



A NOTICE OF A BUSINESS MEETING OF **THE LASQUETI ISLAND LOCAL TRUST COMMITTEE**
to be held at 11:00 am on Thursday, July 11, 2013 at the Lasqueti Arts Centre,
Main Road, Lasqueti Island, BC

AGENDA

		Page No.	*Approx. Time*
1.	CALL TO ORDER		11:00 am
2.	APPROVAL OF AGENDA		
3.	TOWNHALL SESSION		
4.	MINUTES		11:15 am
4.1	Local Trust Committee Adopted Meeting Minutes of May 2, 2013 – <i>for information</i>	1-7	
4.2	Section 26 Resolutions Without Meeting Log dated June 28, 2013– <i>attached for information</i>	8	
5.	BUSINESS ARISING FROM MINUTES		
5.1	Follow-up Action List dated June 28, 2013 - <i>attached</i>	9-11	
6.	DELEGATIONS		
7.	CORRESPONDENCE <i>Correspondence specific to an active development application and/or project will be received by the Lasqueti Island Local Trust Committee when that application and/or project is on the agenda for consideration</i>		
7.1	Letter dated June 27, 2013 to Congratulate the Lasqueti Island Forage Fish Team on their Community Stewardship Award - <i>attached</i>	12	
8.	APPLICATIONS AND PERMITS		
	BREAK FOR LUNCH – <i>Sometime During the Following Segment</i>		
9.	LOCAL TRUST COMMITTEE PROJECTS		11:20 am
9.1	False Bay Parking Master Plan		
	9.1.1 Staff Memorandum and DRAFT Project Charter – <i>attached</i>	13-14	
9.2	Riparian Areas Regulation – <i>verbal update</i>		

10.	REPORTS		2:00 pm
10.1	Work Program		
	10.1.1 Top Priorities and Projects List dated June 28, 2013 - <i>attached</i>	15-17	
10.2	Applications Log – no applications		
10.3	Trustee and Local Expenses		
	10.3.1 Expenses posted to March 31, 2013 Fiscal Yearend – <i>attached</i>	18	
	10.3.2 Expenses posted to May 31, 2013 - <i>attached</i>	19	
	10.3.3 Expenses posted to June 30, 2013 - <i>attached</i>	20	
10.4	Adopted Policies and Standing Resolutions - attached	21	
10.5	Chair's Report		
10.6	Trustees' Report		
10.7	Trust Fund Board Report		
11.	NEW BUSINESS		2:30 pm
11.1	Executive Committee Local Trust Area (Ballenas-Winchelsea Islands) Bylaw	22-25	
	Referral Request for Response - <i>attached</i>		
11.2	Proactive Bylaw Enforcement of Illegal Structures on the Foreshore	26-32	
	Memorandum dated June 18, 2013 - <i>attached</i>		
11.3	Fees Bylaw Review – <i>for discussion</i>		
11.4	Lasqueti Stewardship Awards – <i>for discussion</i>		
12.	BYLAWS		
13.	ISLANDS TRUST WEBSITE		
13.1	Lasqueti Pages – <i>for discussion</i>		
14.	TOWN HALL SESSION		
15.	NEXT MEETING DATE		
	Thursday, August 29 at 11:00 am at the Lasqueti Arts Centre, Main Road, Lasqueti Island, BC		
16.	ADJOURNMENT		3:00 pm

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

**MINUTES OF THE LASQUETI ISLAND LOCAL TRUST COMMITTEE
BUSINESS MEETING
HELD AT 11:00 AM, ON MAY 2, 2013
AT THE LASQUETI ARTS CENTRE, MAIN ROAD, LASQUETI ISLAND, BC**

MEMBERS PRESENT:

David Graham	Chair
Peter Johnston	Local Trustee
Susan Morrison	Local Trustee

STAFF PRESENT:

Vicky Bockman	Recorder
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MEDIA AND OTHERS PRESENT:

Approximately 4 members of the public - am
Approximately 0 members of the public - pm

1. CALL TO ORDER

Chair Graham called the meeting to order at 11:00 am. He welcomed the public and introduced himself, Local Trustees, Planner and Recorder.

2. APPROVAL OF AGENDA

The agenda was adopted by consensus with the following amendments:

- Add item 11.4: North and South Pender Islands Beach Spawning Forage Fish Habitat Assessment
- Move item 11.3 to after item 4.3

3. TOWN HALL SESSION

None.

4. MINUTES

4.1 *Local Trust Committee Meeting Adopted Special Meeting Minutes of February 22, 2013*

Received.

4.2 *Local Trust Committee Meeting Adopted Meeting Minutes of February 28, 2013*

Received.

4.3 *Section 26 Resolutions Without Meeting Log dated April 23, 2013*

Received.

11.3 *Bylaw Amendment to Bring Non-Conforming Uses Into Compliance*

Trustee Johnston presented an overview of the visitor accommodation history on Lasqueti and the reasons for placing this topic on the agenda.

Members of the community spoke and the following key points were noted:

- The cost to rezone to (C3) Tourist Accommodation Zone is prohibitive;
- Complaints about rental of cabins have been limited;
- The community is comfortable dealing with non-conforming issues on a case-by-case basis;
- This issue should not be addressed unless there is a groundswell of support for it;
- Addressing the issue of bringing non-conforming uses into compliance would be divisive and possibly limit the ability of young people to live on Lasqueti.

Possible alternative approaches for funding zoning changes were considered and the following was noted:

- Members of the audience indicated support for the possible creation of a downtown zone which would permit tourist accommodation and bear the cost of rezoning for operators within the new zone.

No further action on this topic was identified at this time.

5. **BUSINESS ARISING FROM MINUTES**

5.1 *Follow-up Action List dated April 23, 2013*

The Follow-up Action List dated April 23, 2013 was reviewed and updates were provided. It was reported that the Ministry of Transportation and Infrastructure has indicated that the Regional District should be contacted to discuss the request to install and maintain an oil spill catchment apparatus to stop liquid hydrocarbons from running into False Bay. Trustees will pass this information along to Regional Director Merrick Anderson.

6. **DELEGATIONS**

None.

