



Lasqueti Island Local Trust Committee

Regular Meeting Agenda

Date: June 26, 2017
Time: 11:00 am
Location: Judith Fisher Centre
#1 China Cloud Bay Road
Lasqueti Island, BC

	Pages
1. CALL TO ORDER 11:00 AM - 11:00 AM	
<i>Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."</i>	
2. APPROVAL OF AGENDA 11:05 AM - 11:10 AM	
3. TOWN HALL AND QUESTIONS 11:10 AM - 11:25 AM	
4. COMMUNITY INFORMATION MEETING - None	
5. PUBLIC HEARING - None	
6. MINUTES 11:25 AM - 11:35 AM	
6.1 Local Trust Committee Minutes dated April 24, 2017 for adoption	3 - 12
6.2 Section 26 Resolutions-Without-Meeting Report - None	
6.3 Advisory Planning Commission Minutes - None	
7. BUSINESS ARISING FROM MINUTES 11:35 AM - 12:05 PM	
7.1 Barge Ramp Uses - Staff Report	13 - 14
7.2 Follow-up Action List dated June 15, 2017	15 - 16
8. DELEGATIONS - None	
9. CORRESPONDENCE - None	
<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>	
10. APPLICATIONS AND REFERRALS - None	

11.	LOCAL TRUST COMMITTEE PROJECTS	12:05 PM - 1:25 PM	
11.1	Aging at Home Implementation Project - Staff Memo		17 - 25
11.2	Shoreline Protection Project - Staff Memo		26 - 26
12.	BREAK	1:25 PM - 1:40 PM	
13.	REPORTS	1:40 PM - 2:10 PM	
13.1	Work Program Reports		
13.1.1	Top Priorities Report dated June 15, 2017		27 - 27
13.1.2	Projects List Report dated June 15, 2017		28 - 28
13.2	Applications Report dated June 15, 2017		29 - 31
13.3	Trustee and Local Expense Report dated April, 2017		32 - 32
13.4	Adopted Policies and Standing Resolutions		33 - 33
13.5	Local Trust Committee Webpage		
13.6	Chair's Report		
13.7	Trustee Reports		
13.8	Electoral Area Director's Report - None		
13.9	Trust Fund Board Report - None		
14.	NEW BUSINESS - None		
15.	UPCOMING MEETINGS		
15.1	Next Regular Meeting Scheduled for Monday, September 18, 2017 at 11:00 am at the Judith Fisher Centre, #1 China Cloud Bay Road, Lasqueti Island, BC		
16.	TOWN HALL	2:10 PM - 2:25 PM	
17.	CLOSED MEETING - None		
18.	ADJOURNMENT	2:25 PM - 2:30 PM	



Lasqueti Island Local Trust Committee Minutes of Regular Meeting

Date: April 24, 2017
Location: Judith Fisher Centre
 #1 China Cloud Bay Road
 Lasqueti Island, BC

Members Present Laura Busheikin, Chair
 Susan Morrison, Local Trustee
 Timothy Peterson, Local Trustee

Staff Present Sonja Zupanec, Island Planner
 Teresa Rittemann, Island Planner
 Dave Olsen, Recorder

Others Present There were three (3) members of the public in attendance.

1. CALL TO ORDER

Chair Busheikin called the meeting to order at 11:07 am. She acknowledged that the meeting was being held in the territory of the Coast Salish First Nations and introduced the staff present.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

13.11 Regional Conservation Plan

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

Aging at Home

Members of the public were asked to contribute their recommendation and comments for the Aging at Home Project during that agenda item.

A member of the public stated that he was against increased density, suggested a Temporary Use Permit for caregivers and requested more protected areas on the island.

High Speed Internet Service

A machine that digs, lays and covers fibre optic cable was reported to be available for \$100,000; Telus would pay for cable and this would make it possible to have 4G on island without towers.

Problems with acquiring Federal grants were described, as well as the difficulty of powering wireless networks. More towers on the island would not be welcomed.

Trustees responded:

- Industry Canada says yes or no to towers and the local government can be ignored.
- Four or five years ago, telecommunications companies started to give more weight to local government.
- The Hornby Island Local Trust Committee (LTC) said that there should be a public meeting and the company did it.
- The Galiano Island LTC did not concur and Telus respected it.
- The Denman Island LTC said no tower but they built it anyway.

A member of the public encouraged the LTC to create a policy regarding towers.

Trustees responded:

- There is a policy, however, the memorandum of understanding is no longer in effect.
- They are trying to frame a local towers policy and it is on their radar.

A member of the public asked that it also include what the public would like to see, rather than just saying “no” or a one-size-fits-all approach.

4. COMMUNITY INFORMATION MEETING - None

5. PUBLIC HEARING - None

6. MINUTES

6.1 Local Trust Committee Adopted Minutes dated February 20, 2017 for adoption

The following amendments were presented for consideration:

13.6 Chair's Report

Under “Trustee Busheikin reported on the following:”, change the end of the second bullet from “John Lesley will do the opening.” to “John Wesley has been asked to do the opening.”

The minutes of the Lasqueti Local Trust Committee Meeting of February 20, 2017 were adopted as amended.

6.2 Section 26 Resolutions-Without-Meeting Report - None

6.3 Advisory Planning Commission Minutes

6.3.1 Adopted Minutes dated March 15, 2016 for receipt

Received for information.

6.3.2 Draft Minutes dated March 21, 2017 for receipt

Received for information.

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated April 13, 2017

Staff confirmed that the Aging at Home copies were distributed on island, and explained that the 10 copies of *Your Marine Waterfront Guide* were left behind; it was then arranged to get them to the Trustees the next day.

8. DELEGATIONS - None

9. CORRESPONDENCE - None

10. APPLICATIONS AND REFERRALS

10.1 LA-ALC-2017.1 (Hopwood & Ferris) Staff Report

Staff introduced the application regarding a Conservation Covenant. The Local Trust Committee (LTC) has the discretion to forward or not forward the application to the Agricultural Land Commission (ALC), with or without comments.

Staff suggested that it be forwarded to the ALC.

