area to reconfigure the deck to be smaller and/or to move the deck in order to meet the 7.5 m setback and minimize the visibility of the dwelling and maintain the rural aesthetic.

Should the Local Trust Committee not approve this Development Variance Permit, the file will be transferred over to Bylaw Enforcement.

RECOMMENDATIONS:

THAT the Gambier Island Local Trust Committee:

Not approve GM-DVP-2012.2 (Liebenberg).

Prepared and Submitted by:

Marnie Eggen, MSc
Planner 1
October 10, 2012

Concurred in by:

Courtney Simpson, MCIP, RPP
Acting Regional Planning Manager
October 15, 2012

Attachments:

1. Proposed Permit
2. Notice

PROPOSED

Attachment 1

	GAMBIER ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT GM-DVP-2012.2
---	---

TO: William Henry Liebenberg

1. This Development Variance Permit applies to the land described below:

Strata Lot 35 District Lot 2979, Group 1, New Westminster District, Plan Strata Plan BCS1539, PID 026-954-419

2. Pursuant to Section 922 of the *Local Government Act*, the Gambier Island Land Use Bylaw No. 86, 2004 is varied as follows:

From:

"Section 5.1 (9) The minimum setback for any building or structure:

- (a) 7.5 metres from any front or rear lot line;
- (b) 3 metres from any interior side lot line;
- (c) 4.5 metres from any exterior side lot line."

To:

"Section 5.1 (9) The minimum setback for the existing dwelling:

- (a) 7.5 metres from any front lot line and 0 metres from any rear lot line;
- (b) 3 metres from any interior side lot line;
- (c) 4.5 metres from any exterior side lot line, as shown on Schedule 'A' attached to and forming part of this permit."

3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of Gambier Island Land Use Bylaw No. 86, 2004 and to obtain other appropriate approvals necessary for completion of the proposed development.

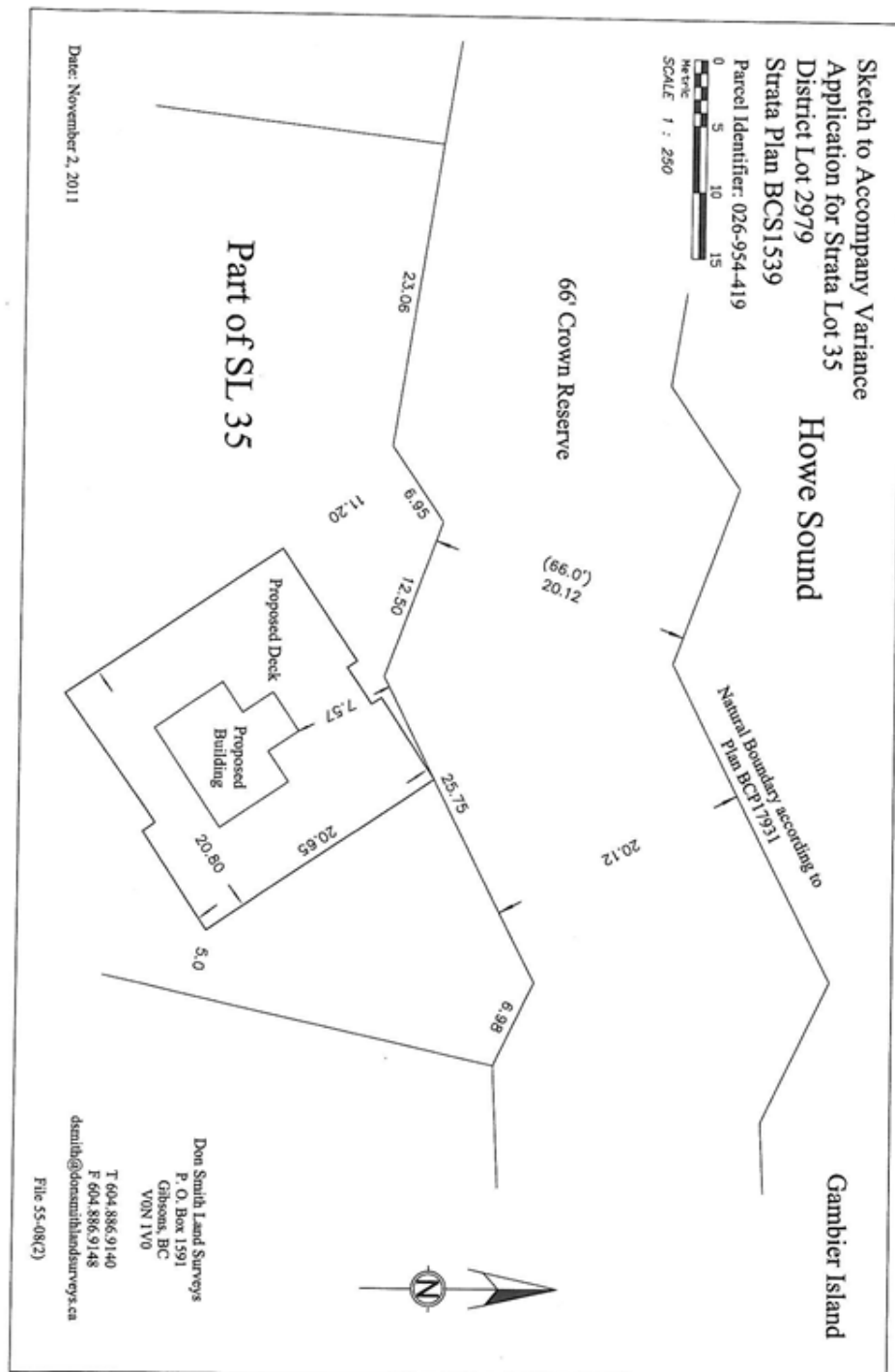
AUTHORIZING RESOLUTION PASSED BY THE GAMBIER ISLAND LOCAL TRUST COMMITTEE THIS ____ DAY OF ____, 2012.

Deputy Secretary, Islands Trust

Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ____ day of ____, 2014, THIS PERMIT AUTOMATICALLY LAPSES.

**GAMBIER ISLAND LOCAL TRUST COMMITTEE
GM-DVP-2012.2
SCHEDULE "A"**





**NOTICE
GM-DVP-2012.2
GAMBIER ISLAND LOCAL TRUST COMMITTEE**

NOTICE is hereby given that the Gambier Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, pursuant to Section 922 of the *Local Government Act*, varying Section 5.1 (9) of the Gambier Island Land Use Bylaw No. 86, 2004, which states that:

“The minimum setback for any building or structure:
(a) 7.5 metres from any front or rear lot line;
(b) 3 metres from any interior side lot line;
(c) 4.5 metres from any exterior side lot line.”

In general terms, the purpose of the Permit is to authorize the reduction of the minimum setback requirement to the rear lot line from 7.5 metres to 0 metres to permit an existing dwelling.

The subject property (shown on the following sketch) is legally described as Strata Lot 35 District Lot 2979, Group 1, New Westminster District, Plan Strata Plan BCS1539, PID 026-954-419.



A copy of the proposed Permit may be inspected at the Islands Trust Northern Office, 700 North Road, Gabriola Island, BC, V0R 1X3 between the hours of 8:30 am to 4:00 pm Monday to Friday inclusive, excluding statutory holidays, commencing October 12, 2012 and continuing up to and including October 24, 2012. Also, attached for your convenience, is a copy of the proposed Permit.

If you have any questions or comments regarding the proposed Permit, please submit them before 4:00 pm, October 24, 2012 to:

Mail: Islands Trust
700 North Road
Gabriola Island, BC V0R 1X3

Fax: (250) 247-7514

Email: meggen@islandstrust.bc.ca

Phone: Marnie Eggen, Planner 1 at (250)247-2210; for Toll-free access, request a transfer via Enquiry BC in Vancouver: 604-660-2421 and elsewhere in BC at 1-800-663-7867

Following the end of the notice period, the Gambier Island Local Trust Committee may consider issuance of the proposed Permit at its meeting to be held at 10:30 am on October 25, 2012, at Gibsons & Area Community Centre, located 700 Park Road, Gibsons, BC.

All applications are available for review by the public. Written comments made in response to this notice will also be available for public review.

Carmen Thiel
Secretary

STAFF REPORT

Date: September 28, 2012

File No.: GM-DVP-2012.4(Reel 17, Gambier Island)

To: Gambier Island Local Trust Committee
For meeting of October 25, 2012

From: Sonja Zupanec, RPP
Island Planner, Northern Team

Copy: Chris Jackson, RPP
Regional Planning Manager, Northern Team

Re: Application for Development Variance Permit on District Lot 477, Gambier Island

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

THE PROPOSAL:

The applicant has requested a relaxation of section 3.3 of Gambier Island Land Use Bylaw No. 86 (LUB) to allow the siting of a 27 metre (89 feet) long bridge over Manion creek, with two concrete abutments to support the bridge within 7.7 metres from the natural boundary of the creek and the remainder of the structure spanning directly over the creek, where 15.0 metres are required.

SITE CONTEXT:

The property is 33 hectares (82 acres) and located in Cotton Bay (Figure 1.). The applicant has applied for subdivision with the Ministry of Transportation and Infrastructure to create seven fee simple residential lots and has received preliminary layout approval (PLA). Currently there are not buildings or structures on the subject property. A network of logging roads are in place and the property has been heavily disturbed in the last decade with tree removal.

The applicant is requesting a variance to site a bridge on a proposed driveway on proposed lot 10, within the 15 metre setback to the natural boundary of Manion creek. The bridge would be located on a private driveway (easement) that would permit access to the waterfront areas of lots 10 and 11 for future residential development.