7. **CORRESPONDENCE**

7.1 *Letter to Regional District of Powell River from Jane MacKay regarding Liquor Licence Application*

The letter was reviewed and follow-up with Planner Prowse was recommended.

8. APPLICATIONS AND PERMITS

None.

9. LOCAL TRUST COMMITTEE PROJECTS

9.1 *False Bay Parking Master Plan*

9.1.1 *Compilation of Correspondence regarding Parking Plan dated February 24 to April 14, 2013*

Received. Trustee Morrison reported that she attended a meeting with the Ministry of Transportation and Infrastructure (MOTI) during which a basic agreement was reached in which MOTI would evaluate licensing the side areas of the road to the Regional District for management. It was suggested that this agreement might allow for inclusion of handicapped parking. It was noted that there is action being taken on the parking issue, however, the master plan needs to encompass more than parking.

By general consent the meeting was recessed at 12:05 pm and reconvened at 12:35 pm.

9.2 *Riparian Areas Regulation Mapping*

9.2.1 *Email and Letter dated April 18, 2013 to Maggie Henigman, Ecosystems Biologist, Ministry of Forests, Lands and Natural Resource Operations*

Received.

9.2.2 *Staff Summary of the Madrone Report Memorandum dated April 28, 2013*

Received.

9.2.3 *Madrone Report dated March 31, 2013 regarding Lasqueti Island Watershed Assessment for Presence of Fish Habitat*

Next steps for the Riparian Areas Regulation Mapping were considered. It was noted that the results of investigation into alternate measures to come into Riparian Areas Regulation (RAR) compliance that would be acceptable to the Ministry of Forests, Lands and Natural Resource Operations would be a key component to determine next steps. Possible approaches for determining requirement of assessment, such as use of Siting and Use Permit or declarations from owners planning to build, were considered.

Concerns were expressed regarding the budget for mapping. It was questioned whether the unused RAR funding designated for other trust areas might be allocated to another island needing funds; and it was determined that this might be a question to pose at Trust Council.

10. **REPORTS**

10.1 *Work Program*

10.1.1 *Top Priorities and Projects List Report dated April 23, 2013*

The Top Priorities and Projects List report was reviewed. Trustees questioned whether the item in the Projects List: "Draft a protocol agreement with Sliammon First Nation" was still applicable and requested an update be provided by the Planner at a future meeting.

LA-009-2013 It was **MOVED** and **SECONDED** that the Lasqueti Local Trust Committee request staff to develop a Project Charter for Top Priorities item No. 2.

CARRIED

LA-010-2013 It was **MOVED** and **SECONDED** that the Lasqueti Local Trust Committee remove Top Priority No. 3 from the Top Priorities as it is completed.

CARRIED

LA-011-2013 It was **MOVED** and **SECONDED** that the Lasqueti Local Trust Committee move from the Projects List to the Top Priorities: Update the Lasqueti Official Community Plan with intertidal zone policies using specific recommendations from the Forage Fish team and the Greenshores and Eelgrass project.

CARRIED

10.2 *Applications Log – None.*

10.3 *Trustee and Local Expenses*

10.3.1 *Expenses posted to February 28, 2013*

The Local Trust Committee Expense Summary Report for invoices posted to February 28, 2013 was received.

10.3.2 *Expenses posted to March 31, 2013*

The Local Trust Committee Expense Summary Report for invoices posted to March 31, 2013 was reviewed.

10.4 *Adopted Policies and Standing Resolutions*

The environmental and community social aspects of the Stewardship Award were recognized as important considerations of the award and approaches to identify these attributes were considered.

LA-012-2013 It was **MOVED** and **SECONDED** that the Lasqueti Local Trust Committee rename the Annual Lasqueti Stewardship Award to Annual Lasqueti Environmental and Social Stewardship Award.

CARRIED

10.5 *Chair's Report*

Chair Graham gave his report.

10.6 *Trustees' Report*

Trustees gave their reports.

11. **NEW BUSINESS**

11.1 *2012-2013 Annual Budget Report*

The 2012-2013 Annual Budget Report was reviewed.

LA-013-2013

It was **MOVED** and **SECONDED** that the Lasqueti Local Trust Committee approve the Work Report dated April 13, 2013 to be included in the Islands Trust Annual Report for April 1, 2012 – March 31, 2013.

CARRIED

11.2 *Renewable Energy Technologies in the Trust Area – Ocean Based Geo-Exchange Systems
Memorandum dated February 25, 2013*

The memorandum was received for information. The pros and cons of the system were considered and it was suggested that expanding the discussion of the impacts from the technology would have been useful.

11.4 *North and South Pender Islands Beach Spawning Forage Fish Habitat Assessment*

Trustee Morrison reported that this assessment was commissioned by the Trust Fund Board and hoped for a similar report for Lasqueti. She commented on the contents which include details on human impact on beaches, mapping of habitat, description of what are on the beaches such as boat ramps. She indicated that she will share this information with the Forage Fish group and hopes there will be a link to the report on the website at some point.

Trustee Morrison indicated that it would be useful to make the Trust Fund Board a regular part of the Local Trust Committee business meetings and there was support for this suggestion.

LA-014-2013

It was **MOVED** and **SECONDED** that the Lasqueti Local Trust Committee request staff to add "Trust Fund Board Report" to the agenda template as an ongoing heading.

CARRIED

Trustee Morrison reported on Trust Fund activities.

12. **BYLAWS**

None.

13. **CLOSED MEETING**

LA-015-2013 It was **MOVED** and **SECONDED** that the Lasqueti Island Local Trust Committee closes the next part of the May 2, 2013 business meeting to discuss matters pursuant to Section 90(1)(b) Community Stewardship Award and Section 90(1)(c) Employee Relations of the *Community Charter* and that staff be invited to attend this meeting.

CARRIED

Chair Graham closed the meeting at 1:30 pm.

14. **RECALL TO ORDER**

By general consent the Local Trust Committee reconvened in open meeting at 1:57 pm.

Chair Graham reported that the Lasqueti Local Trust Committee awarded Jenny Vester as the recipient of the Lasqueti Island Environmental and Social Stewardship Award for 2013.