A Trustee noted that information was received from the Species at Risk researchers, who found endangered species on this property. Staff confirmed that a recording of a species of bat was made on the property.

LA-2017-009

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request staff to forward application LA-ALR-2017.1 (Ferris – Hopwood) concerning the non-farm use of land within the Agricultural Land Reserve to the Agricultural Land Commission for consideration.

CARRIED

LA-2017-010

It was MOVED and SECONDED,

that the application LA-ALR-2017.1 is consistent with the Lasqueti Island Official Community Plan policies dealing with conservation of rare and sensitive ecosystems and species at risk and land in the Agricultural Land Reserve.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Aging at Home Implementation Project - Staff Report dated April 4, 2017

Staff introduced the report and noted that they are looking for further direction from the LTC so that the next steps for can be developed.

Temporary Use Permits (TUPs) were discussed and the following was noted:

- They are issued for three years with the possibility of one renewal;
- A substantially different application is needed to reapply after six years;
- They can be used as a property specific test of the appropriateness of the use;
- The intent of this tool after six years is to have a sense of whether that land use works and then do a rezoning with more certainty;
- A TUP to control users is problematic;
- Wouldn't know if six years is enough for our care needs;
- Could permit use for "x" period of time.
- APC is concerned about the cost;
- The LTC can set the application fee but it must not be less than the actual cost of processing the applications;
- When a caregiver is needed, there is no time to wait for a permit;
- There is a need to educate about the options they provide.

Discussion ensued and the following points were noted:

- APC reiterated their preference for an on-island consultant during the consultation work.
- APC rejected every recommendation in the report.
- The detailed minutes show that there was interest in achieving certain goals.
- Staff defined dwelling; for clarity, a travel trailer or mobile home actively used for the long term is defined as a dwelling.
- The suggestion that blinders be put on is problematic because it can be changed very quickly and does not provide enough certainty to allow someone to build a cabin.
- The term "extended family" can be defined.
- A second kitchen allows some flexibility.
- Registering a restricted covenant is a cost borne by the applicant.
- Once the need for a caregiver is over, assure that the use is discontinued.
- Secondary suites can be inside, attached or outside the current dwelling; no restrictions.
- A public comment not reflected in APC minutes is that the use of a guest cabin on a larger piece of property has a lesser environmental impact.
- Island Health considers per dwelling need to be a minimum of five acres to deal with grey water, etc.
- Land Use Bylaw (LUB) can be written to specify for "x" acres or larger, the following uses are permitted.
- On Lasqueti, there is no differentiation in zoning between 1 and 100 acre lots.
- The public asked that this not lead to density issues; it is about caregiving.
- Caregiver is different than a caretaker.
- Zoning does not regulate users.
- Difficult to draw the line between giving emotional support or physical support.
- Is it an aging in place issue or could a younger person need it?
- Strong support to cap Lasqueti build out.

- Over 500 lots have subdivision potential.
- Density affects environment as well as ferry needs.
- Environmental limit lower than mapping limit.

The following comments were made by the Trustees:

- The LTC has \$7000 in the budget and suggested the following options:
- A survey and/or a mail out followed by a workshop. Following the APC directions would end the discussion.
- Discussion should continue.

Staff advised that the Aging at Home survey received 73 responses.

Discussion continued and the following was noted:

- Trustees want to work with staff to review the draft survey.
- Survey could be in a workbook format, both online and on paper.
- Previous survey had more responses by paper than via online.
- Workbook format could provide more information.
- Another option is to provide a bylaw and put it out for public comment; it would provoke much comment.
- Attached secondary suites have lower environmental footprints.
- This project is about giving people options.
- Zoning allows for use; people then decide how to implement.

Staff suggested that the workbook survey be in circulation by the next LTC meeting on June 26, 2017, and information tallied throughout the summer. Two bylaws could then be brought forward for the September meeting.

LA-2017-011

It was MOVED and SECONDED

that the Lasqueti Island Local Trust Committee request staff to organize a workbook survey regarding the Aging in Place Report in liaison with Trustees regarding the use of guest cabins and secondary suites.

CARRIED

11.2 Shoreline Protection Project - Verbal Update

- Spent 2.5 hours with the Lasqueti Island Advisory Planning Commission and the Lasqueti Island Nature Conservancy discussing the shoreline protection project regarding setbacks to natural boundaries of sea.
- Prioritized receiving their questions about the rationale for making changes.
- There was a lot of background information to get up to speed about why any changes are proposed.
- Discussed differences between low, medium and high impact tools.
- Received good input about what they thought the community would support:
 - Process needs to be ecologically based.
 - Wide range of tools.
 - Good point of reference.
 - Be prepared for the need for information grounded in science.
- Met with marine and terrestrial biologist.

- Met with professional surveyors who said that when they look at the Official Community Plan (OCP) and LUB, there is nothing currently guiding them towards conservation based subdivision design.

Staff suggested the following timing regarding the upcoming process:

- On June 26, staff will bring forward a menu of choices for change to the OCP and LUB.
- In July or August, host a Community Information Meeting before first reading with the intention for first reading in the fall.

A Trustee asked if staff discussed Development Permit Areas (DPAs) during the meetings.

Staff responded that they received many questions about DPAs can work and staff will bring forward additional information for community discussion.

A member of the public asked if the shoreline project is limited to the ocean shoreline.

Staff responded that the project charter refers to marine, but also refers to sensitive ecosystems.

12. BREAK

Chair Busheikin recessed the meeting at 12:30pm and reconvened at 12:48pm.

13. REPORTS

13.1 Work Program Reports

Staff reported on the following:

13.1.1 Top Priorities Report dated April 13, 2017

Received for information.

13.1.2 Projects List Report dated April 13, 2017

Received for information.

13.2 Applications Report dated April 13, 2017

Received for information.

13.3 Trustee and Local Expense Report dated February, 2017

Received for information.

