



Lasqueti Island Local Trust Committee

Regular Meeting Agenda

Date: April 18, 2016
Time: 11:00 am
Location: Lasqueti Island Arts Centre
Main Road, Lasqueti Island, BC

	Pages
1. CALL TO ORDER	11:00 AM - 11:10 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	
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 - 11:30 AM
6.1 Local Trust Committee Minutes dated February 15, 2016 for adoption	4 - 14
6.2 Section 26 Resolutions-Without-Meeting Report dated April 5, 2016	15 - 15
6.3 Advisory Planning Commission Minutes dated March 3, 2016 for receipt	16 - 20
6.4 Advisory Planning Commission Draft Minutes dated March 15, 2016 for receipt	21 - 22
7. BUSINESS ARISING FROM MINUTES	11:30 AM - 11:45 AM
7.1 Follow-up Action List dated April 4, 2016	23 - 25
7.2 Advisory Planning Commission Public Notification of Referrals	
7.2.1 Memorandum dated March 18, 2016	26 - 37
8. DELEGATIONS	
9. CORRESPONDENCE	
<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>	
9.1 Email dated February 24, 2016 from Transport Canada regarding False Bay Public Port Facility	38 - 38

10.	APPLICATIONS AND REFERRALS	11:45 AM - 12:30 PM	
10.1	LA-RZ-2015.1 (KGL Freight Ltd.)		
10.1.1	Staff Report dated April 4, 2016		39 - 46
10.1.2	Email dated February 15, 2016 from Dave Olsen regarding Fuel Sales Hours		47 - 47
10.1.3	Email dated February 28, 2016 from Dana Lepofsky regarding Expansion of Blue Roof Property		48 - 48
11.	BREAK	12:30 PM - 1:00 PM	
12.	LOCAL TRUST COMMITTEE PROJECTS	1:00 PM - 1:25 PM	
12.1	Riparian Areas Regulation		
12.1.1	Email dated August 11, 2015 from Bruce Fleming-Smith and Domena Diesing		49 - 50
13.	REPORTS	1:25 PM - 2:00 PM	
13.1	Work Program Reports		
13.1.1	Top Priorities Report dated April 4, 2016		51 - 51
13.1.2	Projects List Report dated April 4, 2016		52 - 52
13.2	Applications Report dated April 4, 2016		53 - 53
13.3	Trustee and Local Expense Report dated March, 2016		54 - 54
13.4	Adopted Policies and Standing Resolutions		55 - 55
13.5	Local Trust Committee Webpage		
13.6	Chair's Report		
13.7	Trustee Reports		
13.8	Electoral Area Director's Report		
13.9	Trust Fund Board Report dated March, 2016		56 - 58
14.	NEW BUSINESS	2:00 PM - 2:30 PM	
14.1	Meeting with Powell River Regional District - for discussion		
14.2	Request for Decision - 2015-2016 Annual Report Draft Submission for Lasqueti Island Local Trust Committee		59 - 60
14.3	Grant Opportunity - Regional Community to Community (C2C) Forum - for discussion		61 - 61
15.	UPCOMING MEETINGS		
15.1	Special Meeting/Community Information Meeting scheduled for Saturday, April 23, 2016 at 11:30 am at the Lasqueti Island Community Hall, Main Road, Lasqueti Island, BC regarding Riparian Areas Regulation		

15.2 Public Hearing scheduled for Saturday, April 23, 2016 at 12:00 pm
at the Lasqueti Island Community Hall, Main Road, Lasqueti Island,
BC regarding Riparian Areas Regulation Bylaw No. 90

15.3 Next Regular Meeting scheduled for Thursday, June 9, 2016 at 11:00 am at the
Lasqueti Arts Centre, Main Road, Lasqueti Island, BC

16. TOWN HALL 2:30 PM - 2:45 PM

17. CLOSED MEETING - none

18. ADJOURNMENT 2:45 PM - 2:45 PM



Lasqueti Island Local Trust Committee Minutes of Regular Meeting

Date: February 15, 2016
Location: Lasqueti Island Arts Centre
Main Road, Lasqueti Island, BC

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

Staff Present Marnie Eggen, Acting Island Planner
Ann Kjerulf, Regional Planning Manager
Dave Olsen, Recorder

Others Present There were seven (7) members of the public in attendance.

1. CALL TO ORDER

Chair Busheikin called the meeting to order at 10:59 am. She acknowledged that the meeting was being held in the traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

12.2.1 Replace Attachment 1 (proposed Bylaw No. 90) of Staff Report with a new Attachment 1 that includes Schedule A.

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

Comments from the public were grouped by topic as follows:

Meeting Facilitation

Chair Busheikin started discussion by explaining how she would facilitate the meeting and how it would differ from past meetings, emphasizing that these changes were inspired by a desire to ensure fairness for all present and those that may come for specific agenda items. She explained that public comment would only be welcomed during Town Hall agenda items. The following comments were made:

- Peter Johnston commented that changing the way meetings would be facilitated would be unfair.
- David Slik offered two points:

- people arriving for the second Town Hall may find that the meeting was already finished, and
- It may not be possible to comment during the first Town Hall and by the time the second Town Hall is reached, it may be too late to comment. He asked to clarify that if Trustees ask for input, then we have a mechanism for input even if we are restricted to Town Hall agenda items.
- John O'Halloran suggested that the Trustees don't experience what it is like to be an audience member.
- Marti Wendt added that public input has been very useful, usually by people who have lived on the island for decades and it would be a disservice to prohibit community input.

Trustees suggested that Trustees could ask for community input as the meeting progresses.

Chair Busheikin asked that the public come prepared to speak during the Town Hall and if Trustees ask for input then public comment would be welcomed.

Land Use Consultation for Radio Communication Utilities

The following points were made:

- David Slik stated that he is supportive of the Islands Trust investigating the policy regarding Towers. This type of infrastructure can bring benefits but also much concern to the community such as to provide guidelines to site these projects away from schools.

Regarding Application LA-RZ-2015.1 (KGL Freight Ltd.)

The following points were made:

- Peter Johnston asked whether there would be a fuel tank on the lot and the response from Kathy Bond was that there currently is a tank.

4. COMMUNITY INFORMATION MEETING - None

5. PUBLIC HEARING - None

6. MINUTES

6.1 Local Trust Committee Adopted Minutes dated October 8, 2015 for receipt

LA-LTC-2016-001

It was MOVED and SECONDED,

that the adopted Lasqueti Island Local Trust Committee Minutes dated October 8, 2015 be amended as follows:

16. TOWN HALL

Trustee Morrison offered to put these reports on the Lasqueti email list.

Be changed from “these” to “her” resulting in:

Trustee Morrison offered to put her reports on the Lasqueti email list.

CARRIED

LA-LTC-2016-002

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee Minutes dated October 8, 2015 be adopted as amended.

CARRIED

6.2 Section 26 Resolutions-Without-Meeting Report dated February 1, 2016

Received for information.

6.3 Advisory Planning Commission Minutes - None

7. BUSINESS ARISING FROM MINUTES

Trustee Peterson noted that the Trustees have still not received a letter from the Advisory Planning Commission (APC) as recorded in the last minutes and requested follow-up by Acting Island Planner Eggen.

7.1 Follow-up Action List dated February 4, 2016

Acting Island Planner Eggen spoke to the follow-up action list.

8. DELEGATIONS - None

9. CORRESPONDENCE - None

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

10. APPLICATIONS AND REFERRALS

10.1 LA-RZ-2015.1 (KGL Freight Ltd.)

10.1.1 Staff Report dated January 18, 2016

Regional Planning Manager Kjerulf presented the staff report. It was noted that the application process has been made more difficult due to the lack of submitted documentation, specifically detailed site plans, as well as estimates of well use and septic demand, from a registered waste water expert. It was noted that covenants and/or Development Permits could ensure future compliance with the community's needs. It was noted that if a future civil liability issue arose, the Local Trust Committee (LTC) could face a claim alleging negligence.

Discussion continued regarding safety concerns and whether property could be rezoned without an application.

Discussion continued regarding whether to rezone before the sale of the property.

LA-LTC-2016-003

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request staff to proceed with Option C and ask for verification of pending sale of existing septic field property (portion of Lot B).

CARRIED

LA-LTC-2016-004

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee refer the application to the Advisory Planning Commission specifically requesting comments on the creation of the new commercial zone.

CARRIED

LA-LTC-2016-005

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request staff to begin preliminary work on drafting an amending bylaw to create a new commercial zone with best practices regarding commercial gas station operation.

CARRIED

LA-LTC-2016-006

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request a letter from the owner supporting the removal of fuel sales, fuel storage and laundromat from the hotel property permitted uses in tandem with the creation of the new commercial zone.

CARRIED

LA-LTC-2016-007

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request that the Advisory Planning Commission meet, if possible, prior to the next LTC meeting.

CARRIED

11. BREAK

By general consent the meeting was recessed at 12:37 pm and reconvened at 12:59 pm.

12. LOCAL TRUST COMMITTEE PROJECTS

12.1 Aging at Home

12.1.1 Staff Report dated January 18, 2016

Regional Planning Manager Kjerulf presented the staff report and Project Charter and noted that the final report to the funder must be submitted before the end of 2016. Discussion ensued. Thanks was extended to staff for pulling the funding application together on such short notice. A newly formed group called the Last Responders was identified to be added to the list of Community Partners and the chosen consultant be made aware of this group. Staff were requested to add Last Responders to the last bullet of the Project Charter objectives.

LA-LTC-2016-008

It was MOVED and SECONDED,
that the Lasqueti Island Local Trust Committee add "Aging at Home Project" to the project list.

CARRIED

LA-LTC-2016-009

It was MOVED and SECONDED,
that the Lasqueti Island Local Trust Committee endorses the Project Charter as amended for the "Aging at Home Project".

CARRIED

LA-LTC-2016-010

It was MOVED and SECONDED,
that the Lasqueti Island Local Trust Committee direct staff to engage the services of a qualified consultant for the "Aging at Home Project" including an effort to find a local consultant.

CARRIED

12.2 Riparian Areas Regulation

12.2.1 Staff Report dated January 25, 2016

Acting Island Planner Eggen presented the staff report.

Discussion ensued. It was noted that a Public Hearing could be followed by a LTC meeting where third reading of the Bylaw could be considered.

LA-LTC-2016-011

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee amend Bylaw No. 90, cited as “Lasqueti Island Land Use Bylaw No. 78, 2005, Amendment No. 2, 2014” as follows:

- a. To Section 3.5(2)(d)(iii) & 3.5(3)(a)(iii) add “in accordance with provincial legislation governing onsite sewage disposal.”
- b. To Section 3.5(2)(d)(xii) add “(see Information Note below)”
- c. To “Information Note” add “For best management practices on building setback standards from watercourses and wetlands in farming areas, and on conservation of riparian habitat in agricultural areas, property owners should contact the British Columbia Ministry of Agriculture.”
- d. To Section 3.5(2)(d)(xiii) reword with the following:
 - “The construction of a fence if all of the following apply:
 - does not require soil alteration (such as switchback fences);
 - no native trees are removed;
 - the disturbance of native vegetation is restricted to 0.5 meters on either side of the fence, or 1.5 meters on either side of the fence in agricultural areas;”
- e. To Sections 3.5(2)(d)(xvii) & 3.5(3)(a)(vi) add “(see Information Note below);”
- f. To Information Note add “Micro-hydro-electrical projects may require a license from the Province.”
- g. To Section 3.5(3)(a)(i) add “if it does not require soil alteration (such as switchback fences),” after the word “fence”.
- h. To Section 3.5(3)(a)(i) add “if it is pervious and not chemically treated;” after the words “access stairway”.
- i. To Schedule A, categorize all watersheds as “Watersheds with Fish Habitat” except Hadley Lake and Unnamed Stream (Johnson’s Lagoon).
- j. To Section 3.5(4)(a)(iii), replacing “Clause 3.5(6)(a)” with “Clause 3.5(4)(a)(ii)” in order to reference the proper subsection.
- k. To Section 3.5(2)(d), deleting “(xj)” and replacing with “(x)” in order to correct a typographical error in subsection numbering
- l. To schedule A, edit colours so that it is legible when printed in black and white.