LA-016-2013 It was **MOVED** and **SECONDED** that the Lasqueti Island Local Trust Committee release \$50 from the local expense account budget to purchase a gift for the awardee.

CARRIED

LA-017-2013 It was **MOVED** and **SECONDED** that the Lasqueti Island Local Trust Committee allocate up to \$200 from the Advisory Planning Commission budget to hold an Advisory Planning Commission appreciation event.

CARRIED

15. **ISLANDS TRUST WEBSITE**

15.1 *Lasqueti Page*

The following changes were requested to the Lasqueti page of the Islands Trust website:

- Add to False Bay Parking and Master Plan: a link to the False Bay parking flyer created by Regional Director Merrick Anderson

16. **TOWN HALL SESSION**

None.

17. NEXT MEETING DATE

The next meeting of the Lasqueti Island Local Trust Committee will take place on Thursday, July 11, 2013 at 11:00 am at the Lasqueti Arts Centre, Main Road, Lasqueti Island, BC.

18. ADJOURNMENT

Chair Graham adjourned the meeting at 2:05 pm.

Recorder

Chair



Islands Trust

RWM From: April 24, 2013 To: June 28, 2013

Lasqueti Island

Resolution #	Action	Resolution Description	Resolution Date
2013-04	In Favour	THAT "the Lasqueti Local Trust Committee amend the February 28, 2013 minutes as follows: to renumber resolution LA-003-2013 and renumber all subsequent resolutions in sequence; and to adopt the minutes as amended."	Jun 20, 2013
2013-03	In Favour	That the Lasqueti Island Local Trust Committee adopt the minutes of its regular business meeting of May 2, 2013.	Jun 17, 2013



Islands Trust

Follow Up Action Report w/ Target Date

Lasqueti Island

May-03-2012

No.	Activity	Responsibility	Target Date	Status
1	Staff to prepare draft watercourse setback provisions for LTC review that would be in accordance with the Riparian Areas Regulation	Linda Prowse	Jun-06-2012	On Going

Jul-12-2012

No.	Activity	Responsibility	Target Date	Status
1	LTC wishes to fund up to \$150 for the APC to draft a False Bay Area parking brochure to educate the public about parking regulations	Linda Prowse Nancy Roggers	Jul-31-2012	Done

Oct-18-2012

No.	Activity	Responsibility	Target Date	Status
1	Staff contact Ministry of Environment staff to request that they hold a RAR workshop on Lasqueti Island.	Linda Prowse	Nov-07-2012	On Going

Feb-28-2013

No.	Activity	Responsibility	Target Date	Status
1	Staff to submit report to next Local Trust Committee meeting after further researching the option of using setbacks/screening and applicant's providing a QEP report provision in the Land Use Bylaw. Need to ensure this approach is RAR compliant.	Linda Prowse	Apr-03-2013	On Going

May-02-2013

No.	Activity	Responsibility	Target Date	Status
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1	That the LTC approve the Work Report dated April 13, 2013 to be included in the Islands Trust Annual Report for the April 1, 2012 - March 31, 2013 fiscal year. Planner to relay this information to Director of Local Planning.	Linda Prowse	May-07-2013	Done
1	Planner to follow up with Jane MacKay regarding her letter to the Powell River Regional District.	Linda Prowse	May-10-2013	Done
1	LTC awards Jenny Vester with the Lasqueti Island Environmental and Social Stewardship Award for 2013. LTC would like \$50 released from the local expense account budget to purchase a gift for the awardee.	Nancy Roggers	May-24-2013	On Going
1	LTC allocates up to \$200 from the Advisory Plannign Commission budget to hold an ADvisory Planning Commission appreciate event.	Nancy Roggers	May-24-2013	On Going
1	Change website to add False Bay Parking and Master Plan: a link to the False Bay parking flyer created by Regional Director Merrick Anderson.	Linda Prowse	May-31-2013	Done
1	Staff arrange for the next LTC meeting to take place on Thursday, July 11, 2013 at 11am at the Lasqueti Arts Centre.	Theresa Warren	May-31-2013	On Going
1	Staff add 'Trust Fund Board Report' to the agenda template as an ongoing heading.	Becky McErlean	May-31-2013	Done
1	Planner to report back to Local Trust Committee about the applicability of having 'Draft a protocol agreement with the Sliammon First Nation' on the Projects List.	Linda Prowse	May-31-2013	On Going
1	Staff develop a Project Charter for Top Priority No. 2, being "False Bay Parking and Master Plan".	Linda Prowse	May-31-2013	On Going
1	The the top priorities list change as follows: Replace the completed Priority No. 3, "Integrated Shoreline Mapping", with "Update Official Community Plan with Intertidal zone policies using specific recommendations from the Forage Fish team and the Greenshores and Eelgrass Project"		May-31-2013	Done
1	Rename the Annual Lasqueti Stewardship Award to 'Annual Lasqueti Environmental and Social Stewardship Award'. Update the LTC Standing resolutions chart to reflect this.	Becky McErlean	May-31-2013	Done

1	Trustees to contact Regional Director regarding the request to install and maintain an oil spill catchment apparatus to stop liquid hydrocarbons from running into False Bay.	Peter Johnston Susan Morrison	May-31-2013	On Going
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200-1627 Fort Street Victoria 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

June 27, 2013

File Number: 5305-01

Lasqueti Island Forage Fish Team
c/o Connie Haist
General Delivery
Lasqueti Island BC V0R 2J0

Dear Lasqueti Island Forage Fish Team members:

Re: Community Stewardship Awards

On behalf of the Islands Trust, I would like to congratulate you on receiving a Community Stewardship Award in the group category for its work monitoring beaches for forage fish habitat on Lasqueti Island.

After reviewing the outstanding contributions of each nominee, Trust Council decided upon the 2013 Community Stewardship Award recipients at its June 11-13th meeting on Mayne Island.

Trustees assessed the nominations by considering the relationship of the project or work to the Islands Trust Policy Statement, benefits to the community or Trust Area, collaboration with others, innovation, and the level of community support and involvement.

