



Lasqueti Island Local Trust Committee Regular Meeting Agenda

Date: July 30, 2015
Time: 11:00 am
Location: Lasqueti Anglican Church
Main Road, Lasqueti Island, BC

	Pages
1. CALL TO ORDER	11:00 AM - 11:05 AM
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	11:05 AM - 11:20 AM
4. COMMUNITY INFORMATION MEETING - none	
5. PUBLIC HEARING - none	
6. MINUTES	11:20 AM - 11:25 AM
6.1 Local Trust Committee Minutes dated June 15, 2015 for adoption	3 - 8
6.2 Section 26 Resolutions-Without-Meeting - none	
6.3 Advisory Planning Commission DRAFT Minutes - dated July 6, 2015 for receipt	9 - 12
7. BUSINESS ARISING FROM MINUTES	11:25 AM - 11:30 AM
7.1 Follow-up Action List dated July 21, 2015	13 - 14
7.2 Phase 2 Local Trust Committee Input into Development of the Islands Trust Strategic Plan for 2014-2018	
7.2.1 Memorandum dated June 30, 2015	15 - 33
7.3 Bylaw No. 91 – Amendment to Lasqueti Island Local Trust Committee Procedure Bylaw No. 74	
7.3.1 Staff Report dated July 10, 2015	34 - 41
8. DELEGATIONS - none	
9. CORRESPONDENCE - none	
<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>	
10. APPLICATIONS AND REFERRALS - none	

11.	LOCAL TRUST COMMITTEE PROJECTS	11:40 AM - 12:00 PM	
11.1	Riparian Areas Regulation (RAR) Implementation		
11.1.1	Memorandum dated July 17, 2015		42 - 62
12.	BREAK	12:00 PM - 12:30 PM	
13.	REPORTS	12:30 PM - 1:00 PM	
13.1	Work Program Reports		
13.1.1	Top Priorities Report dated July 21, 2015		63 - 63
13.1.2	Projects List Report dated July 21, 2015		64 - 64
13.2	Applications Report - none		
13.3	Trustee and Local Expense Report dated June, 2015		65 - 65
13.4	Adopted Policies and Standing Resolutions		66 - 66
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 - none		
14.	NEW BUSINESS		
14.1	LTC Budget Requests for 2016-2017		
14.1.1	Memorandum dated June 30, 2015		67 - 71
15.	UPCOMING MEETINGS		
15.1	Next Regular Meeting Scheduled for Thursday, October 8, 2015 at 11:00 am at the Lasqueti Arts Centre, Main Road, Lasqueti Island, BC		
16.	TOWN HALL	1:00 PM - 1:15 PM	
17.	CLOSED MEETING - none		
18.	ADJOURNMENT	1:15 PM - 1:20 PM	



Lasqueti Island Local Trust Committee Minutes of Regular Meeting

Date: June 15, 2015
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: Jaylene Scheible, Recorder
Marnie Eggen, Acting Island Planner

Media & Others Present: Approximately six (6) members of the public

1. CALL TO ORDER

Chair Busheikin called the meeting to order at 11:00 am. She acknowledged that the meeting was being held in the traditional territory of the Coast Salish First Nations. She introduced the Staff and the Trustees.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

14.1 Minute Taker

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

Members of the public spoke and the following summary was recorded:

- Does the Local Trust Committee (LTC) do evaluations of local streams and streams that feed into fish bearing streams? Have the streams that are fed by runoff from the dump been tested? It was suggested that if streams are managed properly they could become fish bearing.
- It was advised that the dump is operated by the Powell River Regional District (PRRD) and supervised by the Ministry of Environment. They are therefore responsible for testing the water quality. It was noted that the PRRD is proposing to close the dump and create a transfer station.
- Who do found artifacts belong to?

It was suggested that finders should contact the provincial Archaeology Branch for clarification.

4. COMMUNITY INFORMATION MEETING

None.

5. PUBLIC HEARING

None.

6. MINUTES

6.1. Local Trust Committee Draft Minutes dated May 14, 2015

The following amendment to the minutes was presented for consideration:

- 14.3 delete the word “a” following “This process would include...”

By general consent, the minutes were adopted as amended.

6.2. Section 26 Resolutions-without-meeting Report Dated June 4, 2015

Received for information.

6.3. Advisory Planning Commission Minutes

None.

7. BUSINESS ARISING FROM MINUTES

7.1. Follow-up Action List dated May 4, 2015

Planner Eggen presented the report and provided an update on the ongoing items.

8. DELEGATIONS

None.

9. CORRESPONDENCE

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

9.1 Letter dated May 14, 2015 from Transport Canada regarding False Bay Public Port Facility

LA-LTC-2015-019

It was MOVED and SECONDED,

that the Local Trust Committee forward the letter to the Powell River Regional District from Transport Canada dated May 14, 2015, asking them to engage in the Port Asset Transfer Program.

CARRIED

LA-LTC-2015-020

It was MOVED and SECONDED,

that the Local Trust Committee write a letter to Transport Canada reminding them that the False Bay Public Port Facility has been fully funded by taxpayers and is our only public transport access.

CARRIED

It was recommended to copy the letter addressed to Transport Canada to the PRRD.

10. APPLICATIONS AND REFERRALS

None.

11. BREAK

It was noted that the break would occur later in the meeting.

12. LOCAL TRUST COMMITTEE PROJECTS

12.1. Riparian Areas Regulation (RAR) Implementation

12.1.1 Staff Report dated May 15, 2015

Planner Eggen thanked the community for its' input and efforts with the RAR implementation process. She acknowledged the extensive comments, research and expertise of Doug Hopwood. She summarized the report with the following categories; stream mapping and reassessment, changes to the Draft Bylaw No. 90, variance fees/costs, funding and the APC. It was noted that Planner Eggen suggested the value of a third party review as a follow up to the feedback from the community.

Trustee Morrison suggested that the APC prioritize the stream mapping for the RAR implementation.

Trustee Peterson expressed support for Planner Eggen to do further research for an amendable map.

LA-LTC-2015-021

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request staff to further research possible revisions to Draft Bylaw No. 90 so that it is amendable without having to formally amend the bylaw with updates from future stream/watershed assessments, and provide options.

CARRIED

LA-LTC-2015-022

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request 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.

CARRIED

Chair Busheikin called another Town Hall session and the following comments and questions were summarized:

- What is considered "continuous maintenance" for landscaped areas? It was advised to clarify the wording of this portion of the bylaw.
- It was suggested that there was no advantage to mapping the streams or in referring this stream mapping to the APC. Rather, that targeted mapping on the streams in question to rule out being RAR applicable was a better use of resources.
- Referring to page 7 of the Staff Report, it was suggested that the word "immediate" be removed.
- It was suggested to replace the usage for residential use from 10kw to 1kw as this was unusually high for residential usage. It was noted that Doug Hopwood suggested 10kw in his comments, and that this made allowance for such projects as the Last Resort Society. This would allow the bylaw to be less restrictive, and more about scale rather than specific use.
- Discussion ensued regarding the reduction of development variance permit fees. It was suggested that the cost of current permit fees, penalizes those that are least able to afford them.

LA-LTC-2015-023

It was MOVED and SECONDED,

that the Local Trust Committee refer the Riparian Areas Regulation Staff Report dated May 15, 2015 to the Advisory Planning Commission for their consideration of the following:

1. stream mapping, refer to page 22 a.b., page 25 e.
2. wording and size of micro-hydro, refer to page 26 g.
3. remove "immediate" from dangerous tree section, refer page 26 g.
4. remove "continuous" from definition of landscaped area, refer page 37 b., and
5. that staff attend the meeting to give clarity.

CARRIED

13. REPORTS

13.1 Work Program Reports

13.1.1 Top Priorities Report dated June 4, 2015

Received for information.

13.1.2 Projects List Report dated June 4, 2015

Received for information.

13.2 Applications Report

None.

13.3 Trustee and Local Expense Report dated May, 2015

Received for information.

13.4 Adopted Policies and Standing Resolutions

None.

13.5 Local Trust Committee Webpage

13.6 Chair's Report

Chair Busheikin gave her report.

13.7 Trustee Reports

The Trustees gave their reports.

LA-LTC-2015-024

It was MOVED and SECONDED,

that the Local Trust Committee request staff to prepare a letter for the June 23, 2015 Powell River Regional District Meeting on Lasqueti Island, saying "we regret being unable to attend the coming meeting on Lasqueti Island on June 23, 2015. We look forward to an opportunity to meet with Directors and Staff in the future to further communications between the Local Trust Committee and the Powell River Regional District.

CARRIED

13.8. Electoral Area Director's Report

None.

13.9 Trust Fund Board Report - May 2015

Received for information.

14. NEW BUSINESS

14.1. Minute Taker

LA-LTC-2015-025

It was MOVED and SECONDED,

that the Local Trust Committee request Staff to advertise locally for a new minute taker.

CARRIED

15. UPCOMING MEETINGS

15.1. Next Regular Meeting Scheduled for Thursday, July 30 15, 2015 at 11:00 am at the Lasqueti Anglican Church, Main Road, Lasqueti Island, BC

It was noted that the location for the upcoming meeting has been changed from the Lasqueti Island Arts Centre to the Lasqueti Anglican Church.

16. TOWN HALL

It was noted that Trustee Peterson personally invites the Regional Director, Merrick Anderson to each LTC meeting.

It was suggested for the LTC to consider the idea of inviting past Trustees to work on revising the policy statement.

David Slik read and submitted a letter regarding the "Renaming for Reconciliation" project. The Trustees suggested to Mr. Slik to forward the letter to Trust Council for their consideration.

17. CLOSED MEETING

None.

18. ADJOURNMENT

By general consent the meeting was adjourned at 1:08 pm.

Laura Busheikin, Chair

Certified Correct:

Jaylene Scheible, Recorder

Lasqueti Island Advisory Planning Commission

Minutes of Regular Meeting

Date: July 6, 2015
Location: Lasqueti Island Arts Centre
Main Road, Lasqueti Island, BC

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

Others Present: Marti Wendt
Rodney Weibe

Staff Present Jaylene Scheible, Recorder
Marnie Eggen, Acting Island Planner

1. CALL TO ORDER

Acting Chair, Nadine Simpson called the meeting to order at 11:31 am.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- Addition of item 6. Meeting times
- Addition of item 7. Public Notifications

By general consent the agenda was adopted as amended.

3. MINUTES

None.

4. ELECTION OF CHAIRPERSON, SECRETARY AND DEPUTY CHAIRPERSON

LA-APC-2015-001

it was MOVED and SECONDED,

to nominate Nadine Simpson as Chairperson for the Advisory Planning Commission.

DECLINED

LA-APC-2015-002

it was MOVED and SECONDED,

to nominate Andrew Fall as Chairperson for the Advisory Planning Commission.

CARRIED

LA-APC-2015-003

it was MOVED and SECONDED,

to nominate Nadine Simpson as Deputy Chairperson of the Advisory Planning Commission.

CARRIED

LA-APC-2015-004

it was MOVED and SECONDED,

to nominate Peter Johnston as Secretary of the Advisory Planning Commission.

CARRIED

5. REFERRAL FROM THE LASQUETI LOCAL TRUST COMMITTEE (LTC) REGARDING THE RIPARIAN AREAS REGULATION (RAR) IMPLEMENTATION

Planner Eggen summarized the staff report.

Discussion ensued regarding further stream mapping. It was stated that the purpose of further mapping would be to show the location of the streams.

Discussion ensued regarding the definition of stream.

Further discussion ensued regarding RAR and current regulations in the land use bylaw.

LA-APC-2015-005

it was MOVED and SECONDED,

that the Advisory Planning Commission recommend that the Local Trust Committee does not request further detailed stream mapping.

CARRIED

Letter dated July 6, 2015 received from Sailor Johnson requesting that the Johnson/McKinnel lagoon is removed from the RAR

Lisa Johnson abstained from the discussion due to a possible conflict of interest.

It was noted that a re-assessment of watersheds as “watersheds with potential seasonal habitat for anadromous fish below barriers” would include 11 watersheds.

LA-LTC-2015-006

it was MOVED and SECONDED,

that the Advisory Planning Commission recommend to the Local Trust Committee to move forward with the re-assessment of watersheds designated, "watersheds with potential seasonal habitat for anadromous fish below barriers," as well as Hadley Lake.