13.4 Adopted Policies and Standing Resolutions

There was discussion regarding the printing of agendas on island and the following points were raised:

- Laser printers are more cost effective.
- The original resolution put a limit of \$150 towards the cost of a printer.
- The inkjet printer that was purchased may be resold for \$100.
- The school has an excellent printer that could handle the load.
- The cost of sending out 10 copies of the agenda for each meeting would soon pay for a new laser printer.
- There are places in Parksville that could print the agendas, however, the burden would then fall to Trustees to pick them up.
- Not clear where in the budget the funds would come from.
- Concern regarding setting a precedent for other LTCs.
- This LTC has unique characteristics that could justify the expenditure.
- Staff is challenged to meet the agenda deadline of 7 days, which makes mailing unreliable.
- Perhaps a local business could be approached to invest in a printer and provide the printing service for us.
- Cost could be covered by more than one budget line.
- Issue is on the agenda for the June meeting.

13.5 Local Trust Committee Webpage

Received for information.

13.6 Chair's Report

Chair Busheikin reported on the following:

- Attended the AVICC in Campbell River.
- Through a UBCM focus group, she is looking at ethical conduct in local government:
 - Lots in place but maybe not enough to ensure ethical conduct.
 - What is ethical?
 - What is bias/conflict of interest?
 - What shall we do about it?
 - Beyond someone being taken to court, there isn't much in between, aside from an ombudsperson.
 - Recommendations likely to come out of it.
 - The Executive Committee (EC) met with the Malahat First Nation. No Council members were present, just staff. Talked about what was going on for their Nation as well as LNG.
 - Salt Spring Island has a date set for their incorporation vote: September 9, 2017.
 - EC is looking at the Provincial change in regulations for docks.
 - EC is also Planning for Trust Council (TC) in June on Lasqueti, with various sessions in planning:
 - Trust Fund Board (TFB) conservation plan;
 - Species at risk;
 - Continuation of a session at last TC for Trustees to acquire more education about their role.

13.7 Trustee Reports

Trustee Peterson reported on the following:

- Twenty people were in attendance at the mapping party on Lasqueti and provided positive comments about the presentation and maps.
- There has been talk about the actual uses of the public barge ramp.
- He received a number of phone calls about the Aging at Home Report.

Trustee Morrison reported on the following:

- Attended the Malahat First Nation meeting. Council that agreed to Steelhead LNG has all resigned. The Council that ran were all anti-LNG and won. Steelhead LNG is trying to appease them. Staff person present was pro-LNG.
- She is the LTC representative on the Lasqueti Ferry Advisory Committee and spoke with the CEO of Western Pacific Marine; there is a lot of discussion about the current replacement vessel. They are a private corporation that gets a small bit of funding from the Province. They are still interested in putting in a ramp for wheelchairs.
- Still working on the Tucker Bay Road issue.

13.8 Electoral Area Director's Report - None

13.9 Trust Fund Board Report dated February, 2017

Chair Busheikin highlighted the fact that the TFB protected its 100th property.

13.10 Trust Fund Board Report dated April, 2017

Trustee Morrison noted that the TFB has a new logo based on 100. She also reported that there is a new board member, an outside appointee (i.e., not a Trustee) who also sits on the Financial Planning Committee.

13.11 Regional Conservation Plan

Trustees are being asked how to best use the conservation plan via a survey.

14. NEW BUSINESS

14.1 Marine Zone Permitted Uses - for Discussion

Trustee Peterson reported the following:

- Has received complaints about fuel sales at the boat ramp.
- Bylaw Officer contacted the person.
- Members of the community have been asking what uses are allowed on the ramp.
- One person has conflicting information between MoTI and the Bylaw Officer, and is seeking clarity.

Trustee Morrison asked staff to create a report about what is allowed.

Staff reported that MoTI has a road allowance; M3 zone is on the water.

Trustee Morrison noted that when the ramp came in, it was zoned M9.

LA-2017-012

It was MOVED and SECONDED

that the Lasqueti Island Local Trust Committee request bylaw staff to report on the barge ramp usage and jurisdictional issues with the Ministry of Transportation and Infrastructure.

CARRIED

14.2 2016/17 Islands Trust Annual Report Memorandum

LA-2017-013

It was MOVED and SECONDED

that the Local Trust Committee endorse the Annual Report submission as follows: "In 2016/2017 the Lasqueti Island Local Trust Committee completed the 'Aging at Home on Lasqueti Island' consultation project, partially funded by a Union of BC Municipalities grant. The Local Trust Committee endorsed several recommendations from the final report and is working towards implementation through amendments to the Official Community Plan and Land Use Bylaw. The Local Trust Committee has also initiated a 'Shoreline Protection Project'. This project includes a targeted review of the Lasqueti Island Official Community Plan and Land Use Bylaw to address a range of shoreline protection issues and concerns. The Local Trust Committee endorsed a detailed project scope and budget in February 2017 and planning staff will be working with the First Nations, Advisory Planning Commission, Lasqueti Island Nature Conservancy, island residents and Crown tenure holders on developing new policies and regulations to target shoreline protection. A major component of this project is implementation of high impact protection tools in order to have a direct and lasting impact on shoreline and marine values and establish a mutually respectful relationship with First Nations."

CARRIED

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Monday, June 26, 2017 at 11:00 am at the Judith Fisher Centre, #1 China Cloud Bay Road, Lasqueti Island, BC

There was discussion about moving the next meeting. It was agreed that the alternate chair will be asked to attend.

16. TOWN HALL

Chair Busheikin thanked the public for their input.

17. CLOSED MEETING - None

18. ADJOURNMENT

By general consent the meeting was adjourned at 1:42 pm.

Laura Busheikin, Chair

Certified Correct:

Dave Olsen, Recorder



DATE OF MEETING: June 26, 2017
TO: Lasqueti Island Local Trust Committee
FROM: Miles Drew, Bylaw Enforcement Manager
SUBJECT: Marine Multi Use Ramp Zone M9 – Ramp usage conflict with Land Use Bylaw

RECOMMENDATION

1. That the Lasqueti Island Local Trust Committee receive this report for information.

REPORT SUMMARY

This report describes how the current uses of the area adjacent to the M9 zone conflict with the Land Use Bylaw and describes two ways to rectify the situation.