We would like to sincerely thank you for the important contributions that you have made to your community and encourage you to keep leading the way. Your efforts help carry out the Islands Trust's mandate to preserve and protect the Trust Area and its unique amenities and environment.

Your Local Trust Committee would like to present your Community Stewardship Award plaque in the summer or fall of 2013. An Islands Trust representative will contact you to confirm the date and details.

Congratulations again and thank you for the important contributions that you have made to your island community.

Yours truly,

Sheila Malcolmson
Chair, Islands Trust Council

pc: Charlotte Taylor
Lasqueti Island Local Trust Committee



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 June 20, 2013

File Number 6930-20 Parking

For meeting to be held July 11, 2013

To Lasqueti Island Local Trust Committee

From Linda Prowse
Planner 2
Local Planning Services

Re Drafting of Project Charter for False Bay Official Community Plan and Land Use Bylaw Review

At the May 2, 2013 Lasqueti Island Local Trust Committee meeting, the Local Trust Committee passed the following resolution:

LA-009-2013

It was **MOVED** and **SECONDED** that the Lasqueti Local Trust Committee request staff to develop a Project Charter for Top Priorities item No. 2.

CARRIED

Top Priority No. 2 is "False Bay Parking and Master Plan". Prior to drafting a preliminary project charter for this priority, staff clarified with trustees that the project charter being requested should encompass more than "parking", as more issues have been identified.

In drafting the attached preliminary project charter, staff considered projects from the Trust Council budget for Lasqueti, and have included the following in the attached:

Project #2 – OCP/LUB False Bay Parking	\$1000
Project #3 – Targeted OCP Review	\$8000

The Local Trust Committee is being provided with the attached preliminary project charter and trustees are asked to work collaboratively with staff to complete drafting the Project Charter specifically to provide input on scope and work plan overview. Once staff receives input from the Local Trust Committee on the attached, a detailed work program can be put together for this project.

Attachment: Preliminary Project Charter

Purpose This project will target Official Community Plan (OCP) policies and Land Use Bylaw (LUB) regulations to identify potential changes that will improve land use within the False Bay area of Lasqueti Island, resulting in OCP and LUB amendment bylaws to help implement those changes

Background This project encompasses Project No. 2 and Project No. 3 from the Trust Council budget for the Lasqueti Island Local Trust Committee (LTC). These projects include “OCP/LUB review for False Bay Parking and “Targeted OCP Review”. The False Bay Parking review was initiated because the Powell River Regional District requested assistance on improving the parking issues on the road right of way in the False Bay Area. Since that time, some work has been done on this, however, further issues have been identified requiring a targeted OCP/LUB review for False Bay.

Objectives

- Adoption of OCP/LUB amendment bylaws in late 2014 that are consistent with the Islands Trust Policy Statement.
- Ongoing notification and engagement with property owners and residents
-

In Scope

Policy and regulation review on the following topics:

- Parking becoming a permitted use
- Shooting being prohibited
- Density
- Bed and Breakfast (cooking facilities)
- Institutional Use for Church and Arts Centre properties?
-

Out of Scope

- Planner review of guest cabin provisions explicit in the OCP and LUB.
- Regulating parking on road right of way (Ministry of Transportation and Powell River Regional District jurisdiction)
-
-

Budget

Item	Cost
Consultation	\$1,000
Legislative Process	\$2,000
Advertising	\$2,000
Consultant	\$4,000
Total	\$9,000

Critical Success Factors

- Stay within reasonable budget
- LTC/staff provides clear and timely communication of project and opportunities for input to residents and property owners
- Cooperative, respectful environment
- Executive Committee Support
-

Links & Dependencies

- LTC meeting schedule as basic framework for deliverables; community information meetings
- Victoria mapping department for LUB draft maps
- Referral agency response turn-around
- Island planner workload

Project Team

Name/Project Role
Linda Prowse/Planner
I.T. Victoria Mapping Department
Lasqueti Island Local Trust Committee
Lisa Gibson-Webster/Planning Clerk Legislative Process and Bylaw Development

Interest Groups

Name	Representing
Property owners and residents	Lasqueti
Slammon and others	First Nations
PRRD	Regional District
Advisory Planning Commission	Residents
MOTI; Coastal Health; Others	Referral Agencies
Executive Committee	Islands Trust

Workplan Overview	
Deliverable/Milestone	Targeted Completion
Staff report with work plan and draft by-laws to LTC	August 31/13
Consultation with residents and private property owners on draft bylaws AND referral to APC	Fall 2013 and Winter 2014
1st Reading—agency referrals	March/14
Community Information Meeting/Public Hearing/Consideration of 2nd and 3rd readings	July/14
Submission to Executive Committee, Minister of Community, Sport and Cultural Development	August/14
Consideration of Adoption	October/14

Governance	
Name/Project Role	Responsibility
Lasqueti Island Local Trust Committee	Bylaw review, revisions, consideration and adoption.
Executive Committee	Bylaw approval
Minister of Community, Sport and Cultural Development	Bylaw approval
GMLTC Chair Approval: _____	
Regional Planning Manager Approval: Courtney Simpson, _____	

Risk Assessment				
Risk	Probability	Impact	Response Strategy	Residual Risk
LTC efforts focused on other regional or trust wide work program items.	Med	High	Make False Bay OCP/LUB review project as work program priority #1 until final adoption.	Low
Unable to meet deliverable dates due to aggressive timelines.	Med	High	Detailed planning, clear roles and responsibilities of team members.	Low
Unable to meet deliverable dates due to northern islands applications processing workload increase.	Med	High	None—No control over amount of northern islands applications being received.	Med
Property owner discourse over private property rights or implications of land use regulations being proposed.	Low	Med	Clear communications; ample opportunity for public review of draft regulations	Low
Unable to meet deliverable dates due to interruption in staff appointments	High	Med	RPM contingency plan to secure relief staff for 2014 retirement of planner	Low



Islands Trust

Top Priorities

Lasqueti Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Riparian Areas Regulation Compliance · Mapping and Bylaw Enactment		Aug-17-2011	Linda Prowse		On Going
2	False Bay Parking and Master Plan		Jun-30-2011	Linda Prowse		On Going
3	Update Official Community Plan with Intertidal zone policies using specific recommendations from the Forage Fish team and the Greenshores and Eelgrass Project		Jan-12-2012	Linda Prowse	Dec-13-2012	On Going