CARRIED

Discussion ensued regarding assessments by a QEP and access to private land. It was noted that permission was not granted by all landowners that shared land in the Johnson/McKinnel Lagoon.

Discussion continued regarding the possibility of an amendable map that would allow for pending, new or further information from further assessments. Planner Eggen noted that the LTC had requested Staff to further research if an amendable map would satisfy the requirements of RAR and present their findings at the next LTC meeting.

LA-APC-2015-007

it was MOVED and SECONDED,

that the Advisory Planning Commission recommends that the Local Trust Committee send letters to landowners in which watersheds are being reassessed to notify them in advance that there will be a reassessment of streams and watercourses on their property as within legal right of the Local Trust Committee.

CARRIED

It was recommended that all attempts be made to cooperatively identify an agreeable time with the landowners.

LA-APC-2015-008

it was MOVED and SECONDED,

that the Advisory Planning Commission recommend to the Local Trust Committee to remove the word "immediate" from subsection 2d (iv) of bylaw No. 90.

CARRIED

It was noted that use of this word by definition, within the bylaw would make for unfulfillable conditions.

LA-APC-2015-009

it was MOVED and SECONDED,

that the Advisory Planning Commission recommend the Local Trust Committee replace "for residential use" with "10kw capacity or less" in 2d (xviii) and 3a (vi) of Bylaw No. 90.

CARRIED

It was suggested that 10kW was too high. It was noted that this would allow for non-residential capacity such as would be utilized by the Last Resort Society.

LA-APC-2015-010

it was MOVED and SECONDED,

that the Advisory Planning Commission recommend to the Local Trust Committee that they remove “continuous” from the definition of landscaped area, see page 5 of Draft Bylaw No. 90, Section B.

CARRIED

6. MEETING TIMES

LA-APC-2015-011

it was MOVED and SECONDED,

that the regular Advisory Planning Commission meeting time be the second Tuesday of the month at 7pm, alternating between the Community Hall and the Arts Centre.

CARRIED

Note: Meetings will only take place as requested by the LTC

7. PUBLIC NOTIFICATIONS

LA-APC-2015-012

it was MOVED and SECONDED,

that the Advisory Planning Commission request the Local Trust Committee to amend the Advisory Planning Commission bylaw to require that the Advisory Planning Commission notify the public 5 days in advance of Advisory Planning Commission meetings.

CARRIED

8. ADJOURNMENT

By general consent the meeting was adjourned at 1:55 pm.

Andrew Fall, Chair

Certified Correct:

Jaylene Scheible, Recorder

**Follow Up Action Report w/ Target Date****Lasqueti Island****Apr-09-2015**

No.	Activity	Responsibility	Target Date	Status
1	Staff to research and report on the RAR items discussed at the March 14th CIM mtg and the April 9th LTC mtg with regard to what is feasible: - compliance with RAR, benefits & drawbacks related to costs, time, impact on RAR implementation project, and other projects.	Marnie Eggen	Jun-15-2015	Done
1	Staff to prepare a draft bylaw to amend "Lasqueti Island Local Trust Committee Meeting Procedure Bylaw No. 74, 2004" in order to incorporate requested amendments as amended.	Carmen Thiel	Jul-30-2015	Done

May-14-2015

No.	Activity	Responsibility	Target Date	Status
1	Staff to arrange an orientation session with the new APC members after the June 15th LTC meeting, if possible.	Marnie Eggen Becky McErlean Theresa Warren	May-31-2015	Done
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	Jun-30-2015	On Going

Jun-15-2015

No.	Activity	Responsibility	Target Date	Status
1	Staff to prepare a letter for the June 23rd PRRD meeting on Lasqueti regarding regrets to attend and looking forward to meeting in future.	Marnie Eggen	Jun-23-2015	Done
1	Staff to refer the staff report dated May 15th, regarding the implementation of RAR to the APC for their comments.	Marnie Eggen	Jun-26-2015	Done

1	Staff to prepare a letter to Transport Canada regarding the Ports Asset Transfer Program - False Bay Public Port Facility. And forward the Transport Canada letter dated May 14, 2015 to the PRRD.	Marnie Eggen	Jun-30-2015	On Going
1	Staff to change venue of July 30th meeting from the Arts Centre to the Anglican Church, Main Road.	Penny Hawley Becky McErlean Mike Richards	Jul-03-2015	Done
1	Staff to research options for moving forward with draft bylaw no. 90 and future mapping/watershed assessments without the need for formal bylaw amendments.	Marnie Eggen	Jul-13-2015	On Going
1	Staff to advertise locally on Lasqueti for a new minute taker.	Penny Hawley Becky McErlean Mike Richards	Jul-30-2015	Done
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	Oct-08-2015	On Going



Memorandum

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Date June 30, 2015

File Number: Islands Trust Strategic Plan

To Lasqueti Local Trust Committee
From Marnie Eggen, A/Island Planner

Re PHASE 2 LOCAL TRUST COMMITTEE INPUT INTO DEVELOPMENT OF THE ISLANDS TRUST STRATEGIC PLAN FOR 2014 - 2018

At its meeting last week, Trust Council decided to have another round of consultation with Local Trust Committees (LTCs) regarding the Strategic Plan. At this stage in the process, the Executive Committee is seeking new input, or a confirmation of previous input, from LTCs with a focus on the objectives and strategies that LTCs believe to be priorities. Feedback is requested by August 7, 2015. Please find attached the Request for Decision from Linda Adams, Chief Administrative Officer.

At its regular business meeting on May 14, 2015, the Local Trust Committee passed the following resolution with regard to providing input into the Islands Trust Strategic Plan:

LA-LTC-2015-018

It was MOVED and SECONDED,

that the Lasqueti Local Trust Committee recommend to Trust Council that the potential objectives and strategies in the Discussion Draft of the Strategic Plan for 2014-2018 be amended as follows:

to encourage renewable, sustainable and environmentally friendly energy systems and to advocate for efficient and sustainable transportation systems.

CARRIED

pc: Aleksandra Brzozowski, A/Regional Planning Manager
Linda Adams, Chief Administrative Officer

REQUEST FOR DECISION

To: Local Trust Committees

For the Meeting of: Various dates (see list attached at end)

From: Linda Adams
Chief Administrative Officer

Date Prepared: June 29, 2015

File No.: Strategic Plan

SUBJECT: PHASE 2 LOCAL TRUST COMMITTEE INPUT INTO DEVELOPMENT OF THE ISLANDS TRUST STRATEGIC PLAN FOR 2014-2018

RECOMMENDATION:

That the ** Local Trust Committee recommend to Trust Council that the *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term (Attachment 1)*, be amended as follows: *(to be determined by each LTC)*.

That the ** Local Trust Committee request its planner to complete Attachment 3, based on the LTC's work program, and forward it to the Chief Administrative Officer by August 7.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The Islands Trust Council is in the process of developing a Strategic Plan, which will guide staff work programs, and budget development for the 2014-2018 term. Following earlier input from trustees and Islands Trust bodies, the Islands Trust Council has approved a Discussion Draft that identifies potential objectives and examples of strategies and activities for the 2014-2018 term. At this stage in the process, the Executive Committee is seeking input from Local Trust Committees (LTCs) with a focus on the objectives and strategies that LTCs believe to be priorities. Public consultation is also planned from July-August. An initial version of the Strategic Plan is scheduled for adoption in September, for the purposes of activities in the remainder of the 2015-2016 fiscal year and budget planning for the 2016-2017 fiscal year.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The task of developing and providing LTC recommendations about a Strategic Plan can be accommodated with existing resources.

FINANCIAL:

No external financial implications of providing LTC recommendations about a Strategic Plan.

LTC's requests for strategies and actions for the 2015-2016 fiscal year should consider the available resources in the current budget.

Should an LTC propose strategies and actions that would require additional resources in a future fiscal year, such requests would be considered by the Financial Planning Committee and Trust Council during the budget development process.

POLICY: No implications for existing policy. Trust Council's Strategic Plan could include objectives and strategies that result in amendments to existing policies.

IMPLEMENTATION/COMMUNICATIONS:

LTCs may wish to consider the following questions, in developing their input into *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term*:

- Is the list of potential priority objectives complete? Should any be removed or amended?
- Should additional potential objectives be added? Should any be removed or amended?
- What is the relative importance of each potential objective identified?
- Are there additional or different strategies that should be identified at this stage? (Note: only broad strategies need to be identified at this stage; later in the process, more specific activities will be identified to carry out each strategy)

Local Trust Committee resolutions regarding potential additions, deletions or changes to the Discussion Draft of the Strategic Plan should be conveyed to the Chief Administrative Officer by **August 7**, for assembly and inclusion in the Executive Committee's August 19 meeting agenda package. Where this timing is not possible, resolutions should be submitted as soon as practical, for inclusion in Trust Council's September 2015 meeting agenda package.

OTHER: As other Islands Trust bodies will be asked for input about the Strategic Plan and Trust Council will have further opportunities to discuss successive drafts of the Strategic Plan, LTCs may wish to focus on matters that are most relevant to LTC work.

As the *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term* indicates a number of strategies and activities for the Local Planning Committee and Local Trust Committees, completion of Attachment 3 will assist Trust Council in understanding LTCs' interests in addressing the topics identified.¹

BACKGROUND

- The Islands Trust Council adopts a strategic plan each term to focus its work on the priority areas identified by trustees, as well as the many separate bodies that make up the Islands Trust. Trust Council has assigned the Executive Committee the responsibility for facilitating development of the Strategic Plan.
- The Executive Committee has been following a process for Strategic Plan as provided to Trust Council at its June [Strategic Planning Session](#).
- In June 2015 Trust Council had a facilitated session and confirmed the list of *Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term* shown in Attachment 1, for the purposes of further consultation.
- A diagram and glossary of strategic planning terms is included in Attachment 2 for reference.

REPORT/DOCUMENT:

Attachment 1 -- *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term*

Attachment 2 – Diagram and Glossary of Strategic Planning Terms

Attachment 3 – Local Trust Committees and Draft Strategic Plan 2014-2018

KEY ISSUE(S)/CONCEPT(S):

¹ Thanks to Trustee Tony Law for development of Attachment 3.

RELEVANT POLICY:

- The Strategic Plan is intended to carry out the Islands Trust Policy Statement, by identifying priorities for each term.
- [Trust Council's Policy 2.4.i](#) gives the Executive Committee the responsibility to facilitate development of the Strategic Plan.

DESIRED OUTCOME:

Phase 2 of LTC input into the Islands Trust's Strategic Plan for 2014-2018.

RESPONSE OPTIONS

Recommended:

That the ** Local Trust Committee recommend to Trust Council that the *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term*, be amended as follows: *(to be determined by each LTC)*

That the ** Local Trust Committee request its planner to complete Attachment 3, based on the LTC's work program, and forward it to the Chief Administrative Officer by August 7.

Alternative:

That the ** Local Trust Committee not provide comments regarding the *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term* at this time.

Prepared By: Linda Adams, Chief Administrative Officer

Reviewed By/Date: N/A



Linda Adams, Chief Administrative Officer

NOTE: This RFD has been prepared for receipt at the following meetings of LTCs:

Ballenas/Winchelsea: (Special meeting before Aug 7 if desired by LTC)

Denman LTC: July 21

Gabriola LTC: July 23

Galiano LTC: July 6

Gambier LTC: Aug 6

Hornby LTC: July 17

Lasqueti LTC: July 30

Mayne LTC: July 28

North Pender LTC: July 30

Salt Spring LTC: July 9 or Aug 6

Saturna LTC: (Special meeting before Aug 7 if desired by LTC)

South Pender LTC: (Special meeting before Aug 7 if desired by LTC)

Thetis LTC: Aug 11

Input from LTCs will be forwarded to the Executive Committee, Council's Advisory Committees (where feasible) and the September meeting of Trust Council.