BACKGROUND

The Lasqueti Island Local Trust Committee (LTC) requested the Bylaw Enforcement Manager to prepare a report on the Marine Multi Use Ramp zone M9 ramp usage and jurisdiction issues with the Ministry of Transportation and Infrastructure. This request resulted from complaints made about retail sales from a truck located on the road allowance adjacent to the ramp. The truck arrives by barge and after unloading conducts sales and then returns by barge to Vancouver Island. The investigation revealed that it is common practice for goods to arrive by barge to the ramp in the Multi Use Ramp (M9) zone and after unloading from the barge to be further distributed to customers in the Land Based (LB) zone on the road adjacent to the ramp area. While it is lawful to load and unload barges in the M9 zone it is not lawful to load and unload goods in the LB zone. Nor is it lawful to conduct sales of goods.

ANALYSIS

Policy/Regulatory:

The M9 is a water based zone and extends only to the natural boundary of the sea. Within that zone only the multi-use ramp use is permitted. The term "multi use ramp" means a structure placed on the foreshore for the purpose of providing an area for land and water access for marine traffic, including, loading and unloading of barges, and launching and removing boats from the water".

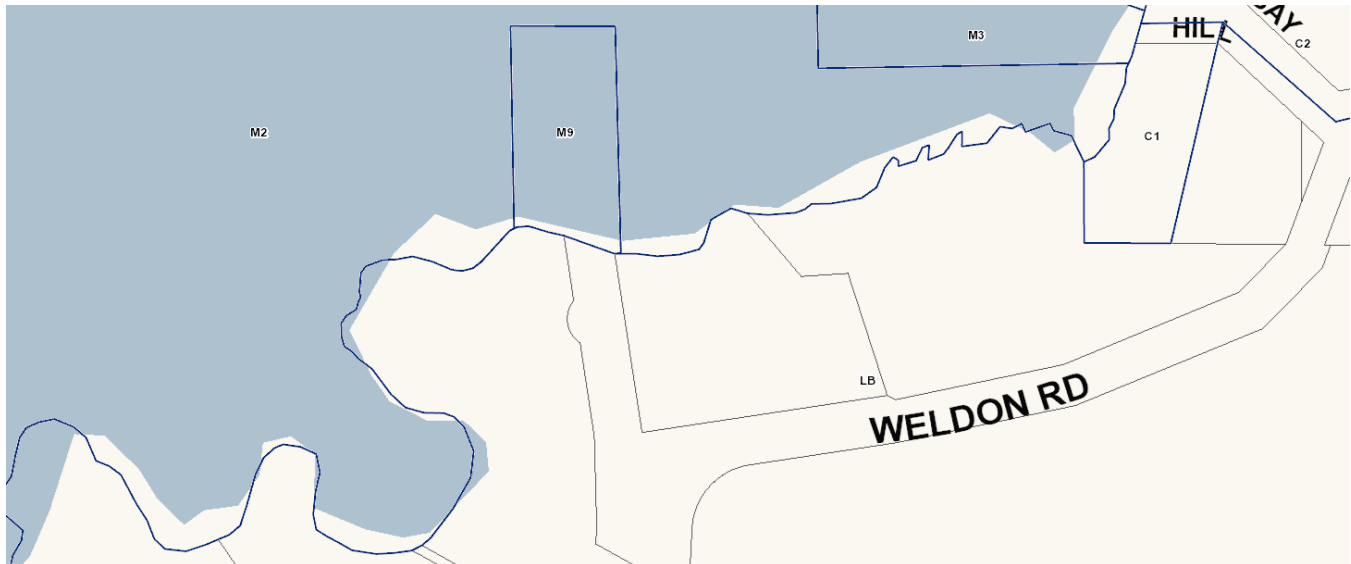
This definition does not permit sales or storage of goods in the M9 zone. Nor is there room in this area to permit such uses to take place.

Adjacent to the M9 zone is the Land Based (LB) zone. Within the LB zone only the following uses are permitted:

- (a) Residential; (b) Agriculture; (c) Forestry; (d) Mariculture facilities; (e) Home enterprise, subject to Subsection 3.6; (f) Slipways.

None on these uses include sales or storage of goods.

The map below shows the area adjacent to the M9 ramp including Weldon Road which is the access to the ramp in the LB zone.



Common practice is for goods to arrive by barge at the M9 ramp and then for the goods to be transferred to the road allowance area adjacent to the barge where they are reloaded onto the receivers vehicles. Sometimes persons bring goods by barge and then off load the goods onto the road allowance for resale. Neither practice is permitted in the zone.

ALTERNATIVES

1. The Lasqueti Local Trust Committee could consider extending the M9 zone up a portion of Waldon Road which is currently being used as a staging area for goods. However, the M9 zone does not permit sales or storage of goods. The LTC has full authority to do this but should consult with the Ministry of Transportation and Infrastructure first.
2. Alternatively, the LTC might consider rezoning a property adjacent to the M9 ramp to some zone which permits loading and unloading of goods, storage of goods and sale of goods.

If the LTC wishes to proceed with either of the above, the work projects list must be amended.

Submitted By:	Miles Drew Bylaw Enforcement Manager	June 6, 2017
Concurrence:	David Marlor, Director Local Planning Services	June 7, 2017

Follow Up Action Report

Lasqueti Island

20-Feb-2017

Activity	Responsibility	Target Date	Status
LA-SUB-2016.3 - LTC resolution requesting applicant to prepare a revised plan showing road dedication to the proposed waterfront lot and trail dedication to foreshore. Return revised plan to LTC for consideration of 10% frontage waiver.	Teresa Rittemann	26-Jun-2017	On Going
Shoreline Protection Project - Staff to prepare a draft framework of policy and regulatory changes for LTC consideration.	Sonja Zupanec	24-Apr-2017	On Going
Aging at Home Implementation Project - LTC resolution requesting staff draft OCP amendments as per report recommendation #1; Aging at Home Report recommendations 6, 7, 9, 11; develop a draft workbook survey on the use of guest cabins/secondary suites in consultation with Trustees.	Teresa Rittemann	26-Jun-2017	On Going
Add to LTC standing resolution that the LTC requests the APC to also act as a Transportation Advisory Commission as needed.	Penny Hawley	28-Feb-2017	Done

24-Apr-2017

Activity	Responsibility	Target Date	Status
LA-ALR-2017.1 (Hopwood and Ferris) LTC resolution that the application be forwarded to the ALC for consideration. Include a copy of the staff report and comments from the LTC that the application is consistent with the Lasqueti Island Official Community Plan policies regarding rare, sensitive ecosystems, species at risk and protection of land in the ALR.	Penny Hawley	28-Apr-2017	On Going
LTC resolution requesting Bylaw Enforcement staff to prepare a report to the LTC on marine zone M9 ramp useage and jurisdiction issues with the Ministry of Transportation and Infrastructure.	Miles Drew Sonja Zupanec Warren Dingman	26-Jun-2017	On Going

Follow Up Action Report

LTC resolution endorsing the annual report submission as presented. Forward to Communications.

