



Lasqueti Island Local Trust Committee Regular Meeting Agenda

Date: February 5, 2015
Time: 11:00 am
Location: Lasqueti Island Arts Centre
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 Adopted Minutes dated October 16, 2014 for receipt | | 4 - 10 |
| 6.2 Local Trust Committee Public Hearing Record Dated October 16, 2014 for receipt | | 11 - 12 |
| 6.3 Section 26 Resolutions-without-meeting Report Dated January 27, 2015 | | 13 - 13 |
| 6.4 Advisory Planning Commission Minutes - none | | |
| 7. BUSINESS ARISING FROM MINUTES | | |
| 7.1 Follow-up Action List dated January 27, 2015 | | 14 - 15 |
| 8. DELEGATIONS - none | | |
| 9. CORRESPONDENCE | | |
| (Correspondence received concerning current applications or projects is posted to the LTC webpage) | | |
| 10. APPLICATIONS AND REFERRALS - none | | |

11.	LOCAL TRUST COMMITTEE PROJECTS	11:25 AM - 12:00 PM
11.1	Riparian Areas Regulation Implementation	
11.1.1	Staff Report dated January 16, 2015	16 - 22
12.	REPORTS	12:00 PM - 12:30 PM
12.1	Work Program Reports	
12.1.1	Top Priorities Report Dated January 27, 2015	23 - 23
12.1.2	Projects List Report Dated January 27, 2015	24 - 24
12.2	Applications Report Dated January 27, 2015	25 - 25
12.3	Trustee and Local Expense Reports	
12.3.1	January, 2015	26 - 26
12.4	Adopted Policies and Standing Resolutions	27 - 27
12.5	Local Trust Committee Webpage	
12.6	Chair's Report	
12.7	Trustee Reports	
12.8	Electoral Area Director's Report	
12.9	Trust Fund Board Report	
	<u>BREAK</u>	
13.	NEW BUSINESS	1:00 PM - 2:40 PM
13.1	Lasqueti Island Local Trust Committee Work Program - 2015	
13.1.1	Staff Report Dated January 16, 2015	28 - 42
13.1.2	Strategic Planning Session	
13.2	Advisory Planning Commission Staff Report dated Janaury 20, 2015	43 - 48
13.3	Mount Trematon Possible 911 Repeater Tower - for discussion	
13.3.1	Trust Fund Board Resolution of January 21, 2015	49 - 49
13.3.2	Islands Trust Fund Letter Dated January 26, 2015 to North Island 9-1-1 Corporation	50 - 51
14.	UPCOMING MEETINGS	
14.1	Next Regular Meeting Scheduled for Thursday, May 14, 2015 at 11:00 am at the Lasqueti Arts Centre, Main Road, Lasqueti Island, BC	

- | | | |
|-----|-----------------------|-------------------|
| 15. | TOWN HALL | 2:40 PM - 2:50 PM |
| 16. | CLOSED MEETING - none | |
| 17. | ADJOURNMENT | 2:50 PM - 2:55 PM |



Lasqueti Island Local Trust Committee Minutes of Regular Meeting

Date: October 16, 2014
Location: Lasqueti Island Arts Centre
Main Road, Lasqueti Island, BC

Members Present David Graham, Chair
Peter Johnston, Local Trustee
Susan Morrison, Local Trustee

Staff Present Marnie Eggen, Planner 2
Jaylene Scheible, Recorder

1. CALL TO ORDER

Chair Graham called the meeting to order at 11:03 am. He acknowledged that the meeting was being held in the traditional territory of the Coast Salish First Nations. He introduced staff and trustees.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. PARKING LOT HOME ENTERPRISE - LAND USE BYLAW AMENDMENT UPDATE

3.1. Presentation by Planner

3.1.1. Staff Report dated October 3, 2014 regarding Referral Responses

Planner Eggen presented the staff report.

LA-LTC-2014-27

It was MOVED and SECONDED,

that the Lasqueti Local Trust Committee advise the Executive Committee that it has reviewed the Directives Only Policies and determined that proposed Amendment Bylaw No. 89 is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

LA-LTC-2014-28

It was MOVED and SECONDED

that no amendments to proposed Bylaw No. 89 be made as a result of First Nation and Agency referral responses.

CARRIED

3.2. Question and Answer Session

Questions were heard from the public and answered by staff and trustees.

4. TOWN HALL SESSION

Two (2) members of the public spoke and the following summary was recorded: Tom Weinerth asked if streamside property owners have riparian rights as oceanside owners have riparian rights under the proposed Riparian Areas Regulation (RAR). Planner Eggen explained that the same rights apply and that property owners have a right to protect their property, however, they must do so in accordance with laws and regulations.

Sailor Johnson expressed concern that the watershed designation of RAR does not accurately reflect potential fish bearing streams. He stated that the riparian regulations would infringe upon private property owners' rights to protect property from such things as erosion and changes to waterways from road work. He asked if the whole island could be designated as a potential riparian area.

Trustee Morrison spoke to the need to further educate the public about the proposed Land Use Bylaw amendment that is being mandated by the provincial government under RAR. It was noted that more community information sessions should be held by the Local Trust Committee (LTC) in the next term, and that it would be useful to have the biologist from Madrone Environmental Services Ltd. to be there to explain and answer questions regarding the watershed assessment.

5. RECESS FOR PUBLIC HEARING

Proposed Bylaw 89, if adopted, will amend the Lasqueti Island Land Use Bylaw to allow vehicle parking as a home enterprise.

Chair Graham called for a recess for Public Hearing at 11:23 am.

6. RECALL TO ORDER

Chair Graham recalled the meeting to order at 11:31 am.

7. MINUTES

7.1. Local Trust Committee Special Meeting Minutes of September 13, 2014 - for adoption

The minutes of the Lasqueti Local Trust Committee Special Meeting of September 13, 2014 were adopted as presented by consensus.

7.2. Local Trust Committee Meeting Minutes dated August 28, 2014 – for adoption

The minutes of the Lasqueti Local Trust Committee Meeting of August 28, 2014 were adopted as presented by consensus.