Islands Trust Strategic Plan

Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term

Discussion Draft for Public Consultation
June 25, 2015

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

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
1 PROTECT the natural environment of islands	1.1 Encourage voluntary stewardship of natural environment	Promote community participation in conservation through information sharing and education about private land stewardship options.	TFB
		Share information about best practices for covenants and NAPTEP with all planning staff.	TFB
		Improve and update mapping of natural and modified environments, including terrestrial ecosystem mapping, protected area networks, nearshore mapping and areas under sustainable forestry or sustainable agricultural use.	TFB
		Research and develop a pilot landowner contact program in collaboration with a local conservancy.	TFB
		Support island-based land trusts with partnerships, funding and capacity building opportunities.	TFB
	1.2 Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area	Present NAPTEP program to BIM Council for consideration Finalize Letter of Understanding with BIM.	EC
		Launch NAPTEP on Bowen Island (subject to BIM approval).	TFB

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
	1.3 Protect fish habitat by implementing Riparian Areas Regulation	Identify RAR watersheds. Improve mapping of riparian areas. Adopt new bylaws to implement RAR.	LTCs**
	1.4 Establish reliable, adequate and sustainable funding for the Islands Trust Fund	Seek legislative change regarding TFB name.	EC
		Develop and implement strategy re changes to name. Review and launch long-term funding strategy.	TFB
	1.5 Establish core conservation areas to protect biodiversity priorities identified in the Regional Conservation Plan	Map and prioritize high biodiversity areas and develop a strategy for protection. Protect land with high biodiversity, through acquisition, donation, or conservation covenant.	TFB
	1.6 Reduce greenhouse gas emissions & Encourage renewable sustainable and environmentally friendly energy systems	Use new planning tools to reduce greenhouse gas emissions (e.g. as illustrated in Council toolkit <i>Reducing Greenhouse Gases in the Islands Trust Area</i>).	LTCs**/BIM***
		Develop a Renewable Energy Tool Kit.	LPC
	1.7 Use land use planning tools and decisions to protect coastal Douglas fir and associated ecosystems	Develop a planning toolkit to illustrate how to protect coastal Douglas fir and associated ecosystems.	LPC
	1.8 Advocacy re protection of ecosystems	Advocate for a fallow deer management plan.	EC
2. PRESERVE and PROTECT coastal shorelines and marine areas	2.1 Use land use planning tools for shoreline protection	Specific activities and phases to be determined by LTCs and BIM.	LTCs**/BIM***
	2.2 Participate in planning for National Marine Conservation Area Reserve	Respond to NMCA implementation steps with complementary activities, as required.	TPC
	2.3 Advocate for protection of the Salish Sea and Howe Sound re shipping safety, derelict vessels and industrial activities	Advocacy letters from the Islands Trust Chair. 'Letter of Comment' to hearings related to Kinder Morgan tanker traffic. Continue to advocate for senior government solutions to derelict vessels .	EC

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
		Howe Sound advocacy – specific activities and phases to be defined by TPC with input from Gambier LTC and BIM.	TPC
		Participate in the Howe Sound Forum.	EC
		(EC to identify/confirm advocacy priorities in consultation with Trust Council). (e.g. light pollution, freighter anchorage activities , bridge connections, etc).	EC
		Advocate to reduce negative impacts of shellfish aquaculture practices. Develop working relationships with government and private agencies having interests in shellfish aquaculture. Participate in working groups and activities pertaining to shellfish aquaculture.	EC
	2.4 Encourage voluntary stewardship of nearshore ecosystems	TBD	TPC
	2.5 Work with San Juan County to have a coordinated oil spill response strategy	TBD	TPC

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

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
3. REDUCE our ecological footprint	3.1 Use land use planning tools to maximize resource efficiency	Amend OCPs to include new policies about resource efficiency. Amend LUBs to address resource efficiency (i.e. to make best use of existing buildings).	LTCs
	3.2 Advocate for efficient and sustainable transportation systems	TBD	EC
4. PROTECT quality and quantity of water resources	4.1 Coordinate with other agencies to protect water quality	Facilitate structured decision-making process to identify strategies for St. Mary Lake watershed management through SSIWPA (SSI). Further activities and phases to be identify by LTCs with this as a priority.	LTC
	4.2 Use land use planning tools to ensure levels of development are consistent with a sustainable water supply	TBD	LTCs

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

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?	
5. ENHANCE protect/restore community socio-economic diversity and economic sustainability	5.1 Advocate for sustainable, affordable and appropriate ferry service	To be defined by decisions of EC and recommendations of TPC.	EC	TPC
	5.2 Use land use planning tools and decisions to improve the availability of affordable, accessible, appropriate housing (as described in Trust Council's Community Housing Toolkit)	Amend OCPs to include affordable housing policies.	LTCs**/ BIM***	
		Amend LUBs to improve availability of affordable housing.	LTCs**/ BIM***	
		Develop an inventory of approaches and communications materials related to secondary suites and affordable housing initiatives on each island.	LPC	
		Develop an inventory of incentives for landowners.	LPC	
	5.3 Use land use planning tools to promote economic sustainability	Amend LUB to ensure an appropriate supply of land zoned for emerging industrial and commercial needs in one LTA. Improve planning for island villages (SSI and Gabriola). Amend LUB in one or more LTAs to address the diversity of economic and employment opportunities (e.g. Galiano project re contractor yards).	LTCs**	
		Develop an inventory of approaches to short-term vacation rentals on each island.	LPC	
	5.4 Use land use planning tools to address challenges of an aging population	Develop an inventory of land use planning tools that address aging population.	LPC	
	5.5 Use land use planning tools to assist communities in adapting to future climate change and rising sea levels	Develop a toolbox of planning tools that address climate change. Amend OCPs to address future climate change and rising sea levels. Amend LUBs to address future climate change and rising sea levels.	LTCs**	
	5.6 Work with other agencies to advocate for and promote economic sustainability	Recommend an advocacy position to TC for sustainable and appropriate agricultural policies - for presentation to the Agricultural Land Commission (ALC).	TPC	
		Advocate to the ALC re sustainable and appropriate agricultural policy, based on positions approved by TC.	EC	

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?	
		Specific activities to be determined (e.g. foster reputation/attraction of the Islands Trust Area as a model of sustainability, work related to waste management).	TPC	LTCs
	5.7 Reduce or eliminate tax revenue exported out of the Islands Trust Area	Initiate study into options for Islands Trust office and/or job locations.	EC	
	5.8 Facilitate exploration of intra and inter-island transportation options	Develop a project charter.	TPC	

Goal D: Effective, efficient and collaborative governance

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
6. STRENGTHEN relations with First Nations	6.1 Improve engagement with First Nations	Develop strategy to use funding allocated to improve FN relations.	EC
		Improve First Nations liaison at an informal political level.	LTCs
		Seek common ground with local First Nations and build on it by identifying areas of shared advocacy and by proactively proposing shared partnerships.	LTCs
	6.2. Improve protection of archaeological and First Nations cultural resources	Educational session at TC re concerns with archaeological site protection.	EC
		Advocacy with archaeology branch.	EC
		Develop toolkit for protection of archaeological sites.	LPC
7. IMPROVE organizational cost effectiveness and resilience	7.1 Improve cost effectiveness and quality of Trust Council operations	Amend TC Meeting Procedures Bylaw to enable electronic meetings.	EC
		Develop and adopt a program for review and update of Trust Council policies and procedures.	EC
		Develop and adopt an on-going performance measurement program for Trust Council operations (i.e. based on Key Performance Indicators or process analysis).	FPC
		Begin preliminary investigations into the possibility of forming a Gulf Island Regional District.	EC
		Increase opportunities for Trust Council to engage in in-depth discussion about its vision, goals, mandate and activities.	EC
		Provide for more collaboration with San Juan County representatives.	EC
	7.2 Improve cost-effectiveness and quality of local planning services	Develop an inventory of approaches and communications materials related to priority planning projects.	LPC
		Identify Key Performance Indicators for LTC operations. Develop an on-going performance measurement program for LTC operations.	LPC
		Investigate the use of Alternative Dispute Resolution and/or mediation in bylaw enforcement.	LPC

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?	
	7.3 Prepare Island Trust organization to adapt to the potential incorporation of Salt Spring Island	'Value for money' audit and benchmarking of LPS services Process review of LPS services	LPC	
		Identify Adaptation Strategy principles and objectives.	EC	
		Review existing IT-MCSCD protocol agreement regarding incorporation of municipalities in the Islands Trust Area.	EC	
		Develop detailed Islands Trust Adaptation Strategy to implement in the event of municipal incorporation of Salt Spring Island.	EC	FPC
		Finalize and adopt detailed Adaptation Strategy.	EC	
8. Improve cooperation and integration with other levels of government	8.1 Negotiate new protocol agreement and letter of understanding with the Ministry of Forests, Lands and Natural Resource Operations in regards to Crown land tenures	Revise and consolidate six agreements with the Province relating to Crown Land in the Islands Trust Area.	TPC	
	8.2 Strategies to be determined (e.g. Integrated Community Sustainability Planning)	To be determined by LTCs, or potentially by LPC and EC (e.g. improve process for development of RD/LTC protocol agreements).	LTCs LPC	
	8.3 Explore opportunities and benefits of working with UNESCO and the TFB and others in seeking nomination of the Trust Area as a UN Biosphere	Develop project charter to explore UN Biosphere designation.	TPC	
9. Improve community and agency understanding and support of the Islands Trust	9.1 Engage communities and agencies in review/update of the Islands Trust Policy Statement	Develop project charter to explore review/update of the Islands Trust Policy Statement.	TPC	
	9.2 Improve communications about the Islands Trust object and history	New communications tools, such as: website photos social media strategy video	EC	
	9.3 Engage communities and agencies in development of updated land use bylaws	To be determined by LTCs	LTCs	

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
10. IMPROVE community engagement and participation in Islands Trust work	10.1 Improve communications and availability of information about Islands Trust activities	Electronic broadcast of meetings of Islands Trust bodies.	EC
	10.2 Improve Trust Council and Executive Committee engagement of stakeholders	Develop project charter	EC
	10.3 Improve LTC engagement of stakeholders	Develop project charter	LPC
11. HAVE a vision for the Islands Trust Area	TBD	TBD	TPC

* subject to decisions of Trust Fund Board **subject to decisions of local trust committees ***subject to decisions of Bowen Island Municipality

Colour Key for Last Column:

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

Abbreviations:

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

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

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

NOTES

Attachment 6

Strategic Planning - General Framework



Strategic Planning -- Glossary

Strategic Plan

- A high level plan that outlines an organization's mission and key objectives for the medium to long term, and sets out strategies for achieving the goals and objectives.
- Typically, a strategic plan covers a three to ten-year timeframe. In the case of the Trust Council, it has undertaken strategic planning exercises that correspond to a term of office (three years – now changed to four as of 2014), with some on-going strategies and actions that have carried on between terms.

Mission (Object)

- A broad statement of what an organization does, why it does it and who it does it for. In the case of the Islands Trust, its 'mission' is its provincial object:
"To preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the Government of British Columbia."

Goal

- A general statement of desired results to be achieved over an unspecified period of time. A goal should answer the question of 'what' needs to be achieved, rather than 'how' to achieve it.
- For the purposes of Trust Council's current strategic planning exercise, the current plan includes the three goals from the Islands Trust Policy Statement and a fourth that responds to the statement in the object about working in cooperation with others.

Objective

- A more precise statement of specific results to be achieved over a specified time.
- Like goals, objectives should focus on 'what' needs to be achieved, rather than 'how' to achieve it.
- For the purposes of Trust Council's current strategic planning exercise, Council has previously identified some potential objectives that have been grouped according to four goals and are related to objectives identified in the Islands Trust Policy Statement
- Typically, a local government should have between **seven** and **twelve** objectives at any one time.
- While an organization's mission and goals may remain relatively constant, objectives may change more frequently as some objectives are achieved, new ones emerge and priorities change.
- For the purposes of Trust Council's current strategic planning exercise, some potential objectives have been identified without particular time frames. As discussions continue, the number of objectives should be reduced and each objective should be made more specific both in terms of what is to be achieved and when.

Strategy

- The actions that describe how objectives are to be achieved. Strategies are made up of a set or group of activities. As opposed to goals and objectives, strategies focus on 'how' to achieve things.

Activities

- The actions, steps, projects or initiatives undertaken by an organization to carry out a strategy. This is the more detailed 'break-down' of a strategy, indicating if certain activities need to take place first, before others can be undertaken.