Sonja Zupanec

28-Apr-2017

Done



DATE OF MEETING: June 26, 2017
TO: Lasqueti Island Local Trust Committee
FROM: Teresa Rittemann, Planner 2
Northern Team
SUBJECT: Phase 2: Implementation of the Aging at Home on Lasqueti Island Project – Community Survey

RECOMMENDATION

1. That the Lasqueti Island Local Trust Committee approve the Community Survey, attached to the June 26, 2017 staff report, for circulation with the addition of the Survey Monkey survey link and the following questions related to secondary suites in the Agricultural Land Reserve:

“Do you support amending the land use bylaw to establish an Agriculture zone which includes all lands within the Agricultural Land Reserve?” Answer options: Yes; No; It depends (please explain).

“Do you support permitting secondary suites in the Agricultural Land Reserve on Lasqueti.” *Note: secondary suites are a permitted form of housing in the Agricultural Land Reserve but may be permitted or prohibited by local zoning.* Answer options: Yes; No; It depends (please explain).

REPORT SUMMARY

The purpose of this report is to request that the Local Trust Committee (LTC) consider approving the attached Community Survey, with the potential addition of questions concerning secondary suites within the Agricultural Land Reserve (ALR).

BACKGROUND

At the April 24, 2017 regular business meeting, the LTC passed the following resolution (draft):

LA-2017-011

that the Lasqueti Island Local Trust Committee request staff to organize a workbook survey regarding the Aging in Place Report in liaison with Trustees regarding the use of guest cabins and secondary suites.

Staff have drafted a survey, as shown in Attachment 1, which includes questions about the use of guest cabins, as well as the Temporary Use Permit as a potential planning tool. The staff recommendation to add a question about secondary suites in the ALR has arisen from discussion with other Local Planning Services staff engaged in housing-related projects.

Issues and Opportunities

In addition to the questions about the use of guest cabins and temporary use permits, this Aging at Home project presents an opportunity to consider the possibility of adding an Agricultural zone that respects existing Agricultural Land Reserve (ALR) land on Lasqueti Island and permitting secondary suites within the ALR.

The Agricultural Land Commission (ALC) is a provincial entity which governs the ALR in BC. Specified farm uses may occur as outright permitted uses within the ALR despite local zoning bylaws. Other uses are permitted in the ALR by the ALC but may either be permitted or prohibited by local government bylaws. Secondary suites are included in this class of uses (which “may” be permitted in the ALR). For further information, the ALC has a “Policy 8 – Residential Uses in the ALR” (see Attachment 2).

Staff encourage the LTC to add questions related to secondary suite use in the ALR to the Community Survey in order to assess the general level of public support for this option. If the survey results indicate public support, the LTC could expand the scope of the Aging at Home project to consider amending the land use bylaw to permit secondary suites within the ALR and to create a new Agriculture zone to encompass properties within the ALR; if the survey results indicate otherwise, the project could continue without further consideration for this option.

Consultation

The Community Survey will be in circulation for one month, from **Friday, July 7, until 4 pm on Monday, July 31**, in order to permit adequate time for public feedback. Members of the public will have the option of completing the survey online through Survey Monkey, or via paper copy. In addition, Planning Staff will be available during the **Lasqueti Island Farmers Market on Saturday, July 8** to answer any questions the public may have, and to provide the option of completing the survey online or in paper format at that time. After the survey closes, the results will be analysed and then shared publicly at the LTC meeting scheduled for **Monday, September 18, 2017**.

Rationale for Recommendation

The LTC has given clear direction as to what should be included as part of the Community Survey; staff respectfully recommend the inclusion of the additional questions pertaining to secondary suites in the ALR, as this may provide a viable “Aging at Home” housing option on Lasqueti. Staff is offering the recommendations as noted on page 1 of this report.

ALTERNATIVE

1. That the Lasqueti Island Local Trust Committee the attached Community Survey for circulation, with the addition of the Survey Monkey survey link.

NEXT STEPS

Upon LTC approval of the Community Survey, Staff will finalize the survey on July 7 so that it is ready to be circulated and officially launched (in print and online) during the Lasqueti Island Farmers Market on Saturday, July 8th. Upon the close of the survey, staff will analyse the results and draft OCP (and potentially LUB) amendments to present during the public LTC meeting on September 18.

Submitted By:	Teresa Ritemann, MCIP, RPP Planner 2	June 14, 2017
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	June 14, 2017

ATTACHMENTS

1. Final Draft Version of the Community Survey
2. ALC Policy 8 – Residential Uses in the ALR

DRAFT



Islands Trust

Lasqueti Island Local Trust Committee

COMMUNITY SURVEY - AGING AT HOME ON LASQUETI ISLAND
THE USE OF GUEST CABINS & TEMPORARY USE PERMITS – JUNE 2017

Introduction:

This survey is a result of the implementation phase of the Aging at Home on Lasqueti Island project, a top priority of the Lasqueti Island Local Trust Committee (the LTC). Islands Trust Staff will use the information gathered from this survey to make recommendations to the LTC on potential amendments to the Lasqueti Island Official Community Plan and/or Land Use Bylaw.

For background information and an up-to-date history on the Aging at Home project (staff reports, presentations etc.) please visit the Islands Trust website at:

<http://islandstrust.bc.ca/islands/local-trust-areas/lasqueti/projects-initiatives/aging-at-home-implementation-project/>

This survey has been developed based on the direction of the LTC at their April and May 2017 regular business meetings.