7.3. Section 26 Resolutions Without Meeting - none

None.

8. BUSINESS ARISING FROM MINUTES

8.1. Follow-up Action List dated October 7, 2014 - attached

No updates.

9. DELEGATIONS - none

None.

10. CORRESPONDENCE

(Correspondence received concerning current applications is considered with the application)

10.1. Email dated September 30, 2014 from Randy Taylor regarding Riparian Areas Regulation Zoning

Received.

11. APPLICATIONS AND PERMITS - none

None.

12. LOCAL TRUST COMMITTEE PROJECTS

12.1. Riparian Areas Regulation (RAR)

Staff presented the staff report.

Trustee Morrison expressed concern about the representation of the watersheds within the report from Madrone Environmental Services Ltd.

Planner Eggen responded that the expertise of Madrone Environmental Services Ltd. is trusted and that the RAR methodology that they adhere to is science based. It is suggested that the environmental assessment agency would have the same findings as they follow the same assessment guidelines.

Trustee Morrison suggested that more Community Information Meetings are needed before the bylaw is adopted.

Trustee Johnston expressed concern that there are many residents that are away from the Lasqueti Island in the months of January and February, and suggested the meetings be held sometime in March or April.

Planner Eggen stated that there is approximately \$1200 remaining in the budget for the Public Hearing. There are options that would allow for this item to be extended into the budget for the next fiscal year, though it is noted that continued work on the RAR will take staff time away from work to be done on the Official Community Plan (OCP) and Land Use Bylaw (LUB).

Sailor Johnson expressed concerns that rights are being taken away from landowners. He suggests that it would be better to zone the whole island as a possible riparian zone, and asked for the trustees to advocate for this.

A request was made to have a map that defines the RAR designated streams

rather than the watersheds.

Chair Graham re-stated that this is a provincial regulation that each local government has to adopt, and stated that there is a need to educate the residents of Lasqueti about RAR and its implementation on the island.

LA-LTC-2014-29

It was MOVED and SECONDED

that the Lasqueti Island Local Trust Committee advise the Executive Committee that it has reviewed the Directives Only Policies and determined that proposed Bylaw No. 90 is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

LA-LTC-2014-30

It was MOVED and SECONDED

that the Lasqueti Island Local Trust Committee rescind first reading of proposed Bylaw No. 90, cited as "Lasqueti Island Land Use Bylaw 78, 2005, Amendment No. 2, 2014".

CARRIED

LA-LTC-2014-31

It was MOVED and SECONDED

that the Lasqueti Island Local Trust Committee direct staff to replace Schedule 'A' of draft Bylaw No. 90 with the updated version, dated September 11, 2014.

CARRIED

12.1.1. Proposed Land Use Bylaw Amendment - Staff Report dated October 3, 2014

Received.

12.1.2. Madrone Environment Services Ltd. Report dated September 12, 2014

Received.

12.1.3. Project Charter - updated August 11, 2014

Received.

LA-LTC-2014-32

It was MOVED and SECONDED to amend the project charter as follows: Work Plan Overview, Deliverable milestone of public consultation and Public Hearing in 2015.

CARRIED

12.1.4. Community Consultation Plan - updated August 11, 2014

Received.

13. REPORTS

13.1. Work Program Reports

13.1.1. Top Priorities Report and Projects List dated October 7, 2014

No updates.

13.2. Applications Log

13.2.1. Applications Log dated October 7, 2014

Trustee Morrison stated that there is concern about the road that currently exists to this subdivision as being substandard.

13.3. Trustee and Local Expenses

Trustee Johnston considered that the surplus from the Lasqueti False Bay Official Community Plan budget could be transferred to the RAR project in the New Year.

13.3.1. Expenses posted to end of August, 2014

Received.

13.3.2. Expenses posted to end of September, 2014

Received.

13.4. Adopted Policies and Standing Resolutions

14. CHAIR'S REPORT

Chair Graham gave his report.

15. TRUSTEES' REPORT

The trustees gave their reports.

16. TRUST FUND BOARD REPORT

Trustee Morrison gave her report.

17. CLOSED MEETING:

The Lasqueti Island Local Trust Committee closes the next part of the October 16, 2014 business meeting to discuss matters pursuant to Section 90(1)(d) of the Community Charter to consider adoption of Closed Meeting Minutes and that Staff be invited to attend this meeting.

LA-LTC-2014-034

It was MOVED and SECONDED

that the meeting be closed to the public in accordance with the Community Charter and that staff be invited to attend this meeting.

CARRIED

18. RECALL TO ORDER

18.1. Rise and Report from Closed Meeting

Chair Graham reported that the Closed Meeting minutes of February 27, 2014 and August 28, 2014 were adopted.

19. NEW BUSINESS

None.

20. BYLAWS

20.1. Proposed Bylaw No. 89 cited as “Lasqueti Island Land Use Bylaw 78, 2005, Amendment No. 1, 2014”- for consideration of second and third readings and submission to Executive Committee for approval

LA-LTC-2014-035

It was MOVED and SECONDED

that proposed Bylaw No. 89 cited as “Lasqueti Island Land Use Bylaw 78, 2005, Amendment No. 1, 2014” be given second and third reading and submitted to the Executive Committee for approval.

CARRIED

LA-LTC-2014-036

It was MOVED and SECONDED

that the Local Trust Committee direct staff, once Executive Committee approves Bylaw No. 89, cited as Lasqueti Island Land Use Bylaw 78, 2005, Amendment No. 1, 2014”, to initiate adoption by Resolution Without Meeting.

CARRIED

20.2. Proposed Bylaw No. 90 cited as “Lasqueti Island Land Use Bylaw 78, 2005, Amendment No. 2, 2014” for consideration of second reading

None.

21. ISLANDS TRUST WEBSITE

21.1. Lasqueti Pages - for discussion

The Lasqueti Island Local Trust Committee Website can be found at: <http://www.islandstrust.bc.ca/islands/local-trust-areas/lasqueti.aspx>

Trustee Morrison reported on updates that are needed.

22. NEXT MEETING DATE

To be announced.