CARRIED

LA-LTC-2016-012

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee amend Bylaw No. 90, cited as “Lasqueti Island Land Use Bylaw 78, 2005, Amendment No. 2, 2014” by removing the word “private” from Section 3.5(2)(d)(xiv).

CARRIED

LA-LTC-2016-013

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee give second reading to Bylaw No. 90, cited as “Lasqueti Island Land Use Bylaw 78, 2005, Amendment No. 2, 2014,” as amended.

CARRIED

LA-LTC-2016-014

It was **MOVED** and **SECONDED**,
that the Lasqueti Island Local Trust Committee request staff to schedule a
Community Information Meeting and Public Hearing for Bylaw No. 90,
cited as the "Lasqueti Island Land Use Bylaw 78, 2005, Amendment No.
2, 2014".

CARRIED

13. REPORTS

13.1 Work Program Reports

13.1.1 Top Priorities Report dated February 1, 2016

LA-LTC-2016-015

It was **MOVED** and **SECONDED**,
that the Lasqueti Island Local Trust Committee put the Aging at Home
Project on the Top Priorities list and move the "establish relationships with
First Nations that have interests in the Lasqueti Island Local Trust Area" to
the Projects list.

CARRIED

13.1.2 Projects List Report dated February 1, 2016 - None

13.2 Applications Report dated February 1, 2016 - None

13.3 Trustee and Local Expense Report dated January 2016

LA-LTC-2016-016

It was **MOVED** and **SECONDED**,
that the Lasqueti Island Local Trust Committee buy a printer for up to \$150 for
Trustee Peterson to use in order to print out agenda packages.

CARRIED

It was noted that the printer would remain an asset of the Islands Trust and any
technical questions be directed to Dave Beeston, Information Systems
Coordinator. Discussion ensued regarding the LTC's expense budget, noting that
higher than expected LTC expenses were due to travel expenses for other
meetings that trustees are required to attend being allocated to the LTC expense
budget.

13.4 Adopted Policies and Standing Resolutions - None

13.5 Local Trust Committee Webpage

Trustee Morrison requested that a link be added for RAR changes.

13.6 Chair's Report

Chair Busheikin reported on the following:

- She attended the Local Government Leadership Academy. She is utilizing these new skills and ideas as well as enforcing those already in hand.
- She noted that there was a lot of discussion about meeting structure with the goal of providing more time for debate and discussion rather than overloading the agenda.
- She also noted that the biggest issue for the March Trust Council is the budget.

13.7 Trustee Reports

Trustee Morrison reported on the following:

- She commented on her involvement locally with the Lasqueti ferry committee and that the committee will soon be surveying community members.
- She attended the K'ómoks First Nation meeting, and observed that it was a conglomeration of Nations. The Islands Trust Fund Board is still working on engaging with Qualicum First Nation.

Trustee Peterson reported on the following:

- He requested staff to submit a last minute application for the Aging at Home Project and it was granted.
- He attended a webinar about privacy and learned that any agency using the cloud for data is not in compliance unless using one in particular of the only two existing cloud services.
- He noted that the Tucker Bay issue is still ongoing, and there is no new information to report.
- Another current issue is False Bay Dock Divestiture. He used his section in the Isle & Times newspaper to raise awareness and inspire letters to prevent the dock's divestiture from the Federal Government. Currently in Phase 1: the Province is not going to buy it, while the Regional District's policy prevents them from buying it and it is outside the mandate of the Islands Trust. Next in line is a First Nation, then the private sector, then destruction.

Chair Busheikin added that Executive Council agreed to write a letter regarding False Bay Dock Divestiture.

13.8 Electoral Area Director's Report - None

13.9 Trust Fund Board Reports

13.9.1 Report dated October 2015

13.9.2 Report dated November 2015

Trustee Morrison stated that the Trust Fund Board has been asked to bring awareness to the LTC regarding what their work comprises.

She noted that there was a breach on Trust Fund lands on Denman Island as well as Lasqueti Island which are being addressed. She stated that the land in the Trust Fund's care is very well looked after.

14. NEW BUSINESS

14.1 Land Use Consultation for Radio Communication Utilities

14.1.1 Memorandum dated January 25, 2016

Chair Busheikin reminded Trustees that of a public comment made during Town Hall related to this section. Discussion ensued.

LA-LTC-2016-017

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request Trust Council to explore the option of a Trust-wide policy on land use consultation for radio communication utilities.

CARRIED

14.2 Ports Asset Transfer Program (False Bay)

14.2.1 For Discussion

Trustee Morrison began the discussion by describing many other islands that have been subject to this program. She suggested creating a committee under the Lasqueti Community Association (LCA) to consider all options. Discussion ensued regarding the committee.

Trustee Peterson identified March 6, 2016 as the deadline for input to the Federal Government.

LA-LTC-2016-018

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request that the LTC Chair write a letter to the Port Asset Transfer Program requesting more time in Phase 1 for more examination of community options.

CARRIED

It was noted that trustees would coordinate on the letter, and that it comes from the Chair, but represents the LTC. Acting Island Planner Eggen noted that the letter can be reviewed by staff. Trustee Peterson also noted that he is still collecting emails to send en masse to the Federal Government. Chair Busheikin noted that a copy would be sent to Gord John, Member of Parliament for Lasqueti Island.

14.3 Coastal Douglas-fir Conservation Strategy

14.3.1 Briefing for meeting of February 15, 2016

Acting Island Planner Eggen identified the three options in the briefing.

LA-LTC-2016-019

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee receive the Coastal Douglas-fir Conservation Partnership Strategy for information.

CARRIED

LA-LTC-2016-020

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request local planning staff to work with the Coastal Douglas-fir Conservation Partnership to draft recommendations regarding land use planning tools that will effectively conserve Coastal Douglas-fir forest ecosystems.

CARRIED

LA-LTC-2016-021

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee become a signatory to the Coastal Douglas-fir Conservation Partnership Statement of Collaboration.

CARRIED

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Monday, March 14, 2016 at 11:00 am at the Lasqueti Arts Centre, Main Road, Lasqueti Island, BC

16. TOWN HALL

Peter Johnston thanked the Chair for reverting to the old format of meeting, which enabled the public to speak outside of Town Halls.

Chair Busheikin responded that she was following due diligence in offering the other facilitation method.

17. CLOSED MEETING - None

18. ADJOURNMENT

By general consent the meeting was adjourned at 2:35 pm.

Laura Busheikin, Chair

Certified Correct:

Dave Olsen, Recorder



Islands Trust

Print Date: April 4, 2016

Resolutions Without Meeting

Lasqueti Island

Resolution #	Action	Resolution Description	Resolution Date
2016-03	In Favour	"That the Lasqueti Island Local Trust Committee cancel the Local Trust Committee Regular Business Meeting scheduled for Monday, March 14, 2015."	03-Mar-2016
2016-04	In Favour	"That the Lasqueti Island Local Trust Committee amend LA-RWM-2016.4 to change the date of March 14, 2015 to March 14, 2016 "	03-Mar-2016

Lasqueti Island Advisory Planning Committee Minutes of Regular Meeting

Date of Meeting: March 3, 2016

Location: Lasqueti Island Arts Centre
Main Road, Lasqueti Island, BC

APC Members Present: Andrew Fall, Chair
Peter Johnston, Secretary
Lisa Johnson
Tom Weinerth
Sue Kristinsson
Nadine Simpson
Doane Grinnell
John O'Halloran

Recorder: Dave Olsen, Recorder

Others Present There were seven (5) members of the public in attendance.
Kathy Bond
Terry Theiss
Nikki Darwin
Bob Kearney
Kristos Seiler

1. CALL TO ORDER

Chair Fall called the meeting to order at 6:33 pm.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. MINUTES

3.1 Advisory Planning Commission Adopted Minutes dated October 8, 2015 for receipt

LA-APC-2016-001

It was **MOVED** and **SECONDED**,
that the Lasqueti Island Advisory Planning Commission Minutes dated October 8, 2015 be adopted.

CARRIED

4. COMMENTS ON PROPOSED NEW COMMERCIAL ZONE C4

Chair Fall introduced the discussion by presenting the following motions from the Lasqueti Island Local Trust Committee's Meeting of February 15, 2016:

LA-LTC-2016-003

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request staff to proceed with Option C and ask for verification of pending sale of existing septic field property (portion of Lot B).

CARRIED

LA-LTC-2016-004

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee refer the application to the Advisory Planning Commission specifically requesting comments on the creation of the new commercial zone.

CARRIED

LA-LTC-2016-005

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request staff to begin preliminary work on drafting an amending bylaw to create a new commercial zone with best practices regarding commercial gas station operation.

CARRIED

LA-LTC-2016-006

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request a letter from the owner supporting the removal of fuel sales, fuel storage and laundromat from the hotel property permitted uses in tandem with the creation of the new commercial zone.

CARRIED

LA-LTC-2016-007

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee (LTC) request that the Advisory Planning Commission meet, if possible, prior to the next regularly scheduled LTC meeting.

CARRIED

Chair Fall continued the introduction by making the following points:

- The current zoning on the property is Land Based (LB), the standard residential zoning.
- Normally an applicant asks to do a specific thing and if there were an existing zone, it would fit into that zone. That application would simply be to rezone the property to an existing zone.

- In this case, there is no existing zone that matches the proposed use, so the process also involves creating a new zone.
- There will be a Public Hearing and it would have to pass 3 readings at the Local Trust Committee (LTC) level.
- Islands Trust Planning Staff proposed 3 options for the LTC to consider for this process.
- The LTC's motion was to proceed with Option C with an additional requirement.
- The LTC also asked that the APC comment on the creation of the new commercial zone.

Discussion followed, raising the following points:

- Current zone C1 allows fuel sales, fuel storage, Laundromat, bar, restaurant, hotel and retail sales.
- Laundromat, fuel storage and fuel sales would be moved to the new zone C4; it would have retail sales
- Revised zone C1 would retain bar/licensed lounge, restaurant, hotel and retail sales.
- The prospective new owner is going through a Provincial Program for immigration that requires the property to be zoned commercial.