Measurement

- A process of assessing progress in achieving objectives.

ATTACHMENT 3

Local Trust Committees and Draft Strategic Plan 2014/2018

Please indicate the Local Trust Committee's interests in addressing the topics identified as possible strategies for LTCs to implement this term:

Local Trust Committee:			Planner/date:	
	Topics included as possible strategies in the draft strategic plan	Topic is on LTC Work Program	Topic is on LTC Future Projects List	Topic may possibly be addressed by LTC this term
1.3	Protect fish habitat by implementing Riparian Areas Regulation			
1.6	Use land use planning tools to reduce greenhouse gas emissions			
1.7	Use land use planning tools and decisions to protect coastal Douglas fir and associated ecosystems			
2.1	Use land use planning tools for shoreline protection			
3.1	Use land use planning tools to maximize resource efficiency			
4.1	Coordinate with other agencies to protect water quality			
4.2	Use land use planning tools to ensure levels of development are consistent with a sustainable water supply			
5.2	Use land use planning tools and decisions to improve the availability of affordable, accessible, appropriate housing			
5.3	Use land use planning tools to promote economic sustainability			
5.4	Use land use planning tools to address challenges of an aging population			
5.5	Use land use planning tools to assist communities in adapting to future climate change and rising sea levels			
5.6	Work with other agencies to advocate for and promote economic sustainability			
6.1	Improve engagement with First Nations			
6.2	Improve protection of archaeological and First Nations cultural resources			
7.2	Improve cost-effectiveness and quality of local planning services			
8.2	Improve cooperation and integration with other levels of government			
9.3	Engage communities and agencies in development of updated land use bylaws			
10.3	Improve LTC engagement of stakeholders			



STAFF REPORT

Date: July 10, 2015 File No: 3040-20-01
LTC Open Meetings - General

To: Lasqueti Island Local Trust Committee

For the meeting of: July 30, 2015

From: Carmen Thiel, Legislative Services Manager

CC: Marnie Eggen, A/Island Planner
Aleksandra Brzozowski, A/Regional Planning Manager

Re: **Bylaw No. 91 – Amendment to Lasqueti Island Local Trust Committee Procedure Bylaw No. 74**

PURPOSE

The purpose of this report is to present a proposed procedure bylaw amendment which responds to a request made by the Lasqueti Island Local Trust Committee (LALTC) to allow for electronic participation by members at a Local Trust Committee (LTC) meeting.

BACKGROUND

At its meeting on April 9, 2015, the LALTC reviewed draft wording to provide for electronic meetings and to clarify who can chair such meetings. The LTC directed staff to prepare a bylaw to amend LALTC Meeting Procedure Bylaw No. 74 to incorporate requested amendments as presented at the meeting.

Provisions in the proposed amendment bylaw include:

- The ability of all LTC members to participate electronically at a special meeting (s. 17);
- The ability of not more than one member of the LTC to participate electronically at a regular meeting; note that this member could be the Chair (s. 19);
- The stipulation that an individual member of the LTC cannot participate by electronic means in two consecutive regular LTC meetings (s. 20);
- The restrictions regarding 1) the number of LTC members that may participate electronically at a regular meeting, and 2) participation in two consecutive regular meetings may be waived by unanimous resolution of the LTC (s. 21);
- Where any LTC member is participating in an open meeting through electronic communication facilities, the facilities must enable all meeting participants and the public to hear, or watch and hear, and all meeting participants must provide notice when participants join or leave the meeting (s. 24 and 25);
- During an electronic meeting that is open to the public, a designated staff member must physically attend at the meeting location specified in the notice of meeting (s. 26);
- Notice of a special electronic meeting must include notice of the way in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear, the proceedings (sample notice attached as Appendix 2).

STAFF COMMENTS:

This report presents the proposed bylaw for consideration of first through third readings and forwarding to the Executive Committee for approval. Bylaw No. 91 cited as "Lasqueti Island Local Trust Committee Meeting Procedure Bylaw No. 74, 2004, Amendment Bylaw No. 1, 2015" is attached as Appendix 1.

RECOMMENDATIONS:

That the Lasqueti Island Local Trust Committee give First Reading to Bylaw No. 91, cited as "Lasqueti Island Local Trust Committee Meeting Procedure Bylaw No. 74, 2004, Amendment Bylaw No. 1, 2015".

That the Lasqueti Island Local Trust Committee give Second Reading to Bylaw No. 91, cited as "Lasqueti Island Local Trust Committee Meeting Procedure Bylaw No. 74, 2004, Amendment Bylaw No. 1, 2015".

That the Lasqueti Island Local Trust Committee give Third Reading to Bylaw No. 91, cited as "Lasqueti Island Local Trust Committee Meeting Procedure Bylaw No. 74, 2004, Amendment Bylaw No. 1, 2015".

That the Lasqueti Island Local Trust Committee forward Bylaw No. 91, cited as "Lasqueti Island Local Trust Committee Meeting Procedure Bylaw No. 74, 2004, Amendment Bylaw No. 1, 2015" to the Islands Trust Executive Committee for consideration of approval.

Respectfully submitted by:

Carmen Thiel

July 10, 2015

Carmen Thiel, Legislative Services Manager

Date

Concurred by:

Aleksandra Brzozowski

July 16, 2015

Aleksandra Brzozowski, Acting Regional
Planning Manager

Date

Appendices:

Appendix 1: Bylaw No. 91

Appendix 2: Sample Special Electronic Meeting Notice

LASQUETI ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 91

**A Bylaw to Amend the Lasqueti Island Local Trust Committee
Meeting Procedure Bylaw**

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

1. Lasqueti Island Local Trust Committee Meeting Procedure Bylaw No. 74, 2004, is amended as follows:

1.1 By deleting section 10 in its entirety and replacing it with the following:

"10. In the event that neither the Chairperson nor the alternate member of the Local Trust Committee appointed by the Chair of the Trust Council is present within one half hour of the scheduled time of a regular or special meeting, the Director of Local Planning Services, or his or her designate, shall call the meeting to order and the remaining trustees shall determine which of them shall act as Chairperson."

1.2 By adding the following new sections after section 16, and by renumbering section 17 and section 18 to become section 30 and section 31 respectively:

"ELECTRONIC MEETINGS

17. A special meeting of the Local Trust Committee to deal with urgent new business may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the Local Trust Committee have agreed by resolution that the meeting may be conducted in this way and provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.

18. An individual Local Trust Committee member who is not at the physical location of a special Local Trust Committee meeting or a regular Local Trust Committee meeting may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.

19. At a regular Local Trust Committee meeting, not more than one Local Trust Committee member may participate by means of electronic communication facilities.

20. An individual member of the Local Trust Committee may not participate by means of electronic communication facilities in two consecutive regular meetings of the Local Trust Committee.

21. The Local Trust Committee may waive the restrictions in sections 19 and 20 by unanimous resolution, provided the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.

22. Local Trust Committee members who use electronic communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.

23. A member of the Local Trust Committee may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.
24. Where a member of the Local Trust Committee is participating in a meeting through electronic communication facilities, the facilities must enable all meeting participants to hear, or watch and hear, each other and must provide notice when participants join or leave the meeting.
25. Where a member of the Local Trust Committee is participating in a meeting through electronic communication facilities, the facilities must enable the public to hear, or watch and hear, all meeting participants at a place specified in the meeting notice, unless the meeting has been properly closed to the public.
26. For the duration of an electronic meeting that is open to the public, a designated staff member must attend at the place specified in the meeting notice for the public to hear, or watch and hear, the participants.
27. Cell phone or satellite connections may be used for open Local Trust Committee meetings.
28. If communication is lost to one or more electronic participants during a meeting:
 - 28.1 the participant affected will attempt to reestablish the link and, in the interim, will be deemed to have left the meeting and this will be recorded in the minutes;
 - 28.2 if there is not a quorum, the Local Trust Committee Chair or person presiding will call a recess until the link is reestablished; and
 - 28.3 if, after 15 minutes, a link cannot be reestablished and there is not a quorum of Local Trust Committee members, the meeting will be deemed adjourned and the item under discussion at the time of loss of communication will be added to the next agenda.
29. The costs of electronic participation in a Local Trust Committee meeting will be borne by the Lasqueti Island Local Trust Committee if the Local Trust Committee member is participating from a location within Canada or has received the approval of the majority of Local Trust Committee members."

2. This bylaw may be cited as "Lasqueti Island Local Trust Committee Meeting Procedure Bylaw No. 74, 2004, Amendment Bylaw No. 1, 2015".

READ A FIRST TIME THIS DAY OF , 2015

READ A SECOND TIME THIS DAY OF , 2015

READ A THIRD TIME THIS DAY OF , 2015

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS DAY OF , 2015

ADOPTED THIS DAY OF , 2015

CHAIRPERSON

SECRETARY

S A M P L E

**Lasqueti Island Local Trust Committee
Notice of Special Electronic Meeting
[Insert Title of Agenda Item]**

Notice is hereby given that the Lasqueti Island Local Trust Committee will hold a special electronic meeting to consider [insert title of agenda item].

Members of the Lasqueti Island Local Trust Committee will participate in the meeting by means of a teleconference call which will occur on [insert day, date and time of meeting].

Members of the public who wish to listen to the electronic committee meeting may do so by attending the [insert address of physical meeting location] at the time noted above.

For further information on the meeting, please contact _____ at [insert phone no.].

Signed by the Chair or Deputy Secretary

LASQUETI ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 91

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24. Where a member of the Local Trust Committee is participating in a meeting through electronic communication facilities, the facilities must enable all meeting participants to hear, or watch and hear, each other and must provide notice when participants join or leave the meeting.
25. Where a member of the Local Trust Committee is participating in a meeting through electronic communication facilities, the facilities must enable the public to hear, or watch and hear, all meeting participants at a place specified in the meeting notice, unless the meeting has been properly closed to the public.
26. For the duration of an electronic meeting that is open to the public, a designated staff member must attend at the place specified in the meeting notice for the public to hear, or watch and hear, the participants.
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 - 28.2 if there is not a quorum, the Local Trust Committee Chair or person presiding will call a recess until the link is reestablished; and
 - 28.3 if, after 15 minutes, a link cannot be reestablished and there is not a quorum of Local Trust Committee members, the meeting will be deemed adjourned and the item under discussion at the time of loss of communication will be added to the next agenda.
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READ A THIRD TIME THIS DAY OF , 2015

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS DAY OF , 2015

ADOPTED THIS DAY OF , 2015

CHAIRPERSON

SECRETARY

S A M P L E

**Lasqueti Island Local Trust Committee
Notice of Special Electronic Meeting
[Insert Title of Agenda Item]**

Notice is hereby given that the Lasqueti Island Local Trust Committee will hold a special electronic meeting to consider [insert title of agenda item].

Members of the Lasqueti Island Local Trust Committee will participate in the meeting by means of a teleconference call which will occur on [insert day, date and time of meeting].

Members of the public who wish to listen to the electronic committee meeting may do so by attending the [insert address of physical meeting location] at the time noted above.

For further information on the meeting, please contact _____ at [insert phone no.].

Signed by the Chair or Deputy Secretary



Memorandum

700 North Road Gabriola Island BC V0R 1X3

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

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

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

Date July 17, 2015 File Number 6500-02 RAR Compliance

To Lasqueti Local Trust Committee
From Marnie Eggen, A/Island Planner
For meeting of July 30, 2015

Re Referral response from the Lasqueti Advisory Planning Commission (APC) regarding the Riparian Areas Regulation Implementation

At the regular business meeting of the LTC on June 15, 2015, the following resolution (draft) was passed:

LA-LTC-2015-021

It was MOVED and SECONDED,

that the Local Trust Committee refer the Riparian Areas Regulation Staff Report dated May 15, 2015 to the Advisory Planning Commission for their consideration of the following:

1. stream mapping, refer to page 22 a.b., page 25 e.
2. wording and size of micro-hydro, refer to page 26 g.
3. remove "immediate" from dangerous tree section, refer page 26 g.
4. remove "continuous" from definition of landscaped area, refer page 37 b., and
5. that staff attend the meeting to give clarity.