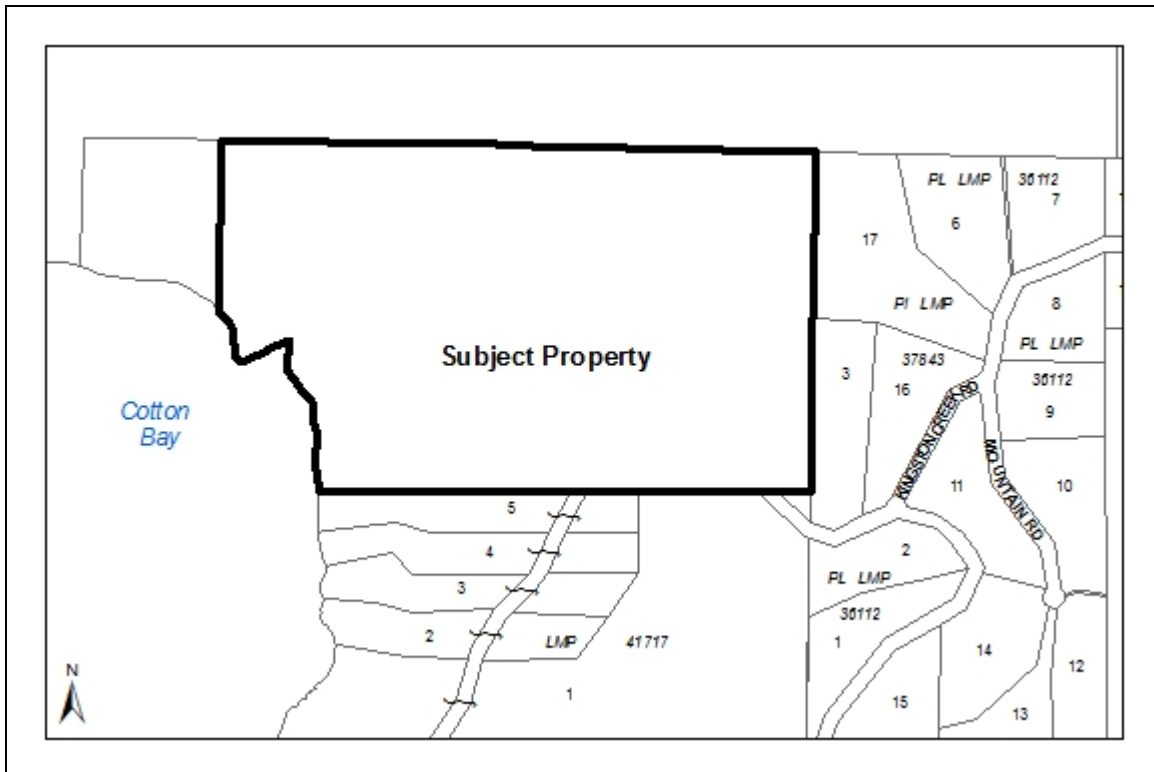


Figure 1. Subject property map



Figure 2. Aerial Photo – 2002



Figure 3. Aerial Photo - 2011

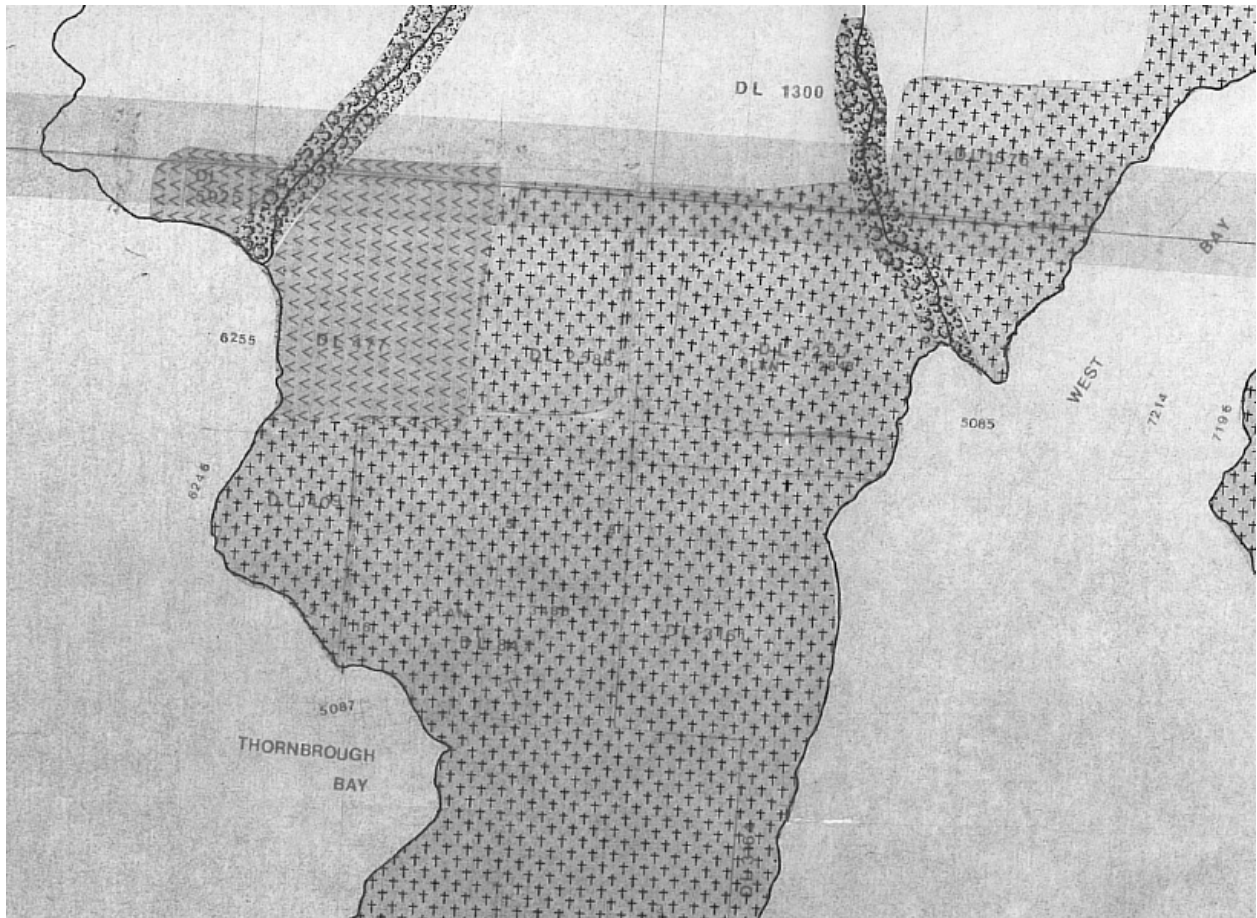
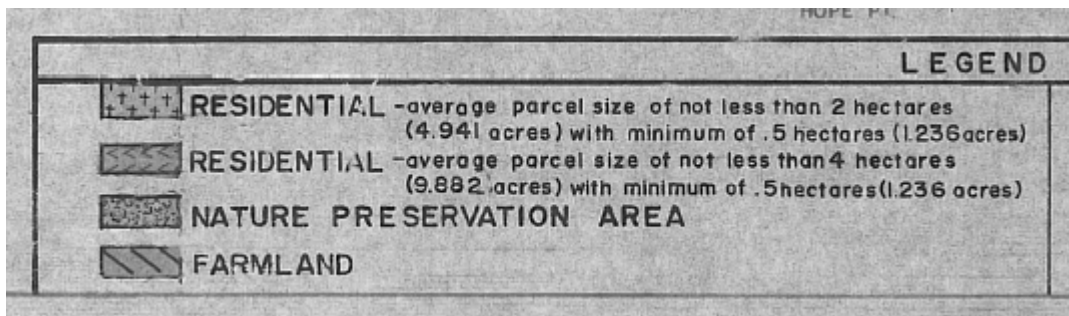


Figure 3. OCP Bylaw No. 110 Land Use Designation Map and Legend



The proposed siting of the bridge falls within the “Nature Preservation Areas” which stipulates:

“8.2.4 Nature Preservation Areas

- 8.2.4.1 *These are areas of particular sensitivity where development should be discouraged in order to protect important natural features. Removal of natural vegetation should not be permitted within these areas, except where they have been designated farmland.*

8.2.4.2 *Salmon spawning streams, as identified by the Federal Department of Fisheries, and other streams containing sport fish, shall be protected by requiring a 40 metre (131.3 feet) "leave strip" on either side of such streams."*

Land Use Bylaw

The property is zoned Rural Residential (RR) in the land use bylaw. The application is consistent with the regulations of the land use bylaw, except for Section 3.3 which is the subject of the variance request. The applicant is requesting a seven lot fee simple residential subdivision in the following proposed layout:

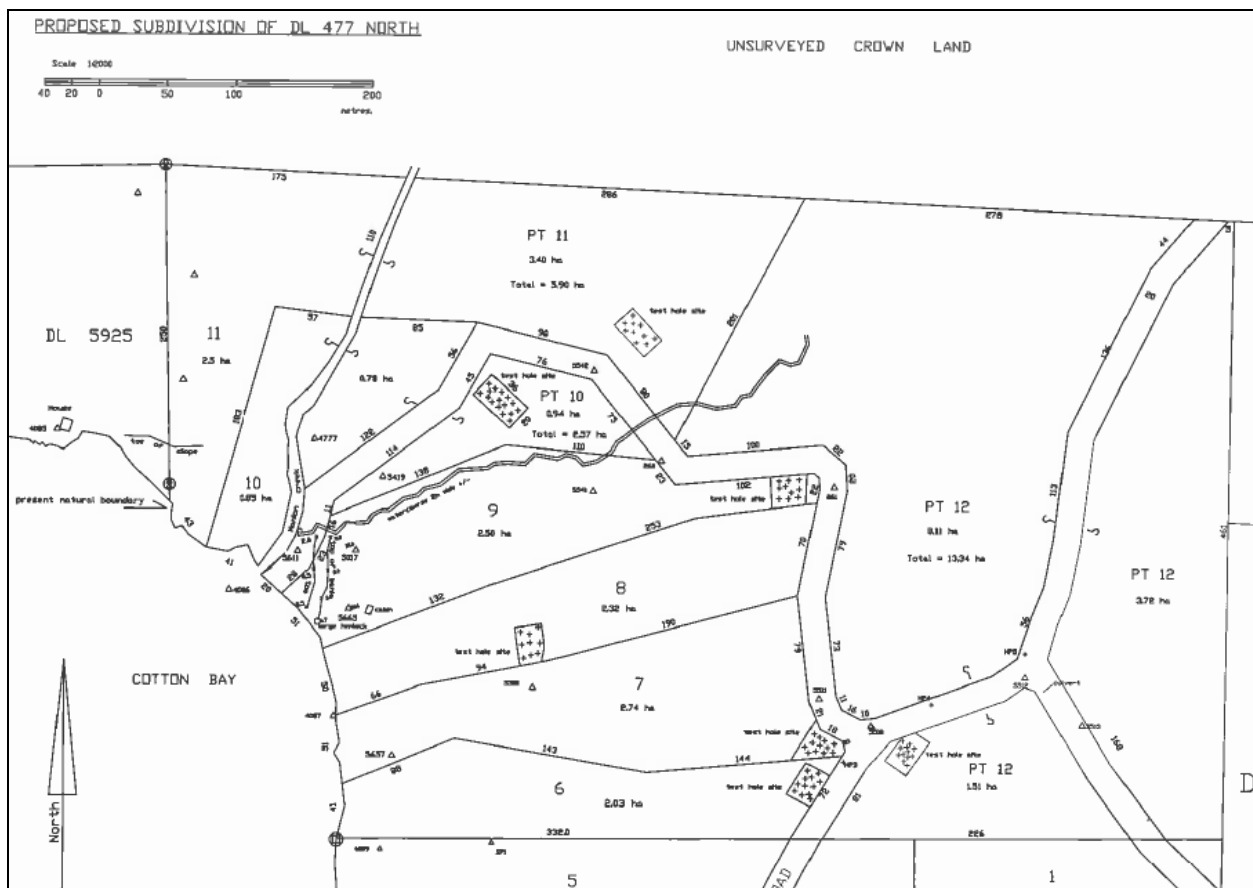


Figure 4. Proposed subdivision layout of subject property.

Regional Conservation Plan:

There are no identified interests in the immediate area pertaining to the Islands Trust Fund Regional Conservation Plan.

Sensitive Ecosystem, Hazard and Riparian Areas:

The property has been cleared of natural vegetation within 50 metres of Manion Creek and is subject to the *Riparian Areas Regulation*. The applicant has hired a QEP who is a registered professional forester to conduct a RAR assessment and submit notification to the Ministry of Environment and Department of Fisheries and Oceans. A memorandum from the QEP is

attached outlining the use of a Simple Assessment method for calculating the streamside protection and enhancement area (SPEA). The QEP is proposing a compensatory SPEA further north along the creek in lieu of the adjusted area around the proposed bridge abutment structure footprints.

Future residential development within 30 metres of the creek will require a subsequent RAR report.

Archaeological Sites:

An archaeological site is noted on the subject property. The proposed subdivision has been referred to the Squamish First Nation and Archaeology Branch of the Province for comment by the applicant.

Covenants:

There are no covenants registered on title. As part of the subdivision referral stage, staff have advised the applicant and MOTI and a covenant restricting further subdivision for Proposed Lot 12 must be registered

Climate Change Mitigation and Adaptation:

Staff are unable to comment on any potential GHG emission changes resulting from approval of this DVP or on any potential impacts on the proposed development from anticipated or possible climate change induced hazards.

COMMUNITY INFORMATION MEETING(S):

Community information meetings are not required for Development Variance Permit applications.

RESULTS OF CIRCULATION:

Notification of the proposed variance was sent to adjacent properties in early October. Any comments received will be presented to the LTC at the October 25th regular business meeting.

STAFF COMMENTS:

A site visit to the property was not conducted by planning staff. The applicant has provided photographs of the proposed bridge location (attached) and written confirmation from the QEP that the RAR assessment has addressed the proposed bridge footings and has resulted in an increased SPEA in a forested ravine to the north. Staff will have an opportunity to review the final RAR report for the subdivision prior to final approval of the proposed subdivision plan.

The LTC can consider a request for a DVP in advance of the subdivision being approved by the MOTI. This is consistent with variances requested for lot dimensions for proposed subdivisions.

Staff recommends that the LTC issue the DVP.

RECOMMENDATION:

THAT the Gambier Island Local Trust Committee issue GM-DVP-2012.4 (Reel 17 Investments Ltd., Gambier Island).

Prepared and submitted by:

Sonja Zupanec, RPP
Island Planner
October 2, 2012

Chris Jackson, MCIP, RPP
Regional Planning Manager
October 4, 2012

Attachment:

1. Proposed Development Variance Permit
2. QEP Memorandum
3. Photos of proposed bridge location

PROPOSED



Islands Trust

**GAMBIER ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
GM-DVP-2012.4**

TO: Reel 17 Investments Ltd.

1. This Development Variance Permit applies to the land described below:

District Lot 477 Group 1 NWD Except: Part lying south of a line drawn parallel to and perpendicularly distant north 1135.4 feet from the south boundary of said district lot; and BCP44782
PID 015-980-324
2. Pursuant to Section 922 of the *Local Government Act*, the Gambier Island Land Use Bylaw No. 86 is varied as follows:

a) Section 3.3 "Siting and Setback Regulations" is varied to reduce the setback from the natural boundary of the watercourse from 15.0 metres to 0.0 metres, as shown on Schedule "A1" to Schedule "A3" to allow the location of the proposed bridge, over Manion Creek.
3. All structures shall be consistent with Schedule "A1" through Schedule "A3" which are attached to and forms part of this permit.
Schedule A1 – Plan of Proposed Bridge over Manion Creek
Schedule A2 – Engineering Plans
Schedule A3 – Profile and Construction Plan
4. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of the Gambier Island Land Use Bylaw No. 86 and to obtain other appropriate approvals necessary for completion of the proposed development.

AUTHORIZING RESOLUTION PASSED BY THE GAMBIER ISLAND LOCAL TRUST COMMITTEE THIS ____ DAY OF ____, 2012.