Kathy Bond explained the following:

- It is currently unknown how many washers, dryers, etc. will be in the Laundromat.
- There currently is a fuel storage tank on the upper property to be zoned C4.
- Two existing single wall fuel tanks and corresponding piping on the lower property currently zoned C1 would be removed.
- One of those existing fuel tanks would be placed, as a donation, on the adjacent Regional District lot and used as a water tank for fire suppression.
- Keith has a mandate to clean up the lower property zoned C1 to environmental standards by September 2016.
- The upper property's access would be off of Weldon Road and not the ferry hill.
- It was recommended that public washrooms be installed.
- There are 4 future owners; Michael Loo has been in BC for 12 years and helps with these immigration programs.
- The immigration program requires an investment of \$250,000 and must create local employment; this fast tracks their immigration.
- Hotel property in application stage; interview stage next.
- There will be 2 different owners for top property and 2 different owners for the bottom property,
- Septic was put in in 1993; currently, there is an operating permit and 10% of capacity is used.

Chair Fall pointed out that the well is on one property and an easement would allow the other owner to access it. If the new owner sells in 2 years, then the new owner would have certainty.

Kathy Bond responded that she is not willing to put in an easement for the bottom property. She also explained that the septic field and water is on the upper property.

Chair Fall reminded the meeting that the APC is mandated to make recommendations for the LTC proceeding under Option C. Given that the LTC has voted to proceed without the information that staff recommended under Option A, what would the zoning be? What would a C4 zone look like to best capture what the public wants?

Discussion ensued and the following points were discussed:

- This application is unusual because the details of what will be built are not available.
- A Development Permit Area (DPA) could be added to that property.
- Zoning is thou shall or shall not do these things.
- A DPA contains guidelines saying what the community wishes to see.
- If the change in zoning is completed, the owner has to apply for a permit to build.
- The size of the upper property to be zoned C4 is .77 Acres.
- The proponent is asking for an additional building not exceeding 1200 sq. ft.
- The existing house is 1000 sq. ft.
- An acre is 40,000 sq. ft.

By general consent, the Advisory Planning Commission recommends a maximum of 1200 sq. ft. for the principal building in zone C4.

By general consent, the Advisory Planning Commission recommends a maximum of 3200 sq. ft. for all buildings in zone C4.

By general consent, the Advisory Planning Commission recommends a 3m setback from all property lines for zone C4.

5. COMMENTS ON THE APPLICATION GENERALLY

Chair Fall read a description of possible Development Permit Area criteria.

The following points were then raised:

- When a DPA exists, the owner would have to apply before construction begins to show that it meets the DPA. Some actions don't require an application, such as a change that does not change the existing form and character, for instance adding something minor like an outbuilding.
- The DPA ensures that the Community's concerns and expectations are documented and known.
- This provides an advantage to new owner in that it would increase the likelihood of a positive reception by the community at the public hearing.
- There has never been a DPA on Lasqueti Island.

Lisa Johnson spoke for the record: "This should go back to the Trustees. We don't have enough information."

Discussion continued about whether the APC could ask the LTC to rescind their choice of Option C and proceed with Option A. The following points were raised:

- The APC doesn't have a choice to go with Option A because the LTC went with Option C.
- Getting the LTC to revisit their choice would add a few months to the process.

- The proponents support a DPA. They do not want to pay for the easements for water and septic.

LA-APC-2016-002

It was MOVED and SECONDED,

that the Advisory Planning Commission recommend to the Lasqueti Island Local Trust Committee to proceed with Option A on page 10 of 11 of staff report with modifications to include fuel storage and public washrooms and to retain restaurant and licensed lounge in the C1 zone.

CARRIED

LA-APC-2016-003

It was MOVED and SECONDED,

that the Advisory Planning Commission recommends in the case where the Lasqueti Island Local Trust Committee (LTC) proceeds with Option C, the LTC create a new C4 zone with the following stipulations:

1. a maximum of 1200 sq. ft. for the principal building,
2. a maximum of 3200 sq. ft. for all buildings,
3. a 3m setback from all property lines, and
4. a Development Permit Area be created to address some of the implications of Option C.

CARRIED

Discussion then ensued regarding:

- potential gas spills;
- noise abatement;
- whether fuel sales would be allowed under a home based business zoning; and
- procedural fairness.

LA-APC-2016-004

It was MOVED and SECONDED,

that the Advisory Planning Commission (APC) recommend to the Lasqueti Island Local Trust Committee (LTC) that if the LTC creates a Development Permit Area, to return that issue to the APC for comment.

CARRIED

18. ADJOURNMENT

By general consent the meeting was adjourned at 9:15 pm.

Andrew Fall, Chair

Certified Correct:

Dave Olsen, Recorder

DRAFT

Lasqueti Island Advisory Planning Commission Minutes of Meeting

Date: March 15, 2016

Location: Community Hall, Main Road, Lasqueti Island

Members Present: Andrew Fall, chair
Peter Johnston, secretary
Nadine Simpson
Lisa Johnson
Doane Grinnell
Susan Kristinsson
John O'Halloran
Tom Weinerth

Staff Present: none

Public Present: Kristos Seiler
Bruce Grant

1. Call to Order

Chair Fall called the meeting to order at 7:03 pm

2. Approval of Agenda:

Agenda adoption
Decorum
Minutes of March 3 meeting
Rezoning application

Agenda was adopted as above.

3. Minutes of March 3 meeting

LA-APC-2016-005

It was MOVED and SECONDED,
that the draft minutes of the March 3 meeting be adopted.

CARRIED

4. Rezoning application:

LA-APC-2016-006

It was MOVED and SECONDED,
that the APC does not support the rezoning application because the application is incomplete.

CARRIED

LA-APC-2016-007

It was MOVED and SECONDED,

that the APC recommends that the LTC refer to the Jan 18, 2016 staff report for a full description of the deficiencies of the rezoning application.

CARRIED

LA-APC-2016-008

It was MOVED and SECONDED,

that, on further consideration, the APC rescind motion LA-APC-2016-003.

FAILED

5. Meeting was adjourned at 9:30 pm

Follow Up Action Report

Lasqueti Island

14-May-2015

No.	Activity	Responsibility	Target Date	Status
1	Staff to advertise, including within the Lasqueti Local Trust Area, for membership in a BOV appointed jointly with other LTCs in the Northern Region.	Becky McErlean Lisa Webster-Gibson	30-Jun-2015	Done

15-Jun-2015

No.	Activity	Responsibility	Target Date	Status
1	Staff to draft an amendment bylaw to amend the Lasqueti Island Local Trust Committee Fees Bylaw, 2009 to reduce the development variance permit fee to \$150.00 in respect of setback and screening regulations for streams (both RAR and non RAR streams) and that the reduction apply to residential, commercial, industrial, and institutional development.	Marnie Eggen	09-Jun-2016	On Going

30-Jul-2015

No.	Activity	Responsibility	Target Date	Status
1	Staff to provide info to LTC re: APC bylaw and increasing public notification period from 72 hours to at least 5 days.	Sonja Zupanec	30-Sep-2015	Done

08-Oct-2015

No.	Activity	Responsibility	Target Date	Status
1	The Lasqueti Island Local Trust Committee adopted Bylaw No. 91 cited as Lasqueti Meeting Procedure Bylaw No. 74, 2004, Amendment No. 1, 2015. Staff to undertake necessary admin follow up post bylaw adoption.	Becky McErlean	09-Nov-2015	Done



Follow Up Action Report

1	Staff to provide info (procedural & technological) to Local Trust Committee regarding holding electronic meetings for Lasqueti LTC.	Becky McErlean Sonja Zupanec	18-Dec-2015	On Going
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15-Feb-2016

No.	Activity	Responsibility	Target Date	Status
1	Re: LA-RZ-2015.1 Staff to proceed with Option C of the Staff Report dated January 18, 2016 and verification of pending sale of septic field location on portion of Lot B.	Sonja Zupanec		On Going
1	Staff to refer LA-RZ-2015.1 (KGL Freight Services Ltd.) to APC asking for comments on creation of the new commercial zone. And that APC meet prior to next meeting if possible.	Sonja Zupanec		Done
1	Staff to begin drafting an amending bylaw to create the new zone that will take into account OCP direction and best management practices regarding commercial gas station operation. Request letter from owner confirming agreement to remove fuel sales, fuel storage, and laundromat from the hotel property permitted uses.	Sonja Zupanec		On Going
1	Staff to add Aging at Home Project to the Top Priorities and move Establish relationships with First Nations... to the Projects List until the Aging at Home Project is complete. Staff to update Aging At Home Project Charter Objectives, last bullet to include Last Responders and include LTC endorsement date Feb. 15 2016.	Sonja Zupanec		Done
1	Staff to engage the services of a qualified consultant for the Aging at Home Project. Search to include local qualified consultants.	Sonja Zupanec		Done
1	Staff to update amendment bylaw No. 90 (RAR) with second reading as amended. Update bylaw version on web.	Becky McErlean Marnie Eggen	26-Feb-2016	Done



Follow Up Action Report

1	Staff to schedule a Special LTC Meeting to hold a Community Information Meeting and Public Hearing for Bylaw No. 90 (RAR) and followed by LTC meeting to consider third reading. Prefer April 16, 23, or 30 if possible; otherwise April 18th.	Becky McErlean Marnie Eggen Mike Richards Nadia Roch	31-Mar-2016	Done
1	Staff to forward request of Lasqueti LTC to Trust Council to explore the option of a Trust-wide policy for land use consultation for radio communication utilities as outlined in the Staff Memo dated January 25, 2016.	Sonja Zupanec		Done
1	Staff to work with CDFCP to draft recommendations regarding land use planning tools that will effectively conserve Coastal Douglas-fir forest ecosystems. A view to work into the upcoming OCP/LUB review.	Sonja Zupanec		On Going

Date March 18, 2016 File Number 3050-01

To Lasqueti Island Local Trust Committee
For Meeting of April 18, 2016

From Sonja Zupanec, RPP
Island Planner
Local Planning Services

Re Lasqueti Island Trust Committee Bylaw No. 88 (Advisory Planning Commission)

Background:

In 2015 the Lasqueti Local Trust Committee (LTC) requested staff to provide information to the LTC on the possibility of amending Bylaw No. 88 to require the Lasqueti Advisory Planning Commission (APC) secretary to give five days public notification for any APC meetings.

Currently, Bylaw No. 88 only stipulates that the Secretary must give five days notification to APC members and the applicant(s) of a referral. The bylaw is silent on public notification timing (Attachment 1). None of the northern LTC APC bylaws require a public notification period, but APC guidelines defer by default to the Islands Trust Council Policy Manual section 4.2ii 'Advisory Planning Committee Operating Guidelines' amended in June 2000 (Attachment 2) which requires a minimum 72 hour public notification for APC meetings. The Salt Spring Island APC Bylaw No. 467 requires a minimum five day public notification.

The standard practice on Lasqueti Island has been for the Secretary to give public notification by way of posting notices on a public bulletin board and, more recently, by sending a notice on an email distribution forum for Lasqueti residents/property owners at least 72 hours and often five or more days prior to a meeting.

LTC Options:

1. Do nothing if it deems the current process allows for sufficient public notice of APC meetings.
2. Request staff to update the Lasqueti APC Secretary Responsibilities list to request a minimum of five days public notice, consistent with the notification requirements in Bylaw No. 88 for APC members and applicants.
3. Request staff to prepare an amendment to Bylaw No. 88 to stipulate a public notification requirement of five days and return it to the LTC for consideration of first, second and third readings.