Projects

Lasqueti Island

No.	Description	Activity	Received/Initiated	Status
1	Draft a protocol agreement with Sliammon First Nation. Work with RPM and TAS.		Jun-20-2008	On Going
1	Lasqueti Crown Lands - TAS informed LTC this is currently on hold until Protocol Agreement is finalized.		Feb-16-2007	On Going
1	Update the Lasqueti Official Community Plan by: 1. adding policy requiring all marinas applying for rezoning or a development permit to provide pump out facilities; and 2. adding advocacy policy encouraging neighbouring local governments to require that marinas servicing vessels traveling within the Trust Area install pump-out facilities when applying for rezoning or a development permit (Recommendations from Trust Council to all LTC's)			On Going
1	Update Official Community Plan and Land Use Bylaw to include provisions for food security. (Direction from Trust Council - December, 2010)		Mar-03-2011	On Going
1	Enter into an informal discussion and take part in a cultural exchange with the Sliammon First Nation		Sep-02-2010	On Going
1	Update the Lasqueti Official Community Plan with intertidal zone policies using specific recommendations from the Forage Fish workshops.		Jul-12-2012	On Going

1	Consider Procedures Bylaw amendment to allow the Local Trust Committee to hold electronic meetings when needed.	Feb-28-2013	On Going
1	Non-conforming housing.	Feb-28-2013	On Going

From: Nicole Ranger
Sent: May-06-13 9:24 AM
To: David Graham; Linda Prowse; Peter Johnston; Susan Morrison; Becky McErlean
Cc: Nancy Roggers
Subject: Lasqueti LTC Final Expenses to March 31/13

<i>Islands Trust</i> LTC EXP SUMMARY REPORT F2012 Invoices posted to March 31, 2013 (Final for Fiscal Year End)				
640 Lasqueti	Invoices posted to March 31, 2013	Budget	Spent	Balance
65000 640	LTC "Trustee Expenses"	1,500.00	213.90	1,286.10
65200 640	LTC Local Exp LTC Meeting Expenses	1,000.00	629.19	370.81
65210 640	LTC Local Exp APC Meeting Expenses	200.00	10.00	190.00
65220 640	LTC Local Exp Communications	200.00	221.00	(21.00)
65230 640	LTC Local Exp Special Projects	1,000.00	1,590.83	(590.83)
65240 640	LTC Local Exp Miscellaneous	600.00	-	600.00
TOTAL LTC Local Expense		3,000.00	2,451.02	548.98
73001 640 3004	Lasqueti RAR	4,000.00	4,205.27	(205.27)
TOTAL Project Expense		4,000.00	4,205.27	(205.27)

Nicole Ranger

Finance Clerk
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8
Phone: (250) 405-5152
Fax: (250) 405-5155

Preserving *Island* communities, culture and environment



Please consider the environment before printing this email

From: Nicole Ranger
Sent: June-07-13 4:42 PM
To: David Graham; Linda Prowse; Peter Johnston; Susan Morrison; Becky McErlean
Cc: Nancy Roggers
Subject: Lasqueti LTC expense report to May 31. 2013

640 Lasqueti	Invoices posted to May 31, 2013	Budget	Spent	Balance
65000 640	LTC "Trustee Expenses"	1,500.00	-	1,500.00
65200 640	LTC Local Exp LTC Meeting Expenses	1,000.00	264.76	735.24
65210 640	LTC Local Exp APC Meeting Expenses	500.00	-	500.00
65220 640	LTC Local Exp Communications	500.00	58.00	442.00
65230 640	LTC Local Exp Special Projects	2,000.00	-	2,000.00
65240 640	LTC Local Exp Miscellaneous	250.00	-	250.00
TOTAL LTC Local Expense		4,250.00	322.76	3,927.24

Thanks!

Nancy Roggers
 Finance Officer

Islands Trust
 #200 1627 Fort Street
 Victoria, B.C. V8R 1H8
 Phone: (250) 405-5154
 Fax: (250) 405-5155
www.islandstrust.bc.ca

Preserving *island* communities, culture and environment

Please consider the environment before printing this email.

From: Nicole Ranger
Sent: June-26-13 12:07 PM
To: David Graham; Linda Prowse; Peter Johnston; Susan Morrison; Becky McErlean
Cc: Nancy Roggers
Subject: Lasqueti LTC Expenses - June 30/13

<i>Islands Trust</i> LTC EXP SUMMARY REPORT F2014 Invoices posted to June 30, 2013				
640 Lasqueti	Invoices posted to June 30, 2013	Budget	Spent	Balance
65000 640	LTC "Trustee Expenses"	1,500.00	-	1,500.00
65200 640	LTC Local Exp LTC Meeting Expenses	1,000.00	264.76	735.24
65210 640	LTC Local Exp APC Meeting Expenses	500.00	-	500.00
65220 640	LTC Local Exp Communications	500.00	58.00	442.00
65230 640	LTC Local Exp Special Projects	2,000.00	-	2,000.00
65240 640	LTC Local Exp Miscellaneous	250.00	-	250.00
TOTAL LTC Local Expense		4,250.00	322.76	3,927.24

Nicole Ranger

Finance Clerk
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8
Phone: (250) 405-5152
Fax: (250) 405-5155

Preserving Island communities, culture and environment



Please consider the environment before printing this email

Lasqueti Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

No	Meeting Date	Resolution No.	Issue	Policy
1.	November 4, 2010	LA-034-2010	Annual Lasqueti Stewardship Award	It was MOVED and SECONDED that the Local Trust Committee establish a standing resolution for an Annual Lasqueti Stewardship Award to be presented in the spring by way of voluntary nominations up to a maximum of two awards to show public recognition.
2.	May 2, 2013	LA-012-2013	Renaming of Annual Lasqueti Stewardship Award	It was MOVED and SECONDED that the Lasqueti Local Trust Committee rename the Annual Lasqueti Stewardship Award to Annual Lasqueti Environmental and Social Stewardship Award.