Deputy Secretary, Islands Trust

Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ____ DAY OF ____, 201-, THIS PERMIT AUTOMATICALLY LAPSES.

GAMBIER ISLAND LOCAL TRUST COMMITTEE
GM-DVP-2012.4
SCHEDULE "A1"

PLAN OF PROPOSED BRIDGE OVER MANION CREEK,
ON LOT 10, DL 477 NORTH.



UNSURVEYED CROWN LAND

WIKIRIWA
Cotton Bay, GAMBIER
Re: Jim Green



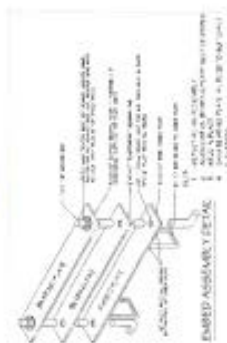
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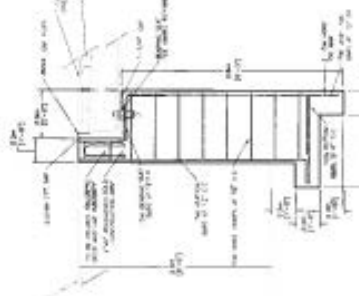
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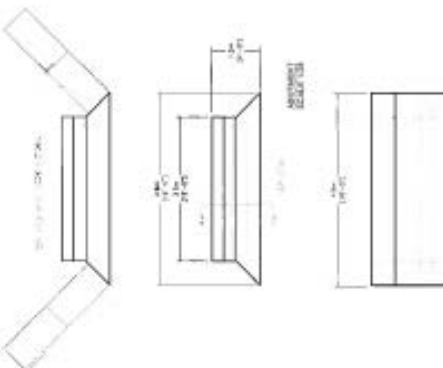
15. **ANSWER: D** The correct answer is D. The correct answer is D.



EMERITUS ACADEMIC RETIREE



Abstract

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© 2004 Blackwell Publishing Ltd, *Journal of Internal Medicine* 255: 103–110

Values around \$5.5 (95% confidence interval) had resulted in no intervention.

SUNCO CIVIL CONSULTING, Ltd.
 501 Flaxford Road, Columbia, B.C.
 Canada V2Y 1K1
 Tel: (250) 363-1177 Fax: (250) 363-1170

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CONSULTING LTD.

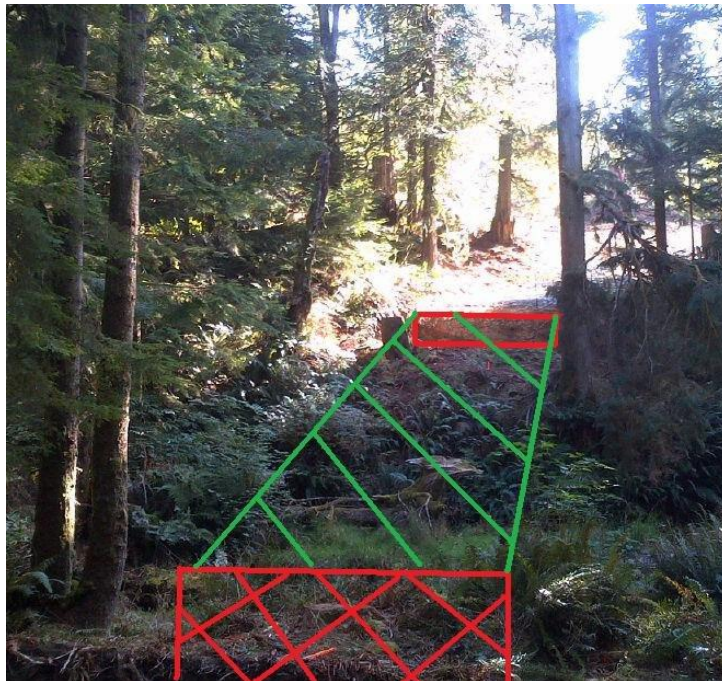
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Proposed location of the bridge over Manion Creek, Cotton Bay Gambier Island





STAFF REPORT

Date: October 10, 2012

Application No.: GM-RZ-2012.2 (Reel 17 Investments, Gambier Island)

To: Gambier Island Local Trust Committee

From: Sonja Zupanec, Island Planner

Copy: Chris Jackson, Regional Planning Manager

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

Owner: Reel 17 Investments

Applicant: Jim Green

Location: Cotton Bay, Gambier Island

THE PROPOSAL:

The applicant is requesting to rezone and subdivide a small portion of Lot 1 from RR (Rural Residential) to S2 (Local Service) to permit ramp access to a proposed private neighbourhood moorage facility. The applicant is also requesting the adjacent water area be rezoned from W3 (Marine Log Storage) to W1 (Marine general) to accommodate a proposed private neighbourhood moorage facility that would service Cotton Bay property owners (potentially up to 15 lots). An existing dock would remain in place until further expansion is required.

SITE CONTEXT:

Lot 1 is 12.6 hectares in size and was part of a subdivision in 2007 that resulted in a five lot subdivision of District Lot 477. The applicant is proposing to subdivide and rezone a 0.18 hectare land based lot for private community access, as well as rezone a 0.32 hectare water based lot to support an existing float, ramp and pier for private community access to the foreshore. The water access is intended to service the four lots to the north as well as up to an additional 11 proposed lots currently under subdivision application, by way of a reciprocal easement. The title of the land based private community lot is proposed to be transferred to a yet-to-be-formed community association representing property owners of Cotton Bay.

A rezoning application is required as the current marine zoning does not permit a neighbourhood dock and the proposed land based lot size and dimensions do not comply with the requirements of the Gambier Island Land Use Bylaw (LUB).



Figure 1. Subject Property – Lot 1 Cotton Bay, Gambier Island.

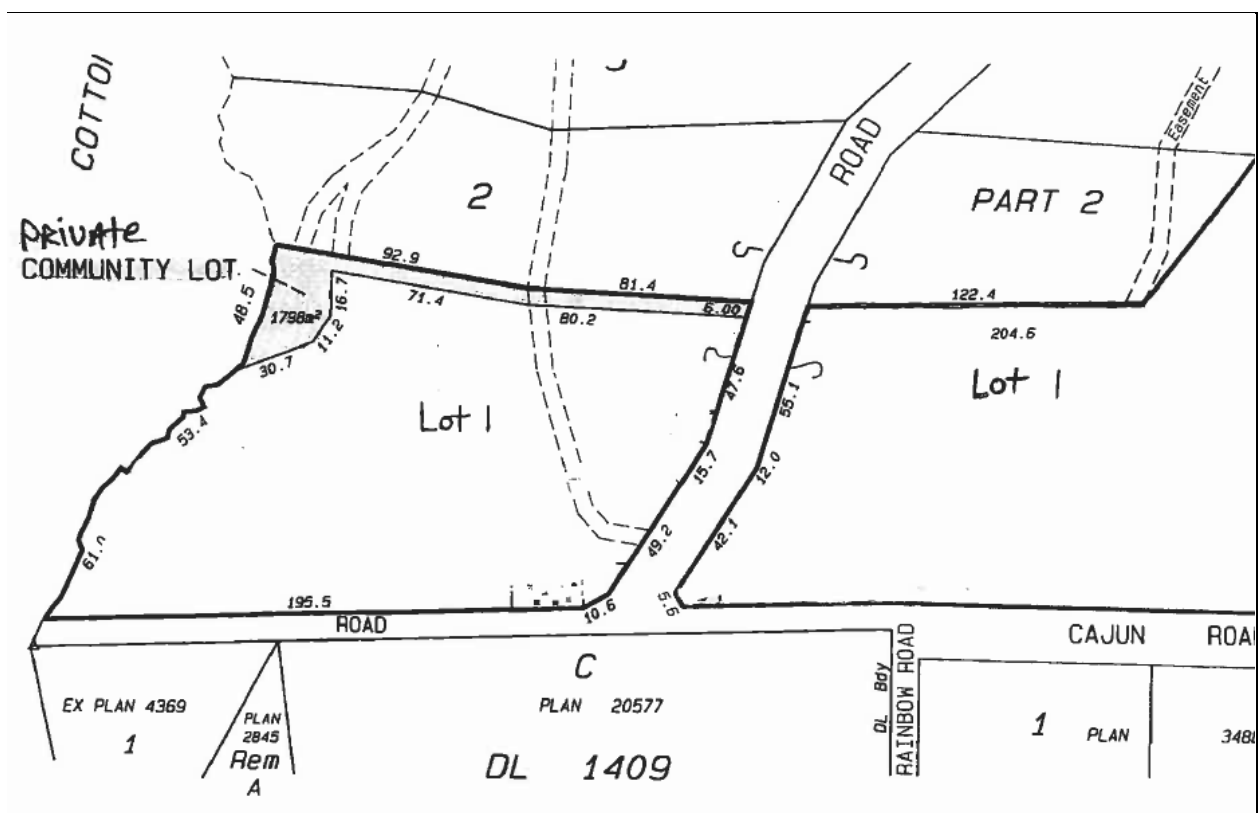


Figure 2. Location of proposed private community lot.

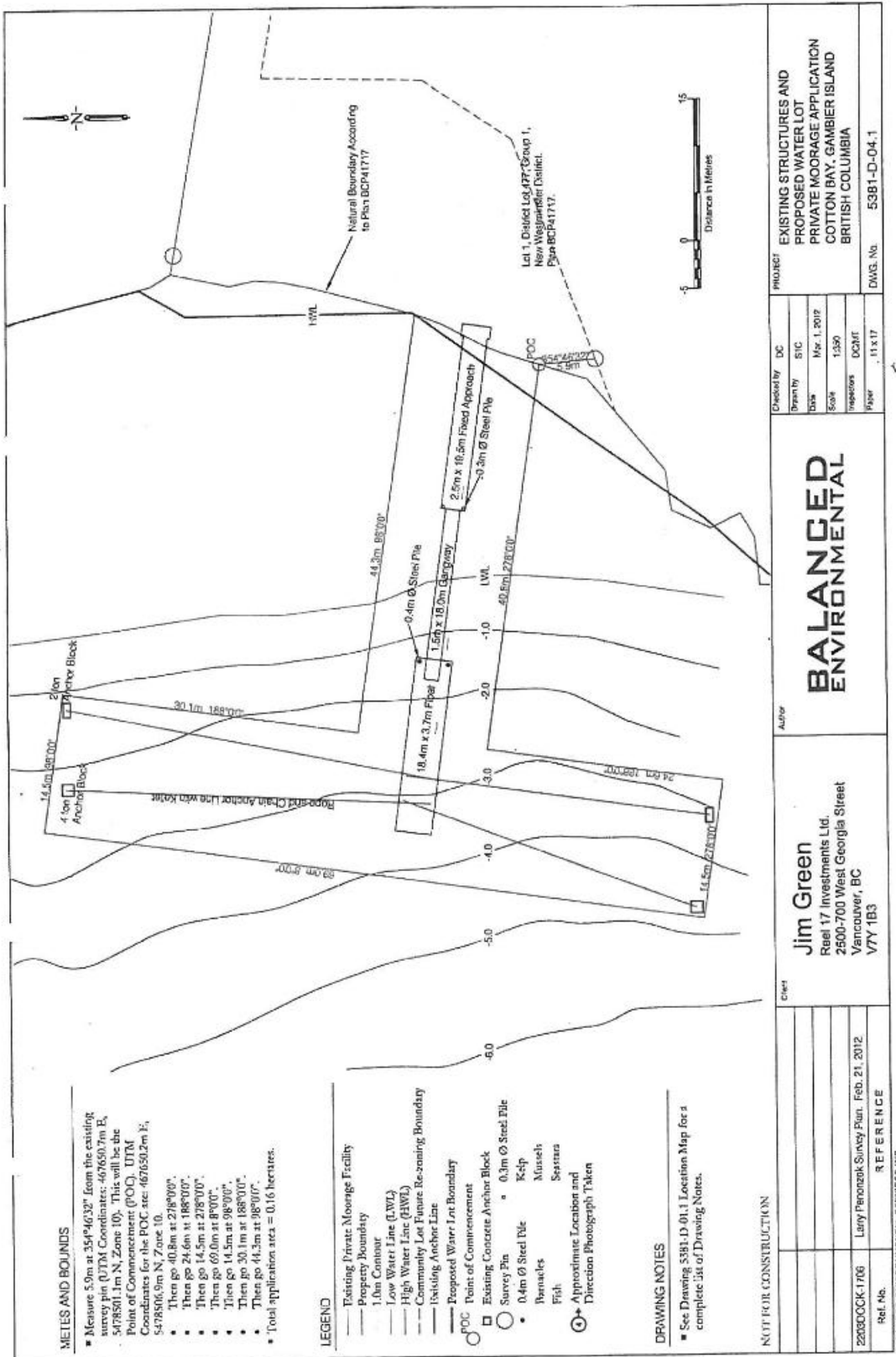


Figure 3. Proposed dimensions of new W1 water lot.