Survey Information:

There are many reasons why Lasquetians might seek options when it comes to the use of their guest cabins, regardless of whether or not their cabin guests are considered “paying guests”. Some examples include:

- To permit a caregiver or a family member to reside in a separate dwelling to assist with one’s health concerns for a short or long term;
- To have a family living on the property to help with one’s ongoing property maintenance and needs (processing firewood, farming, child care etc.);
- To allow for a senior to supplement their retirement income by living in their smaller guest cabin while renting out their larger principal dwelling to a family for residential use;
- To reduce one’s feelings of isolation by having others living full-time with them on the same property;
- Etc...

The Lasqueti Island Local Trust Committee (the LTC) is interested in obtaining further public feedback about the potential uses of Guest Cabins because of the countless scenarios that “Aging at Home” Lasquetians” might need to use their Guest Cabins for in the future.

Instructions:

The survey will be in circulation from **Friday, July 7 – Monday, July 31, 2017**). Results of the survey will be analyzed and then shared publicly at the regular LTC business meeting on Monday, September 18, 2017.

The survey should take approximately 10-15 minutes to complete, and may also be completed online at: [\(link\)](#)

****Completed surveys will be received until 4 pm on Monday, July 31, 2017****

Thank you for sharing your feedback. Completed surveys can be returned to any of the following:

Trustee Susan Morrison smorrison@islandstrust.bc.ca 250-333-8589	Trustee Timothy Peterson tpeterson@islandstrust.bc.ca 250-607-7094	Islands Trust Northern Office 700 North Road Gabriola Island, BC V0R 1X3 lasquetiplanner@islandstrust.bc.ca Fax: 250.247.7514
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PART A: GUEST CABIN USE

The current definition of **Guest Cabin** in the Lasqueti Island Land Use Bylaw (LUB) means:
“a **stand-alone, detached building** used for the accommodation of
non-paying guests of the occupants of a dwelling on the same parcel.”

The existing regulations prohibit the use of guest cabins for residential use and were intentionally developed in 2005 to allow for non-commercial visitor accommodation without potentially increasing the density of the island.

An excerpt of the current Guest Cabin regulations in the Lasqueti LUB:

3.8. Guest Cabins and Temporary Use of Recreational Vehicles

- (1) Storage of a travel trailer, mobile home, bus, vessel or other recreation vehicle on a lot, provided such is not actively used for human habitation or any overnight accommodation is permitted.
- (2) A travel trailer, mobile home, bus, vessel or other recreation vehicle is considered and may be used as a dwelling unit on any lot where a single family dwelling is a permitted building provided that it complies with residential density calculations in accordance with section 3.9
- (3) Where permitted, a travel trailer, mobile home, bus, vessel or other recreation vehicle may be used in place of a guest cabin on a lot for non-commercial accommodation provided that the floor area does not exceed 56 square metres (602.7 square feet).
- (4) A guest cabin shall not exceed 56 square metres (602.7 square feet) in floor area.**
- (5) A guest cabin is not a dwelling and not to be actively used for long term rental accommodation purposes.**
- (6) A guest cabin may only be used as a commercial short-term rental of less than 30 days provided the appropriate Commercial 3 zoning is in place.**

3.9. Dwellings and Guest Cabins Per Lot

- (1) Unless otherwise regulated in this Bylaw, any upland lot is permitted to have one dwelling.
- (2) Unless otherwise regulated in this Bylaw, the following number of dwellings are permitted per lot:
 - (a) Subdivision District A: one (1) dwelling per four (4) hectares (9.88 acres) of lot area.
 - (b) Subdivision District B: one (1) dwelling per eight (8) hectares (19.76 acres) of lot area.
 - (c) Subdivision District C: one (1) dwelling per 65 hectares (160.61 acres) of lot area.
- (3) For each permitted dwelling, a guest cabin not exceeding 56 square metres (602.7 square feet) in floor area is permitted.**
- (4) For the purpose of calculating density, six (6) tenting sites are considered equivalent to one dwelling density

1. Would you be in support of changing LUB regulation 3.8(5) above, in order to permit ***Guest Cabins to be used as dwellings for long-term residential accommodation*** (i.e. but **not** for short-term vacation rental use)?
 - a. No
 - b. Yes
 - c. It depends (*please explain*):

2. As excerpted above, the LUB currently permits *Guest Cabins* to be a maximum floor area of 56 sq. m (602.7 sq. ft) – regulations 3.8(4) and 3.9(3).

Please select the **maximum floor area** of a Guest Cabin that you would support:

- a. 56 sq. m (602.7 sq. ft) – size of average Studio/Bachelor-sized apartment
- b. 65 sq. m (699.7 sq. ft) – size of average 1-Bedroom apartment
- c. 90 sq. m (968.8 sq. ft) – size of average 2-Bedroom apartment
- d. Other:

PART B: TEMPORARY USE PERMITS

Temporary Use Permits (TUPs):

- When the LUB does not permit a specific use (e.g. Short Term Vacation Rental in a residential area), a TUP can be used to permit that use to occur temporarily in a specific area. More information is available in our TUP Guide here: <http://islandstrust.bc.ca/media/342643/05tupapplicationguide.pdf>
- The LTC can specify the general conditions of the permit, and the temporary amount of time they can occur before expiring (e.g. for up to three years, with ability to renew for up to another three years), for a maximum of six years.
- The LTC can also set the TUP application fees. The current fee for a commercial or industrial TUP on Lasqueti Island is \$770, with a renewal fee of \$165.
- The average length of time between applying for and issuing a TUP varies on a number of factors (including proposal complexity, next upcoming LTC meeting date etc.), but can take 6-8 weeks.

3. Would you be in support of using TUPs to temporarily permit the residential use of *Guest Cabins*?
- a. No
 - b. Yes
 - c. It depends (*please explain*):

DRAFT

4. Please share with us any other thoughts or considerations you may have on the topic of using guest cabins and/or temporary use permits on Lasqueti Island (use back of this survey, or add pages as necessary):

Privacy & Use of Data:

This survey complies with the Personal Information Protection Act which guarantees that information you provide is anonymous and remains confidential. Data will only be used for the purposes of formulating recommendations to the Lasqueti Island Local Trust Committee.