Islands Trust

BYLAW REFERRAL FORM

700 North Road
Gabriola Island BC V0R 1X3
Ph: (250) 247-2063
Fax: (250) 247-7514
northinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Executive Committee Local Trust Area **Bylaw No.:** 27 & 28 **Date:** May 24, 2013

You are requested to comment on the attached Bylaws for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected. For your information a Public Hearing to consider the Bylaw will be held late summer or fall, 2013.

PURPOSE OF BYLAWS:

To implement an Official Community Plan (OCP) and Land Use Bylaw (LUB) for the Ballenas-Winchelsea Islands Area. The Islands Trust Executive Committee acting as a Local Trust Committee is responsible for land use planning and regulation within this area. The Ballenas-Winchelsea Islands do not currently have an OCP or zoning in place. For more background information please see webpage: www.islandstrust.bc.ca/ltc/exe/default.cfm

GENERAL LOCATION:

Ballenas-Winchelsea archipelago and surrounding waters

OTHER INFORMATION:

Please fill out the Response Summary on the back of this form for each bylaw. If your agency's interests are "*Unaffected*", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

(Signature)

Name: Marnie Eggen

Title: A/ Planner 2

This referral has been sent to the following agencies:

Federal Agencies

- Fisheries and Oceans Canada
- Department of National Defence
- Transport Canada

Regional Agencies

- Regional District of Nanaimo
- School District #68 (Nanaimo-Ladysmith)
- School District #69 (Qualicum)

Provincial Agencies

- Provincial Ministry of Community, Sport and Cultural Development
- Provincial Ministry of Forests, Lands and Natural Resource Operations – Ecosystems Branch
- Ministry of Agriculture
- Ministry of Environment – BC Parks
- Ministry of Forest, Lands & Natural Resources – Aquaculture
- Ministry of Forest, Lands & Natural Resources - Ecosystems Protection
- Ministry of Forests, Lands & Natural Resource Operations - Archaeology Site Inventory
- Ministry of Forests, Lands and Natural Resource Operations - Crown Lands & Resource
- Ministry of Natural Resource Operations - Water Stewardship Division
- Ministry of Tourism, Recreation Site and Trails Branch
- Ministry of Transportation and Infrastructure
- Vancouver Island Health Authority

Adjacent Local Trust Committees and Municipalities

- Islands Trust Fund
- Gabriola Island Local Trust Committee
- Denman Island Local Trust Committee
- Hornby Island Local Trust Committee
- Lasqueti Island Local Trust Committee
- Islands Trust, Bylaw Enforcement
- City of Parksville
- District of Lantzville
- Town of Qualicum Beach

Non-Agency Referrals

- The Land Conservancy

First Nations

- Te'Mexw Treaty Association
- Cowichan Tribes
- Halalt First Nation
- Stz'uminus First Nation
- Lake Cowichan First Nation
- Lyackson First Nation
- Penelakut Tribe
- Snaw'Naw'As Nation
- Qualicum First Nation
- Hul'qumi'num Treaty Group
- K'omoks First Nation
- Laich-Kwil-Tach Treaty Society
- We Wai Kai First Nation

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

Executive Committee Local Trust Area

(Island)

(Signature)

(Date)

**Bylaw No. 27 – Ballenas-Winchelsea Islands Official Community
Plan**

(Bylaw Number)

(Title)

(Agency)

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

Executive Committee Local Trust Area

(Island)

Bylaw No. 28 – Ballenas-Winchelsea Islands Land Use Bylaw

(Bylaw Number)

(Signature)

(Title)

(Date)

(Agency)



Memorandum

Date June 18, 2013 File Number 4020-20 Foreshore Structures

To Local Trust Committee

From Local Planning Committee

Re **PROACTIVE BYLAW ENFORCEMENT OF ILLEGAL STRUCTURES ON THE FORESHORE**

At the May 9th, 2013 Local Planning Committee (LPC) meeting the following resolution was passed:

It was MOVED and SECONDED

That the Local Planning Committee direct staff to ask the Local Trust Committees if they are willing to pilot a project on proactively enforcing illegal structures on the foreshore.

CARRIED

As a result, this memo is to ask whether there is willingness to participate in a pilot project regarding proactively enforcing illegal structures on the foreshore. Attached is a copy of the staff briefing report considered at the LPC meeting.

The purpose of this project is to address the issue of proactive bylaw enforcement of illegal structures on the foreshore and to develop a generalized approach that all islands could use through education, proactive enforcement and regulation. The intent of this project is to address the issue of illegal foreshore structures (e.g. buildings, decks, seawalls, etc.) through various methods of improving awareness about, and enforcement of, regulations pertaining to structures built near the sea.

At this stage, it is just to gather the interest of the LTCs and then a decision will be made on which LTC and what sort of pilot project it will be given the resources (staff and funding) available.

Please indicate your interest by e-mail to Kris Nichols, Island Planner at knichols@islandstrust.bc.ca . The LPC will take the LTCs interests and comments into consideration at the August LPC Meeting.

Attachment: Staff Briefing Report

Pc David Marlor, Director

To: Local Planning Committee

For the Meeting of: May 9, 2013

From: Kris Nichols, Island Planner

Date Prepared: April 30, 2013

pc: David Marlor, Director

File No: 4020-20 Foreshore Structures

SUBJECT: PROACTIVE BYLAW ENFORCEMENT OF ILLEGAL STRUCTURES ON THE FORESHORE

DESCRIPTION OF ISSUE:

Local Planning Committee (LPC) has as its number one priority on its Work Program, “Develop Mechanism for Proactive Bylaw Enforcement of Illegal Structures on the Foreshore”. The purpose of this work program priority/project is to address the issue of proactive bylaw enforcement of illegal structures on the foreshore and to develop a generalized approach that all islands could use through education, proactive enforcement and regulations.