Staff completed a referral from FrontCounter BC in April 2012 for an application for private moorage for the site plan outlined in Figure 3. Staff indicated the proposal did not comply with the W3 zone requirements and that a rezoning for use and a variance for siting and size would be required. For the purposes of this report the location of the moorage is being considered based on the existing siting and size. Further clarification of shoreline structures, including any existing shoreline stabilization and parking site plan is required from the applicant.



Figure 4. Aerial photo of subject property 2011 including location of existing dock.

CURRENT PLANNING STATUS OF SUBJECT LANDS:

Trust Policy Statement:

The proposal complies with the Islands Trust Policy Statement. A copy of the checklist is attached. Relevant policies that support the intent of this application include:

- 4.5.8 *Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.*
- 4.5.10 *Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.*
- 4.5.11 *Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.*

Official Community Plan

The property is exempt from the Gambier Island Official Community Plan (OCP) Bylaw No. 73, 2001 and the policies, objectives and Development Permit Areas. OCP Bylaw No. 110, 1977 is still in effect and provides limited policy direction that is relevant to this application. The subject property is designated "Residential" and the foreshore is undesignated. An OCP amendment is not required.

Land Use Bylaw

The property is zoned Rural Residential (RR) in the land use bylaw. The application is not consistent with the regulations of the land use bylaw in terms of minimum lot size or lot dimensions. The applicant is seeking a rezoning to S2 (Local Service) to permit the intended use as access to a neighbourhood dock and subdivision from the parent parcel. The applicant is not intending the lot for parking purposes. A concurrent subdivision application has been received by the Ministry of Transportation and a subdivision referral from staff has been completed (attached).

The foreshore of the subject property is zoned W3 (Marine Log Storage) and does not permit a neighbourhood dock. The applicant is requesting a rezoning to the W1 (Marine General) zone which regulates the siting, size and construction of a neighbourhood dock facility. A copy of the W1 zone is attached. Conditions of use of the W1 zone include:

Conditions of Use

- (10) *The permitted anchorage and moorage use is only permitted in conjunction with a permitted upland residential use.*
- (11) *Docks shall not be located such that they physically divide a beach identified on Schedule D of the Official Community Plan.*
- (12) *Structures associated with anchorage and moorage:*
 - (a) *shall be located such that they will not negatively impact eelgrass meadows, kelp beds, or shellfish beds;*
 - (b) *made of newly treated wood shall bear the BMP certification mark ensuring that appropriate treatment and post-treatment measures have been employed in producing the preserved wood;*
 - (c) *shall not restrict the movement of aquatic life requiring shallow water.*
- (13) *The placement of structures associated with anchorage and moorage shall not involve the excavation or filling of the seabed, intertidal foreshore or adjacent upland.*
- (14) *Bulkheads for docks shall not be located on the foreshore.*
- (15) *Lights on docks that shine into a lot not served by the dock are not permitted.*

If the LTC chooses to proceed with the preparation of draft bylaws, staff recommends that the applicant be required to submit detailed plans and documentation for the existing moorage demonstrating compliance with the W1 zone regulations and conditions of use. This supplemental information can be reviewed by the LTC prior to consideration of draft bylaws. In the future, if a Cotton Bay Community Association wishes to expand the moorage facility to accommodate new property owners, the expansion will be subject to these regulations.

Regional Conservation Plan:

There are no identified interests in the immediate area pertaining to the Islands Trust Fund Regional Conservation Plan.

Sensitive Ecosystems, Riparian Areas and Hazard Areas:

There are no sensitive ecosystems remaining on the subject property as it has been significantly cleared and altered by logging activity and the installation of a road network. There are no riparian areas according to the Islands Trust mapping. Sensitive shoreline mapping is unavailable for Cotton Bay. Geotechnical hazard areas have been addressed via restrictive covenants with the provincial government at the time of the previous subdivision was approved.

Archaeological Sites:

There are no archaeological sites on the subject property.

Covenants:

There are a number of easements registered on the subject property and two restrictive covenants which do not impact proposed parking or road access on the subject property:

BB0954468 – With the province restricting buildings within specified areas from the natural boundary of the sea based on a geotechnical report.

BB0954467 – With the province restricting land clearing or other disturbance of land or vegetation or construction within a 1.72 hectare covenant area on Lot 1.

Bylaw Enforcement:

There are no bylaw enforcement files associated with the subject property and no referrals to the Bylaw Enforcement Coordinator are required at this time.

Climate Change Mitigation and Adaptation

Staff are unable to comment on any potential GHG emission changes resulting from approval of this application or on any potential impacts on the proposed development from anticipated or possible climate change induced hazards.

COMMUNITY INFORMATION MEETING(S):

The applicant held a community information meeting at the Gambier Community Hall on July 20, 2012 to solicit preliminary input on the proposed private neighbourhood dock. Two members of the general public were in attendance and no concerns were noted with the proposal. A Local Trust Committee sponsored CIM is recommended should the LTC direct staff to proceed with preparation of a draft bylaw. The CIM can be scheduled after first reading and prior to a public hearing.

STAFF COMMENTS:

The applicant is proposing a small neighbourhood moorage facility to service the existing and proposed future lots in Cotton Bay. Public support for this proposal is anticipated as it could alleviate marine traffic to the New Brighton dock, as well as vehicular traffic to the congested dock parking area. Although the new OCP is not applicable to the subject property, it does contain supporting policies for cooperatively owned or operated docks (Policy 7.32) to provide marine access to residential areas.

The rezoning application is part of a larger subdivision application to further subdivide Lot 1 into four lots; one Local Service lot and three residential lots. The potential for further subdivision of Lot 1 technically should not have been permitted; however a no-further-subdivision covenant was never required by the Islands Trust at the time of original subdivision in 2007. The applicant therefore can request further subdivision but requires a rezoning application to permit the use and configuration of the neighbourhood moorage facility. Additional information is required from the applicant to verify the existing moorage facility complies with the W1 zone regulations and conditions of use. Staff recommends the applicant provide documentation on the location, siting and size of the existing dock, as well as verification from a qualified professional that the structures associated with anchorage and moorage meet or exceed the conditions of use stipulated in the W1 zone.

Upon receipt of supplemental information from the applicant, staff recommends proceeding to the draft bylaw stage as the proposal complies with the Islands Trust Policy Statement objectives to support shared marine access in residential areas.

RECOMMENDATIONS:

THAT the Gambier Island Local Trust Committee request:

- 1) The applicant for GM-RZ-2012.2 (Reel 17 Investments Ltd., Gambier Island) provide staff with: 1) documentation illustrating compliance of the existing dock with the regulations of the proposed W1 (Marine General) zone; 2) documentation from a qualified professional verifying the existing dock meets and exceeds each of the conditions of use within the W1 (Marine General) zone; and 3) a survey showing the extent of the shoreline stabilization features installed prior to 2007 and any supporting documentation authorizing works below or above the natural boundary of the sea from provincial and federal agencies.
- 2) That upon receipt of supplemental information from the applicant, that staff prepare a draft bylaw to rezone a portion of Lot 1 from RR (Rural Residential) to S2 (Local Service) to permit parking and ramp access to a proposed private neighbourhood moorage facility; and rezone the adjacent water area from W3 (Marine Log Storage) to W1 (Marine general) to accommodate a proposed private neighbourhood moorage facility as per the site plan submitted by the applicant; and
- 3) Return the draft bylaw to the LTC at a future meeting date for further consideration.

Prepared and Submitted by:

Sonja Zupanec

October 10, 2012

Sonja Zupanec, RPP
Island Planner

Date

Concurred in by:

Courtney Simpson

October 10, 2012

Courtney Simpson, RPP
A/Regional Planning Manager

Date

Attachments:

1. Islands Trust Policy Statement Checklist
2. Subdivision Referral Report for GM-SUB-2012.2 (Reel 17 Investments Ltd., Gambier Island)



Memorandum

700 North Road Gabriola Island BC V0R 1X3

Telephone **250. 247-2063** FAX: 250. 247-7514

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**

northinfo@islandstrust.bc.ca www.islandstrust.bc.ca

Date October 3, 2012

File Number GM-RZ-2011.1

To Gambier Island Local Trust Committee

From Sonja Zupanec, Island Planner

Re Final consideration and adoption of Bylaws 117 and 118

Gambier Bylaw No. 117 to amend the Official Community Plan was approved by the Minister of Community, Sport and Cultural Development on September 18, 2012. Both Bylaws 117 and 118 can now be considered for final reading and adoption by the Gambier Island Local Trust Committee.

Staff is advising the LTC of a clerical error in Bylaw 118 that should be corrected at fourth reading, prior to adoption.

In Table 5.9 the location description of the subject property should read "Lot B" instead of "Lot 8". The PID is correct, as were the public hearing notices.

Referral back to the Executive Committee is not required, nor does the correction of the error require the need for a new public hearing:

Staff have attached a copy of Bylaw 118 with the correction already made, for the LTC's consideration of fourth reading as amended and final adoption.

Copy: Chris Jackson, Regional Planning Manager

GAMBIER ISLAND LOCAL TRUST COMMITTEE
BYLAW No. 117

A BYLAW TO AMEND GAMBIER ISLAND OFFICIAL COMMUNITY PLAN BYLAW 73, 2001

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

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

AND WHEREAS the Gambier Island Local Trust Committee wishes to amend Official Community Plan Bylaw 73, 2001;

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

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

1. This Bylaw may be cited for all purposes as "Gambier Island Official Community Plan Bylaw No. 73, 2001, Amendment No. 1, 2012."
2. Gambier Island Official Community Plan Bylaw No. 73, 2001 is amended as follows:
 - (1) Schedule "B" Land Use Designation Map is amended by changing the designation of the area indicated on Plan No. 1 (Lot B, District Lot 836, Plan 21550, Gambier Island PID 009-393-358) attached to and forming part of this Bylaw, from Settlement Residential (SR) to Private Camps (CMP).

READ A FIRST TIME this 1st day of March , 2012.

PUBLIC HEARING HELD this 5th day of July , 2012.

READ A SECOND TIME this 5th day of July , 2012.

READ A THIRD TIME this 5th day of July , 2012.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST
this 14th day of August , 2012.

APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT
this 18th day of September , 2012.

ADOPTED this day of , 201x.

CHAIRPERSON

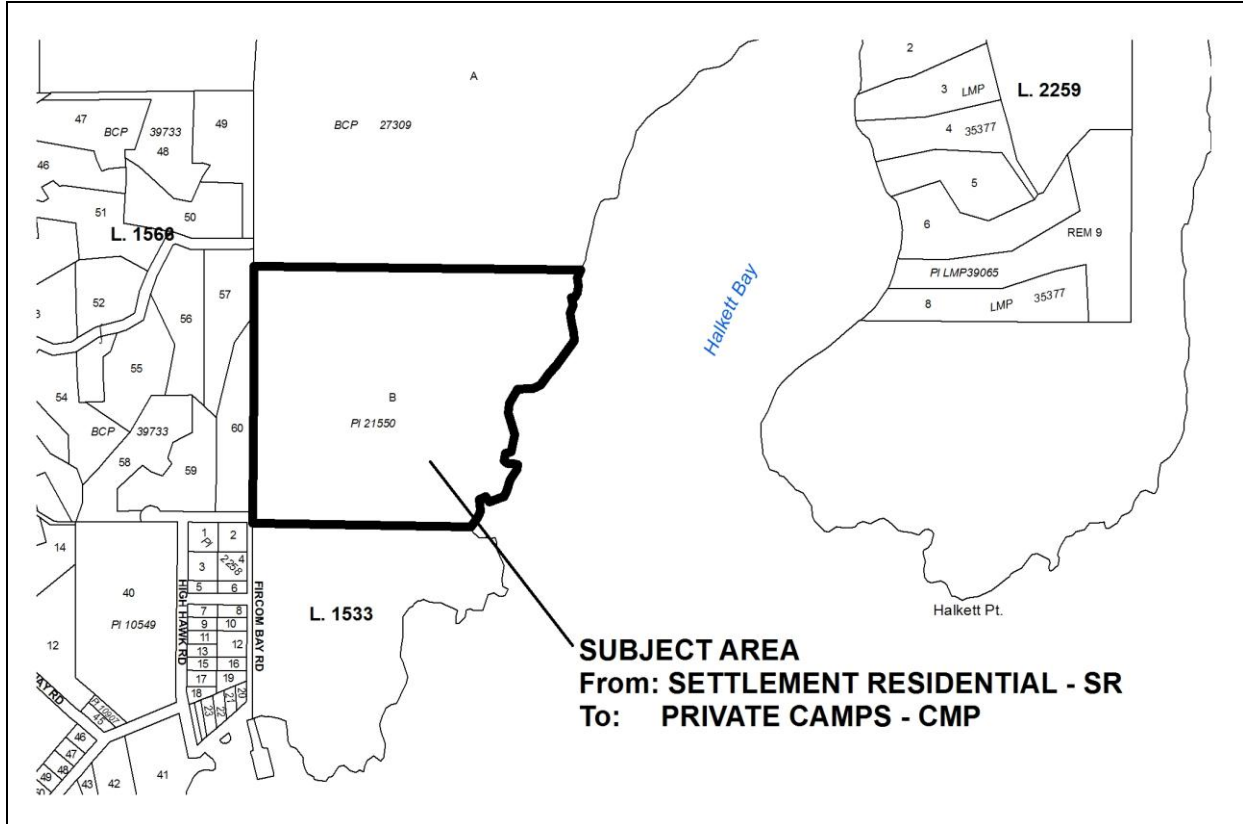
SECRETARY

PROPOSED

GAMBIER ISLAND LOCAL TRUST COMMITTEE

BYLAW No. 117

PLAN NO. 1



PROPOSED

GAMBIER ISLAND LOCAL TRUST COMMITTEE BYLAW No. 118

A BYLAW TO AMEND GAMBIER ISLAND LAND USE BYLAW 86, 2004

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

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

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

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

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

1. This Bylaw may be cited for all purposes as “Gambier Island Land Use Bylaw No. 86, 2004, Amendment No. 1, 2012.”
2. Gambier Island Land Use Bylaw No. 86, 2004 is amended as follows:
 - (1) Adding the following text under Part 5.9(11):