Attachments:

1. Bylaw No. 88
2. Trust Council Policy Manual excerpt 4.2 ii APC Operating Guideline
3. Lasqueti Advisory Planning Commission Secretary Responsibilities list

Copy: Ann Kjerulf, Regional Planning Manager

LASQUETI ISLAND TRUST COMMITTEE

BYLAW NO. 88

A BYLAW TO ESTABLISH ADVISORY PLANNING COMMISSIONS FOR THE LASQUETI ISLAND LOCAL TRUST AREA PURSUANT TO THE *LOCAL GOVERNMENT ACT* AND THE *ISLANDS TRUST ACT*

The Lasqueti Island Trust Committee, being the Local Trust Committee having jurisdiction on and in respect of the Lasqueti Island Local Trust Area in the Province of British Columbia, pursuant to the *Islands Trust Act*, enacts as follows:

1. Continuation and Establishment

- a) The Lasqueti Island Advisory Planning Commission (APC), an advisory planning commission established to advise the Local Trust Committee on all matters respecting land use, community planning, or proposed bylaws and permits that are referred to it by the Local Trust Committee, is continued.

Provisions 2 – 7 apply to the Advisory Planning Commission

- b) The Local Trust Committee may, from time to time, establish advisory planning commissions to provide advice to the Local Trust Committee on specific topics or for special projects.

Special Projects Advisory Planning Commissions (SPAPC) will be appointed based on a terms of reference endorsed by the Local Trust Committee which will outline the number of members, the terms of the appointments, and the scope and role of that Special Projects Advisory Planning Commission.

Provisions 2(c)-(h), and 3 – 7, apply to the special projects advisory planning commissions established and continued by this bylaw.

2. Appointment of Members

- (a) The Advisory Planning Commission (APC) consists of up to a maximum of nine members. Every member must be an elector of the Local Trust Area, as defined in the *Local Government Act*, and at least two thirds (2/3) of the members must be residents of the Local Trust Area.
- (b) The Local Trust Committee may, by resolution, appoint the members to three-year terms to closely coincide with Islands Trust Local Trustee tri-annual elections.
- (c) The Local Trust Committee may, by resolution, remove a member at any time.
- (d) Where a member resigns or an appointment is otherwise terminated, the Local Trust Committee may appoint a member to serve the balance of the term of the appointment.
- (e) The members must, during the first meeting of their new term, from among the members, elect a Chairperson, a Secretary, and a Deputy Chairperson to act in the place of the Chairperson in the absence of the Chairperson.

- (f) The Deputy Chairperson shall, in the absence of the Chairperson, serve as described in Section 3(b).
- (g) In the event that the Chairperson resigns or the Chairperson position is otherwise terminated, the Advisory Planning Commission shall elect a new Chairperson.
- (h) An individual may serve concurrently on the Advisory Planning Commission or on a Special Projects Advisory Planning Commission.

3. Roles

a) Secretary

- i) The Secretary is to:
 1. assist the Chairperson, as required, in arranging meetings;
 2. ensure that proper notification of meetings is given in compliance with this bylaw;
 3. keep legible minutes of all meetings; and
 4. provide copies of all minutes and recommendations to the Secretary of the Islands Trust.

b) Chairperson

- i) The Chairperson is to:
 1. receive referrals from the Local Trust Committee and, in response, decide when and where meetings shall be held;
 2. ensure proper conduct of all meetings in accordance with the requirements of this Bylaw and the principles of procedural fairness; and
 3. sign the minutes certifying that they are true and correct after the members have approved them.

4. Referrals

a) The Local Trust Committee may by resolution:

- i) refer an application for an amendment to a bylaw, or a permit, pursuant to the *Local Government Act*, or may refer a proposed bylaw or permit to an advisory planning commission with a request for a recommendation; or
- ii) refer a project in support of the Local Trust Committee's work program, an agency referral or other item of Local Trust Committee business to an advisory planning commission with a request for a recommendation; or
- iii) refer a plan or bylaw amendment or permit that has been partially processed and seen at the application stage by an advisory planning commission for additional recommendations if it feels changes to the application warrant the review, and in these cases an advisory planning commission may be asked to respond in a briefer than normal time period.

- b) An advisory planning commission must meet when there is a need to consider a referral, at a duly constituted meeting as defined under this Bylaw and as called by the Chairperson.
- c) The advisory planning commission shall select a regular monthly meeting day to consider referrals at its first meeting.
- d) In the event that no referral is received by the Chairperson at least 7 calendar days prior to the date of the next regular meeting, then no meeting need be held.

- e) A meeting on any particular referral must be held not more than 30 days after the date of receipt of that referral unless the Local Trust Committee has requested a response by an earlier specified date.
- f) The Chairperson may call an extraordinary meeting after consultation with the Secretary and all other members to deal with any matter for which a quick response is requested from the Local Trust Committee.
- g) Although the recommendations must be received by the Local Trust Committee, the Local Trust Committee is not bound by the recommendations.

5. Notice of Meeting

- a) The Secretary must give notice of meeting including a description of all referrals to be discussed to each member at least five calendar days prior to the meeting.
- b) The Secretary must confirm by telephone, email or note, the date and time of any extraordinary meetings with each member.
- c) The Secretary must ensure an applicant is notified of the date, time and place of the meeting at which his or her application or proposal will be discussed at least five calendar days prior to the meeting.
- d) The Secretary must ensure the Local Trustees and the Islands Trust planner are notified of each meeting at least five days prior to the day of the meeting.

6. Conduct of Meeting

- a) All deliberations must take place in a meeting, and all meetings must be open to the public.
- b) A quorum is the lesser of five members, or 50 per cent of those appointed.
- c) The Chairperson is to convene the meeting and may adjourn it from time to time.
- d) An applicant must be afforded opportunity to present his or her proposal and to answer any questions asked by members.
- e) If the applicant or agent fails to appear and was duly notified as required by this Bylaw, deliberations and recommendations may be made in the applicant's absence.
- f) At the request of any member, the Chairperson must invite any elected official, staff or resource person present at the meeting to comment on the matters before the Commission.
- g) Development proposals and other applications must not be received directly from applicants.
- h) An advisory planning commission must not consult directly with other government agencies.

7. Notice of Recommendation

- a) If the Local Trustees did not attend an advisory planning commission meeting, they may require a verbal report from the Chairperson.
- b) The Secretary must ensure minutes of each meeting are recorded and approved by the members at a subsequent meeting.
- c) The Secretary must ensure that a copy of the draft minutes is submitted to the Secretary of the Islands Trust office within seven calendar days of the meeting.
- d) A recommendation may be in the form of recorded commentary, in the form of minutes or in the form of a resolution, provided that all dissenting opinions are also recorded.

8. Transition

- a) "Lasqueti Island Local Trust Committee Advisory Planning Commission Bylaw, 2000", as amended, is repealed.

9. Citation

- a) This Bylaw may be cited as the "Lasqueti Island Local Trust Committee Advisory Planning Commission Bylaw, 2012".

READ A FIRST TIME THIS 3rd DAY OF May, 2012

READ A SECOND TIME THIS 3rd DAY OF May, 2012

READ A THIRD TIME THIS 3rd DAY OF May, 2012

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
28th DAY OF May, 2012

ADOPTED THIS 12th DAY OF July, 2012

SECRETARY

CHAIRPERSON

4.2.ii. Guidelines**ADVISORY PLANNING COMMISSION
OPERATING GUIDELINES**

Trust Council: June 26, 1993

Amended: June 17, 2000

A: PURPOSE:

1. To provide guidance to Local Trust Committees on directing the operations of Advisory Planning Commissions.

B: GUIDELINE:**1. STATUTORY**

The Local Trust Committee (LTC), by bylaw pursuant to Section 898 of the *Local Government Act*, establishes an Advisory Planning Commission (APC) to provide advice to the Local Trust Committee on land use, community planning or bylaws under Part 26 of the *Local Government Act*. The *Act* in sections 242.1 through 8 and 237, requires all meetings be in public and that proper minutes are kept and made available to the public.

2. INTRODUCTORY

2.1. The APC, in advising the LTC, is required to operate in line with the provisions of the *Local Government Act* and the legislated object of the Islands Trust, and in compliance with the provisions of the island's Official Community Plan, regulatory bylaws, and the APC procedural bylaw.

2.2. The APC exists for the purpose of advising the LTC, and the APC shall ensure that the proceedings are limited to that purpose. In responding to requests for its advice the APC shall make recommendations that reflect the best interests of the community at large.

3. LTC/APC REFERRAL PROCESS

3.1. The APC shall consider only those matters referred to it by resolution of the LTC.

3.2. The LTC may resolve to request the provision of a staff report to accompany a referral to the APC.

3.3. The LTC, by resolution, shall provide written direction to the APC on the matters to be considered in relation to a referral, including the specification of a latest date for the APC to provide a response, and the provision of opportunities for public involvement.

ISLANDS TRUST POLICY MANUAL

3.4. All APC recommendations on referrals must be recorded as resolutions in approved minutes made available to the public.

3.5. The APC, in dealing with referrals and upon request by the LTC, consult with other island public bodies, and, through the LTC, may request information from Trust staff or other government agencies.

4. NOTIFICATION OF APC MEETINGS

4.1. When the APC Chair has called a meeting, the secretary shall give at least five days notice of the date, time, location, and proposed agenda, to all APC members, the LTC, and applicants, where required by statute.

4.2. LTC members are entitled to attend and observe all APC meetings, and may act in a resource capacity.

4.3. Public notice of meeting must be posted on the notice board on-island and in the Islands Trust Victoria office at least 72 hours before the meeting and must include the place, time and date of meeting.

5. MINUTES

5.1. Minutes of all APC meetings shall be legible and signed by the APC Chair. Copies of the minutes shall be provided to the LTC members and to the Planning Secretary of the Islands Trust and upon request, must be made available to the public.

5.2. The minutes shall record the resolutions regarding the recommendations, and related reasons where appropriate, on the matters referred to the APC by the LTC.

5.3. The recommendations to the LTC shall be communicated expeditiously and, when necessary, before subsequent approval of the related minutes. The Chair of the APC shall ensure that the recommendations communicated accurately reflect the views of the Commission.

5.4. Official minutes of APC meetings shall be made available to the public after they have been approved at a subsequent APC meeting.

6. APC RESPONSE DIRECTION

6.1. APPLICATION CONSIDERATION

i. Subsection 898(9) of the *Local Government Act* requires that applicants for an amendment to a plan or bylaw, or for the issuance of a permit, are "entitled to attend at meetings of the commission (APC) and be heard". There is therefore a statutory duty imposed on an APC when such referrals are under consideration. Any breach of this duty may lead to a legal challenge of related decisions made by the LTC.

ii. In responding to referrals on particular applications the APC should provide advice in terms of the object, the local characteristics of the site under consideration and the APC's assessment of the needs and expectations of the community as a whole.