ADOPTED

LA-LTC-2014-037

It was MOVED and SECONDED

that the Local Trust Committee recommend that the next meeting be held on January 22, 2015.

CARRIED

23. ADJOURNMENT

By general consent the meeting was adjourned at 1:40 pm.

David Graham, Chair

Certified Correct:

Jaylene Scheible, Recorder



**Lasqueti Island
Local Trust Committee
Public Hearing Record**

Regarding Proposed Bylaw No. 89

Date of Public Hearing: Thursday, October 16, 2014
Location: Arts Centre, Main Road, Lasqueti Island, BC

Members Present David Graham, Chair
Peter Johnston, Local Trustee
Susan Morrison, Local Trustee

Staff Present Marnie Eggen, Planner 2
Jaylene Scheible, Recorder

Media & Others Present: Approximately three (3) members of the public in attendance

1. CALL TO ORDER

Chair Graham called the Public Hearing to order at 11:24 am. He welcomed the public and introduced himself, the Local Trustees and staff. He explained the purpose of the Public Hearing and read the opening statements.

2. PROPOSED BYLAW NO. 89

Planner Eggen read the Notice of Public Hearing and summarized the agency referrals and responses. She reported that no public submissions had been received to date.

3. PUBLIC COMMENTS

Chair Graham asked if there was anyone in attendance who wanted to comment or provide written submissions on proposed Bylaw No. 89.

The following public submissions were heard:

Tom Weinerth, Lasqueti Island, BC - submitted a comment in writing, "I support the passage of this bylaw. Thank you."

Richard Chesham, 47 Spring Bay Road, Lasqueti Island, BC- commented that he supports this bylaw and urges the Trustees to act with diligence and due accord to pass this bylaw.

4. ADJOURNMENT

Chair Graham asked three (3) times if there were any further submissions. Hearing none Chair Graham closed the public hearing at 11:31 am.

I CERTIFY THAT THIS IS A FAIR AND ACCURATE SUMMARY OF THE NATURE OF REPRESENTATIONS RESPECTING THE MEETING HELD.

JAYLENE SCHEIBLE, RECORDER

RWM From: August 20, 2014 To: January 27, 2015

Lasqueti Island

Resolution #	Action	Resolution Description	Resolution Date
2014-07	In Favour	THAT the Lasqueti Island Local Trust Committee schedules its 2015 regular business meetings on the following dates: Thursday, February 5, 2015 Thursday, May 14, 2015 Thursday, June 18, 2015 Thursday, July 30, 2015 Thursday, October 8, 2015 Thursday, December 3, 2015.	Dec 23, 2014
2014-06	In Favour	"That the Lasqueti Local Trust Committee direct staff to write a letter to be signed by the chair on behalf of the Local Trust Committee to the Ministry of Transportation and Infrastructure conveying the importance of Tucker Bay Road water access to the Lasqueti community, and to urge them to keep it public."	Nov 27, 2014
2014-05	In Favour	"That the Lasqueti Island Local Trust Committee adopt the minutes from its October 16, 2014 Regular Business Meeting and the October 16, 2014 In Camera Meeting, as attached and receive the Public Hearing Record of October 16, 2014, as attached."	Dec 01, 2014
2014-04	In Favour All in Favour	"That the Lasqueti Island Local Trust Committee adopt Bylaw No. 89, cited as "Lasqueti Island Land Use Bylaw 78, 2005, Amendment No. 1, 2014"	Nov 20, 2014



Islands Trust

Print Date: Jan-27-2015

Follow Up Action Report w/ Target Date

Lasqueti Island Feb-27-2014

No.	Activity	Responsibility	Target Date	Status
1	Staff to arrange a future orientation session with the new APC members. This will take place at the first APC meeting when the new members are present.	Marnie Eggen	Apr-17-2014	On Going

Jul-03-2014

No.	Activity	Responsibility	Target Date	Status
1	Trustee Johnston will contact surviving Lasqueti local trustees to ensure they agree to having their names on the Islands Trust website. Trustee Johnston will forward the list of names to staff once this is done.	Marnie Eggen Peter Johnston Theresa Warren	Jul-31-2014	On Going

Aug-28-2014

No.	Activity	Responsibility	Target Date	Status
1	Staff to forward the revised draft 2015-2016 Project Budget submission to the Financial Planning Commission, requesting \$5000.00 for a OCP/LUB review.	Marnie Eggen Courtney Simpson	Sep-12-2014	Done

Sep-13-2014

No.	Activity	Responsibility	Target Date	Status
1	Staff to write a letter to Telus on behalf of the Chair regarding the Lasqueti Island policies regarding underground wires.	Marnie Eggen	Oct-10-2014	Done

Oct-16-2014

No.	Activity	Responsibility	Target Date	Status
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1	That the Lasqueti Island Local Trust Committee rescinds 1st reading of proposed Bylaw No. 90 cited as 'Lasqueti Island Land Use Bylaw No. 78, 2005, Amendment No. 2, 2014'	Marnie Eggen Lisa Webster-Gibson		Done
1	Staff to replace Schedule 'A' of draft Bylaw No. 90 with the updated version reflective of the results of the Madrone Report dated September 12, 2014.	Marnie Eggen	Oct-31-2014	Done
1	Update the RAR Compliance Project Charter and Community Consultation Plan to include Public Consultation in 2015	Marnie Eggen	Oct-31-2014	Done
1	Update the News Page of the Lasqueti webpages and include links to NAPTEP and the Lasqueti Nature Conservancy	Marnie Eggen	Oct-31-2014	On Going
1	Adopt October 16th LTC meeting minutes and Public Hearing Record by RWM.	Marnie Eggen Theresa Warren	Nov-14-2014	Done
1	That the Executive Committee approve Lasqueti Local Trust Committee Bylaw No. 89, cited as 'Lasqueti Island Land Use Bylaw No. 78, 2005 Amendment No. 1, 2014'	Marnie Eggen Lisa Webster-Gibson	Nov-17-2014	Done

STAFF REPORT

Date: January 16, 2015

File No.: 6500-02 – RAR
Compliance

To: Lasqueti Island Local Trust Committee
For meeting of February 5, 2015

From: Marnie Eggen, Planner 2

CC: Courtney Simpson, Regional Planning Manager

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

SUPPLEMENTAL 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 the following:

1. to present an updated Project Charter for LTC consideration and endorsement; and
2. to request direction on moving forward with further community consultation.