“Site Specific Regulations

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

Table 5.9		
Site Specific Zone	Location Description	Site Specific Regulations
S3(a)	Lot B, District Lot 836, Plan 21550, Halkett Bay, Gambier Island PID: 009-393-358	(1) Despite 5.9(1) recreation camp, assembly and accessory uses are the only permitted uses. (2) Despite 5.9(3) no residential caretaker dwelling unit accessory to recreational camp use is permitted. (3) Despite 5.9(4) the maximum lot coverage for all buildings and structures is 5%. (4) Despite 5.9(7) and 5.9(9) moorage is not permitted in the foreshore area adjacent to the S3(a) zone. (5) Despite 5.9(10) and (11) the minimum lot area and minimum average lot area created by subdivision is 24 hectares.”

PROPOSED

- (2) Schedule "B" (Zoning Map) is amended by changing the zoning of the area indicated on Plan No. 1, attached to and forming part of this Bylaw, from the Settlement Residential - (SR) zone to a Recreation Service(a) (S3)(a) zone.

READ A FIRST TIME this 1st day of March , 2012.

PUBLIC HEARING HELD this 5th day of July , 2012.

READ A SECOND TIME this 5th day of July , 2012.

READ A THIRD TIME this 5th day of July , 2012.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST
this 14th day of August , 2012.

ADOPTED this day of , 201x.

CHAIRPERSON

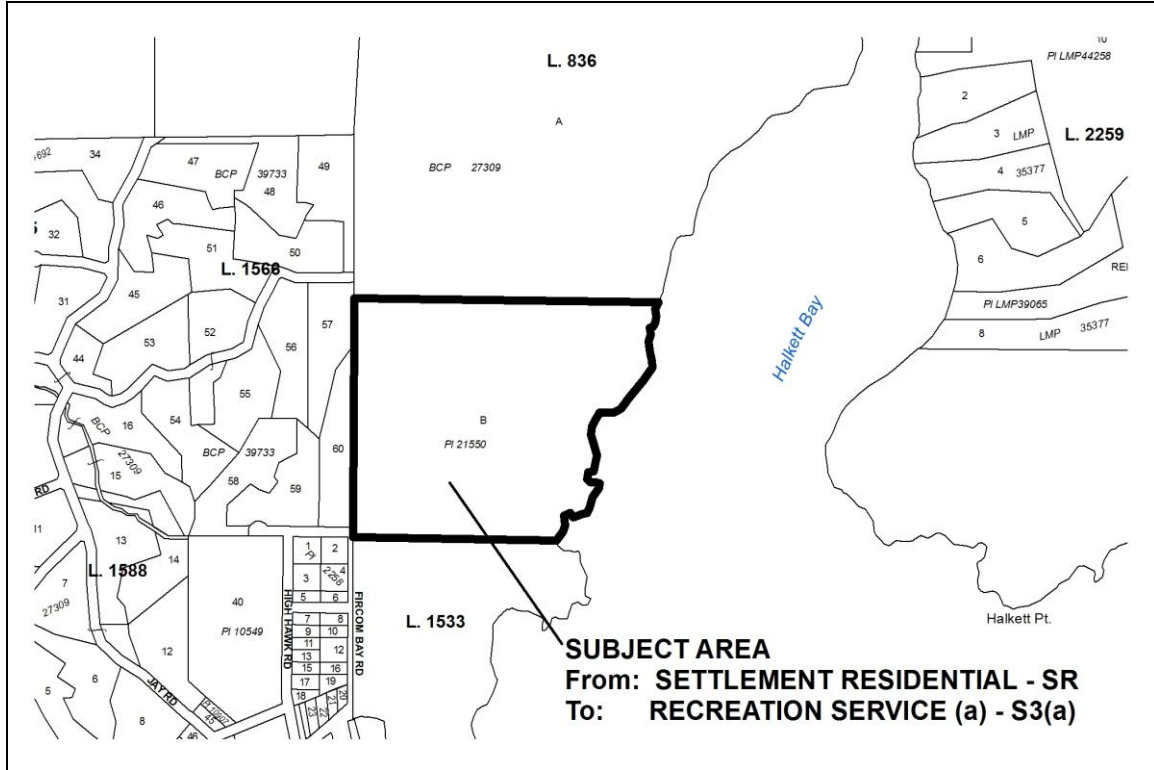
SECRETARY

PROPOSED

GAMBIER ISLAND LOCAL TRUST COMMITTEE

BYLAW No. 118

PLAN NO. 1





Islands Trust

Preserving Island
communities, culture
and environment

Our Provincial Mandate

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

– Islands Trust Act



Islands Trust Council — Strategic Plan 2011-2014

Adopted September 12, 2012

The Trust Area

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

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

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

Our Council

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

A Strategic Plan for the 2011-2014 term

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

Goal A - Ecosystem Preservation and Protection

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

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

Goal B – Stewardship of Island Resources

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

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

Goal C – Sustain Island Character and Healthy Communities

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

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

Goal D – In Cooperation with Others

The Islands Trust will work with others by:

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

Shaded text=activities primarily proposed for future fiscal years and subject to future budget decisions

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

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
1 PROTECT the natural environment of islands	1.1 Encourage voluntary stewardship of natural environment	<u>FY 2011/12- 2014/15</u> Promote community participation in conservation through information sharing and education about private land stewardship options	TFB		Subject to funding in annual budgets or grant funding	By whether the Islands Trust Fund is actively promoting its conservation programs at community events, in publications and online	Ongoing
		<u>FY 2012/13</u> Share information about best practices for covenants and NAPTEP with all planning staff	TFB		Funded by base budget	By whether planners have been provided with covenant education opportunities and whether information is available through the Islands Trust Fund website	Website information in development, ITF staff planning to present information at an LPS Pro D day
		<u>FY 2012/13 – 2014/15</u> Improve and update mapping of natural and modified environments, including terrestrial ecosystem mapping, protected area networks, nearshore mapping and areas under sustainable forestry or sustainable agricultural use.	TFB		Subject to funding in annual budgets	By whether maps of natural and modified environments are available to LTC's and BIM, RDs, local conservancies and other partners	Draft Protected Area Network mapping available, eelgrass and forage fish habitat mapping underway and other mapping in development stages
		<u>FY 2013/14</u> Research and develop a pilot landowner contact program in collaboration with a local conservancy	TFB		Subject to funding in 2013/14 budget	By whether a landowner contact pilot program is implemented	Not started
		<u>FY 2011/12 - 2014/15</u> Support island-based land trusts with partnerships, funding and capacity building opportunities	TFB		Funded by base budget and donations	By whether the Opportunity Fund grows by at least 10% per year and by the amount of grants issued	In progress
		<u>FY 2013/14</u> Council workshop regarding invasive species	TFB		Funded by base budget	By whether a Trust Council workshop has been held	Not started
		<u>FY 2013/14 – 2014/15</u> Share information with the public about managing invasive species	TFB		Subject to funding in 2013/14 budget	By whether information has been shared with the public	Not started
	1.2 Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area	<u>FY 2012/13</u> Present NAPTEP program to BIM Council for consideration	TFB	BIM***	Funded by base budget	By whether or not BIM has considered participating in the NAPTEP program	Tax impact model complete. Further discussion in Sept/12
		<u>FY 2013/14</u> Seek support from Metro Vancouver RD for NAPTEP, subject to BIM approval of program	TFB	BIM***	Funded by base budget	By whether support from Metro Vancouver RD has been sought	Gambier LTC approval received. Pending BIM approval of program.

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
		Launch NAPTEP on the islands in Metro Vancouver RD (subject to BIM and MVRD approval)	TFB	Subject to funding in 2013/14 program budget	By whether NAPTEP has been launched on the islands within the Metro Vancouver RD	Gambier LTC approval received. Pending BIM approval of program
	1.3 Protect fish habitat by implementing Riparian Areas Regulation	<u>FY 2013/14</u> Identify undesignated RAR watersheds	LTCs**	Subject to funding in 2013/14 program budget	By whether all RAR watersheds have been identified	Complete for 10 LTAs. Gambier and Lasqueti in progress
		<u>FY 2012/13</u> Improve mapping of some riparian areas on SSI	LTCs**	Funded by 2012/13 program budget	By whether new mapping of priority riparian areas is complete	New mapping of streams on SSI underway.
		<u>FY 2013/14 & 2014/15</u> Improve mapping of additional riparian areas on SSI and some northern islands	LTCs**	Subject to funding in 2013/14 program budget	By whether new mapping of priority riparian areas is complete	Not started
		<u>FY 2012/13</u> Adopt new bylaws to implement RAR on selected islands	LTCs**	Funded by 2012/13 program budget	By whether selected islands are RAR compliant through bylaw development	Work underway on SSI, Gabriola.
		<u>FY 2013/14 – 2014/15</u> Adopt new bylaws to implement RAR on all islands where still required		Subject to funding in future program budgets	By whether all LTAs are compliant with RAR through bylaw development	19 of 43 bylaws are compliant. 21 bylaw amendments in process
	1.4 Establish reliable, adequate and sustainable funding for the Islands Trust Fund	<u>FY 2012/13</u> Seek legislative change regarding TFB corporate structure and name	EC	Funded by base budget	By whether legislative change has been requested	Verbal request has been made. Chair correspondence requesting change is in progress
		<u>FY 2011/12 – 2014/15</u> Engage in outreach to expand donor base, develop legacy giving program and secure acquisition funds	TFB*	Partially funded through 2012-2013 program budget	By whether the TFB has implemented outreach regarding funding needs and legacy gifts	Not started
		<u>FY 2014/15</u> Develop and implement strategy re changes to corporate structure and name	TFB	Subject to 2014/15 program budget	By whether TFB corporate status and name change has been implemented	Pending legislative change
		<u>FY 2015/16</u> Review and launch long-term funding strategy	TFB	Subject to 2015/16 program budget	By whether the long-term funding strategy has been reviewed and launched	Not started. Pending legislative change
	1.5 Establish core conservation areas to protect biodiversity priorities	<u>FY 2011/12- 2012-13</u> Map and prioritize high biodiversity areas and develop a strategy for protection	TFB	Funded by base budget	By whether the TFB has a prioritized high biodiversity areas, and developed a strategy including a funding needs assessment)	Mapping of high priority areas underway

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
	1.6 Use land use planning tools and decisions to increase protection of special areas	<u>FY 2011/12 – 2014/15</u> Protect land with high biodiversity, through acquisition, donation, or conservation covenant	TFB*		Partial funding through base budget; acquisitions funded by donations and external grants	By whether the TFB has protected at least 500 hectares of high biodiversity land in the timeframe of the Regional Conservation Plan 2011-2015	78.97 hectares protected since 2011
		<u>FY 2012/13</u> Explore model land use planning tools that protect species and ecosystems at risk	LPC		Funded by base budget	By whether a staff report on model land use planning tools has been completed	Not started. Pending provincial working group report.
		Trustee workshop about protection of special areas	TFB	LPC	Funded by base budget	By whether a trustee workshop has been held	Planned for December 2012 Trust Council meeting
		<u>FY 2011/12 – 2014/15</u> Develop policy, OCP and LUB amendments that include protective measures for biodiversity	LTCs**/BIM***		Subject to annual program budgets	By whether OCPs and LUBs have been amended to address improved protection of biodiversity	Some reviews underway
	1.7 Reduce greenhouse gas emissions	<u>FY 2012/13</u> Include GHG emission reduction targets, policies and actions in all OCPs, as required by LGA	LTCs		Funded by program budget	By whether all OCPs comply with LGA re GHG emissions	18 of 19 comply. Outstanding OCP (Piers Island) on work program for 2012
		<u>FY 2014/15</u> Use new planning tools (Bill 27) to reduce greenhouse gas emissions to implement OCP policies LTCs adopted last term (e.g. as illustrated in Trust Council toolkit Reducing Greenhouse Gases in the Islands Trust Area)	LTCs**/BIM***		Subject to funding in 2014/15 budget	By whether LTCs/BIM have used new planning tools to foster reduced GHG emissions from development	Not started
		<u>FY 2012/13</u> Develop policy regarding carbon-neutral operations and purchase of carbon credits to balance GHG emissions that cannot be eliminated	FPC		Funded by base budget	By whether Trust Council has adopted a policy	Draft going to FPC in Nov/12
2. PROTECT coastal and marine ecosystems	2.1 Encourage understanding of shoreline processes and voluntary stewardship of coastal and marine ecosystems	<u>FY 2012/13</u> Develop integrated shoreline and watershed protection mapping for major islands	LPC		Funded by external grants	By whether integrated shoreline and watershed protection mapping has been developed for major islands	Drafts complete. To be finalized and distributed by Mar/13
		<u>FY 2013/14</u> Identify and post updated website links regarding existing shoreline stewardship information	TAS		Funded by base budget	By whether website links have been updated	Not started