6.2. BYLAW REFERRAL

i. When responding to the referral of a proposed bylaw the APC should consider the implications of any proposed changes in terms of the existing plan and regulations.

ii. Where a proposed bylaw relating to a particular application is being referred, such a referral is also subject to the Subsection 898(9) provision entitling applicants to attend at meetings of the APC, and to be heard. There is therefore a statutory duty imposed on the APC, any breach of which may lead to a legal challenge of related decisions made by the LTC.

iii. Where a proposed bylaw being referred has been initiated by the LTC, the APC may be requested to make a recommendation based on the results of: APC sub-committee investigations; reports provided by other agencies; public input; and its own deliberations.

iv. In responding to referrals of proposed bylaws the APC should provide advice in the form of a clear recommendation, with associated reasons, to the LTC to

- 1) take the bylaw forward to Public Hearing,
- 2) proceed with the bylaw on a conditional basis,
- 3) not proceed with the bylaw, or
- 4) not proceed with the bylaw at this time.

7. PUBLIC MEETINGS

All meetings of the APC must be held in public. The APC bylaw should specify how and under what procedures, the APC may receive delegations or comments from the public at its meetings, except for the ones required to be heard under section 898(9).

8. PUBLIC HEARINGS

- 8.1. The APC operates as a statutory referral agency in relation to proposed bylaws that are the subject of a public hearing. The APC recommendation on the referral at this stage will be read into the record of the public hearing.
- 8.2. It is not appropriate for the APC to otherwise intervene at a public hearing, which is held for the purpose of public (not agency) input. Members of an APC should feel free to speak at public hearings as individuals, but not as members of the APC.
- 8.3. The LTC should not receive comments regarding a proposed bylaw from the APC after a public hearing on that bylaw has been held.

9. COMMUNICATIONS

- 9.1. The APC is an advisory body only and its advice is for the sole benefit of the LTC.
- 9.2. The LTC cannot fetter its discretion in any way and cannot therefore be placed under any obligation to follow the recommendations of an APC. However, the LTC may recognize the desirability of communicating its decision-making rationale where appropriate, in the interests of maintaining an effective working relationship between the APC and LTC.

APC SECRETARY RESPONSIBILITIES

The APC Secretary shall:

1. Assist the Chairperson, as required, in arranging meetings of the APC
2. Keep legible minutes of all APC meetings, and provide an e-mail version of these minutes to bmcerlean@islandstrust.bc.ca within seven days of the meeting.
3. Sign the minutes certifying they are true and correct after they have been adopted by the APC at a subsequent meeting, and provide a hard copy of the adopted minutes to the Islands Trust Northern Office.
4. Maintain a record book of all approved minutes, which may be provided to the public. The public may either view these minutes, or copies can be made upon receipt of a sum of money sufficient to pay the cost of copying those minutes.
5. Submit any invoices to the Islands Trust Bookkeeper in the Headquarters Office for debts incurred by the Advisory Planning Commission in the conduct of its business (e.g. invoice for hall rental, postage, photocopying, telephone expense, etc.)
6. NOTIFICATION OF MEETING
 - A. The Secretary shall ensure that each APC member is notified of an upcoming meeting and is made aware of all the referrals to be discussed at the meeting at least five calendar days in advance of the meeting.

The Islands Trust Northern Office will send each APC member a copy of background information and the referral requested by the Local Trust Committee.
 - B. Although there are no provisions in the APC bylaw to post notices of meetings, it's advisable to do so on public notice boards. Please ensure the Islands Trust Northern Office has a copy of the Notice of Meeting to post in the local office.
 - C. The Secretary must also advise applicants of the date, time and place of the APC meeting at which his or her application or proposal will be discussed at least five calendar days prior to the meeting.
 - D. The Secretary must also notify the Local Trustees of the date, time and place of the APC meetings at least five calendar days before the meeting.

- E. If a matter has been re-referred to the APC for comment within a limited time period, the Secretary must notify the Local Trust Committee of an extraordinary meeting. The Secretary must also invite the applicant to attend at least two days prior to the meeting unless the applicant agrees to lesser notice.

7. NOTICE OF RECOMMENDATION

The Secretary must ensure a completed referral form recording the response of the APC and a copy of the draft APC minutes are submitted to the Islands Trust office within seven calendar days of the meeting.

‘SAMPLE NOTICE OF MEETING’



Islands Trust

Visit our website at
www.islandstrust.bc.ca

**LASQUETI ISLAND
LOCAL TRUST COMMITTEE**

E-Mail:
northinfo@islandstrust.bc.ca

NOTICE OF ADVISORY PLANNING COMMISSION MEETING

The Lasqueti Advisory Planning Commission will be holding a meeting to discuss the draft Lasqueti OCP.

DATE: Monday, March 15, 2004

TIME: 7:00 p.m.

LOCATION: Lasqueti Arts Centre
Lasqueti Island, BC

THE PUBLIC IS INVITED TO ATTEND

From: Violini, Jay [<mailto:jay.violini@tc.gc.ca>]

Sent: Wednesday, February 24, 2016 7:40 AM

To: Laura Busheikin

Cc: Penny Hawley; 'administration@powellriver.bc.ca'; Ann Kjerulf; Timothy Peterson; Marnie Eggen; Sonja Zupanec; Susan Morrison; Gill, Lorraine; Woo, Vicky

Subject: False Bay Public Port Facility

Dear Laura Busheikin,

On behalf of Lorraine Gill, Regional Manager, Property and Divestiture, I am responding to your correspondence regarding the False Bay Public Port Facility. Thank you for expressing your concerns in its potential divestiture under the Ports Asset Transfer Program (PATP) and highlighting the importance of the port facility to the community.

Similar to the former Port Divestiture Program, PATP seeks to transfer port facilities to local interests that are better positioned to identify and efficiently respond to user needs. It should be noted that under the Canada Marine Act, the divestiture initiative for the False Bay Public Port Facility has been ongoing since the adoption of the National Marine Policy in 1996. A complete list of port facilities available under PATP can be found at <http://www.tc.gc.ca/ports-asset-transfer-program>.

As you are aware, the Divestiture Phase of the PATP was launched on January 6, 2016. At this time, provinces and municipalities have until March 6, 2016 to express an interest in any of the available ports. If there is no expression of interest received before March 6, 2016 or if a negotiation is not successful, the port facility will be made available for divestiture to the general public.

In cases where facilities are not transferred to local governments, it has been a common practice for residents representing a common interest to form a group with a representative to engage in discussions. I encourage interested parties who recognize the importance of the port facility to contact me to better understand the purpose of the Program and how it is beneficial to the community.

It is important to Transport Canada that new port owners are successful in the transfer. To ensure interested parties complete their due diligence in assessing the viability of owning the port facility, pre-transfer funding may be made available. This funding can assist interested parties with completing a feasibility study, reviewing reports and conducting negotiations.

The PATP is also designed to assist new port owners in ensuring the long-term viability of the port facility. Transport Canada is able to provide funding to be used to meet capital and operational requirements or for port facility improvements.

Transport Canada is aware of the significance of the False Bay Public Port Facility to the local community. Accordingly, any successful divestiture will require that the new port owner continue to operate the port facility as a port. Additionally, the Program requires interested parties to provide a business plan, including a community engagement strategy before a port facility can be transferred. Should Transport Canada not successfully divest the False Bay Public Port Facility, an assessment of port and any other remaining port facilities will be made at the conclusion for the Divestiture Phase in 2018/2019.

For more information about the PATP or if you have any additional concerns you wish to discuss, please contact me at jay.violini@tc.gc.ca or by phone at 250-580-9075 or vicky.woo@tc.gc.ca, phone 604 666 5390.

Jay Violini
Senior Program Officer
Property & Divestiture, Programs Branch (THP)
Transport Canada | Government of Canada
820-800 Burrard Street, Vancouver B.C. V6Z 2J8
jay.violini@tc.gc.ca | Tel: 250-508-8207 | TTY: 888-675-6863

STAFF REPORT

Date: April 4, 2016

File No.: LA-RZ-2015.1 (KGL
Freight Services Ltd.)

To: Lasqueti Island Local Trust Committee
For meeting April 18, 2016

From: Sonja Zupanec, Island Planner

Copy: Keith Morris, Applicant
Ann Kjerulf, Regional Planning Manager

**Re: Supplemental Staff Report regarding Commercial Rezoning
Application for 1 Weldon Road, Lasqueti Island**

Owner: KGL Freight Services Ltd.

Applicant: Keith Morris

Location: LOT D, SECTION 31, LASQUETI ISLAND, NANAIMO DISTRICT, PLAN
9259 (1 Weldon Road, Lasqueti Island PID 005-600-081)

PURPOSE:

The purpose of this supplemental staff report is to provide the LTC with: 1) staff comments on Advisory Planning Commission (APC) recommendations pertaining to the recent LTC referral; 2) a list of regulatory options to be considered for inclusion in a new commercial zone for the subject property; and 3) a review of process options available to the LTC in their consideration of next steps.

BACKGROUND:

The applicant has applied for a Land Use Bylaw (LUB) amendment to rezone a 0.4 hectare (0.7 acre) lot from 'Land Based' (LB) to a commercial zone to permit a full service gas station, a laundromat, a convenience store, water sales, public washrooms and one residence. At the February 2016 Local Trust Committee (LTC) meeting the LTC passed the following resolutions pertaining to this rezoning application:

LA-LTC-2016-003

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request staff to proceed with Option C and ask for verification of pending sale of existing septic field property (portion of Lot B).

CARRIED

LA-LTC-2016-004

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee refer the application to the Advisory Planning Commission specifically requesting comments on the creation of the new commercial zone.

CARRIED

LA-LTC-2016-005**It was MOVED and SECONDED,**

that the Lasqueti Island Local Trust Committee request staff to begin preliminary work on drafting an amending bylaw to create a new commercial zone with best practices regarding commercial gas station operation.

CARRIED

LA-LTC-2016-006**It was MOVED and SECONDED,**

that the Lasqueti Island Local Trust Committee request a letter from the owner supporting the removal of fuel sales, fuel storage and laundromat from the hotel property as permitted uses in tandem with the creation of the new commercial zone.

CARRIED

LA-LTC-2016-007**It was MOVED and SECONDED,**

that the Lasqueti Island Local Trust Committee request that the Advisory Planning Commission meet, if possible, prior to the next meeting.

CARRIED

The applicant has provided written confirmation (Attachment 1) to the LTC supporting the amendment of the commercial zoning of the adjacent hotel property to remove fuel storage, sales and laundromat from the list of permitted uses.

APC REFERRAL RESPONSE:

The APC met twice to consider the referral. Staff did not attend or participate in either meeting. The minutes of their meetings are included in the April 18, 2016 LTC agenda package.

In general terms, the APC recommended:

- The LTC proceed with Option A on page 10 of 11 of January 2016 staff report with modifications to include fuel storage and public washrooms and to retain restaurant and licensed lounge in the C1 zone.
- That if the Lasqueti Island Local Trust Committee (LTC) proceeds with Option C, that the LTC create a new C4 zone with the following stipulations:
 - a maximum of 1200 sq. ft. for the principal building,
 - a maximum of 3200 sq. ft. for all buildings,
 - a 3 m setback from all property lines, and
 - a Development Permit Area be created to address implications of Option C.
- That the LTC refer to the January 2016 staff report for a full description of the application's deficiencies.
- Non-support of the rezoning application because it is considered to be incomplete.