BACKGROUND:

In summary up to date, at the October 2013 LTC meeting, the LTC endorsed using setback/screening regulations in order to implement RAR. Also in 2013, the LTC resolved to contract services to assess which Lasqueti watersheds are RAR-applicable. In 2014, a bylaw to implement RAR was drafted and the watershed mapping was completed.

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

At the last regular business meeting (October 16, 2014), the Local Trust Committee made the following resolutions:

LA-LTC-2014-29

It was MOVED and SECONDED

that the Lasqueti Island Local Trust Committee advise the Executive Committee that it has reviewed the Directives Only Policies and determined that proposed Bylaw No. 90 is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

LA-LTC-2014-30**It was MOVED and SECONDED**

that the Lasqueti Island Local Trust Committee rescind first reading of proposed Bylaw No. 90, cited as "Lasqueti Island Land Use Bylaw 78, 2005, Amendment No. 2, 2014".

CARRIED

LA-LTC-2014-31**It was MOVED and SECONDED**

that the Lasqueti Island Local Trust Committee direct staff to replace Schedule 'A' of draft Bylaw No. 90 with the updated version, dated September 11, 2014.

CARRIED

LA-LTC-2014-32

It was MOVED and SECONDED to amend the project charter as follows: Work Plan Overview, Deliverable milestone of public consultation and Public Hearing in 2015.

CARRIED

STAFF COMMENTS:**Project Charter and Next Steps**

In an effort to gather more community input on the draft bylaw, the LTC has expressed interest in conducting more community consultation. Staff has updated the Project Charter and Community Consultation Plan (see attachments) as per the LTC resolution. Staff encourage the LTC to continue to build on the work already completed and continue to advance the project with further community consultation in the spring, first reading and referrals in the summer, and an aim to complete the project by winter 2015/16. Should the LTC wish to propose a significant change to the project, impacts on the project (and other top priority projects) should be carefully assessed, and the Project Charter re-endorsed by the LTC by resolution.

Community Consultation

Community consultation is fundamental to any proposed changes to LTC policies and regulations. However, as the RAR is a provincially legislated requirement, providing for meaningful consultation is challenging as the LTC's options are limited. In order to bring its bylaws into compliance with the provincial regulation, it must amend them to provide a minimal level of protection as prescribed in the provincial regulation. It is important that the LTC communicate clearly and effectively the reasons for the potential amendment with potentially affected landowners and the community in general. The consultation process should provide adequate opportunities for land owners and the community to determine if their property is affected. The consultation process should also help affected property owners understand the potential impacts upon their property and how bylaws brought forward to bring the Lasqueti Island Local Trust Area into compliance with the RAR may or may not affect current and proposed uses of their property.

Experience within the Islands Trust has shown the RAR implementation process to have the potential to be a highly contentious community issue. It presents the LTC and the local community with the challenge of balancing concerns between property rights and providing

adequate protection for riparian areas within a legislated structure which allows for limited flexibility in how to provide the mandated protection.

Consultation with the community regarding RAR implementation to date has included the following:

- Communication Materials developed, accessible on line, and mailed out to all landowners:
 - Community Information Meeting Flyer
 - *Fact Sheet Riparian Areas Regulation*
 - *Developing Near Riparian Areas* fact sheet
 - *Development Exemptions*
- Community Information Meeting held September 13, 2014 to provide information about the bylaw and answer questions; and
- LTC meetings.

The LTC has resolved to continue with more community consultation, gathering input on the draft bylaw. The following provides some insight into possible options for community consultation moving forward. There are several approaches the LTC may consider, alone or in combination, that would complement the work already accomplished:

1. Direct contact with owners - for example, letters to all owners providing opportunities to individually contact trustees and staff to have questions answered.
2. Advertised but informal open-house(s), where affected and interested persons can drop-in and one-on-one ask questions specific to their property and their concerns.
3. Town hall/community information meeting, where all affected and interested persons can attend and hear others' questions and comments, and the answers and responses.

Staff is suggesting a focus on option two. Informal open-house(s) have proved successful in other community consultation processes when implementing RAR on other Northern Region islands, such as Hornby and Denman. Staff is finding that one-on-one opportunities with people are one of the most effective community consultation techniques for the implementation of RAR, likely because the information is complex, and it is useful to speak to the information with regard to particular properties and certain circumstances. Open Houses could be held in the False Bay area, such as the Arts Centre or the Anglican Church for a few hours each time. These could take place after an LTC meeting and/or on other days. These could be complemented by a town hall/community information meeting.

RECOMMENDATIONS:

1. **THAT** the Lasqueti Island Local Trust Committee review and adopt the RAR Compliance Project Charter along with any further amendments deemed to be appropriate.
2. **THAT** the Lasqueti Island Local Trust Committee direct staff to proceed with the implementation of the RAR Compliance priority item as described in the adopted RAR implementation Project Charter.