CARRIED

On July 6, 2015, the APC met and considered the above mentioned referral (Staff Report attached). Staff attended the meeting. The APC passed the following resolutions (draft):

- the Advisory Planning Commission recommends that the Local Trust Committee does not request further detailed stream mapping.
- the Advisory Planning Commission recommends that the Local Trust Committee move forward with the re-assessment of watersheds designated, "watersheds with potential seasonal habitat for anadromous fish below barriers," as well as Hadley Lake.
- the Advisory Planning Commission recommends that the Local Trust Committee send letters to landowners in which watersheds are being reassessed to notify them in advance that there will be a reassessment of streams and watercourses on their property as within legal right of the Local Trust Committee.

- the Advisory Planning Commission recommends to the Local Trust Committee to remove the word “immediate” from subsection 2d (iv) of bylaw No. 90.
- the Advisory Planning Commission recommends the Local Trust Committee replace “for residential use” with “10kw capacity or less” in 2d (xviii) and 3a (vi) of Bylaw No. 90.
- the Advisory Planning Commission recommends to the Local Trust Committee that they remove “continuous” from the definition of landscaped area, see page 5 of Draft Bylaw No. 90, Section B.

In consideration of the APC’s decisions regarding the referral, the Lasqueti LTC is requested to consider the APC recommendations and staff recommendations #’s 1, 2, and 3 as outlined on page 10-11 of the Staff Report, dated May 15,2015.

Unrelated to the referral, the APC passed the following resolution:

- the Advisory Planning Commission requests the Local Trust Committee to amend the Advisory Planning Commission bylaw to require that the Advisory Planning Commission notify the public 5 days in advance of Advisory Planning Commission meetings.

Should the LTC want to discuss this, staff will be prepared to provide information regarding the APC bylaw and related APC policies outlined in the Islands Trust Policy Manual as they relate to public notification of APC meetings.

Attachment:

1. Staff Report dated May 15, 2015 re: Riparian Areas Regulation Implementation – Draft Land Use Bylaw Amendment No.90

pc: Aleksandra Brzozowski, A/Regional Planning Manager

STAFF REPORT

Date: May 15, 2015

File No.: 6500-02 – RAR
Compliance

To: Lasqueti Island Local Trust Committee
For meeting of June 15, 2015

From: Marnie Eggen, A/Island Planner

CC: Courtney Simpson, Regional Planning Manager

**Re: Riparian Areas Regulation Implementation – Draft Land Use Bylaw
Amendment No. 90**

Interim Report

Riparian Areas Regulation (RAR) compliance is the top priority on the Lasqueti Island Local Trust Committee work program. The purpose of this report is to provide an analysis of the items discussed at the community meeting, held March 14th and the LTC meeting held April 9th, and request direction from the LTC for moving forward with implementing the Riparian Areas Regulation.

Project Objectives

As per the Project Charter for this project, the purpose of the project is to amend the Lasqueti Island Land Use Bylaw with setback and screening regulations to implement the provincial *Riparian Areas Regulation*. The objectives of the project are the following:

- Have all Lasqueti watersheds assessed to determine RAR applicability; and
- Ongoing notification and effective engagement with property owners and residents.

Project Background

At their regular business meeting of February 5, 2015, the LTC resolved to hold a community meeting in order to further engage the public about implementing the provincial Riparian Areas Regulation:

LA-2015-005

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee requests staff to organize a community information meeting, to be held March 14, 2015 regarding Riparian Areas Regulation implementation and include the following information:

- 1992 Water Allocation Plan Report;
- all reports from Madrone;
- previous bylaw that was rescinded with addendum;

- information regarding PCB facility in Chilliwack and other jurisdictions, including Port Alberni;
- options for implementation of Riparian Areas Regulation.

CARRIED

Also, at that meeting, the LTC resolved to request \$5000.00 be added to the RAR project budget. This was subsequently approved by the Financial Planning Committee.

Following the community meeting March 14th, the LTC passed the following resolution at their April 9th meeting:

LA-2015-009

It was MOVED and SECONDED,

that the Lasqueti Local Trust Committee request staff to research and report on the Riparian Areas Regulation items discussed at today's meeting and at the Community Information Meeting.

CARRIED

The following staff reports give substantial background information on this project:

- Dated April 23, 2014 for LTC meeting on May 1, 2014
- Dated June 11, 2014 for LTC meeting on July 3, 2014
- Dated October 3, 2014 for LTC meeting on October 16, 2014
- Dated January 16, 2015 for LTC meeting on February 5, 2015

Analysis

Summary of Community Meeting:

On March 14, 2015, the second community meeting was held at the Lasqueti Community Hall. The notice for the community meeting and communication materials for the RAR project were provided via mail drop to residents and mailed out to off island property owners prior to the meeting. Communication materials endorsed by the Local Trust Committee at their July 3, 2014 meeting were utilized for the first community meeting in September 2014 and again at the second community meeting on March 14, 2015:

- Developing Near Riparian Areas Information sheet
- Riparian Areas Regulation – Fact Sheet
- Development Exemptions Information sheet

The communication materials were also made available on the Lasqueti RAR Project webpages. At the community meeting, staff presented information with respect to the following:

- riparian areas generally;
- the Riparian Areas Regulation;
- the Madrone reports;
- the proposed bylaw amendment that implements RAR;

- bylaw amendment process; and
- supplemental information as requested by the LTC at their February 5, 2015 meeting.

Approximately, thirty-two members of the public attended the community meeting. Several questions were asked and responded to by staff and the LTC. Several suggestions/concerns were raised, and the main topic areas from the community meeting are included in staff comments below (see March 15th meeting minutes for further detail).

Summary of Other Public Input:

Other public input was received during the April 9th LTC meeting and the main topic areas are included in the staff comments below (see the April 9th meeting minutes for further detail):

Additionally, other public input was received via letters/emails to the LTC and the main suggestions are also included in the staff comments below (see February 5th, March 14th and April 9th agenda packages).

Staff Comments:

Input received and can be categorized into five main categories and staff analysis is provided below:

- Stream Mapping and Re-assessment;
- Changes to Draft Bylaw No. 90;
- Variance Fees/Costs;
- Funding; and
- Advisory Planning Committee.

Stream Mapping and Re-assessment

- interest in more specific mapping e.g. stream mapping instead of watershed mapping;*
- interest in a cost benefit analysis of completing more mapping;*

There is interest in the Local Trust Committee undertaking stream mapping to determine the specific locations of streams in order to provide more certainty of their locations to property owners who may be interested in developing within the setback and screening areas. Staff has researched this and provides the following:

- Stream mapping conducted by a QEP:
Based on the watershed assessment reports produced by Madrone Environmental Services Ltd., there are 14 streams that are considered to be “streams” under the RAR, currently. Madrone has provided a rough estimate of \$5000 per stream for mapping the mainstem and tributaries, without factoring in time for securing landowner permission. Stream mapping is best conducted during the year when there is high water flow, which is typically late winter, but it could be completed earlier should there be sufficient water flows. They estimate that the stream mapping would take approximately a month or so to complete, and more time may need to be factored in to secure landowner permission.

The LTC should note that the main assumption with moving forward with stream mapping is that permission will be granted to the Qualified Environmental Professionals (QEP) to enter on to the properties in order to map the streams.

Table 1: Costs/Benefits Associated with Stream Mapping

Item	Costs to Community	Costs to Property Owner	Benefits
Stream mapping for 14 watersheds	Approx. \$5000/stream, Total approx. cost \$70,000 to map 14 streams	Still require a QEP RAR Assessment Report if development within 30 m of stream - \$1500 – \$2000 approx., plus a variance application fee of \$440 for residential development or \$715 for commercial, industrial, institutional development.	Certainty of location of up to 14 “streams” as defined by RAR, but not essential for the purposes of implementing RAR through screening and setbacks.

At the outset of this project, neither staff nor the LTC anticipated a need or an interest from the community for stream mapping, as reflected in the Project Charter (see attachments). Staff sees benefit to the individual landowner and the community in general with having RAR streams mapped; by helping determine whether or not proposed developments are within the screening and setback areas, and whether a variance is required. However, this mapping is not essential for the purposes of implementing RAR through screening and setback regulations, like it is for designating a specific RAR development permit area, where a development permit area must be mapped.

Staff estimates that the life of the project would be extended by approximately one or two years, in order to be confident with the mapping. More staff time would need to be allocated to the project which would leave less time for other top priorities. Staff does not recommend this undertaking this kind of stream mapping.

- Alternatives to QEP Stream Mapping:
Alternatively, in-house stream mapping could be created as a desk top exercise, based on contours and Lidar (remote sensing technology) and is available at no cost to the LTC. This existing data is really used to form the basis for more accurately locating streams with future GPS data. This type of mapping isn't near as accurate as GPS'ed stream mapping, but perhaps it may serve the purpose of providing a general idea of stream locations (see attachments).

Also, general stream mapping could be a part of the OCP/LUB review (top priority # 2), depending on the objectives determined to be a priority for the project.

- c. *interest in mapping that reduces the screening and setback area of 30 metres and is still RAR compliant;*

As a requirement under RAR, any development within 30 metres of a “stream” as defined under RAR, requires a QEP to complete a “RAR assessment report.” The 30 metre area is called a “Riparian Areas Assessment Area” and for the purposes of the draft Bylaw No. 90, equates to the screening and setback area. This is the 30 metre area on either side of the stream that is assessed by the QEP, should a property owner require a variance to

construct/remove vegetation within 30 metres of the stream. The result of the assessment by the QEP is a RAR Assessment Report, in which the QEP is required to determine the following:

- the Streamside Protection and Enhancement Area (SPEA), where there is to be no development or vegetation removal (this is most often smaller than 30 m, and can be as small as 5 m in some cases);
- a set of measures for the property owner to undertake between the SPEA and 30 metre boundary in order that the SPEA is protected, that include:
 - erosion and sediment control;
 - stormwater management;
 - protection of trees;
 - identifying windthrow potential;
 - slope stability;
 - encroachment;
 - floodplain protection.

There is interest in the community to reduce this assessment area (i.e. the screening and setback area) through further mapping and assessment by a QEP, and that the process is compliant with RAR.

Staff has researched this, which has included discussions with the consulting biologists, Madrone Environmental Consulting Ltd., and staff who have undertaken this type of work on other Islands. Staff determined that further assessment of the streams on Lasqueti, which must adhere to the RAR standards, would not produce a reduced screening and setback area; it would remain at 30 metres.

As mentioned at previous LTC meetings, Gabriola and Salt Spring Island Local Trust Committees were able to achieve some reduction in the 30 metre Riparian Areas Assessment Area under the RAR methodology. The reductions were achievable only because of certain circumstances. On Gabriola for instance, the 30 metres was reduced only along those few stream segments that were classified as non-permanent, non-fish bearing and, located in areas of concentrated development where there were existing permanent structures (buildings with foundations). Salt Spring Island was in a unique position, as they had an extremely high number of already completed RAR Assessments Reports and years of stream/watershed mapping/data to draw upon.

Neither of these circumstances exists on Lasqueti. There are only a total of three completed RAR Assessment Reports for all of Lasqueti Island and very little stream/watershed data, which is not sufficient to draw from as per the RAR standards. Lasqueti doesn't exhibit any areas of such concentrated development with existing permanent structures, where there is a "stream" as defined by RAR.

d. Interest in the administrative costs of undertaking specific mapping vs. mapping of watersheds;

Generally, administrative costs associated with implementing the RAR project are the same for any LTC project. The costs are mainly in respect of staff's time in researching/analysing options, preparing staff reports, reviewing professional/consultant reports, attending LTC meetings, travelling to LTC meetings, talking with community members, etc. Should the LTC

decide to conduct further mapping and it results in extending the life of the project, generally speaking, more staff time would be required to complete the project.

e. Suggestions to re-assess some of the watersheds;

There is some interest in undertaking a re-assessment of watersheds that are designated RAR applicable because some residents disagree with the watershed designations. Staff suggests that a 3rd party review of watersheds could be undertaken as a follow up to public feedback. Staff view the intent of a 3rd party review of the watershed assessments to ensure that the final assessments that will form part of the RAR implementation bylaw be as accurate as possible.