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
		Pilot a Green Shores for Homes credit rating incentive system in one LTA	LTCs**		Subject to funding in 2013/14 budget or successful grant application	By whether an LTC has piloted a Green Shores for Homes credit rating incentive system	Not started
		Host a shoreline stewardship landowner workshop on one island	LPC	TFB	Subject to funding in 2013/14 budget	By whether a workshop has been held	Not started
	2.2 Use land use planning tools and decisions to improve protection of coastal areas	<u>FY 2013/14 – 2014/15</u> Adopt regulatory bylaws with respect to integrated shoreline and watershed protection mapping	LTCs**		Subject to funding in future program budgets	By whether LTCs have adopted regulatory bylaws	Reviewed by Thetis LTC
		Develop mechanisms for proactive bylaw enforcement of illegal structures on the foreshore	LPC/LTCs**		<i>Subject to funding in future budgets</i>	By whether mechanisms have been developed	Not started
	2.3 Participate in planning for National Marine Conservation Area Reserve	<u>FY 2011/12 – 2014/15</u> Advocate for implementation of the NMCA reserve	EC		Funded by base budget	By whether the EC has continued to actively advocate for implementation of the NMCA reserve	Successful resolution sponsored at UBCM 2010 Convention
		Participate in NMCA workshops and consultation opportunities	LTCs**/TAS		May require additional funds	By level of participation in NMCA workshops and consultation opportunities	August 2012 Parks Canada workshop
		<u>Future fiscal years (TBD)</u> Respond to NMCA implementation steps with complementary activities, as required	LTCs**		May require additional funds	TBD	Not started
	2.4 Advocate for protection of the Salish Sea and Howe Sound from oil spills, derelict vessels and industrial activities	<u>FY 2011/12 – 2014/15</u> Chair correspondence regarding oil spill prevention and response	EC		Funded by base budget	By whether the Chair has sent correspondence to advocate for oil spill prevention and response	2011:7 letters sent 2012:1 letter sent Resolution proposed for UBCM convention 2012
		Chair participation in hearings related to tanker traffic increases	EC		Funded by base budget	By whether the Chair has participated in hearings related to tanker traffic increase	One NEB hearing presentation August 2012
		Host local government workshops to raise awareness of gaps in oil spill prevention and response capacity	EC		Funded by base budget	By whether workshops have been held	One held at AVICC
		Participate in mock oil spill exercises to understand gaps in oil spill response capacity	EC		Funded by base budget	By whether participation has taken place	Participation in two exercises in 2012
		<u>FY 2011/12 – 2014/15</u> Continue to advocate for senior government solutions to derelict vessels	EC		Funded by base budget	By whether the Islands Trust has continued to advocate for derelict vessel solutions	Islands Trust participation on derelict vessel working group is on-going

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
		<u>FY 2011/12 – 2014/15</u> Advocate regarding potential impacts of the proposed Raven Coal Mine upon Baynes Sound and the potential impacts of the proposed Burnco Gravel Mine upon Howe Sound	EC	Subject to base and project budgets	By whether the Executive Committee has advocated regarding the proposed Raven Coal Mine and the Burnco Gravel Mine	Two Trust Council resolutions passed One letter written
		<u>FY 2013/14</u> Clarify jurisdictional issues related to Islands Trust Area boundary	EC	Subject to 13/14 budget	By whether a formal report and request for provincial clarification has been completed	Not started
	2.5 Advocate for appropriate regulation of aquaculture	<u>FY 2013/14 – 2014/15</u> Collaborate with Department of Fisheries and Oceans regarding shellfish regulations through local government advisory committee as a pilot project for one LTC (Denman)	LTCs**	Subject to funding in 2013/14 budget	By whether the Denman Island LTC has collaborated with DFO on a pilot project	Not started
	2.6 Advocate for regulation of marine sewage	<u>FY 2011/12 – 2014/15</u> Chair correspondence regarding marine sewage regulation	EC	Funded by base budget	By whether the Chair has written to advocate for regulation of marine sewage	Pending
		Amend OCP policies to require sewage pump-outs as a condition of new/expanded marinas (i.e. during rezoning applications)	LTCs**/BIM***	Funded by base budget	By whether OCP policies require sewage pump-outs as a condition of marina development/expansion	Required or recommended in 8 OCPs

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

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
3. PROTECT quality and quantity of water resources	3.1 Encourage understanding and voluntary stewardship of water resources	<u>FY 2013/14</u> Develop new educational materials about water resource concerns	TPC	Subject to 2013/14 program budget	By whether educational materials had been developed	Not started
		Hold community meetings to discuss local water resource concerns and encourage local stewardship actions	TPC	Subject to 2013/14 program budget	By whether community meetings have been held to encourage water stewardship	Not started
		<u>FY 2014/15</u> Develop an on-going water stewardship program	TPC	Subject to 2014/15 program budget	By whether an on-going water stewardship program has been funded and launched	Not started
	3.2 Advocate for provincial Water Act reform	<u>FY 2011/12 – 2014/15</u> Continue to participate in Water Act reform consultations	EC	Funded by base budget	By whether participation in Water Act reform has taken place	Pending provincial selection of pilot areas
	3.3 Use land use planning tools and decisions to protect water quality and quantity	<u>FY 2013/14</u> Develop toolkit for use by LTCs/BIM that illustrates options for using planning tools to protect water quality and quantity	LPC	Subject to 2013/14 program budget	By whether a toolkit has been developed	Not started
		<u>FY 2013/14 – 2014/15</u> Amend OCPs to include new policies for water resource protection	LTCs**/BIM***	Subject to annual program budgets	By whether OCPs have been amended to include new policies about water resource protection	Some reviews underway
		Amend LUBs to include new regulations aimed at protection of water quality and quantity	LTCs**/BIM***	Subject to annual program budgets	By whether LUBs have been amended to include new regulations aimed at protection of water quality and quantity	Not started
		<u>FY 2013/14</u> Develop model Development Permit Areas that LTCs and BIM may consider in regards to water conservation	LPC	Subject to 2013/14 program budget	By whether model Development Permit Areas have been developed	Not started
		<u>FY 2014/15</u> Adopt new Development Permit Areas to enhance water conservation	LTCs**/BIM***	Subject to 2014/15 program budget	By whether LTCs/BIM have adopted new Development Permit Areas to enhance water conservation	Not started
	3.4 Explore alternative tools for improving watershed management	<u>FY 2012-13</u> Identify options within the Islands Trust Act for coordination of watershed protection	EC	Funded by base budget	By whether options had been identified	Underway

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
		<u>FY 2013-14</u> Consider pilot project for coordination of watershed protection within one LTA	LTCs**	Subject to funding by program budget or grants	By whether a pilot project has been considered	Not started

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

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
4. ENHANCE community economic sustainability and security	4.1 Create linkages between islands and Regional Districts to share effective and appropriate economic development models	<u>FY 2013/14</u> Convene Trust Area opportunity to focus on effective and appropriate economic development models	TPC	Subject to funding in 2013/14 program budget	By whether an opportunity has been developed	Not started
	4.2 Advocate for sustainable, affordable and appropriate ferry service	<u>FY 2013/14</u> Commission economic impact study related to ferry fares and service	TPC	Subject to funding in 2013/14 budget	By whether a study is complete	Not started
		<u>FY 2011/12 – 2014/15</u> Continue advocacy program regarding ferry fares and service.	EC	Funded by base budget	By whether advocacy actions have been taken in regards to ferry fares and service	On-going
	4.3 Use land use planning tools and decisions to improve the availability of affordable/accessible/ appropriate housing (as described in Trust Council's toolkit, <i>Affordable Housing Guide</i>)	<u>FY 2011/12 – 2014/15</u> Amend OCPs to include affordable housing policies	LTCs**/BIM***	Subject to annual program budgets	By whether OCPs have been amended to include new affordable housing policies	Some OCP reviews underway
		Amend LUBs to improve availability of affordable housing	LTCs**/BIM***	Subject to annual program budgets	By whether LUBs have been amended to improve availability of affordable housing	SSI LUB amendments re secondary suites to public hearing in fall/2012
	4.4 Use land use planning tools and decisions to increase local food security and farmland protection (as described in Trust Council's toolkit, <i>A Seat at the Table</i>)	<u>FY 2012/13 – 2014/15</u> Amend OCPs to include food security and farmland protection policies	LTCs**/BIM***	Subject to annual program budgets	By whether OCPs have been amended to address food security and farmland protection	Reviews underway
		Amend LUBs to improve food security	LTCs**/BIM***	Subject to annual program budgets	By whether LUBs have been amended to improve food security	Reviews underway

Goal D: In cooperation with others...

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
5. STRENGTHEN relations with First Nations	5.1 Improve consultation/engagement with First Nations during land use referrals	FY 2012/13 Adopt First Nations Consultation Strategy	TAS		Funded by 2011/12 budget	By whether Trust Council has adopted a First Nations Consultation Strategy	First draft to TC Jun/12
		Trustee workshop on working with aboriginal peoples	EC		Funded by 2012/13 budget	By whether a trustee workshop has been held	Complete
		FY 2012/13 Implement 'essential and quick start' improvements to land use referral system that do not require additional resources, as identified in FN Consultation Strategy	LPS	TAS	Funded by base budget	By whether all 'essential and quick start' improvements that do not require additional resources have been implemented	Underway
		Identify resource needs for improved consultation and engagement	EC		Funded by base budget	By whether the resource needs for improved consultation and engagement has been identified	Not started
		FY 2013/14 – 2014/15 Implement improvements identified in the FN Consultation Strategy as longer term or requiring additional resources	LPS	TAS	Subject to funding in future base budgets	By whether all improvements identified in the FN Consultation Strategy as longer term or requiring additional resources have been implemented	Not started
	5.2 Improve consultation/engagement with First Nations during Trust Council's marine and terrestrial protection work	FY 2013/14 – 2014/15 Improve consultation and engagement re free Crown grant program	TAS		Subject to funding	By whether consultation and engagement has been improved	Not started
		FY 2012/13 – 2014/15 Improve communication and coordination during marine protection advocacy	EC		Funded by base budget	By whether consultation and engagement has been improved	Not started
6. IMPROVE organizational cost and operational effectiveness	6.1 Confirm a fair distribution of Islands Trust Services to Bowen Island Municipality	FY 2012/13 Review and amend Policy 7.2.vi (Municipal Requisition Cost Allocations)	FPC		Funded by base budget	By whether Policy 7.2.vi has been amended	Draft prepared for discussion with BIM in Sept/12
		Identify Bowen Island Municipality needs for services provided by Trust Area Services unit	TAS		Funded by base budget	By whether BIM needs for TAS services have been identified	Initial discussion planned Sep/12
		Identify improved opportunities for BIM to access services provided through Trust Area Services unit	TAS		Funded by base budget	By whether opportunities for BIM to access TAS services have been identified	Not started
		FY 2013/14 Provide additional TAS services to BIM	TAS		Funded by base budget	By whether BIM is accessing additional TAS services as identified	Not started

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
	6.2 Improve cost-recovery from development application fees	FY 2012/13 Develop model fees bylaw for consideration by LTCs	LPC	FPC	Funded by base budget	By whether a model bylaw has been developed	<i>TC referred to LPC/FPC before bylaw drafting begins</i>
		FY 2013/14 Consider adoption of amended fees bylaws.	LPC/LTCs**		Subject to funding in 2013/14 program budget	By whether LTCs have adopted an amended fees bylaw that improves cost recovery	Not started
	6.3 Prepare Island Trust organization for potential incorporation of Salt Spring Island (if province advances a provincial restructure study for SSI)	FY 2012/13 Review terms of reference for a transition strategy	FPC	EC	Possibly externally funded	By whether term of reference for a transition strategy have been developed	Pending provincial decision regarding SSI restructure study
		FY 2013/14 Identify and evaluate options and adopt a transition strategy	FPC	EC	Possibly externally funded	By whether a transition strategy is complete	Not started. Pending provincial decision regarding SSI restructure study
		FY 2014/15 - ? Implement adopted transition strategy	EC		Subject to future budgets	By whether the transition strategy has been implemented	Pending provincial and SSI decisions
		FY 2012/13 to 2013/14 Review existing IT-MCSCD protocol agreement regarding incorporation of municipalities in the Islands Trust Area	EC		Funded by base budget	By whether the protocol agreement with the ministry has been reviewed and amended	Pending provincial decision
	6.4 Review service delivery regarding application processing	FY 2013/14 Consider development and use of a quality management system pilot on Salt Spring island for processing of development applications	LTC**		Subject to funding in 2013/14 budget	By whether a quality management system has been considered by the SSILTC for one type of application process	Not started