Prepared and Submitted by:

Marnie Eggen

January 19, 2014

Marnie Eggen, MCIP, RPP
Planner 2

Date

Concurred in by:

Courtney Simpson

January 26, 2015

Courtney Simpson, MCIP, RPP
Regional Planning Manager

Date

Attachments:

1. Community Consultation Plan, updated January 19, 2015
2. Project Charter, updated January 6, 2015

RIPARIAN AREAS REGULATION COMPLIANCE – Bylaw No. 90
(Setback and Screening Land Use Bylaw Amendment)
COMMUNITY CONSULTATION PLAN

GOALS of Project COMMUNITY Communication

- *To describe the process, timeline and opportunities for input to property owners*
- *To empower property owners to have their say and demonstrate that they are being heard and their comments are valued*
- *To provide accurate, balanced and objective information*
- *To obtain feedback and ideas and incorporate this in the decision making process as much as possible*

Communication Action Plan – Updated January 19, 2014

Method	Key content / purpose	Cost	Target Date
<i>Website updates</i>	All project documents and meeting notices to website for community information	\$0	ongoing
<i>Local Trustees Conduct Neighbourhood meetings</i>	Educational outreach to the community and obtaining preliminary comments. None conducted.	\$0	Winter 2013/2014
<i>Ongoing articles in the Our Isle and Times from Local Trustees</i>	Use monthly trustee reports giving description of the timeline and process and providing updates. Solicit further comments and ideas from community.	\$300	Winter 2013/2014
<i>Staff presents project charter, communications plan, and draft CIM flier and CIM handouts</i>	Project Charter and communications plan keep everyone on track, and information flier informs the community about the project and upcoming CIM.	\$0	February 27, 2014
<i>Staff presents staff report and recommends that a CIM be prepared for Summer, 2014 and that staff draft an LUB amendment</i>	Staff to present the March 25, 2014 Madrone report and a summary staff report recommending staff prepare for a summer CIM.	\$0	May 1, 2014
<i>Staff presents staff report along with draft LUB amendment</i>	Draft bylaw presented. LTC gives first reading of bylaw.	\$0	July 3, 2014
<i>Hold CIM via a Special LTC meeting</i>	Consultation with community to obtain input to be considered and potential changes to draft bylaw. Completed.	\$25	August/ September, 2014
<i>Amend Bylaw No. 90 map per Madrone report</i>	The bylaw map showing RAR applicable watersheds was amended to reflect	\$0	October 16, 2014

Method	Key content / purpose	Cost	Target Date
<i>if needed, then consider giving bylaw Second Reading, referral to First Nations and agencies</i>	Madrone report findings regarding watershed applicability to RAR. Map amended with Madrone findings. First reading of bylaw rescinded; more community consultation needed		
<i>Open Houses, Community Information Meeting</i>	Consultation to provide information about the bylaw to the community, and gather input on the draft bylaw and potential changes to draft bylaw. Open houses (3-4); Community Information Meeting (1)	\$600	Spring 2015
<i>Consider first reading, referral to First Nations and agencies</i>	Consider amendments to draft bylaw based on community consultation. Send out to referral agencies and First Nations.		Summer 2015
<i>Consider second reading</i>	Consider amendments to proposed bylaw based on referral responses.		Fall 2015
<i>Public hearing and consideration of third reading</i>		\$1200	Winter 2015/16

Lasqueti Island Riparian Areas Regulation Compliance Project Charter

Date: January 6, 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: Open houses (3-4), 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 #:

Date Received: February 24, 2014

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) <i>not yet allocated</i>
Community consultation	600 (15/16 fiscal) <i>not yet allocated</i>
Total	10,000



Islands Trust

Print Date: Jan-27-2015

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
2	Land Use Bylaw Parking as a Home Enterprise Amendment		Jun-30-2011	Marnie Eggen		Done



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
1	Update Official Community Plan and Land Use Bylaw to include provisions for food security. (Direction from Trust Council - December, 2010)		Mar-03-2011	On Going
1	Consider Procedures Bylaw amendment to allow the Local Trust Committee to hold electronic meetings when needed.		Feb-28-2013	On Going

Applications w/ Status - Lasqueti Island Status: Open

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
LA-SUB-2014.1	Aileen Collings Planner: Teresa Rittemann	Mar-18-2014	Boundary Adjustment and then a 9 lot strata subdivision

Planning Status

Status Date: Sep-02-2014

MOTI has issued a Proposed Subdivision Review Status (PSRS) letter, stating that they have concerns about septic disposal on proposed Strata Lot F and require confirmation from the applicant before moving forward with the formal Preliminary Layout Approval (PLA). We have received a copy of this letter with attachment regarding Road Construction Standards

Status Date: Apr-23-2014

Applicant advised that her application was going to be changed "substantially". Staff advised Ministry of Transportation and Infrastructure to please re-refer the revised application so that staff can do another referral report on the revised application.

Status Date: Apr-11-2014

Subdivision referral response sent to the Ministry of Transportation and Infrastructure

Islands Trust
LTC EXP SUMMARY REPORT F2015
Invoices posted to Month ending January 2015

640 Lasqueti	Invoices posted to Month ending January 2015	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-640	LTC "Trustee Expenses"	700.00	93.84	606.16
LTC Local				
65200-640	LTC - Local Exp - LTC Meeting Expenses	500.00	416.03	83.97
65210-640	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-640	LTC - Local Exp - Communications	300.00	165.00	135.00
65230-640	LTC - Local Exp - Special Projects	750.00	0.00	750.00
TOTAL LTC Local Expense		<u>2,050.00</u>	<u>581.03</u>	<u>1,468.97</u>
Projects				
73001-640-2014	Lasqueti False Bay OCP/LUB	2,500.00	1,159.86	1,340.14
73001-640-3004	Lasqueti RAR	6,500.00	4,895.00	1,605.00
		<u>9,000.00</u>	<u>6,054.86</u>	<u>2,945.14</u>
Comm Integrated Energy Project				
49001-640-4046	Grant Income- Lasqueti Energy project	0.00	-4,953.99	4,953.99
73001-640-4046	Lasqueti Comm Integrated Energy	0.00	3,269.74	-3,269.74
		<u>0.00</u>	<u>-1,684.25</u>	<u>1,684.25</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.
2.	February 27, 2014	LA-2014-004	Annual Lasqueti Stewardship Award	It was MOVED and SECONDED That the Lasqueti Local Trust Committee establishes a standing resolution for an “Annual Lasqueti Environmental and Community Stewardship Award” to be presented annually by way of voluntary nominations up to a maximum of two (2) awards to show public recognition.

STAFF REPORT

Date: January 16, 2015

File No.: 6500-02 LTC Top
Priorities

To: Lasqueti Local Trust Committee
For the meeting of February 5, 2015

From: Marnie Eggen, Planner 2

CC: Courtney Simpson, Regional Planning Manager

Re: Local Trust Committee Work Program 2014 -2018 term

The purpose of this report is to provide the Local Trust Committee (LTC) with an overview of top priorities, projects, and budgets at the start of this new term of office. This report is intended to provide background for LTC discussion about confirming existing, or setting new priorities for this new term.