The APC is made up of Lasqueti Island volunteers who are considered representative of the community's interest in land use planning matters referred to them by the LTC. This rezoning application referral garnered significant discussion among the APC members, specifically on the need for more information and verification from the applicant on water, septic and other development considerations. Some APC members felt compelled to comment on the application in general terms, rather than only on Option C chosen by the LTC. The above noted recommendations to the LTC indicate APC support for the LTC to re-visit their original resolution, which essentially waived the applicants' responsibility to submit professional verification of septic and water capability, or commit to registering easements to protect infrastructure across lot lines. The LTC should consider the APC response as indicative of the level of public scrutiny this application may receive during a Community Information Meeting or a public hearing. The LTC may consider amending their direction to staff in light of the APC recommendations received.

REGULATORY OPTIONS:

Land Use Regulation:

As requested by the LTC, staff has begun drafting an amending bylaw for a new commercial zone but further direction is required with respect to the extent of regulations to be included. The following is a comprehensive list of land use regulation powers apart from zoning (i.e. use, density, siting and size regulations) for the LTC to consider in the development of a new commercial zone, consistent with the provisions of Part 14 of the [Local Government Act](#).

LAND USE POWERS	RATIONALE TO USE	SAMPLE ZONE REGULATIONS
s.523 Runoff Control Requirements	- Protection of groundwater from contamination. - Protection of adjacent marine environment from contamination. - Protection of soils from erosion. - Reduction of impermeable surfaces in new development.	- Maximum area of land that can be covered by impermeable material (roof or paved areas). - Require integrated storm water management plan to manage and provide for ongoing disposal of surface runoff and storm water. - Require storm water capture and treatment (e.g. 90% of annual rainfall).
s.525 Off-street Parking and Loading	- Specify provisions for parking/loading areas for each use, building or structure. - Specify dimensions and design standards - Permit off street parking to be provided other than on the subject property.	- Minimum number of standard, accessible, bicycle, motorcycle spaces per use. - Location of loading areas. - Dimensions for parking and loading areas. - Standards on lighting, surfacing, numbering, signage of spaces. - Identify alternative locations for off-street parking - Enable cash-in-lieu of parking.
s.526 Regulation of signs	Specify signage regulations for different uses within a zone.	Regulate number, size, type, form, appearance and location of signs
s.527 Screening and landscaping	Specify standards for provision of screening or landscaping to: - mask or separate uses; - preserve, protect, restore or enhance the natural environment; - or - prevent hazardous conditions.	- Require screening or landscaping for different uses within the zone. - Require screening or landscaping for different locations on the subject property. - Require a landscape plan prepared by a qualified professional. - Specify use of indigenous or equivalent landscape plants or screening materials.

In lieu of detailed information from the applicant on the proposed uses and supporting infrastructure, it is the opinion of staff that the full extent of zoning powers should be incorporated into any draft bylaws. Notwithstanding, LTC direction is required on the extent to which the draft bylaw should incorporate the range of regulatory options available regulate the anticipated uses on the subject property.

Development Permits

The use of a site specific Development Permit Area (DPA), as a regulatory tool for the subject property, was discussed by the APC. Section 488 of the [Local Government Act](#) gives local governments authority to designate DPAs, specify the types of activities that would require a Development Permit (DP), to issue variances to DP guidelines and other land use regulations, and other specific authorities.

Technically, the LTC could designate the subject property and adjacent hotel property under a new DP for the purposes of:

- ✓ Protection of the natural environment, its ecosystems and biological diversity;
- ✓ Protection of development from hazardous conditions;
- ✓ Revitalization of an area in which a commercial use is permitted;
- ✓ Establishment of objectives for the form and character of commercial development;
- ✓ Establishment of objectives to promote energy conservation;
- ✓ Establishment of objectives to promote water conservations; and/or
- ✓ Establishment of objectives to promote the reduction of greenhouse gas emissions.

The need for a development permit would be triggered by a subdivision application, construction, alteration or addition to a building or structure or alterations to the land (tree removal, excavation, soil removal etc.). The DP could be drafted to include any number of requirements and conditions and standards under section 491 [*specific authorities*]. This would ensure that any activity on either subject property (decommissioning fuel tanks; re-locating the existing house; excavating; new driveway; new building etc.) would trigger the need for the DP application process. The applicant would then need to demonstrate compliance with all DP guidelines in order for a permit to be issued.

There are currently no DPAs on Lasqueti Island. The designation of a site specific DPA in response to this application could address future development concerns regarding the environment, hazards (e.g. sea level rise), form and character, water conservation, energy conservation, and reduction of greenhouse gas emissions. Typically the implementation of DPAs is a comprehensive and proactive planning process to address a community's needs, which would correspond with an Official Community Plan (OCP) review process.

With the designation of a new DPA, the OCP would need to be amended. As such, the application would take longer to process, requiring increased staff resources and also the approval of the Minister of Community, Sport and Cultural Development, and would also incur additional costs due to the required legislative process.

The applicant originally paid for an application to amend the LUB (\$3520) as per the Lasqueti Fees Bylaw, not an application to amend the OCP and LUB (\$4950). If the LTC wishes to proceed with the development of a DPA in response to this application, it should require the applicant to pay additional funds to cover the costs associated with the OCP amendment process, or alternatively undertake the development of a DPA in conjunction with the OCP/LUB project and hold the rezoning application in abeyance until that process is complete.

PROCESS OPTIONS:

Staff suggests the following options for LTC consideration:

OPTION	DESCRIPTION	IMPLICATIONS
1.	Direct staff to proceed with drafting a bylaw to amend the existing C1 zone to limit the uses to hotel and retail sales and add a new commercial zone for the subject property to allow laundromat; fuel sales; fuel storage; public washrooms; retail sales and a dwelling, with specified land use regulation powers. Request applicant provide: professional verification of (i) septic capability; (ii) well location/condition; and (iii) registration of easements to protect septic and water infrastructure.	• Relevant information is provided; • No OCP amendment is required; • APC or public concerns may not be addressed;
2.	Direct staff to proceed with drafting a bylaw to amend the existing C1 zone and add a new zone, with specified land use regulation powers. Direct staff to draft a DPA for the subject property, and adjacent hotel property (i.e. amend OCP). Continue to waive the need for the applicant to provide professional verification of septic and water, or registration of easements to protect servicing infrastructure.	• Additional application fees (\$1430) to be paid by the applicant; • Staff would seek LTC direction in response to agency or First Nations' concerns on the lack of information to support the proposal; • Additional costs to the LTC in legislative process, public consultation and staff time; • Additional time required to amend the OCP; • Additional time to process the application; • Greater LTC control over the development of sites and buildings within the DPA; • Higher quality of development within DPA;
3.	Develop a site-specific DPA in conjunction with the OCP review project. Defer consideration of rezoning application LA-RZ-2015.1 until DPA has been established.	• Delay in application processing time; • Allows for broader public discussion about the commercial area, in general, and time to develop appropriate guidelines; • Greater control over the development of sites and buildings within the DPA; • Higher quality of development within DPA;

RECOMMENDATIONS:

The Lasqueti Island Local Trust Committee is asked to direct staff on the preferred process option in regard to rezoning application LA-RZ-2015.1 (KGL Freight Ltd.), by passing one of the following sets of resolutions:

Option #1:

THAT the Lasqueti Island Local Trust Committee request staff to prepare a draft bylaw to amend Lasqueti Island Land Use Bylaw No. 78, 2005 to limit the uses in the C1 zone to hotel and retail uses, and to add a new commercial zone to permit fuel storage, fuel sales, retail sales, public washrooms, one dwelling and a laundromat, and new regulations corresponding to sections [identify section numbers] of the *Local Government Act*.

THAT the Lasqueti Island Local Trust Committee request staff to advise the applicant that further consideration of LA-RZ-2015.1 will be subject to receipt of (i) written verification from a qualified professional to confirm septic capability for the proposed uses; (ii) written verification from a qualified professional to confirm that the existing well location and groundwater quality and quantity is sufficient for the proposed uses; and (iii) registration of access easements to secure wastewater discharge and water supply infrastructure for existing and proposed uses.

Option #2:

THAT the Lasqueti Island Local Trust Committee request staff to prepare a draft bylaw to amend Lasqueti Island Official Community Plan Bylaw No. 77, 2005 to designate a Development Permit Area on Lot D, Section 31, Lasqueti Island, Nanaimo District, Plan 9259 and Lot B, Section 31, Lasqueti Island, Nanaimo District, Plan VIP 74002 for the purposes of [specify purposes of DPA].

THAT the Lasqueti Island Local Trust Committee request staff to prepare a draft bylaw to amend Lasqueti Island Land Use Bylaw No. 78, 2005 to limit the uses in the C1 zone to hotel and retail uses, and to add a new commercial zone to permit fuel storage, fuel sales, retail sales, public washrooms, one dwelling and a laundromat, and new regulations corresponding to sections [specify sections] of the *Local Government Act*.

THAT the Lasqueti Island Local Trust Committee request that the applicant pay fees to the Islands Trust in the amount of \$1,430 in association with an application to amend Lasqueti Island Official Community Plan Bylaw No. 77, 2005.

Option #3:

THAT the Lasqueti Island Local Trust Committee request staff to prepare a draft bylaw to amend Lasqueti Island Official Community Plan Bylaw No. 77, 2005 to designate a Development Permit Area in conjunction with the Official Community Plan review project.

Note, a resolution to defer application LA-RZ-2015.1 is not necessary. A deferral statement to review a given application can simply be summarized and noted in the meeting minutes.

Prepared and Submitted by:

Sonja Zupanec

April 4, 2016

Sonja Zupanec, MCIP, RPP
Island Planner

Date

Concurred in by:

Ann Kjerulf

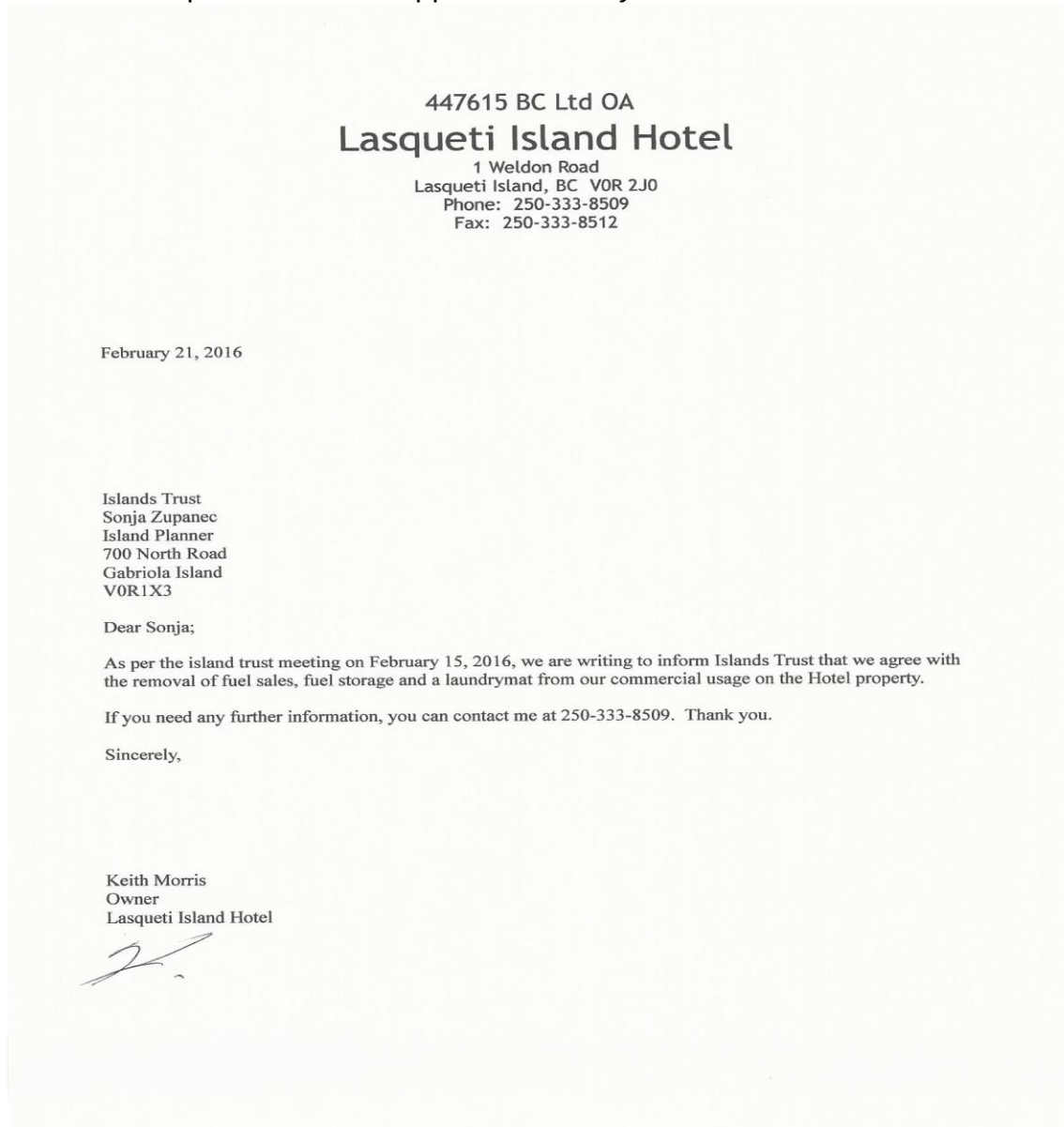
April 5, 2016

Ann Kjerulf, MCIP, RPP
Regional Planning Manager

Date

Attachment:

1. Correspondence from Applicant January 2016



From: Dave Olsen [REDACTED]
Date: February 15, 2016 at 9:04:04 PM PST
To: <laltec@islandstrust.bc.ca>. Kathy Bond [REDACTED]
Subject: Following up John's comment about Fuel Sales Hours

Hi again,

On my way home today, the ferry sounded it's 4 o'clock horn and I realized that it could be an excellent short term solution to the safety issue on False Bay Hill.

If fuel sales started at 4pm instead of 3pm, the ferry traffic will have cleared and everyone would know when the sales start because of the ferry's horn!

Of course it would be up to you, Kathy, if the sales hours extend to 8pm or stay at 7pm, but at least the south enders wouldn't have to wait if they came off of the 3:30pm ferry.

If this helps, great; if not, best of luck in moving forward!

Dave Olsen
[REDACTED]

From: Dana Lepofsky [REDACTED]
Sent: Sunday, February 28, 2016 11:28 AM
To: Lasqueti Island Local Trust Committee
Cc: Sonja Zupanec
Subject: expansion of Blue Roof area

Hello all,

I wanted to ensure that the discussion of the expansion of the Blue Roof property include a consideration of the location's archaeological record. I believe I already talked to folks about this a while ago in anticipation of this proposal. The Blue Roof sits on a registered archaeological site and by law the impacts need to be evaluated. However, I am more concerned with the ethics here than the law: we don't want to be encouraging further, needless destruction of Lasqueti's First Nation's heritage without conducting an archaeological assessment.

I suspect that the remnants of the once huge main ancient village in False Bay have already been destroyed, but I think it is worth doing an archaeological impact assessment of some kind to make sure. This location is a centrally important part of ancient Lasqueti's heritage. Over my 27 years on Lasqueti, I watched this village site get destroyed [REDACTED]
[REDACTED] We want to act responsibly in this case. Perhaps we can turn this into a community-based archaeological project that is a win-win for all?

I am happy to discuss this further.

Best wishes,
Dana

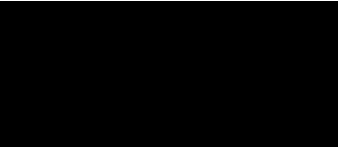
~~~~~  
Dana Lepofsky, Professor  
Hakai Institute  
Co-Editor, Journal of Ethnobiology  
The Hakai Herring School  
The Clam Garden Network  
Department of Archaeology  
Simon Fraser University  
Burnaby, B.C.  
V5A 1S6 CANADA  
[REDACTED]

<http://www.pacificherring.org/>  
<http://clamgarden.com/>  
[www.sliammonfirstnation.com/archaeology/](http://www.sliammonfirstnation.com/archaeology/)

~~~~~

Subject:RAR bylaw amendment
Date:Tue, 11 Aug 2015 17:36:47 -0700
From:Bruce Fleming-Smith [REDACTED]
Reply-To:Bruce Fleming-Smith [REDACTED]
To:[REDACTED]
CC:Domena Diesing [REDACTED]

Bruce Fleming-Smith
(Domena Diesing)



August 11, 2015

Attention Lasqueti Island APC:

Re: Proposed Bylaw #90 Ammendment to include Riparian Area Regulations

Dear Committee Members;

I am writing on behalf of my wife Domena and myself as significant landowners of one of only 2 currently designated “Perennial Fish Habitat” watersheds on Lasqueti (as per Schedule A). We have owned property in ‘Jenkins Valley’ for over 30 years and currently own the SE 1/4 of Sec.23, a undivided share in NE 1/4 of Sec.23, and an undivided 1/2 share in the 80 acre parcel that encompasses Trematon Lake. We have a home on Lasqueti and were full time residents for quite some years.

Like many residents we have serious concerns about the way that the RAR will be brought to bear on Lasqueti landowners. While not having attended any of the public meetings, I have studied all of the information on the subject that is available through the Islands Trust and carefully reviewed a number of excellent and authoritative letters of comment by Doug Hopwood on the subject.

Domena and I must challenge the basic designation of the Jenkins Creek Watershed (as shown on Schedule A) as providing “Perennial Fish Habitat”. Having observed this ‘creek’ on our neighbour Alfred’s property at it’s confluence with the beach to it’s uppermost reaches for over 25 years we can say quite unequivocally that in no way does this creek provide “Perennial” habitat! Alfred has been instrumental over the years in periodically clearing log jams and massive woody debris from the mouth of the creek and his construction of a very nice retention pond some distance inland has definitely been an enhancement to the valley ecosystem.

The Madrona report says of Jenkins Creek (in part): “During the assessment, some log debris was observed at the mouth of the stream in the cove, but it did not appear to be blocking the outlet. However, the local landowner adjacent to the outlet mentioned that in previous years, salmon were observed in the cove, but unable to navigate beyond the log barrier. Logs have since

been removed, though this appears to be a recurring problem in this location.” On the next page the Madrona report defines 'Watersheds with Potential Barriers to Fish' as: “Although these are watersheds with fish habitat, they possess features that may be a barrier to fish, such as a log jam at the outlet, or potentially discontinuous water flows during the critical season. Further investigation into these watersheds is recommended to ensure they are accurately designated, especially if RAR is to be adopted.”

My wife and I can attest to the fact that a massive log jam that fully blocks the mouth of the creek is a completely normal occurrence and without the property owner intervening with his tractor on a periodic basis there would be an impenetrable and permanent tangle of logs and woody debris blocking the mouth of the creek. It amazes us that on the basis of a single site visit, and with the observation that the log debris “did not appear to be blocking the outlet”, the whole watershed area can therefore be deemed “Perennial Fish Habitat”!

Consequently, **we strongly urge you prioritize the Jenkins Creek Watershed to be reassessed.** Based on more than 25 years of observation of both regular massive log jams at the outlet, and “potentially discontinuous water flows during the critical season” it’s obvious that Jenkins Creek meets Madrona’s stated criteria to be described as a 'Watershed with Potential Barriers to Fish' and not as a 'Watershed with Perennial Fish Habitat’.

Thank you for considering our appeal.

Sincerely

Bruce Fleming-Smith
and Domena Diesing



Islands Trust

Print Date: April 4, 2016

Top Priorities

Lasqueti Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Riparian Areas Regulation Compliance: Watershed Assessment and Bylaw Enactment		17-Aug-2011	Sonja Zupanec Marnie Eggen	
1	Lasqueti Official Community Plan and Land Use Bylaw review		13-Sep-2014	Sonja Zupanec	
1	Aging at Home Project		15-Feb-2016	Sonja Zupanec	



Islands Trust

Print Date: April 4, 2016

Projects

Lasqueti Island

No.	Description	Activity	R/Initiated
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 LTCs) 3. Update with Intertidal zone policies using specific recommendations from the Forage Fish team and the Greenshores and Eelgrass Project		
2	Update Official Community Plan and Land Use Bylaw to include provisions for food security. (Direction from Trust Council - December, 2010)		03-Mar-2011
3	Utilize Land Use Planning tools and decisions to protect Coastal Douglas Fir and associated ecosystems.		30-Jul-2015
4	Establish relationships with First Nations that have interests in the Lasqueti Local Trust Area.		15-Feb-2016



Islands Trust

Print Date: April 4, 2016

Applications

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			
Status Date: 30-Sep-2015			
Planner reviewing. Further information requested.			

Subdivision

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: 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.			

Islands Trust
LTC EXP SUMMARY REPORT F2016
Invoices posted to Month ending March 2016

640 Lasqueti	Invoices posted to Month ending March 2016	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-640	LTC "Trustee Expenses"	750.00	322.52	427.48
LTC Local				
65200-640	LTC - Local Exp - LTC Meeting Expenses	500.00	1,295.48	-795.48
65210-640	LTC - Local Exp - APC Meeting Expenses	500.00	190.97	309.03
65220-640	LTC - Local Exp - Communications	300.00	118.00	182.00
65230-640	LTC - Local Exp - Special Projects	750.00	0.00	750.00
TOTAL LTC Local Expense		<u>2,050.00</u>	<u>1,604.45</u>	<u>445.55</u>
Projects				
73001-640-2015	Lasqueti OCP/LUB	5,000.00	0.00	5,000.00
73001-640-3004	Lasqueti RAR	5,000.00	5,916.00	-916.00
		<u>10,000.00</u>	<u>5,916.00</u>	<u>4,084.00</u>

Lasqueti Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

No	Meeting Date	Resolution No.	Issue	Policy
1.	July 11, 2013	LA-020-2013	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.



Trust Fund Board Report to Local Trust Committees and Bowen Island Municipality March 2016

Denman Island

- **Settlement Lands**

The Trust Fund Board has agreed to share costs with the Denman Conservancy Association with respect to developing a covenant and management plan for the “Settlement Lands”. The Board has policy that allows for cost sharing with covenant applicants where there is financial need. The Board recognizes the complexity of the issues involved on this particular property and acknowledges the exceptional contributions that the DCA have made to the acquisition and management of protected areas on Denman.