* subject to decisions of Trust Fund Board

**subject to decisions of local trust committees

***subject to decisions of Bowen Island Municipality

Abbreviations:

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

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

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

For more information, contact:

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 Islands Trust Council
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 telephone 250.247.8078

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 Islands Trust
 email ladams@islandstrust.bc.ca
 telephone 250.405.5151

Visit our website at:
www.islandstrust.bc.ca

Colour Key for middle column:

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



Islands Trust

Strategic Planning Process (2012-2013)





Islands Trust

Top Priorities

Gambier Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	LUB for SCRD Islands	Initiate new LUB review process for SCRD islands.	Feb-02-2006	Sonja Zupanec	Apr-07-2011	On Going
2	Riparian Areas Regulation Implementation Project for Gambier Island Local Trust Area.		Oct-26-2011	Sonja Zupanec	Dec-31-2012	On Going
3	Foreshore protection/stewardship and clarity; implementation of Development Approval Information Bylaw (DAI) or Development Permit Areas (DPA's).	Investigate and recommend options for protection/stewardship within the local trust area through the use of existing land use planning tools.	Jan-31-2012			On Going



Projects

Gambier Island

No.	Description	Activity	Received/Initiated	Status
1	Keats Island OCP Map Amendment - add trail map used during public process developing OCP.		Mar-08-2007	On Going
1	Staff to prepare an issues outline with respect to Gambier Island Comprehensive Land Use Planning Project. (Address community planning and environmental protection issues) Gambier dp and comprehensive planning - subject to alternate funding and resources. To include: 1. Road issues - road network, and parking issues 2. Gambier forest tenure and reallocation - Gambier Island Crown lands. Gambier LUB follow-up: Definition of recreation in Area 3, CD1 Zone. Subdivision and use of common property in a bare land strata plan. Legal non-conforming - information note. ssociated secondary dwelling - definition and use. Potable water requirements.		Jun-23-2010	On Going
1	Consider a mechanism to recognize authorizations of additional dwellings as permitted by s. 4.4.10 of Keats LUB		Aug-04-2010	On Going
1	GHG Emissions - examine as part of next OCP reviews more proactive approaches to plan for GHG reductions especially in relation to Policies 6.1 and 6.2 in consultation with SCRD. Initiative arises from recommendation of SCRD in comments about bylaws 111 & 112.		Oct-06-2010	On Going
1	Sustainability Checklist in consultation with Sunshine Coast Regional District.		Feb-03-2011	On Going

1	Food Security: Based on the November 2010 'Exploring Food Security in the Islands Trust Area' - explore opportunities to implement policies and regulations to address food security in the Gambier Trust Area.		On Going
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1	Development Approval Information Bylaw	Develop and adopt a D.A.I bylaw for the Gambier Trust Area.		On Going
1	Consultation with Squamish First Nation	Scope interim strategies pending completion of a possible protocol agreement to address protection of archaeological and heritage resources.	Jan-31-2012	On Going
1	Strategic Planning Review for Howe Sound		Jan-31-2012	On Going



Applications w/ Status - Gambier Island Status: Open

Applications

Development Variance Permit

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

Planning Status

Status Date: Apr-10-2008

still on hold pending rezoning

Status Date: Aug-13-2007

on hold pending rezoning application

Status Date: May-16-2006

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

File Number	Applicant Name	Date Received	Purpose
GM-DVP-2009.4	Jonathan Ehling Planner: Linda Prowse	May-13-2009	PID: 010-528-199 Gambier Island - workshop height variance (principal building on lot)

Planning Status

Status Date: Mar-28-2011

Awaiting further information from applicant

Status Date: Nov-17-2010

Sent memo to Island Planning asking advice on how to proceed with this file and the related Building Permit referral

Status Date: Oct-06-2010

Received update from applicant noting that he would not be pursuing the Variance as DFP will not relax covenant requirements.

File Number	Applicant Name	Date Received	Purpose
GM-DVP-2009.8	David & Carolyn/Doug & Sue/Pat & Mary Philip/Lane/Willmott Planner: Linda Prowse	Jun-24-2009	PID: 026-162-890 Gambier Island - Proposed variance to the ocean setback requirement. District Lot 1259.

Planning Status

Status Date: Jan-25-2012

There is a covenant held by Ministry of Transportation and Infrastructure and Department of Fisheries and Oceans restricting land clearing and other disturbance of land and vegetation within 15 metres of the natural boundary of the sea. DFO said they will not relax or discharge the covenant on file, therefore a DVP is not an option, and this is an enforcement issue. Memo forwarded to Bylaw Enforcement officer

Status Date: Apr-28-2011

Memo sent to RPM requesting advice on how to proceed

Status Date: Mar-28-2011

Deck is already constructed. DFO will not relax setback. DVP is not an option given DFO will not relax setback. Letter to be written to file and LTC. Enforcement issue

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

Planning Status

Status Date: Jan-06-2012

No change.

Status Date: May-04-2011

Awaiting further info from applicant.

Status Date: Apr-18-2011

Staff site visit

File Number	Applicant Name	Date Received	Purpose
GM-DVP-2012.2	Liebenberg William Planner: Marnie Eggen	Mar-06-2012	PID: 026-954-419 Gambier Island Development variance as deck to be built up to rear lot line

Planning Status

File Number	Applicant Name	Date Received	Purpose
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Planner: Sonja Zupanec**Planning Status****Rezoning**

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

Planning Status**Status Date:** Oct-23-2009

Representative provided verbal update at LTC meeting

Status Date: Sep-18-2009

Email to applicant and owner sent re: request for status update in time for Oct. 23,2009 GMLTC meeting.

Status Date: Nov-24-2008

Letter sent to applicant with LTC resolution and requesting status update

File Number	Applicant Name	Date Received	Purpose
GM-RZ-2011.1	Camp Fircom Planner: Sonja Zupanec	Nov-08-2011	PID: 009-393-358 Gambier Island To redesignate and rezone an undeveloped parcel of land adjacent to the existing camp Fircom from SR (Settlement Residential) to S3 (Recreational Service).

Planning Status**Status Date:** Jul-05-2012

PH; 2ND AND 3RD readings; forward to EC for approval.

Status Date: Apr-12-2012

First Reading Proposed Bylaws 117 and 118 to PH July 2012

Status Date: Jan-09-2012

Preliminary staff report for LTC January 31 meeting prepared.

File Number	Applicant Name	Date Received	Purpose
GM-RZ-2011.2	Les Morton Planner: Sonja Zupanec	Nov-10-2011	To rezone the foreshore and yacht club zoning

Planning Status

Status Date: Jul-05-2012

PH; SECOND AND THIRD READINGS; TO EC

Status Date: Apr-12-2012

Proposed Bylaw 119 to PH July 2012

Status Date: Jan-10-2012

Preliminary staff report prepared for LTC meeting Jan 31.

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

Planner: Sonja Zupanec

Planning Status

Subdivision

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

Planner: Sonja Zupanec

Planning Status

Status Date: Jun-06-2007

On hold pending rezoning application.

Status Date: May-16-2006

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

Status Date: Dec-21-2005

MOT issues Prelim Layout NOT APPROVED with conditions.

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

Planner: Linda Prowse

Planning Status

Status Date: May-01-2012

Applicant is disputing the requirement for a RAR report or a 30 metre covenant. e-mails being sent between applicant and staff planner, with cc's to Island Planner and LTC.

Status Date: Apr-10-2012

Applicant's legal counsel is drafting a 30 metre no build and no soil disturbance covenant to satisfy RAR

Status Date: Feb-24-2012

Was contacted by applicant's legal counsel asking about the subdivision process. They were advised that the Islands Trust requires receipt of the FINAL plan of subdivision to review for compliance with Gambier bylaws prior to sending a letter to the Ministry of Transportation and Infrastructure stating the proposed subdivision meets our requirements

File Number	Applicant Name	Date Received	Purpose
GM-SUB-2010.1	Venture Management Ltd Planner: Sonja Zupanec	May-25-2010	PID: 015-980-324 7 residential lots

Planning Status

Status Date: Jan-06-2012

No further action until applicant finalizes final plan of subdivision.

Status Date: Mar-16-2011

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

Status Date: Feb-23-2011

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

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

Planning Status

Status Date: Oct-31-2011

Referral Report to MOTI

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

Planning Status

Status Date: Oct-03-2012

Referral response sent to MOTI and applicant

From: Nicole Ranger

Sent: September-28-12 8:52 AM

To: David Graham; Jan Hagedorn; Kate-Louise Stamford; Sonja Zupanec; Becky McErlean; Theresa Warren

Cc: Nancy Roggers

Subject: Gambier LTC Expenses - Sept 30/12

Islands Trust					
LTC EXP SUMMARY REPORT F2012					
Invoices posted to September 30, 2012					
630 Gambier	Invoices posted to September 30, 2012		Budget	Spent	Balance
	65000 630	LTC "Trustee Expenses"	1,200.00	1,025.10	174.90
	65200 630	LTC Local Exp LTC Meeting Expenses	4,000.00	1,175.26	2,824.74
	65210 630	LTC Local Exp APC Meeting Expenses	200.00	-	200.00
	65220 630	LTC Local Exp Communications	200.00	-	200.00
	65230 630	LTC Local Exp Special Projects	400.00	-	400.00
	65240 630	LTC Local Exp Miscellaneous	700.00	-	700.00
	TOTAL LTC Local Expense		5,500.00	1,175.26	4,324.74
	73001 630 2003	Gambier Associated OCP/LUB	8,000.00	-	8,000.00
	73001 630 3003	Gambier RAR	4,000.00	-	4,000.00
	TOTAL Projects Expense		12,000.00		12,000.00

Nicole Ranger

Finance Clerk

Islands Trust

200-1627 Fort Street

Victoria, BC V8R 1H8

Phone: (250) 405-5152

Fax: (250) 405-5155



Memorandum

700 North Road Gabriola Island BC V0R 1X3

Telephone (250) 247-2063 FAX: (250) 247-7514

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC 1.800.663.7867

northinfo@islandstrust.bc.ca www.islandstrust.bc.ca

Date September 18, 2012 File Number 1700-04

To Denman Island Local Trust Committee
Gabriola Island Local Trust Committee
Gambier Island Local Trust Committee
Hornby Island Local Trust Committee
Lasqueti Island Local Trust Committee
Thetis Island Local Trust Committee

From Chris Jackson, RPP, MCIP
Regional Planning Manager

Re 2013-14 Budget Proposals

Local trust committees (LTCs) are requested to submit budget proposals for the next fiscal year (April 1, 2013 – March 31, 2014).

What is Different this Year?

Three significant changes are proposed. 1. Staff recommends the allocations for local expense accounts. 2. A portion of the annual "Official Community Plan" (OCP) and "Programs" budgets be redistributed to LTC local expense accounts. 3. Annual "Official Community Plan" and "Programs" budgets be placed into a single "Projects" budget.

1. Local Expense Accounts:

The Local Expense Account covers LTC expenses incurred in support of the LTCs duties (e.g. minute taking, hall rental, newsletters, advertising, consultants, facilitators etc.). This account was broken down further into separate line items at the start of each fiscal year. Below is a table showing the typical breakdown LTCs should be familiar with, as provided on every LTC agenda.

Local Expense Account Breakdown:

- LTC Meetings
- APC Meetings
- Communications
- Special Projects
- Miscellaneous

For the 2013/14 fiscal year staff is recommending breakdown amounts, based on historical allocation and spending. The recommended breakdown for each LTC is provided in Attachments 1 - 6. The amounts assigned to each line item may be changed by resolution of the LTC throughout the fiscal year. However, the important factor to keep in mind is that the overall amount assigned to each LTC should not be exceeded.

2. Allocation of Funding from OCP and Programs to LTC Local Expense Accounts:

Previously, ALL LTC initiated work program items (e.g. Riparian Area Regulation implementation, food security, subdivision regulations update, affordable housing study, groundwater study etc.) were funded through annual requests that went through FPC and eventually Trust Council. The recommended approach for next fiscal is to transfer some of the money from the OCP and Programs budgets and add it to LTC Local Expense Accounts. The increase of \$3-5000 should provide LTCs greater flexibility and responsiveness over their own work programs. For larger projects that demand more resources, the ability to seek additional funding from the OCP and Program budgets remains, however the overall amount available is reduced by the matching increase to LTC Local Expense Accounts.