The report also gives a regional overview of the anticipated workload for the Northern Team for 2015 in order to assist the LTC with its program planning.

The LTC is also requested to review the budget requests for the 2015/16 fiscal year submitted by the LTC to Financial Planning Committee in September, 2014 and confirm or amend the budget request.

LTC WORK PROGRAM

LTC initiated work is managed through the Work Programs, as per Islands Trust Policy 6.7.i. There are two components of the Work Program: The Top Priorities and the Projects Lists. The top priority work program accounts for approximately one-third of planning staff resource time, and the Project List is a record that lists potential projects the LTC may wish to undertake in the future.

Top priority planning projects can be significant and long-term, such as an official community plan review, or may be relatively minor, such as an amendment to a specific section in a land use bylaw. Top priority projects, unless very minor, must have an approved budget before any significant work can begin. A LTC can have up to three top priorities at any given time.

Within Local Planning Services, staff develops a “project charter” for each top priority project to communicate the scope, timeline, budget and deliverables of a project in a short, concise document to be endorsed by the LTC.

Current LTC Top Priorities

The Top Priorities List indicates the focus of LTC initiated planning work. It can be changed by resolution of the LTC throughout the term if priorities change, or to remove a completed project. Below is the current Top Priorities List for the LTC. This list is a version of the standard report that appears on all LTC regular meeting agendas, but with added status and comments for the purpose of this report. Note that the third priority is now complete and that spot is currently vacant.

Table 1: Lasqueti Island Local Trust Committee Top Priorities List January, 2015

Description	Activity	Status and comments
1. Implementation of Riparian Areas Regulation	Watershed assessment & bylaw enactment	<i>Project Charter received by LTC February 2014. RAR applicable watersheds mapped, amendment bylaw drafted, and LTC considering further community consultation.</i>
2. Lasqueti OCP & LUB review		<i>Item added at the end of last term. Project Charter not yet initiated.</i>
3. Land Use Bylaw Amendment: Parking as a Home Enterprise		<i>Amendment bylaw adopted by RWM November 20, 2014. Project completed.</i>

Completed Priorities in the 2011-2014 Term

To aid the discussion of priorities for the coming term, it may be helpful to reflect on recently completed work of the LTC. The table below lists projects that were completed during the 2011-14 term.

Table 2: Lasqueti Island Local Trust Committee Completed projects in 2011 – 2014 term

Description	Comments
Land Use Bylaw Amendment: Parking as a Home Enterprise	<i>Amendment bylaw adopted by RWM November 20, 2014. Project completed.</i>

False Bay Parking & Master Plan	<i>In the spring of 2014, after much inter agency discussion and community engagement since before 2011, the False Bay Parking and Master Plan project was redirected in order to specifically assist with alleviating parking congestion in the False Bay area. The Lasqueti Local Trust Committee resolved to amend the Lasqueti Island Land Use Bylaw to allow vehicle parking as a home enterprise.</i>
Integrated Shoreline Mapping Project	<i>Workshop held March 11, 2013.</i>

Previous Term Work Summary

The following summary is for information purposes, to illustrate LTC activity over the past three years.

Meetings and Resolutions	2012	2013	2014
Regular business meetings	6	5	5
Special business meetings	-	1	1
Community information meetings	1	-	3
Closed Meetings	4	1	2
Public hearings	-	-	1
Resolutions	42	33	37

Projects List

A LTC can have any number of projects on a project list; however, staff recommends this list be reviewed regularly to ensure the projects can be feasibly initiated in a reasonable timeframe.

The following is the LTC Projects List as it stood at the end of the 2011-2014 term. This list should be reviewed by the new LTC.

The projects list is normally not in any particular order although a LTC could prioritize it. In the comments section below, staff notes any recommendations about priority of a particular item and moving it up to the top priorities list.

Table 3: Lasqueti Island Local Trust Committee Projects List

Description	Comments
Update the Lasqueti Official Community Plan by: 1. Adding policy requiring all marinas applying for rezoning or a development permit to	<i>All these items were directed by Trust Council in the 2008 – 2011 term.</i>

- 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.
 3. Update with Intertidal zone policies using specific recommendations from the Forage Fish team and the Greenshores and Eelgrass Project.

Update Official Community Plan and Land Use Bylaw to include provisions for food security.	<i>Direction given from Trust Council, December, 2010.</i>
Consider Procedures Bylaw amendment to allow the Local Trust Committee to hold electronic meetings when needed.	<i>In 2013, this item was added to the projects list because, at the time, the Executive Committee was looking for a groundswell of local trust committee interest on this before moving forward. No further work was completed on this project. More recently, Salt Spring and Gambier LTCs have moved forward to adopt such a bylaw amendment. The Legislative Services Manager has indicated there is capacity to assist other LTCs with this bylaw amendment. This item could be moved to the top priorities should the LTC wish to do so.</i>

LTC Work Program Budget

The following table lists project budgets for the current fiscal year and their balance. The comments section describes planned expenditures to the end of the fiscal year on March 31, 2015.

Table 4: 2014/15 Lasqueti Island Local Trust Committee Work Program Budget

Project	Budget	Spent	Balance	Comments
1. Implementation of Riparian Areas Regulation	\$6,500	\$4,895	\$1,605	<i>This balance can be used for anticipated community consultation up until March 31, 2015. The balance will be removed from the budget by March 31, 2015.</i>
2. Land Use Bylaw Amendment: Parking as a Home Enterprise	\$2,500	\$1,159.86	\$1,340.14	<i>No further funds are required for this project. The balance will be removed from the budget by</i>

Table 5 lists the project budget requests that the LTC submitted to Financial Planning Committee in the fall of 2014. In an election year, the outgoing LTC must make budget requests prior to the election in order to keep within the Island Trust annual budgeting schedule. These requests should be considered as their recommendation to the new LTC on what budgets should be requested, and the new LTC has the opportunity to confirm or amend the request for consideration at the February Financial Planning Committee (FPC) meeting. The budget will be adopted at the March Trust Council meeting.