Please be aware, however, that IP addresses are collected by Survey Monkey itself, and these IP addresses and other information collected will be stored on Survey Monkey's servers located outside of Canada. This survey is voluntary and a response is encouraged, not required. Please do not provide any third-party information (i.e. talk about others) in your responses to the survey.

Note: The results of this anonymous survey will be transcribed and will form part of the public record.

 Agricultural Land Commission Act	Policy L-08 October 2016 ACTIVITIES DESIGNATED AS A PERMITTED NON-FARM USE: RESIDENTIAL USES IN THE ALR– ZONE 1
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This policy is intended to assist in the interpretation of the [Agricultural Land Commission Act](#), 2002, including amendments as of September 2014, (the “ALCA”) and BC Regulation 171/2002 ([Agricultural Land Reserve Use, Subdivision and Procedure Regulation](#)), including amendments as of August 2016, (the “Regulation”). In case of ambiguity or inconsistency, the ALCA and Regulation will govern.

REFERENCE:

Agricultural Land Reserve Use, Subdivision and Procedures Regulation, (BC Regulation 171/2002) Sections 3(1)(b) and 1(1)

3(1) *The following non-farm uses are permitted in an agricultural land reserve unless otherwise prohibited by a local government bylaw or, for lands located in an agricultural land reserve that are treaty settlement lands, by a law of the applicable treaty first nation government:*

(b) *for a parcel located in Zone 1,*

(i) *one secondary suite in a single family dwelling, and*
(ii) *either*

(A) *one manufactured home, up to 9 m in width, for use by a member of the owner's immediate family, or*

(B) *accommodation that is constructed above an existing building on the farm and that has only a single level;*

1(1) *In this regulation:*

“immediate family” *means, with respect to an owner, the owner's*

(a) *parents, grandparents and great grandparents,*

(b) *spouse, parents of spouse and stepparents of spouse,*

(c) *brothers and sisters, and*

(d) *children or stepchildren, grandchildren and great grandchildren;*

“farm” *means an occupation or use, for farm purposes, of one or several parcels of land or tenured areas of Crown land;*

Agricultural Land Commission Act S.B.C. 2002 c. 36 Section 4.2:

4.2 *The following zones are established:*

(a) *Zone 1, consisting of the Island Panel Region, the Okanagan Panel Region and the South Coast Panel Region.*

(b) *Zone 2, consisting of all geographic areas of British Columbia not in Zone 1.*

Note - The Panel Regions are described in more detail in the Schedule to the ALCA and on the Agricultural Land Commission website

Section 18(a):

18 Unless permitted under this Act,

(a) a local government, a first nation government or an authority, or a board or other agency established by a local government, a first nation government or an authority, or a person or agency that enters into an agreement under the Local Services Act may not

(i) permit non-farm use of agricultural land or permit a building to be erected on the land except for farm use, or

(ii) approve more than one residence on a parcel of land unless the additional residences are necessary for farm use,

INTERPRETATION:

Subject to applicable local government bylaws, one single family residential dwelling is allowed on land in the Agricultural Land Reserve (the “ALR”). This residence is considered a single family dwelling and referred to as the “single family dwelling” in this policy. A local government may permit one single family dwelling.

The Regulation permits, unless otherwise prohibited by a local government bylaw, a secondary suite for residential purposes, wholly contained within the single family dwelling on a parcel in the ALR. The secondary suite does not need to be occupied by immediate family.

The Regulation provides for one manufactured home, in addition to the single family dwelling, on a parcel in the ALR. The manufactured home may only be occupied by the property owner’s immediate family.

The maximum width of a manufactured home allowed is 9 metres (commonly known as a ‘double-wide’).

If the manufactured home is no longer occupied by member of the property owner’s immediate family, it is not a permitted use in the ALR and must be removed from the parcel. If it remains, the manufactured home must not be used for residential purposes except by the owner’s immediate family.

An alternative to a manufactured home, is an accommodation that is less than 90m² and only a single level constructed above an existing building on a farm. In order to add an accommodation to an existing building, the parcel on which the structure is located must be operated as a farm and classified as a “farm” under the [Assessment Act](#). There is no restriction on who can occupy this additionally constructed accommodation (family, renter, farm workers); however, the accommodation must be consistent with the definition below.

Note - The Regulation does not permit both a manufactured home and accommodation constructed above an existing building on the farm.

TERMS:

secondary suite means an area set aside for residential use, within the footprint of a single family dwelling, and secondary or ancillary to the residential use of that single family dwelling.

manufactured home means a transportable prefabricated structure, whether ordinarily equipped with wheels or not, that is designed, constructed or manufactured to be moved from one place to another and to be used for residential use by a single family. The structure normally conforms to the CSA Z240 series standards of the Canadian Standards Association for manufactured homes built on concrete pile or surface pier foundation systems.

accommodation means a single residential unit that may have more than one bedroom, but does not have more than one kitchen, and does not serve as the residence for more than one person or family.

existing building means a building approved and constructed, or under construction, in accordance with the *ALCA* and Regulation.

Unless defined in this policy, terms used herein will have the meanings given to them in the *ALCA* or the Regulation.

MEMORANDUM

File No.: 6480-05 Shoreline Protection Project

DATE OF MEETING: June 27, 2017
 TO: Lasqueti Island Local Trust Committee
 FROM: Sonja Zupanec, Island Planner
 Northern Team
 SUBJECT: Shoreline Protection Project Status update

PURPOSE

The purpose of this memo is to provide the Local Trust Committee (LTC) with an outline of the topics which will be presented by staff during the June 26, 2017 regular business meeting in consideration of next steps and recommended options pertaining to the shoreline protection project:

1. Recommended amendments to the Official Community Plan (OCP) policies and Land Use Bylaw (LUB) regulations to enable formal shoreline protection measures;
2. Introduction of draft Development Permit Area (DPA) provisions for marine shoreline protection;
3. Introduction of draft subdivision regulations designed to limit fragmentation of the natural boundary of the sea without reducing subdivision potential;
4. Overview of consultation options;
5. Recommendations to move towards draft bylaw preparation.