Neither staff nor the LTC anticipated a need for a 3rd party review of the watershed assessments at the outset of this project. Should the LTC choose to conduct a 3rd party review of RAR designated streams, staff estimate that the life of the project would be extended by approximately 6 months to one year. Should the LTC wish to pursue a 3rd party review, staff estimate that a budget of \$6000.00 based on the first watershed assessment conducted by Madrone in 2013 to assess 16 watersheds. Based on the public concern, staff suggests that the watersheds that are currently designated "Watersheds with Potential Seasonal Habitat for Anadromous Fish Below Barriers" in the draft Bylaw No. 90 are reviewed by a 3rd party. There are a total of 11 watersheds with this designation, which currently includes Hadley and Johnson's Creeks. Johnson's Creek has not yet been assessed, and could be included.

f. Suggest that landowners obtain their own watershed assessments of Johnson's and Hadley Creeks, where previous permission was not granted to enter on to private land by the Qualified Environmental Professional for the watershed assessments. And that the assessments are provided to Islands Trust.

Should the landowners hire a QEP on their own accord to assess these watersheds for determination of RAR applicability and submit the reports to the LTC, the LTC could consider these assessments in the determination of RAR designations so long as the QEP is qualified to undertake such assessments and that the RAR methodology is adhered to. The LTC cannot cover the cost of a QEP hired by an individual. Staff advise landowners who are interested in this undertaking, contact planning staff beforehand.

Hadley Lake watershed has been given the RAR applicable designation based the assessment at the time, where landowner permission was not granted to a portion of the watershed. Madrone Environmental Services Ltd. advises that this designation could change to non-RAR applicable if there was a further assessment of the un-accessed portions.

Unnamed Stream (Johnson's Lagoon) will remain with the RAR applicable designation (must default to RAR applicable, as it was classified as "unverified" by MOE, and not assessed by a QEP) unless a watershed assessment is conducted that concludes otherwise.

Changes to Draft Bylaw No. 90:

g. To Schedule 1 (the text), with regard to the exemptions, section (2) (d):

- *Adding Registered Professional Forester to (iv);*
Staff suggests that there is likely no drawback to adding this profession in addition to arborists who can examine trees that pose an immediate threat to life or property. These are similar professions, and each professional must have the expertise and appropriate training in order to assess and certify trees in this instance.
- *Removing “immediate” to (xi);*
Staff do not see any reason to remove “immediate.”
- *Replacing “for residential use” with “10kW capacity or less” to (xvii) and (vi);*
Staff advises that the replacement wording is suitable as the intent is to allow structures within the riparian area that are equivalent to a residential scale.

h. To Schedule A, RAR Applicable Watershed Designations (the map):

- *interest in adding a “RAR Applicable Pending Further Information” category;*
Staff is supportive of adding this category to the Schedule. In addition, staff is generally supportive of changes to the draft legend that include references to RAR designations or do not include specific references to RAR designations. For example, staff suggest that the draft bylaw and Schedule could be written to reference two distinct areas of Lasqueti on the Schedule (e.g. “Area A” and “Area B”) each with their own set of screening and setback regulations found in the text of the Bylaw; one set for areas applicable to RAR, and one set for areas that are non-RAR.
- *interest in a new watershed designation - “Watersheds with Unknown Presence/Absence of Fish Habitat” and that Hadley Creek be added to this designation;*
Staff is supportive of adding a watershed designation that reflects an “unknown” designation and that Hadley Creek be added to this designation. Also see comments above.
- *suggestion to remove “Watersheds with no Fish Habitat;”*
Staff agrees that this category is no longer necessary, and can be removed from Schedule A.
- *concern that the designations in Bylaw No. 90, Schedule A “Lasqueti Riparian Areas Regulation Watershed Designation” map doesn’t reflect the unknown status of Unnamed Stream (Johnson’s Lagoon);*
Staff agrees that the status of this creek could be more accurately reflected on Schedule A as this watershed has not been assessed.
- *Interest in creating a map that is amendable without having to amend the bylaw with every new assessment, and interest in creating a bylaw to incrementally work towards specific mapping.*
Staff suggests that it may be possible to create a Schedule and bylaw wording that in the event that watershed designations change due to further assessments, a bylaw

amendment won't be necessary. Should the LTC wish to pursue this, staff could research this further and provide some options for bylaw changes.

Also, see above for staff comments on stream mapping.

Variance Fees/Costs

i. interest in lowering variance fees for RAR setback and screening regulations;

Members of the community expressed concern over the cost of developing within the screening and setback area due to the provincial requirement for a report from a Qualified Environmental Professional which can be costly. The LTC was asked to subsidize that cost, but there is no mechanism for the LTC to subsidize the cost of a professional report required as part of a land use application. The LTC can, however, reduce the fee for a development variance permit.

Reducing fees for applications aimed at preserving and protecting sensitive natural areas is a concept that has been used in other jurisdictions to encourage compliance and good stewardship, including Gabriola and North Pender with development permits.

Should the LTC want to reduce the development variance permit application fee in respect of RAR setback and screening regulations, consideration should be given to the amount of the reduced fee. As an example, on Gabriola and North Pender, the development permit fees were reduced to \$200.00.

Also, should the LTC decide to reduce the fees, staff recommends to reduce fees in respect of residential, commercial, industrial, and institutional development. Staff suggests that the LTC may also want to consider reducing the variance fee for screening and setbacks for both RAR and non RAR streams.

j. interest in the administrative fees for processing a variance;

Administrative fees mainly include the costs of admin staff time required to opening and closing an application file, and planning staff time in reviewing the application, conducting a site visit, writing a staff report and attending a meeting. Generally speaking these costs are not fully covered by the application fee.

Funding

k. interest in the cost of mapping being shared by the community or coming from a community fund, rather than being absorbed by the individual;

The LTC has spent \$10,000 so far to identify which watersheds are subject to RAR. Should the LTC decide to conduct further mapping to identify the actual stream locations, further mapping could be completed and would roughly cost \$70,000. These are costs perceivably considered shared by the community, i.e. tax dollars.

Even if stream mapping was completed, in order to construct/remove vegetation within 30 metres of a "stream" under RAR (unless exempt), a QEP must be hired to conduct a RAR assessment, which is a cost estimated at \$1500 - \$2000 to the individual. Plus, there is an application fee for a variance, which is currently \$440 for residential development and \$715

for commercial, industrial or institutional development. (see above for more on variance fees)

Staff has done some research into available options for funds in support of individuals that are subject to RAR and has found that the Cowichan Valley Regional District is exploring a tax incentive to encourage compliance with the RAR. At the time of writing this report, staff does not have any further information.

Advisory Planning Committee

I. interest in utilizing the advisory planning commission for the furthering the project;

Should the LTC decide to utilize the APC to further the project, staff advise the LTC to utilize the APC for their local expertise and that the LTC provide the APC clear and specific direction in their referrals to the APC, that will help further the business of the LTC.

Project Charter

The Project Charter is a useful tool in project planning as it provides a base from which all project work flows and is designed to ensure the timely completion of the project. In addition, it is effective in communicating project goals and timelines to the public. Any significant changes to the project deliverables, budget, or other aspects of the project require an amendment and re-endorsement. As the LTC is considering adding changes to the project, impacts on the project (and other top priority projects) should be carefully assessed, and the Project Charter amended to reflect any changes, and re-endorsed by the LTC by resolution.

Next Steps

Following the analysis of items discussed at the community meeting held in March and the LTC meeting held in April, the following next steps to implement RAR on Lasqueti are outlined. If the LTC would like to proceed with a 3rd party assessment of watersheds, staff understands this is best undertaken by the QEP in the fall/winter. In the meantime, staff recommends that recommended revisions to Draft Bylaw No. 90 can be accomplished now, including providing options for re-wording Draft Bylaw No. 90 so that it is amendable without having to amend the bylaw with information from future stream/watershed assessments. It is conceivable that the draft bylaw could then be considered for 1st reading in July, depending on whether it is viable/desirable in the end to create a bylaw without the new watershed assessment information. Otherwise first reading could be accomplished subsequent to the 3rd party review, which is likely fall/winter.

Summary of Planning Recommendations

- *Stream mapping:*
While staff sees value of stream mapping to individual landowners and the general community of Lasqueti, staff is not supportive of conducting stream mapping for the purposes of implementing RAR, due to the high cost of the mapping and little value to the RAR implementation project through the screening and setback approach. Additionally, staff has determined that further stream mapping with a view to reduce the screening and

setback area of 30 metres is not a possibility for Lasqueti streams under the RAR methodology.

- *Re-assessing watersheds:*
Staff suggests that a 3rd party review of watersheds designated “Watersheds with Potential Seasonal Habitat for Anadromous Fish Below Barriers” be undertaken as a follow up to public feedback. This could be undertaken this fall/winter. The current budget for RAR \$5000. It is a possibility that 3rd party review could be accomplished under budget, but if not budget may be redirected from other LTC budget surpluses.
- *Changes to Draft Bylaw No. 90:*
Staff suggests the following changes:
 - To Schedule 1 (the text), with regard to the exemptions, section (2) (d):
 - Adding Registered Professional Forester to (iv);
 - Replacing “for residential use” with “10kW capacity or less” to (xvii) and (vi);
 - To Schedule A, RAR Applicable Watershed Designations (the map):
 - Remove “Watersheds with no Fish Habitat”
 - Replace “Watersheds with Potential Seasonal Habitat for Anadromous Fish Below Barriers” with:
 - A new heading “RAR Applicable Pending Further Information” and a new designation underneath the heading - “RAR Applicable Pending Further Information,” and that Hadley Creek and Johnson’s Creek be added to the new designation.
 - Staff suggests to further research the idea of re-wording Draft Bylaw No. 90 so that it is amendable without having to amend the bylaw with information from future stream/watershed assessments, and provide options.
- *Variance Fees:*
Staff is in support of reducing the development variance permit fees in respect of setback and screening regulations for streams (both RAR and non RAR streams) and suggests that the reduction apply to residential, commercial, industrial and institutional development.
- *Advisory Planning Committee:*
Staff is in support of the LTC referring a draft bylaw or other aspects of this project to the APC for their recommendation.

RECOMMENDATIONS:

1. **THAT** the Lasqueti Island Local Trust Committee, in consideration of staff’s analysis of public input received, and review, revise, and adopt the RAR Compliance Project Charter.
2. **THAT** the Lasqueti Island Local Trust Committee request staff to enter into a contract with a QEP to undertake a 3rd party review of watersheds designated “Watersheds with

Potential Seasonal Habitat for Anadromous Fish Below Barriers” as per Schedule A of the Draft Bylaw No. 90.

3. **THAT** the Lasqueti Island Local Trust Committee request staff to make the following changes to Draft Bylaw No. 90:
 - To Schedule 1 (the text), with regard to the exemptions, section (2) (d):
 - Adding Registered Professional Forester to (iv);
 - Replacing “for residential use” with “10kW capacity or less” to (xvii) and (vi);
 - To Schedule A, RAR Applicable Watershed Designations (the map):
 - Remove “Watersheds with no Fish Habitat”
 - Replace “Watersheds with Potential Seasonal Habitat for Anadromous Fish Below Barriers” with:
 - A new heading “RAR Applicable Pending Further Information” and a new designation underneath the heading - “RAR Applicable Pending Further Information,” and that Hadley Creek and Johnson’s Creek be added to the new designation.
4. **THAT** the Lasqueti Island Local Trust Committee request staff to further research possible revisions to Draft Bylaw No. 90 so that it is amendable without having to formally amend the bylaw with updates from future stream/watershed assessments, and provide options.
5. **THAT** the Lasqueti Island Local Trust Committee request 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 XX 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.

Prepared and Submitted by:

Marnie Eggen

June 3, 2015

A/ Island Planner

Date

Concurred in by:

Courtney Simpson

June 4, 2015

Regional Planning Manager

Date

Attachments:

1. Project Charter, updated February 2015
2. Draft Bylaw No. 90
3. Example Lasqueti stream mapping based on land contours and Lidar

Lasqueti Island Riparian Areas Regulation Compliance Project Charter

Date: May 25, 2015

Purpose To amend the Lasqueti Island Land Use Bylaw with setback and screening regulations to implement the provincial *Riparian Areas Regulation*.