The budget requests were made based on staff advice to each LTC in a report dated August 18, 2014 which is available on request. Keep in mind that in the first year of a new term, when new projects are getting started, often little budget is required as much of the initial scoping and background work is done internally by Island Trust planning staff, which does not require a project budget.

Table 5: 2015/16 Lasqueti Island Local Trust Committee Work Program Budget request

Project	Budget	Comments
1. Implementation of Riparian Areas Regulation	\$0	<i>At the time 2015-16 budget requests were forwarded in August 2014, it was anticipated that this project was on schedule to be completed before the end of the 2014-15 fiscal. As a result, no budget request was made at the time. Subsequent to the September 2014 Community Information Meeting and public input received, first reading of the proposed bylaw was rescinded and further community consultation was deemed to be necessary. This means that this project will now extend into the new fiscal year in order to see its completion. Funds will be required for the legislative process and possibly community consultation that extends into the new fiscal year.</i>
2. Lasqueti OCP & LUB review	\$5,000	<i>This project may not require this much budget for the 2015-16 fiscal, particularly as initial scoping and background work would be done internally, not requiring much budget. Also, staff resources will be dedicated in 2015 – 16 to progressing the first priority item. Once priority one is closer to completion more staff resources can be allocated to priority number two.</i>

REVISING THE LTC WORK PROGRAM FOR 2015

Table 1 shows the current Top Priorities List, and Table 5 shows the 2015/16 budget request for this LTC's projects. Together, these lists indicate new or continuing projects that the previous LTC recommends this LTC prioritize. Not all Top Priority projects require a budget request; the LTC Local Expense Account Special Projects budget is meant to be used for lower budget projects as they come up instead of requiring a specific budget for that project.

Reviewing the current Top Priorities List and 2015/16 budget request, the LTC is asked to confirm or amend the Top Priorities List in consideration of the following:

- Current projects that are not yet complete should remain on the Top Priorities list;
- Changes to the Top Priorities List should take into account the regional workload for the Northern Planning Team;
- Projects that are intended to fulfill a legal requirement, such as compliance with the provincial Riparian Areas Regulation, should be prioritized.

Northern Region Planning Priorities

The Northern Office staff is responsible for seven LTC's. As a result, the Northern Region has 13 sets of bylaws to implement, advise upon, and at times review. In order to best serve all the LTCs and bylaws, a work balance is sought through a coordinated Northern approach to work program planning.

A review of anticipated regional priorities was detailed in the memorandum from the Regional Planning Manager dated August 18, 2014, attached to this report. The Regional Planning Manager made recommendations for large-scale work projects (major bylaw reviews) in regards to how they would relate to staff resources regionally.

Staff recommended that two new OCP/LUB reviews begin in the Northern Region in 2015; DeCourcy Island in the Gabriola Local Trust Area and Gambier Island in the Gambier Island Local Trust Area. Both of those LTCs agreed to request budgets for these projects in the 2015/16 fiscal year, and through that action, have recommended to the current LTC's that these projects be prioritized in the current term. Based on staff resources and other ongoing and recommended projects, this is realistically the maximum number of complete OCP/LUB review projects that can be undertaken by Northern Staff at this time. Targeted amendments can be considered for additional OCPs and LUBs.

STRATEGIC PLANNING FOR THE 2014-2018 TERM

With all the information presented in this report so far as background, and in consideration of the Staff Analysis section below, at the first meeting of each LTC in 2015, planning staff will facilitate a strategic planning session. The purpose of this session is to encourage LTCs to set both short and long goals for the term through a facilitated session. These goals would be developed into projects to be placed on the Projects List. The rationale of undertaking such an activity is to:

- determine the objectives of the LTC and how it envisions the work program over the four-year term;
- strategically plan projects to meet these objectives; and
- enable the Northern Team to set out a long-term schedule that balances large priority projects across the seven Northern LTCs.

STAFF ANALYSIS

Currently, there are two top priorities:

- 1) Implementation of the Riparian Areas Regulation; and
- 2) Lasqueti OCP & LUB review.

Staff recommends keeping the two projects in the current priority sequence, focusing on the first priority (implementing RAR) with an aim to accomplish in 2015. Staff suggests that more funds for 2015-16 are needed to cover anticipated expenses for the first item such as a public hearing (\$1200) and public consultation (\$600.00). Staff recommends that the LTC amend their budget request to FPC in order to cover these expected expenses.

The LTC should discuss the second priority and confirm the general scope of the project. A maximum of two OCP/LUB reviews (Gambier and DeCourcy Islands) are recommended for the Northern Region for this term, and staff did not anticipate that the Lasqueti LTC would want more than a targeted OCP/LUB review come the new term. While a larger OCP/LUB review could remain on the top priorities for Lasqueti, such a project would likely extend into the next term. A targeted review is more likely to be completed within the term. The LTC should consider whether they would like to include the first and second items on the Projects List within the OCP/LUB review. Also, staff recommends that the LTC amend their budget request to FPC reducing the budget request from \$5000, as this project may not require that much for the 2015-16 fiscal, particularly as initial scoping and background work of an OCP/LUB review would be done internally, not requiring much budget. In addition, staff resources will be dedicated in 2015 – 16 to progressing the first priority item, which may extend to the end of 2015; once priority one is closer to completion more staff resources can be allocated to priority number two.

There is one “free” spot in Top Priorities. The LTC could fill this third spot with a project such as the last item in the projects list (procedures bylaw amendment to allow the Local Trust Committee to hold electronic meetings when needed). This is a project that requires relatively little planning staff time. Most of the work will be accomplished by Legislative Services. However, staff suggests that should the LTC want to add a different item, that they should wait until the scope of the OCP/LUB review is more clearly defined before adding a third priority.