Initially, this priority was to be addressed in the form of a project charter. It was decided by staff in consultation with the LPC Chair and the Director of Local Planning Services that a project charter would not be the best approach to take at this time given the uncertainty of some of the issues around doing proactive enforcement, participation by the Local Trust Committees and resources (staff, time and money) required to carry out the project given the current budget of \$2000.00. Staff determined that a report would be the best approach in order to provide information to understand the issues around proactive bylaw enforcement of illegal structures on the foreshore and to present options for consideration of moving forward.

The intent of this report is to outline the issues and the possible scope of enforcement that could occur and present options for LPC discussion and direction for moving forward.

BACKGROUND:

This project has been initiated by the Local Planning Committee (LPC). This topic is in the Strategic Plan as item 2.2. The intent of this project is to address the issue of illegal foreshore structures (e.g. buildings, decks, seawalls, etc.) through various methods of improving awareness about and enforcement of regulations pertaining to structures built near the sea.

Residents that have built within the setback to the sea have done so either through not being aware of current bylaw regulations or thinking that a replacement structure is permitted without adhering to the bylaws. Some may also believe that if a building permit is not required (e.g. seawall construction) there is no issue with other local bylaw requirements such as setbacks from the sea or development permits. As well, those that do build ignoring the regulations recognize that currently there is little risk. The structures are also generally not that visible except from the seaward side of the property that bylaw officers cannot easily access, making proactive enforcement difficult when you don't know where the structures are. The best option for viewing these foreshore structures is by boat, plane or helicopter, but to do this for all the islands with approximately 1377 km of shoreline may not be a feasible solution. Residents that chose to ignore the regulations are generally aware that they can apply for a development

variance permit retroactively and in many cases these get approved, thereby weakening the argument for restrictive development of structures within the foreshore.

Generally, bylaw enforcement is complaint driven. That being said, the Islands Trust bylaw enforcement policy does permit bylaw enforcement officers to initiate enforcement on the foreshore without complaint as these areas are considered as environmentally sensitive. Pro-active enforcement is generally the best approach which should be combined with education (i.e. workshops, letters, brochures, web postings, newspaper advertisements, etc.) as bylaw officers have limited resources and capacity to do this on their own. Increasing proactive enforcement should result in greater compliance as it would increase the risk to property owners who ignored the regulations, but more importantly education of the regulations and their rationale and subsequent enforcement should help to reduce the number of bylaw infractions and protect these environmentally sensitive areas.

Rationale for Proactive Enforcement of Illegal Foreshore Structures

In establishing some of the background rationale for this priority staff has met with Bylaw Enforcement staff to gain a further understanding of the need for proactive enforcement and the specific file types (e.g. docks, decks, seawalls, etc.). Staff has reviewed the bylaw files pertaining to illegal foreshore structures on each of the islands. There are 38 files bylaw enforcement files currently open. They are as follows:

Island	Files	Generalized Type
Denman	6	Stairs to Foreshore: 5 Building: 1
Gabriola	1	Stairs to Foreshore & Log Seawall: 1
Galiano	2	Retaining Wall: 1 Stairs to Foreshore: 1
Gambier	8	Concrete Dock: 1 Structure (not specified): 5 Rip Rap Seawall: 2
Hornby	0	N/A
Lasqueti	0	N/A
Mayne	0	N/A
North Pender	5	Wooden Ramp to Foreshore: 1 Seawall (Possibly Rip Rap): 1 Dock: 2 Stairs to Foreshore: 1
Saturna	3	Deck: 2 Platform: 1
Salt Spring	8	Seawall (no indication of what type): 2 Groyne: 1 Deck with Stairway to Beach: 2 Deck: 2 Concrete Seawall: 1
South Pender	0	N/A
Thetis	5	Concrete Seawall: 1 Deck and Dock: 1 House/Deck/Stairs: 1 Float/Boat Ramp/Stairs: 1 Addition to Cabin: 1
Totals	38	Stairs to Foreshore: 7 Building: 1 Stairs to Foreshore & Log Seawall: 1 Retaining Wall: 1 Concrete Dock: 1 Structure (not specified): 5

		Rip Rap Seawall: 2 Wooden Ramp to Foreshore: 1 Seawall (not specified what type): 3 Dock: 2 Deck: 4 Platform: 1 Groyne: 1 Deck with Stairway to Beach: 2 Concrete Seawall: 2 Deck and Dock: 1 House/Deck/Stairs: 1 Float/Boat Ramp Stairs: 1 Addition to Cabin: 1
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Table 1 – Foreshore Enforcement Files

The files listed above give a good indication of the issues that are prevalent for bylaw enforcement in addressing illegal structures on the foreshore with the most prevalent being providing access to the foreshore through the construction of stairs. The enforcement of these files will help to establish that there are regulations pertaining to illegal structures within the foreshore. It is hoped that through such enforcement that others will learn of the need to follow the regulations. This would have to be coupled with proactive enforcement in order to be more effective in getting the word out or to tackle those that were not a result of a complaint or happened upon by the enforcement officer. Again, bylaw enforcement will have to consider existing resources in order to determine whether they can expand their current enforcement program which will be needed at the outset. It should be noted that because four local trust committees do not have foreshore violations does not mean that they do not have illegal structures on the foreshore, they just don't have any recorded complaints.

Project Outline:

Staff has outlined in brief the project objectives and scope to address illegal foreshore structures. This is based on the original discussion at LPC, however, after some analysis staff realize that the project will have to be further defined prior to proceeding with further (more detailed) project evaluation.

Proposed Project Objectives

- Initiate proactive enforcement through regulation, education and awareness.
- Reduce the number of development variance permits that are applied for retroactively in the foreshore areas.
- Educate property owners with sea frontage on the importance of maintaining these environmentally sensitive areas and providing alternatives to hard structures where "green" structures could be utilized lessening the environmental impact.
- Educate agencies (e.g. CRD, VIHA, etc.) and contractors that deal with property owners with sea frontage (e.g. building permits, septic fields, etc.)
- Develop as required regulations that will help to protect the foreshore areas from illegal structures (e.g. development permits, additional setbacks, etc.)
- Establish general procedures for the enforcement of regulations with a combination of proactive enforcement and education. This would include an analysis as to the best way to establish a benchmark and the subsequent reviews of the island shorelines.