Background In 2013, Madrone Environmental Services Ltd. was contracted to assess Lasqueti watersheds to determine which watersheds are subject to the provincial *Riparian Areas Regulation*. The March 31, 2013 report broke down the watersheds into the following categories: (1) Watersheds with perennial Fish habitat; (2) Watersheds with Potential Seasonal Habitat for Anadromous Fish below barriers; (3) Watersheds Requiring Further Investigation; (4) Watersheds with no Fish Habitat. Further assessment of three watersheds is required in the 2013-14 fiscal year, and an additional assessment of THREE watersheds in the 2014-15 fiscal year. In addition, at the October 17, 2013 LTC meeting, the LTC decided to endorse the setback/screening method of coming into RAR compliance rather than going the Development Permit Area route.

Objectives

- Have all Lasqueti watersheds assessed to determine RAR applicability
- Ongoing notification and effective engagement with property owners and residents

Scope & Deliverables

- Review all Lasqueti watersheds to determine RAR applicability
- Review setback and screening option and draft bylaw amendment implementing this option to become RAR compliant
- Inform/notify community via newsletters, community consultation; and community information meeting(s) and public hearing

Workplan Overview

Deliverable/Milestone	Date
Draft LUB amendment. Firm up CIM date and time and place.	July 3, 2014
CIM takes place at special meeting to be held September 13th.	Sept 13, 2014
Madrone completes assessment of remaining 3 watersheds.	Sept 15, 2014
Staff presents report summarizing CIM and presenting draft bylaw for possible changes.	Oct 16, 2014
Community consultation: CIM (1)	Spring 2015
Consideration of first reading and any changes based on community consultation, agency and First Nation referrals	Summer 2015
Consideration of second reading and any changes based on referrals responses.	Fall 2015
Public Hearing, consideration of 3rd reading, EC referral, adoption and amendment consolidation	Winter 2015/16

RPM Approval:

Courtney Simpson

Date: January 22, 2015

LTC Endorsement:

Resolution #: LA-2015-004

Date Received: February 5, 2015

Project Team

Lasqueti Island LTC	
Marnie Eggen, Planner	Project Manager

Budget

Budget Source: RAR Project

Item	Cost
Assessment - 2 watersheds	2000 (done 13/14)
Assessment - 3 other watersheds	5000 (done 14/15)
Legislative process	1200 (15/16 fiscal)
Community consultation	600 (15/16 fiscal)
Total	5000 (15/16 fiscal)

DRAFT

Lasqueti Island Local Trust Committee
BYLAW NO. 90

A BYLAW TO AMEND THE LASQUETI ISLAND LAND USE BYLAW, NO. 78

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

- 1. Bylaw No. 78, cited as “Lasqueti Island Land Use Bylaw No. 78, 2005” is amended as shown on Schedule 1, attached to and forming part of this bylaw.
- 2. This bylaw may be cited as “Lasqueti Island Land Use Bylaw 78, 2005, Amendment No. 2, 2014”

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

SECRETARY

CHAIRPERSON

Lasqueti Island Local Trust Committee

Bylaw No. 90

Schedule 1

1. Schedule “A” of Lasqueti Island Land Use Bylaw No. 78 cited as “Lasqueti Island Land Use Bylaw No. 78, 2005”, is amended as follows:

- A. Delete Section 3.5 in its entirety and replace it with the following:

“3.5 Siting and Setback Provisions

(1) General

- (a) All building and structure setbacks and spatial separation requirements must be measured on the horizontal plane from the exterior finished façade of the building or structure to the natural boundary, parcel line or other point specified in this Bylaw.

**(2) Setbacks and Screening for Streams as Defined in the British Columbia
*Riparian Areas Regulation***

- (a) Terms used in Section 3.5(2) that are defined in the provincial *Riparian Areas Regulation* have the same meaning as the definition given in the Regulation, as it may be amended from time to time;

- (b) The following freshwater features, located on properties designated as ‘RAR Applicable’ as noted on Schedule A, being:

- (i) a watercourse, whether it usually contains water or not;
- (ii) a pond, lake, river, creek or brook;
- (iii) a ditch, spring or wetland that is connected by surface flow to something referred to in paragraph (i) or (ii),

must be screened from development as defined in the British Columbia *Riparian Areas Regulation*, through the retention of all existing vegetation ONLY, in the form of:

- a 30 metre strip on both sides of the stream, measured from the high water mark;
- for a ravine less than 60 metres wide, a strip on both sides of the stream measured from the high water mark to a point that is 30 meters beyond the top of the ravine bank; and
- for a ravine 60 metres wide or greater, a strip on both sides of the stream measured from the high water mark to a point that is 10 meters beyond the top of the ravine bank;

- (c) Applications to vary 3.5(2)(b) above will require a report from a qualified environmental professional conducted according to the *Riparian Areas Regulation* methodology.

- (d) Notwithstanding 3.5(2)(b) above, the following land use activities are permitted in the stream screening area:

- (i) for certainty, all uses that are not residential, commercial or industrial or accessory to such a use;
- (ii) interior or exterior alterations, renovations, maintenance, reconstruction or repair to a pre-existing permanent building or structure to an extent that does not alter, extend or otherwise increase the footprint;
- (iii) repair or replacement of a septic field on the same spot;
- (iv) the removal of trees that have been examined by an arborist and certified to pose an immediate threat to life or property;
- (v) With the exception of nesting trees protected under Section 34 of the *Wildlife Act*, cutting of vegetation and trees more than 15 meters from the stream's high water mark or the top of the ravine bank, provided the cutting is not a precursor to development, the roots/stumps are left in the ground, and the cutting does not result in land alteration;
- (vi) gardening and yard maintenance activities within a pre-existing *landscaped area*, including mowing, pruning, planting, and minor soil disturbance that does not alter the general contours of the land;
- (vii) manual removal of invasive species and manual planting of native vegetation conducted in accordance with best management practices;
- (viii) pruning of not more than two trees in one growing season and that is conducted in accordance with the standards and recommendations of the International Society of Arboriculture, and that does not involve: the lift pruning of lower limbs to the extent that the live crown ratio is less than 50%, the removal of more than 25% of the crown in one growing season, topping, or the pruning or removal of a structural root within the critical root zone;
- (ix) ecological restoration or enhancement projects undertaken or authorized by a public body;
- (xj) work that is authorized by Fisheries and Oceans Canada by permit under Section 35 of the *Fisheries Act*;
- (xi) emergency procedures to prevent, control or reduce immediate threats to life or property including:
 - emergency actions for flood-protection and erosion protection;
 - clearing of an obstruction from a bridge or culvert or an obstruction to drainage flow; and
 - repairs to bridges and safety fences carried out in accordance with the *Water Act*;
- (xii) farm operations as defined in the *Farm Practices Protection (Right to Farm) Act* and farm uses as defined in Section 2(2) of the *Agricultural Land Reserve Use, Subdivision, and Procedure Regulation*;
- (xiii) The construction of a fence if no native trees are removed and 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;

- (xiv) The construction of a private trail if all of the following apply;
 - The trail is one meter wide or less;
 - No native trees are removed;
 - The surface of the trail is pervious (for example, soil, gravel or wood chips);
 - The trail is designed to prevent soil erosion where slopes occur; and
 - Where the trail parallels the stream, the trail is more than 5 meters away from the high water mark of a stream.
- (xv) Disturbance of soils more than 15 meters from the stream's high water mark or the top of the ravine bank if the total area of soil disturbance is less than 5 meters squared;
- (xvi) The constructing of a small accessory building such as a pump house, gazebo, garden shed or playhouse more than 15 meters from the stream's high watermark or the top of the ravine bank if the building is located within an existing landscaped area and the total area of small accessory building is less than 10 meters squared;
- (xvii) Structures used to provide micro-hydro-electricity for residential use.

(3) Setbacks for Other Streams, Creeks, Lakes, Wetlands, and Watercourses

(a) The minimum setback for buildings and structures for any other streams, creeks, lakes, wetlands, and watercourses is 30 metres, except for the following:

- (i) fence or access stairway;
- (ii) interior or exterior alterations, renovations, maintenance, reconstruction or repair to a pre-existing permanent building or structure to an extent that does not alter, extend or otherwise increase the footprint;
- (iii) repair or replacement of a septic field on the same spot;
- (iv) emergency procedures to prevent, control or reduce immediate threats to life or property including:
 - emergency actions for flood-protection and erosion protection;
 - clearing of an obstruction from a bridge or culvert or an obstruction to drainage flow; and
 - repairs to bridges and safety fences carried out in accordance with the *Water Act*;
- (v) The constructing of a small accessory building such as a pump house, gazebo, garden shed or playhouse more than 15 meters from the stream's high watermark or the top of the ravine bank if the building is located within an existing landscaped area and the total area of small accessory building is less than 10 meters squared
- (vi) Structures used to provide micro-hydro-electricity for residential use.

(4) Minimum Setback for Buildings and Structures from the Natural Boundary of the Sea

- (a) The minimum setback from the natural boundary of the sea for buildings and structures, except for a boathouse, fence, or access stairway is:
 - (i) 5.0 metres (16.4 feet) for a boathouse;
 - (ii) 15 metres (49.2 feet) for all other buildings and structures;
 - (iii) despite Clause 3.5(6)(a), where the frontage on the sea is adequately protected from erosion by natural bedrock or works as certified by a professional engineer, buildings and structures may be sited as close as 7.5 metres (24.6 feet) from the natural boundary of the sea.
- (b) The minimum allowable difference in elevation between the underside of the lowest floor in the building or structure and the elevation of the natural boundary of the sea must be 1.5 metres, except for a boathouse.
- (c) Where fill is used to attain the elevation required in this section:
 - (i) the minimum setback distance required shall be measured from the toe of the fill slope to the natural boundary of the sea; and
 - (ii) the face of the fill slope must be protected against wave action from floodwaters.

Information Note: For best management practices on manual removal of invasive species and planting of native vegetation, property owners should contact organizations such as the Invasive Species Council of British Columbia and the Coastal Invasive Species Committee.

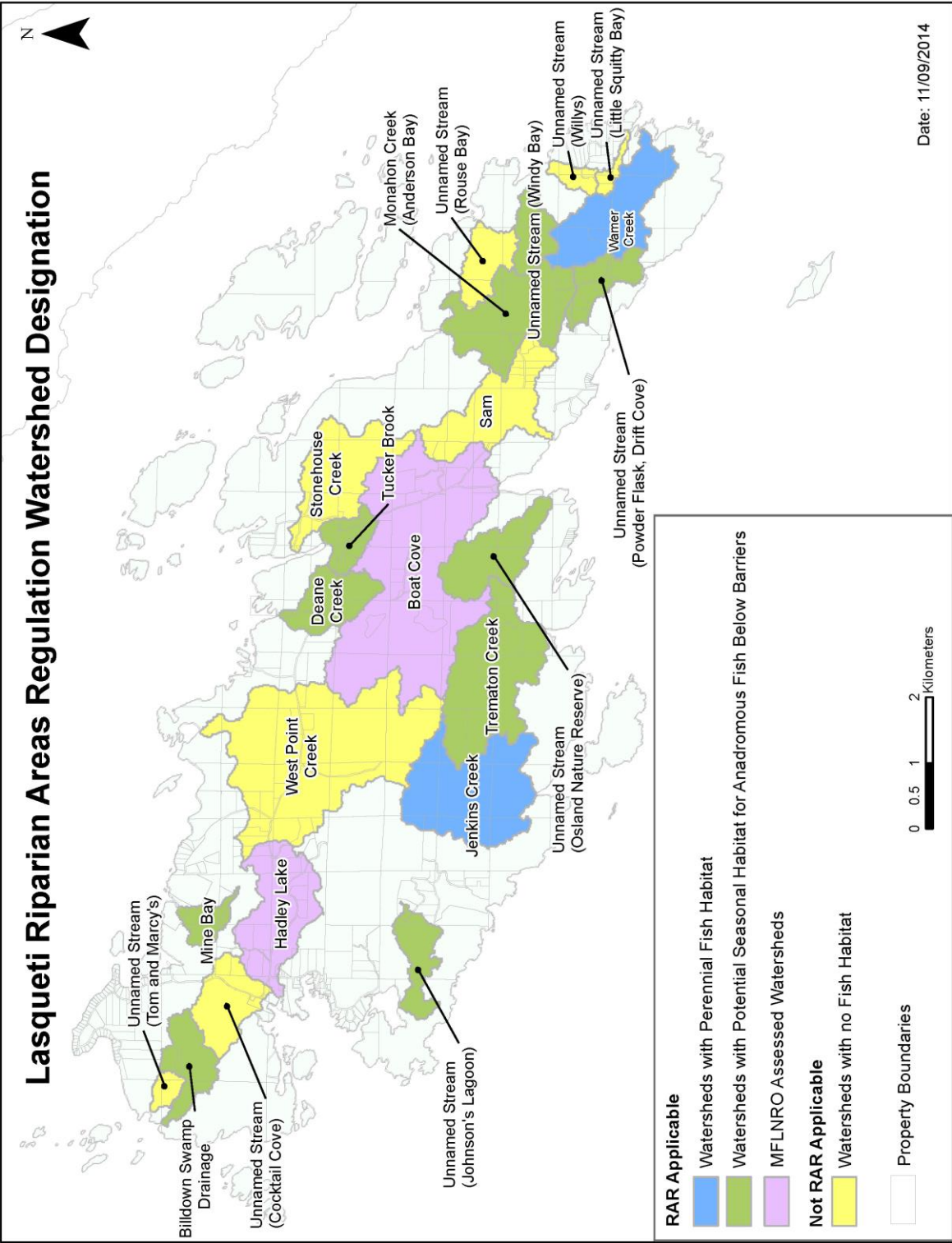
(5) Setbacks and Screening from Nesting Trees

- (a) A protective screen of natural vegetation must be retained within a 30 metres (98.4 feet) radius of the trunk of a tree bearing nests of herons, eagles, ospreys, vultures, falcons, hawks and owls.”