The staff presentation slides and notes/recommendations will be an addendum to the June 26 agenda item for the above noted project file.

Submitted By:	Sonja Zupanec, RPP, Island Planner	June 14, 2017
Concurrence:	Ann Kjerulf, MCIP, RPP, Regional Planning Manager	June 14, 2017

ATTACHMENTS

1. Attachment 1 – Table of proposed amendments to OCP and LUB (*to be distributed*)
2. Attachment 2 – Draft Development Permit Area Guidelines (*to be distributed*)
3. Attachment 3 – Draft Subdivision Regulations (*to be distributed*)

**Top Priorities****Lasqueti Island**

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Shoreline Protection Project	-Targeted OCP and LUB review and First Nations engagement -Review policies and regulations to support eelgrass and forage fish habitat protection -Staff to work with CDFCP to draft recommendations regarding land use planning tools that will effectively conserve Coastal Douglas-fir forest ecosystems.	13-Sep-2014	Sonja Zupanec	
1	Aging at Home Implementation Project	-targeted OCP and LUB review -review options to implement Aging at Home on Lasqueti report recommendations #3, 4,5,6,7,9, and 11.	15-Feb-2016	Teresa Ritemann	
1	Community to Community Forum	Establish relationships with First Nations that have interests in the Lasqueti Local Trust Area.	09-Jun-2016	Sonja Zupanec	31-Mar-2017

Projects

Lasqueti Island

Description	Activity	R/Initiated
Lasqueti OCP Update	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 LTCs) 3. Update with Intertidal zone policies using specific recommendations from the Greenshores Project 4. Update with policies and applicable regulations to support Food Security (Trust Council 2010)	



Islands Trust

Print Date: June 15, 2017

Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
LA-ALR-2017.1	Islands Trust Fund (Kate Emmings) Planner: Sonja Zupanec	22-Mar-2017	PID: 000-009-474 Proposed covenant area for ITF.
Planning Status			
<u>Status Date:</u>			

Rezoning

File Number	Applicant Name	Date Received	Purpose
LA-RZ-2015.1	KGL Freight Services Ltd.	26-Aug-2015	PID 005-600-081 - 1 Weldon Road. Application to rezone lot to commercial use to put in full service gas station/Laundromat/convenience store and water sales.
Planner: Sonja Zupanec			
Planning Status			
<u>Status Date:</u> 27-Jun-2016			
Preliminary staff report considered by LTC and further information requested from applicant. Application has indicated to staff they wish for their application to be put on hold.			
<u>Status Date:</u> 30-Sep-2015			
Planner reviewing. Further information requested.			

Subdivision

File Number	Applicant Name	Date Received	Purpose
LA-SUB-2014.1	Collings, Aileen	18-Mar-2014	Boundary Adjustment and then a 9 lot strata subdivision
Planner: Teresa Ritemann			
Planning Status			
<u>Status Date:</u> 08-Jun-2017			
No change in status.			

Applications

Status Date: 08-Jul-2015

Applicants requested MOTI to give a one-year extension to their PLA from the original August 25, 2014 letter date. MOTI forwarded the request for IT input. IT responded via email that our office has no concerns with the PLA extension request at this time.

Status Date: 31-Mar-2015

REVISED Proposed Subdivision Review Status received from MOTI. File still in abeyance until applicant proceeds with required information to MOTI.

File Number	Applicant Name	Date Received	Purpose
LA-SUB-2016.1	Mystic Ridge Farm	29-Feb-2016	PID: 004-248-163 Create three residential lots
Planner: Sonja Zupanec			

Planning Status

Status Date: 10-Jan-2017

Final approval letter sent on August 23, 2016.

Status Date: 09-May-2016

Email to MOTI to confirm that applicant has submitted confirmation that conditions re: ALC and sewage have been met and non-conformity siting demonstrated on sketched plan. Waiting for final plan of subdivision prior to letter from IT that application meets Lasqueti bylaws.

Status Date: 18-Mar-2016

Referral response sent to MOTI; copied to LTC and applicant/owner. Waiting for final plan of subdivision and confirmation of conditions met prior to final approval letter.

File Number	Applicant Name	Date Received	Purpose
LA-SUB-2016.3	Norex Consultants	09-Jun-2016	PID: 009-718-117 Windy Bay, Lasqueti Island. Subdivide into two parcels.
Ltd.			
Planner: Teresa Ritemann			

Planning Status

Status Date: 08-Jun-2017

No change in status.

Status Date: 10-Apr-2017

Applicant informed planner that they will revise plan and aim for the June LTC meeting.



Applications

Status Date: 20-Feb-2017

LTC decided not to issue the frontage waiver and asked applicant to submit a revised plan.

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

640 Lasqueti	Invoices posted to Month ending April 2017	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-640	LTC "Trustee Expenses"	750.00	0.00	750.00
LTC Local				
65200-640	LTC - Local Exp - LTC Meeting Expenses	1,250.00	30.00	1,220.00
65210-640	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-640	LTC - Local Exp - Communications	1,000.00	0.00	1,000.00
65230-640	LTC - Local Exp - Special Projects	500.00	0.00	500.00
TOTAL LTC Local Expense		<u>3,250.00</u>	<u>30.00</u>	<u>3,220.00</u>
Projects				
73001-640-2015	Lasqueti OCP/LUB	7,000.00	77.30	6,922.70
73001-640-4085	Lasqueti First Nations Relations	1,000.00	0.00	1,000.00
		<u>8,000.00</u>	<u>77.30</u>	<u>7,922.70</u>

Lasqueti Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

No	Meeting Date	Resolution No.	Issue	Policy
1.	July 11, 2013	LA-2013-020	APC member Agenda Package	It was MOVED and SECONDED , that on request by an Advisory Planning Commission member, that they receive a Lasqueti Island Local Trust Committee Agenda package at no charge.
2.	February 28, 2017	LA-2017-006	APC to also act as TAC	It was MOVED and SECONDED , that the Lasqueti Island Local Trust Committee make a Standing Resolution to request the APC to undertake the function of a Transportation Advisory Committee.