Proposed Project Scope

- Increase communication around education and awareness regarding foreshore/setback from the sea structure construction.
- Review of existing regulations on all Islands to determine if new regulations are required.
- Review of differing island approaches being taken for pro-active foreshore enforcement (i.e. existing bylaws, communication, etc.)
- Review of the current regulations used on each island regarding the ability to construct structures within the foreshore/setback to the sea.
- Determine the best approach to identifying structure on the foreshore (i.e. boat, plane, helicopter, roads, etc.) initially and a timeframe for subsequent analysis.

ATTACHMENT(S):

AVAILABLE OPTIONS:

Options to Consider for Proactive Enforcement

There are a number of options that should be considered by the LPC as to the direction to take toward increasing proactive enforcement of illegal structures on the foreshore. It is important to remember that currently the budget for this project is \$2000.00 and that as this is an enforcement issue there are limited staff resources that need to be considered.

1. Trust Wide Proactive Enforcement

This would be the most financially, staffing and time dependent option. It would involve researching the shorelines of all the islands to locate through GPS possible infractions and then identifying the specific properties and determining whether they had been given variances to accommodate the infractions or to determine when they may have occurred. It would then entail being proactive with the land owners and following up with their infractions. Follow up would be required by either bylaw enforcement staff or planning staff. Creating a foreshore picture of illegal structures would be a useful tool, but would have to be maintained every 2-3 years to be effective.

Pros – this would create the best record of structures on the foreshore for all the local trust areas. It would enable staff to be proactive in their approach by identifying specific properties and thereby proposing specific remedies.

Cons – It would be costly and time consuming for staff to establish the record and for follow up. Additionally, funding would be required and buy-in from all the local trust committees and respective staff. It would also have to be done every 2-3 years to remain effective. It would take staff away from current bylaw enforcement duties and file management. It may increase staff requirements for follow up.

2. Island Proactive Enforcement – Establish Generalized Approach

The intent would be to take one local trust area to establish a proactive enforcement approach and to use that approach, once determined, in other local trust areas (with variations).

In addition, this approach could involve establishing an education and awareness program that could ultimately be used for other islands.

Pros – this approach would create a sample proactive enforcement approach for a specific local trust area that could be used in other local trust areas. It would provide an

idea of what extra resources (i.e. staffing, time and money) would be required to do the proactive enforcement.

Cons – this approach would be specific to one local trust area and not address illegal foreshore structures immediately in all the local trust areas.

3. Education and Awareness Approach – Trust Wide

This would be the least resource dependent approach and would deal with ways to educate land owners of the need to protect the shoreline and likely could be started with the \$2000 allocated at this time. However, it could be argued that this is the least likely way to get results.

1. Mail outs – to select foreshore property owners for a targeted mail out of information regarding island specific enforcement (i.e. setbacks, development permit areas, etc.)
2. Pamphlets/Brochures – a more general approach through the development of a brochure to be available at offices and possibly used for a mail out and placed on website.
3. Website Updates – to be placed on all Island's web pages in a similar format with the brochure, but with island specific references (i.e. links to zones, Development Permit Areas, etc.)
4. Information meetings – build on Shoreline Workshops held over the past couple of months, but with specific reference to enforcement issues and what can and cannot be built in the foreshore areas.
5. Encouraging Local Trust Committees to adopt Development Permits for Shorelines Areas – while this may not stop illegal structures from occurring, the process of implementing Development Permit Areas will help to educate people about the importance of protecting the foreshore areas.

Pros – this approach is the least costly method to get information out to the residents. It ensures that those that are most likely to be able to impact the foreshore will be made aware of what is permitted to be constructed and what is not. May be a first approach to enforcement and could be evaluated at a later date to see what else may be needed. It fits within the allocated budget.

Cons – this approach may be the least likely to get results as it may just be considered another piece of paper and or meeting by the local trust committee.

4. Status Quo Approach

Given that illegal foreshore activities are only 13.9% of enforcement files and the anticipated impact that proactive enforcement may have on current resources (staff, time and money) that no proactive enforcement be taken.

Pro – keeps resources as they are currently being used.

Con – illegal foreshore structures may continue to be an issue for many islands and enforcement will remain to be both complaints driven and proactive where noticed.

Staff Summary:

It should also be noted that the active files indicated in the table (See Table 1) represent 13.9% of the total number of open enforcement files (273) currently. It should also be noted that being proactive regarding illegal foreshore structures is important in order to address some environmental concerns; however, the reality is that it will have an impact on the existing enforcement resources and will undoubtedly increase the number enforcement files that staff will have to address. It will also likely impact planning staff for follow up where applications are made. It has to be understood that a shift in the allocation of the limited resources (i.e. staff,

time and money) would be required to be more proactive in enforcement thereby impacting what kind, how and when infractions are being dealt with.

A sample approach could be done with the \$2000 currently allocated for this project, but certainly not the most effective approach, which is to survey all the foreshore properties in order to be truly proactive as to what currently exists on the foreshore properties. The LPC in making its decision about how to proceed will have to consider:

- The amount of resources (staffing, time and money) they want the Islands Trust to spend on being proactive?
- Given the amount of resources required to do this proactive enforcement in an effective manner and the resultant impact it will have on current enforcement. Should this still be an LPC top priority for all the Islands?
- There is no additional staffing enforcement resources and that bylaw files will grow and that the initiation of taking proactive enforcement measures will take some time to fully implement?
- Would education and awareness through brochures, website, and/or mail outs be sufficient given the resource limitations?

Given the possible breadth of this project and its scope staff is providing information to inform the LPC discussion on the various options considering the allocated budget available. Given the budget allocated, the most cost effective approach would be to do a brochure that could be useable for all islands and put on the websites as information as to what can and cannot be done and who to contact for further information.

FOLLOW-UP:

That the Local Planning Committee discuss and decide upon an option regarding proactive bylaw enforcement for illegal foreshore structures based on the information provided in this report entitled, "*Proactive Bylaw Enforcement of Illegal Structures on the Foreshore*" dated April 30, 2013.

Prepared By: Kris Nichols, Island Planner

Date: April 30, 2013

Reviewed By: David Marlor, Director of Local Planning Services