B. To current “Part 1.1 – Definitions” insert the following new definition in alphabetical order:

“*landscaped area*” means an area significantly altered by human activity where there is the continuous maintenance of no vegetation, cultivated vegetation and/or landscape materials, including but not limited to stones, boulders, cobbles, pavers and decorative concrete;”

Lasqueti Island Local Trust Committee
Bylaw No. 90
Schedule A





Islands Trust

Print Date: Jul-21-2015

Top Priorities

Lasqueti Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Riparian Areas Regulation Compliance . Watershed Assessment and Bylaw Enactment		Aug-17-2011	Marnie Eggen		On Going
1	Lasqueti Official Community Plan and Land Use Bylaw review		Sep-13-2014	Marnie Eggen		On Going
1	Consider Procedures Bylaw amendment to allow the Local Trust Committee to hold electronic meetings when needed.		Feb-05-2015	Carmen Thiel	Aug-31-2015	On Going



Projects

Lasqueti Island

No.	Description	Activity	Received/Initiated	Status
1	Update the Lasqueti Official Community Plan by: 1. adding policy requiring all marinas applying for rezoning or a development permit to provide pump out facilities; and 2. adding advocacy policy encouraging neighbouring local governments to require that marinas servicing vessels traveling within the Trust Area install pump-out facilities when applying for rezoning or a development permit (Recommendations from Trust Council to all LTC's) 3.Update with Intertidal zone policies using specific recommendations from the Forage Fish team and the Greenshores and Eelgrass Project			On Going
2	Update Official Community Plan and Land Use Bylaw to include provisions for food security. (Direction from Trust Council - December, 2010)		Mar-03-2011	On Going
3	Establish relationships with First Nations that have interests in the Lasqueti Local Trust Area.		May-14-2015	On Going

Islands Trust
LTC EXP SUMMARY REPORT F2016
Invoices posted to Month ending June 2015

640 Lasqueti	Invoices posted to Month ending June 2015	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-640	LTC "Trustee Expenses"	750.00	246.40	503.60
LTC Local				
65200-640	LTC - Local Exp - LTC Meeting Expenses	500.00	672.46	-172.46
65210-640	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-640	LTC - Local Exp - Communications	300.00	32.00	268.00
65230-640	LTC - Local Exp - Special Projects	750.00	0.00	750.00
TOTAL LTC Local Expense		<u>2,050.00</u>	<u>704.46</u>	<u>1,345.54</u>
Projects				
73001-640-2015	Lasqueti OCP/LUB	5,000.00	0.00	5,000.00
73001-640-3004	Lasqueti RAR	5,000.00	0.00	5,000.00
		<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</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.



Memorandum

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Date June 30, 2015 File Number 6500-01

To Denman Island Local Trust Committee
Hornby Island Local Trust Committee
Gabriola Island Local Trust Committee
Gambier Island Local Trust Committee
Lasqueti Island Local Trust Committee
Thetis Island Local Trust Committee
Ballenas – Winchelsea Islands Local Trust Committee (Executive Committee)

From Aleksandra Brzozowski
Acting Regional Planning Manager, Local Planning Services

Re **2016-17 Budget Submissions**

Local trust committees (LTCs) are asked to submit their budget requests for the next fiscal year (2016-17) in advance of the Financial Planning Committee's consideration of LTC budgets in October. Staff requests LTCs to review and revise the attached preliminary LTC budget requests for the 2016-2017 fiscal year.

There are two components to LTC budgets – expense budgets and program budgets.

Local Trust Committee Expense Budgets

Local Trust Committee Expense budgets include the following:

- LTC meeting expenses
- APC meeting expenses
- Communications
- Special Projects
- Miscellaneous

A budget for Local Expenses has been developed based on the historical spending, and is shown in Attachment 2.

LTC meeting expenses: The presented budget requests are the same as those requested for the 2015/2016 fiscal year. No changes are recommended for the LTC meeting expense account budgets as presented in Attachment 2.

Advisory Planning Commission Budgets: The presented budget requests are the same as those requested for the 2015/2016 fiscal year. No changes are recommended for the LTC meeting expense account budgets as presented in Attachment 2.

Communications Budgets: A small amount of funding is included in the Communications line item in the LTC Expense Account. Significant communication projects should be priority projects and are to be included in the requests for program budget. No changes are recommended to the communications budgets as presented in Attachment 2.

Special Projects Budgets: A small amount of funding is included in the Special Projects line item in the LTC Expense Account. This funding is intended to support local planning initiatives at the discretion of the local trust committee (a local trust committee resolution is required to use these funds).

LTC Projects Budgets

Local trust committees should make a funding request to support anticipated 2016-2017 priority project work, including OCP and LUB work that cannot be achieved with the money available in the Expense Account Special Projects line. Recommended projects budgets are presented in Attachment 1.

The preliminary project requests have been drafted based on all Top Priority work program items which are currently anticipated to commence in, or to carry, into the next fiscal year. Items from the Projects List which the planners anticipate commencing in the coming year and requiring dedicated funding are also included. These draft requests are preliminary recommendations and are to be reviewed and revised by the LTCs.

When reviewing the draft program budget requests, LTCs are asked to consider the following:

- Projects planned for the current fiscal (2015/16) which are not completed should be considered as a new project for the 2016/17 fiscal year with resources allocated to support that work.
- For projects that would begin in 2016-2017, LTCs should consider the type of work anticipated for the 2016-2017 year specifically and what the related budget request should realistically entail. For example, a new project may require only in-house staff work for the first year, or it could require a costly technical study at the outset.
- LTCs should review their Projects List for possible 2016-2017 project work.
- LTCs may wish to review their long-term 2014-2018 goals should the LTC not identify any anticipated projects from the Projects List.
- Although the Northern Office will be back to full staffing levels by the 2016-2017 fiscal year, LTCs should still consider cumulative staff workload when identifying projects.

Riparian Areas Regulation Budgets:

Those local trust committees that have bylaws not compliant with the Provincial Riparian Areas Regulation should discuss their requirements for RAR funding in the 2016-2017 fiscal year to assist the regional planning managers and the Director in developing a budget for RAR.

First Nations Relationship Building Budgets:

A number of LTCs have on their Priorities and Projects Lists protocol agreements or similar relationship building with First Nations in their local trust areas. Please note that the \$50,000 budget set by Trust Council for First Nations relationship building is a budget item for the 2015-2016 fiscal only, and is not a budget item expected to roll over into the 2016-2017 fiscal.

Budget Request Timeline:

June 2015 Regional Planning Managers develop budget estimates for consideration by LTCs

July to Sept LTCs review and approve budget requests at LTC meetings

Aug 26, 2015 FPC reviews draft budget principles

Sept 15, 2015 All budget requests forwarded to Director of Local Planning Services

Oct 21, 2015 FPC reviews and discusses first draft of budget

Nov 18, 2015 FPC approves the draft budget

Dec 9, 2015 Trust Council reviews draft budget

Direction from LTC regarding Budget Requests

Attachment 1 is a table with all draft project submissions recommended to Northern LTCs. LTCs should review the attached worksheet and identify any other projects it is currently considering and add them to the budget request (and the work program if necessary) noting the associated anticipated expenses.

Resolution Wording

1. THAT the ____ Island Local Trust Committee approve and forward the draft 2016-17 LTC Project Budget submission to Financial Planning Committee as presented; or
2. THAT the ____ Island Local Trust Committee revise the draft 2016-17 LTC Project Budget submission and forward to Financial Planning Committee as revised.

Attachments:

1. Summary table of Northern LTC project budget requests
2. Table of Local Trust Committee Expense Budgets

pc Island Planners and Planner 2

Attachment 1: Preliminary LTC Project Budget Requests for 2016-2017 Fiscal

LTC	Project Request	Cost (\$)	Description	Notes
Denman	Protocol Agreement with K'omoks First Nation	\$ 1,500.00		
	Engagement on Downtown Village Vision	\$ 6,500.00		Engagement to be conducted by third party facilitator
Hornby	Communications	\$ 2,000.00	Communications and outreach to Hornby community re: completed LUB review and changes	
Lasqueti	RAR (completion)	\$ 2,500.00	Bylaw commenced in 2014-15	1 public hearing (\$2000) stand-alone, communications material (\$500)
	OCP/LUB Review	\$ 2,000.00	Review of possible changes to OCP/LUB.	Scope of work will focus on in-house staff work and communications.
Executive	Relationship building with Snaw-Naw-As (Nanoose) First Nation	\$ 1,500.00		
Gabriola	Protocol Agreement with Snuneymuxw First Nation	\$ 1,500.00		
	Affordable Housing (completion)	\$ 3,500.00	Review of possible changes to OCP/LUB provisions to improve housing affordability.	Communication materials (\$500), CIMs (\$3000)
Gambier	RAR (completion)	\$ 2,500.00	Mapping to be completed in 2015-16, bylaw commenced in 2015-16	1 public hearing (\$2000) stand-alone, communications material (\$500)
	Gambier OCP Review (continuation)	\$ 5,000.00	Major OCP review commenced in 2015-16 fiscal	
Thetis	Memorandum of Understanding with Stz'uminus First Nation	\$ 1,500.00		
TOTAL		\$ 30,000.00		

2016/17 LTC EXPENSE BUDGET

Total 2016/17

	615-Denman	620-Gabriola	625-Galiano	630-Gambier	635-Hornby	640-Lasqueti	645-Mayne	650-N.Pender	655-Salt Spring	660-Saturna	665-S.Pender	670-Thetis	EC as LTC	LPC	
population	1095	4050	1258	313	1074	359	1112	1996	9780	359	236	372			22004
	5%	18%	6%	1%	5%	2%	5%	9%	44%	2%	1%	2%			
LTC EXPENSES **															
LTC Meeting Expenses	2,500	4,250	2,500	2,500	2,500	500	1,500	2,750	8,000	1,000	1,000	1,000			30,000
APC Meeting Expenses	750	750	500	750	750	500	750	750	2,000	500	500	500			9,000
Communications	300	750	300	300	300	300	300	300	1,250	300	300	300			5,000
Special Projects	750	2,250	750	750	750	750	750	750	4,500	750	750	750	750		15,000
SUB-TOTAL EXPENSES	4,300	8,000	4,050	4,300	4,300	2,050	3,300	4,550	15,750	2,550	2,550	2,550	750		59,000
Program	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	4,300	8,000	4,050	4,300	4,300	2,050	3,300	4,550	15,750	2,550	2,550	2,550	750	0	59,000
	7%	14%	7%	7%	7%	3%	6%	8%	27%	4%	4%	4%			