- **Cross-Island Trail**

Islands Trust Fund staff participated in an on-site meeting to look at options for where the cross-island trail will be located in the vicinity of the Lindsay-Dickson Nature Reserve. While the Board has agreed in principle to a possible route using an existing trail in the nature reserve, the Board is not in favour of using an undisturbed right of way adjacent to the nature reserve. ITF will continue to work with regional district planning staff and community representatives to identify the optimal trail location.

- **Denman Island Park and Protected Area**

The Islands Trust Fund is seeking an arrangement with the Province to ensure on-going protection of an ecologically sensitive area of the Crown land adjacent to Inner Island Nature Reserve that has been incorporated into the Denman Island Park. The Province has rejected the option of a conservation covenant and has instead suggested a Partnership Agreement for monitoring the stream and beaver pond. ITF will be contacting BC Parks to discuss such an agreement.

- **Inner Island Nature Reserve**

The Islands Trust Fund is participating in the investigation of a trespass involving cutting of nine large trees in the nature reserve and adjacent Provincial Park reported last month

- **Morrison Marsh**

The Islands Trust Fund is talking with BC Parks about rerouting the trail connecting with Boyle Point Provincial Park to avoid trespass over private property.

Thetis Island

- **Fairyslipper Forest**

The acquisition of this property and other land on Thetis Island continues to be a priority of the Islands Trust Fund, working closely with our partners Thetis Island Nature Conservancy and Cowichan Community Land Trust. ITF has submitted a comprehensive application to Environment Canada’s Habitat Stewardship Program for Species at Risk. If successful, this along with the pledges and contributions generated by the dynamic fundraising program could enable

the completion of the first significant protected areas on Thetis Island. If this land is acquired the next step would be development of a Management Plan to ensure protection of the identified values and to address management objectives, such as signage and public access. The management planning process will be carried out in consultation with the community.

Salt Spring Island

- **Manzanita Ridge Nature Reserve**

The Trust Fund Board approved the addition of an appendix which forms part of the management plan for the Manzanita Ridge Nature Reserve. The reserve is owned by the Salt Spring Island Conservancy. TFB co-holds a conservation covenant on the property with the Salt Spring Island Local Trust Committee. The new appendix clarifies public access issues. These issues do not relate to the terms of the covenant.

- **Property management activities**

Work on Salt Spring Island properties has included placing covenant boundary marker posts (to better define the areas for monitoring and in case of violations), replacing the beach access stairs and topping danger trees at the Ruby Alton Nature Reserve. Activities to implement the McFadden Creek Nature Reserve Management Plan have begun.

Galiano Island

- **Galiano Island Conservancy – Opportunity Fund grant**

The Trust Fund Board approved an Opportunity Fund grant of \$2,000 to the Galiano Conservancy Association for costs associated with legal review of a sustainable forestry covenant on Galiano Island. This grant will support the development of covenants as a tool to balance resource management and conservation objectives.

- **Property management activities**

Work has included invasive plant removal, native species plantings and a cormorant nesting survey at Trincomali Nature Sanctuary, trail maintenance at Vanilla Leaf Land Nature Reserve and invasive alien species control for Laughlin Lake Nature Reserve

Bowen Island

- **NAPTEP**

The Islands Trust Fund is implementing an outreach plan to promote the Natural Area Protection Tax Exemption Program (NAPTEP) to property owners on Bowen Island. A briefing has been provided to Bowen Island Municipal Council on the communication program and addressing a concern about the distribution of any recapture charges. An information session was held on Bowen on March 2nd, and a webinar hosted March 8th.

- **Fairy Fen Nature Reserve**

Trail rerouting work has taken place to avoid disturbance of a sensitive area.

Property Management Activities on other Islands

- **Lasqueti**

A survey and trespass restoration work was carried out at the Mount Trematon Nature Reserve. Boxes are being installed for hooded mergansers at the John Osland Nature Reserve.

- **Penders**
Interpretive panels are being developed for the kiosk installed at Medicine Beach Nature Sanctuary.
- **Gabriola**
Trail and driveway maintenance and invasive plant removal are being carried out at the Elder Cedar Nature Reserve.
- **Mayne**
The revision of the Horton Bayviary Nature Reserve Management Plan has been completed and approved by all parties of the conservation covenant.

Trust Fund Board Membership

Julie Glover, a provincially-appointed member of the Trust Fund Board since 2012, recently completed her second term. The second term of Dereck Atha, who has been a member since 2010, expires in June. The term of our other appointed member, Ron Bertrand, concludes in 2018.

The Trust Fund Board has up to three appointed members. Appointments are made by the Minister of Community Sport and Cultural Development. Interested individuals must apply to the Board Resourcing and Development Office (BRDO) online at <http://www.brdo.gov.bc.ca/apply.asp>. A vacancy is advertised for three weeks on the BRDO website. ITF will also post the vacancy on its own website, and has the option of running an ad in island newspapers. At the end of the advertising period, it is understood that the Trust Fund Board will be provided with a list of applicants and can provide its own recommendation to BRDO.

Species at Risk

The Islands Trust Fund has provided input to the Ministry of Forests, Lands and Natural Resource Operations on the development of implementation plans for Northern Goshawks and Marbled Murrelets. We also provided input to the Canadian Wildlife Service for the management plan process for Band-tailed Pigeon and Great Blue Heron.

Coastal Douglas-fir and Associated Ecosystems Conservation Partnership

The Trust Fund Board, as a partner agency of the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP), has agreed to submit a funding proposal to the Real Estate Foundation of BC and to hold funds on behalf of the CDFCP, and if the proposal is successful, to support its ongoing work to protect ecosystems. We are pleased to be in a position to offer this service.

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

REQUEST FOR DECISION

To: Lasqueti Island Local Trust Committee **For the Meeting of:** Resolution Without Meeting

From: Sonja Zupanec, Island Planner

Date Prepared: March 21, 2016

SUBJECT: 2015-2016 ANNUAL REPORT – APPROVAL OF LASQUETI ISLAND LOCAL TRUST COMMITTEE SECTION

RECOMMENDATION: That the Lasqueti Island Local Trust Committee approves the attached text for inclusion in the 2015-2016 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Community, Sport and Cultural Development.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Preparation of the Islands Trust Annual Report is undertaken by Trust Area Services Communications staff, reporting to the Executive Committee and consistent with Trust Council's [Annual Report Policy 6.10.i](#). To comply with the schedule indicated in the policy, the Executive Committee has adopted the following schedule for preparation of individual committee reports:

Committee reports:	Reports to be approved on the following dates:
TPC	May 16
LPC	May 25
FPC	May 31
TFB	May 10
EC	May 18
Denman	April 19 / May 17
Gambier	March 17 / May 19
Gabriola	Resolution Without Meeting
Galiano	April 4 / May 2
Hornby	April 1
Lasqueti	April 18
Mayne	March 21 / April 25
North Pender	April 28
Salt Spring Island	April 7 / May 5
Saturna	April 21 / May 21
South Pender	April 5 / May 10
Thetis	March 29 / May 24
Ballenas-Winchelsea	Resolution Without Meeting

Under Trust Council's Policy, all LTCs and Council committees are expected to review and approve their sections at regular meetings listed above.

FINANCIAL: None

POLICY: No implications for existing policy

IMPLEMENTATION/COMMUNICATIONS: The process for development of the Annual Report is outlined in Trust Council's Annual Report policy 6.10.i. Once each committee has approved its section, staff will create a draft Annual Report for review by the Executive Committee and consideration of Trust Council in June. Upon approval by Trust Council, staff will send the Annual Report to the Minister of Community Sport and Cultural Development and circulate it as indicated in Trust Council's policy.

OTHER: n/a

BACKGROUND

- The Executive Committee will consider the format and outline of the 2015-2016 Annual Report at its meeting on March 22nd or April 6th.

REPORT/DOCUMENT: Lasqueti Island Local Trust Committee input to Annual Report (draft):

"In 2015-2016, the Local Trust Committee held seven regular business meetings and one special meeting. The focus areas of the Lasqueti Local Trust Committee continued to be on the False Bay/parking issue and riparian area protection through implementation of provincially mandated regulations.

After much inter agency discussions and community consultation, the False Bay Parking and Master Plan project resulted in the adoption of an amendment bylaw to allow parking as a home occupation on Lasqueti Island.

The LTC moved forward with a setback and screening regulation approach to become compliant with the Riparian Areas Regulation. Further mapping was undertaken and a community information meeting and public hearing was scheduled for April 2016.

The Lasqueti Local Trust Committee applied for and received a Union of British Columbia Municipalities grant to conduct an "aging at home" consultation project on Lasqueti Island to inform possible changes to the Official Community Plan or Land Use Bylaw. Work for this project will commence April 2016."

KEY ISSUE(S)/CONCEPT(S): Consistent Annual Report sections from each committee

RELEVANT POLICY: This approach complies with Section 19 of the *Islands Trust Act* and Trust Council's [Annual Report Policy 6.10.i](#).

DESIRED OUTCOME: Trust Council is able to easily approve its annual report in June 2016 without further editing from staff or trustees at the Trust Council meeting.

RESPONSE OPTIONS

Recommended: That the Lasqueti Island Local Trust Committee approves the attached text for inclusion in the 2015-2016 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Community, Sport and Cultural Development.

Alternative: None

Prepared By: Sonja Zupanec, Island Planner

From: Mike Richards
Sent: Wednesday, April 06, 2016 2:57 PM
To: Trustees
Cc: Planners
Subject: Grant Opportunity: 2016/17 Spring) Regional Community to Community (C2C) Forum

The intake for the 2016/17 (Spring) Regional Community to Community (C2C) Forum is now open. **Please read the [program guide](#)** and contact me if you would like to pursue this opportunity. FYI Gambier LTC has just held a very successful C2C event utilizing this funding.

Grant Title: 2016/17 Regional Community to Community (C2C) Forum

Granting Agency: UBCM

Funding Available: Up to \$5,000 - The available funding is dependent on 1:1 matching funds/in-kind-contributions from the applicant. (**NOTE:** *This is the total amount eligible to Islands Trust so if multiple LTC's are interested in applying we will need to coordinate the amounts asked for.*)

Eligibility: All LTCs

Funder Deadline: May 13, 2016, and approved Forum events must take place after that date and before March 31, 2016.

Internal EOI deadline: N/A - but **please notify me *as soon as you can* of any interest in applying.**

Criteria/Overview:

The goal of a Regional C2C Forum is increased understanding and improved overall relations between First Nations and local governments. Forum events are intended to provide a time and place for dialogue to build on opportunities, resolve issues of common responsibility, interest or concern, and/or to advance **tangible outcomes**. To qualify for funding, C2C Forums must include direct dialogue between elected officials of neighbouring First Nations and local governments and work toward one or more of the following objectives:

- Educating and informing the participating governments about current issues in relationships between the First Nations and local governments
- Strengthening relationships and fostering future co-operative action by building stronger links between First Nation and local government elected officials and staff
- Advancing local governments and First Nations to more formal relationships through protocols, MOUs, service agreements and/or collaboration on plans or projects

Website: <http://www.ubcm.ca/EN/main/funding/lgps/community-to-community-forum.html>

Program guide: <http://www.ubcm.ca/assets/Funding~Programs/LGPS/C2C/c2c-2016-17-spring-program-guide.pdf>

Kind regards,
Mike

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Preserving Island communities, culture and environment since 1974