The Special Projects line item under the Local Expense Account is intended to support local planning initiatives at the discretion of the LTC. It is proposed that this budget line be \$3000 (\$5000 for Salt Spring and Gabriola). Generally, these funds would be for smaller projects, particularly issues that emerge on the LTC work program after the budget is approved. An example would be minor LUB or OCP amendments where there is not anticipated to be significant additional costs for meetings or consultants reports. Local trust committees could also continue to use this line to purchase reports from community groups. LTCs would not need to make budget requests in advance for these projects and would not need any approval for expenditure of these funds beyond an LTC resolution if needed.

3. "Official Community Plan" and "Programs" Budgets

This recommendation is to combine the Islands Trust "OCP" and "Programs" budgets into a single "Projects" budget. As indicated above, LTCs can request funding for projects that require significant resources. Local trust committees will still have opportunity to put forward funding requests to support major projects identified in advance or that cannot be undertaken with the money available in the LTC Special Projects line.

Budget Request Guidelines:

When making budget requests for the 2013/14 fiscal year, the Director of Local Planning Services advises LTCs to consider the following in order to obtain support for the requested budget item:

1. the budget item is required to meet Provincial legislation (in other words, not undertaking the project means that the OCP or LUB would not comply with Provincial legislation);
2. the budget item advances one of the objectives of the Islands Trust Strategic Plan;
3. the budget item is a continuation of an existing project and is required to continue or complete the program; or
4. the budget item implements newly adopted policies in the OCP.

LTC Budget Requests

Attachments 1 - 6 contain information for each northern LTC (except the Executive Committee LTC). Each attachment includes:

- Local Expense Account information for the current fiscal and proposed amounts for next fiscal;
- Funding requests and the actual amount allocated from last year's LTC Projects; and
- Proposed Projects and Amounts for next fiscal. These were selected from each LTCs current work program.

Generally speaking, where a project is already underway, \$2000 is estimated. For a new project not involving significant consultation or external consultants, \$4000 is estimated. Additional amounts that could involve extraordinary consultation and mapping are also included.

Local trust committees should identify any other projects and add them to the budget request (and the work program if necessary) and identify any additional expenses associated with such projects. Local trust

committees should keep in mind that with the proposed changes to the LTC Local Expense Budget allocation, more discretionary funding will be available to LTCs to support smaller projects, and those either not anticipated or which arise during the course of the year.

Resolution Wording

1. THAT the ____ Island Local Trust Committee approve and forward funding requests for Projects Proposed for Next Fiscal, 2013/14 to Financial Planning Committee as presented; or
2. THAT the ____ Island Local Trust Committee revise and approve funding requests for Projects Proposed for Next Fiscal, 2013/14 and forward to Financial Planning Committee as revised.

Attachments:

- 1: Denman Island Local Trust Committee
- 2: Gabriola Island Local Trust Committee
- 3: Gambier Island Local Trust Committee
- 4: Hornby Island Local Trust Committee
- 5: Lasqueti Island Local Trust Committee
- 6: Thetis Island Local Trust Committee

Attachment 1: Denman Island Local Trust Committee

Local Expense Account

	Current Fiscal - 2012/13	Proposed for 2013/14
LTC Meetings	2,500	2,500
APC Meetings	500	1,000
Communications	300	500
Special Projects	300	3,000
Miscellaneous	550	500
Total	4,150	7,500

Projects Funding

Projects Requested for Current Fiscal, 2012/13

	Amount Requested	Amount Received
RAR Implementation	30,000	4,000
Mapping and DPA Review of Non-RAR Streams	30,000	0

Projects Proposed for Next Fiscal, 2013/14

	Amount	Source	Notes
Agriculture Plan Implementation	2,000	Work Program Priority #1	Ongoing Project
RAR Implementation	42,000	Work Program Priority #2	RAR mapping for 4 remaining watersheds (\$10,000 per watershed), public process, bylaw amendments (\$2,000).
Shellfish Farming Community Bylaw Review	1,000	Work Program Priority #3	Community process to review impacts of shellfish farming on the natural marine environment and residential properties, with associated OCP and LUB amendments.
Various OCP/LUB Amendments	?	Work Program Projects List	The LTC should consider the projects list at this time. Any project anticipated to be moved up to the top priority list next fiscal should have an accompanying budget. The current list includes: food security, protected area network, wind towers, affordable housing and secondary cottages and suites, gross floor area for dwellings, promotion of greenhouse gas emissions reduction, and review of regulations regarding guest accommodation.

Attachment 2: Gabriola Island Local Trust Committee

Local Expense Account

	Current Fiscal - 2012/13	Proposed for 2013/14
LTC Meetings	3,000	5,000
APC Meetings	1,400	1,000
Communications	1,500	500
Special Projects	2,200	5,000
Miscellaneous	2,800	1,000
Total	10,900	12,500

Projects Funding

Projects Requested for Current Fiscal, 2012/13

	Amount Requested	Amount Received
RAR Implementation	12,000	4,000
OCP Review	35,000	19,000
Snuneymuxw First Nation Protocol	2,000	0

Projects Proposed for Next Fiscal, 2013/14

	Amount	Source
Continuation of OCP Review	8,000	Work Program Priority #1
Development Approval Information Bylaw	1,000	Work Program Priority #2
Development of Policies for Cottage Density Banking	2,000	Work Program Priority #3
Snuneymuxw First Nation Protocol	2,000	Work Program Priority #4
DeCourcy Island OCP Review	8,000	Work Program Projects List

Attachment 3: Gambier Island Local Trust Committee

Local Expense Account

	Current Fiscal - 2012/13	Proposed for 2013/14
LTC Meetings	4,000	3,000
APC Meetings	2,00	1,000
Communications	2,00	500
Special Projects	4,00	3,000
Miscellaneous	7,00	250
Total	5,500	7,750

Projects Funding

Projects Requested for Current Fiscal, 2012/13

	Amount Requested	Amount Received
RAR Implementation	30,000	4,000
OCP/LUB Associated Islands	8,000	8,000

Projects Proposed for Next Fiscal, 2013/14

	Amount	Source	Notes
LUB for SCRD Islands	2,000	Work Program Priority #1	Ongoing Project
RAR Implementation	30,000	Work Program Priority #2	Mapping costs expected to be much higher; the amount shown includes project scoping which will provide better cost estimate for mapping.
Foreshore Protection/Stewardship	8,000	Work Program Priority #3	Includes development of DAI Bylaw and DPAs
Various OCP/LUB Amendments	?	Work Program Projects List	The LTC should consider the projects list at this time. Any project anticipated to be moved up to the top priority list next fiscal should have an accompanying budget. The current list includes: Keats Island OCP Map Amendment for trail; Keats Island additional dwellings review; Gambier Island DP and Comprehensive Land Use Planning Project; GHG Emissions Reductions; Sustainability Checklist, DAI Bylaw, Squamish FN Consultations, Strategic Planning Review for Howe Sound

Attachment 4: Hornby Island Local Trust Committee

Local Expense Account

	Current Fiscal - 2012/13	Proposed for 2013/14
LTC Meetings	3,200	3,000
APC Meetings	300	1,000
Communications	400	500
Special Projects	500	3,000
Miscellaneous	200	250
Total	4,600	7,750

Projects Funding

Projects Requested for Current Fiscal, 2012/13

	Amount Requested	Amount Received
RAR Implementation	15,000	0
OCP/LUB Review	8,000	8,000

Projects Proposed for Next Fiscal, 2013/14

	Amount	Source	Notes
Vacation Home Rentals, Communications	1,000	Work Program Priority #1	Ongoing Project
OCP/LUB Review	4,000	Work Program Priority #2	Ongoing Project
RAR Implementation	22,000	Work Program Priority #3	Includes development of DAI Bylaw and DPAs
Various OCP/LUB Amendments	?	Work Program Projects List	The LTC should consider the projects list at this time. Any project anticipated to be moved up to the top priority list next fiscal should have an accompanying budget. The current list includes: Development Procedures Bylaw Amendment, K'omoks FN Relationship building, GHG Emission Reductions, OCP/LUB Communications Strategy

Attachment 5: Lasqueti Island Local Trust Committee

Local Expense Account

	Current Fiscal - 2012/13	Proposed for 2013/14
LTC Meetings	1,000	1,000
APC Meetings	200	500
Communications	200	500
Special Projects	1,000	3,000
Miscellaneous	600	250
Total	3,000	5,250

Projects Funding

Projects Requested for Current Fiscal, 2012/13

	Amount Requested	Amount Received
RAR Implementation	30,000	4,000
OCP/LUB False Bay Parking	5,000	0
OCP Shoreline Mapping	1,500	0

Projects Proposed for Next Fiscal, 2013/14

	Amount	Source	Notes
RAR Implementation	30,000	Work Program Priority #1	Mapping costs expected to be much higher; the amount shown includes project scoping which will provide better cost estimate for mapping.
OCP/LUB False Bay Parking	1,000	Work Program Priority #2	Ongoing Project
Guest Cabin Regulations Review	?	Work Program Priority #3	
		Work Program Projects List	The LTC should consider the projects list at this time. Any project anticipated to be moved up to the top priority list next fiscal should have an accompanying budget.
Various OCP/LUB Amendments	?		The current list includes: Sliammon FN Protocol Development and Cultural Exchange, Crown Lands Review, OCP/LUB amendments: rezoning policy for marinas, DP for pump out facilities, advocacy policy for pump outs at neighbouring marinas, food security policies and regulations, Intertidal Zone policies for forage fish

Attachment 6: Thetis Island Local Trust Committee

Local Expense Account

	Current Fiscal - 2012/13	Proposed for 2013/14
LTC Meetings	1,200	1,500
APC Meetings	600	500
Communications	500	500
Special Projects	500	3,000
Miscellaneous	200	250
Total	3,000	5,750

Projects Funding

Projects Requested for Current Fiscal, 2012/13

	Amount Requested	Amount Received
RAR Implementation	5,000	2,000
OCP/LUB Review for Ruxton and other Associated Islands	5,000	5,000
OCP Shoreline Mapping	5,000	5,000

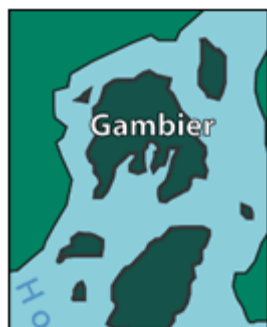
Projects Proposed for Next Fiscal, 2013/14

	Amount	Source	Notes
OCP/LUB Review for Ruxton and other Associated Islands	11,700	Work Program Priority #1	Ongoing Project: 5,500 for studies; 3150 for consultation and APC; 3000 for legal review
Cowichan Valley RD Protocol Agreement Development	0	Work Program Priority #3	Ongoing Project
		Work Program Projects List	The LTC should consider the projects list at this time. Any project anticipated to be moved up to the top priority list next fiscal should have an accompanying budget.
Various OCP/LUB Amendments	?		The current list includes: Shoreline DPA community outreach, Penelakut FN Protocol Agreement Development, Lyackson FN Protocol Agreement Review, DAI Bylaw, LUB Amendments for vacation rentals and rainwater storage, Sustainability Guidelines in collaboration with CVRD



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Population (2011):

Approximately 275

Size:

6,893 hectares (17,032 acres)

Location:

10 kilometres north of Horseshoe Bay in Howe Sound.

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Gambier Island Local Trust Committee

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July 2012

- [DRAFT Associated Islands Land Use Bylaw](#)
- [Agenda for summer consultation and information meetings for Draft Associated Islands Land Use Bylaw](#)
- [Gambier Local Trustee Newsletter - July 2012](#)

May 2012

- [Associated Islands Land Use Bylaw Review Project – Spring Newsletter](#)

April 2012

- [Gambier Island Local Trust Committee Business Meeting Schedule - 2012](#)

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Gambier Island Local Trust Committee Projects

GM-LUB-2011.2 - Land Use Bylaw Development for the Associated Islands

- [Project Charter – April 2012](#)
- [Communications Plan – April 2012](#)
- [Letter to Property Owners – May 2012](#)

Staff Reports

- [Staff Report dated June 29, 2012](#)
- [Staff Report dated September 2011](#)
- [Staff Report dated January 2011](#)

Draft Land Use Bylaw

- [Land Use Bylaw dated February 2011](#)

Advisory Planning Commission - Minutes

- [May 23, 2012](#)

Applications

GM-RZ-2011.1 (Camp Fircom, Gamier Island)

- [Staff Report - April 2012](#)
- [Staff Report - January 2012](#)

GM-RZ-2011.2 (Thunderbird Yacht Club, Gambier Island)

- [Staff Report - April 2012](#)
- [Staff Report - January 2012](#)

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- [Trustee Newsletter - February 2012](#)



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