RECOMMENDATIONS:

THAT the Lasqueti Local Trust Committee:

1. Review the current LTC Work Program;
 2. Amend the Top Priorities and Projects List as deemed necessary;
 3. Request Financial Planning Committee consideration of a revised 2015/16 budget request for anticipated expenses for the Riparian Areas Regulation Implementation project and the OCP/LUB review project; and
 4. Confirm or amend the 2015/16 Budget Request and direct staff to forward any amendments to Financial Planning Committee.
-

Prepared and Submitted by:

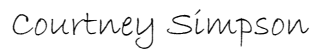


Marnie Eggen, RPP, MCIP
Planner 2

January 19, 2015

Date

Concurred in by:



Courtney Simpson, RPP, MCIP
Regional Planning Manager

January 26, 2015

Date

Attachments:

1. Memorandum dated August 18, 2014 regarding 2015-16 Budget Submissions



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 August 18, 2014 File Number 6500-01

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

From Courtney Simpson
Regional Planning Manager, Local Planning Services

Re **2015-16 Budget Submissions**

Local trust committees are asked to submit budget requests for the next fiscal year (2015-16).

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 Expense Account has been developed based on the historical spending, and is shown in Attachment 1. Local trust committees may make changes to this allocation; however, consideration should be given to the historical spending and a rationale provided for making the change.

LTC meeting expenses:

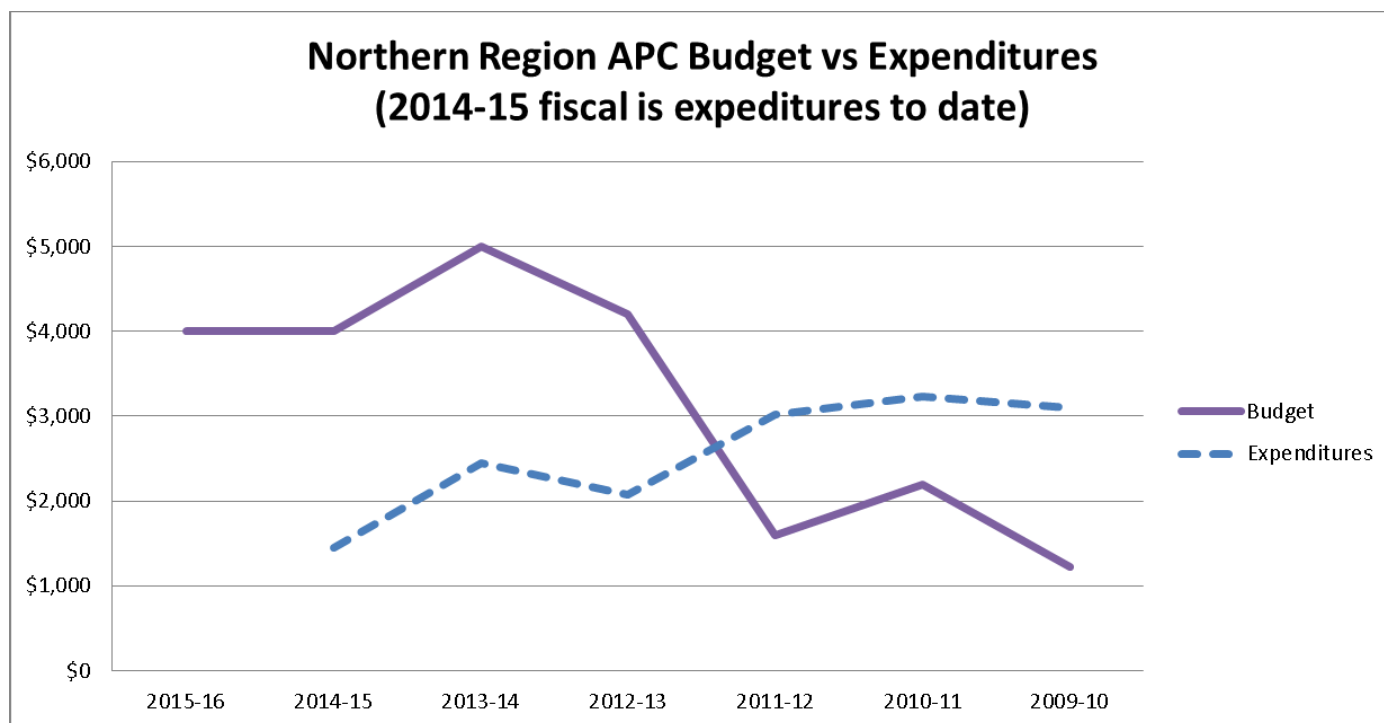
No changes are recommended for the LTC meeting expense account budgets as presented in Attachment 1.

Advisory Planning Commission Budgets:

Consideration was given to recommending increased budget requests for LTCs that staff is recommending take on a major project that is likely to have a higher than average number of APC referrals. Attachment 1 shows a proposed \$750 Advisory Planning Commission (APC) budget for all Northern LTCs excepting Thetis and Lasqueti with a \$500 budget.

In the Northern Region, contract minute takers are only hired for an APC meeting at the direction of the LTC on a case by case basis, at times upon recommendation of staff. In the Southern and Salt Spring regions all APC meeting minutes are taken by a contract minute taker. Staff has found that having a contract minute taker for APC meetings can be a resource for meeting procedures when no other staff is present, reduces staff time

after the meeting to reformat minutes, and typically results in a more useful record of the meeting and as such will be recommending to LTCs that all APC minutes are taken by a contract minute taker. Staff analyzed the APC budgets and expenditures over the past five fiscal years to determine if an increase to the APC budget would be recommended to allow all APC minutes to be taken by a contract minute-taker.



For the Northern Region overall, APC budgets have increased since the 2009-10 fiscal year in response to expenditures exceeding budget in the earlier years shown on the chart above. The number of APC meetings in the region peaked in the 2010-11 fiscal which coincides with the peak in expenses. Although LTC's that undertake major OCP/LUB review projects in the next fiscal are expected to exceed their \$750 budget for APC meetings, APC expenses for the Northern Region are not expected to exceed the budget. Staff considered recommending some LTC's reduce their APC meeting budget request and other LTC's increase theirs to keep the total for the region the same but bring the budgets more in line with expected expenses, but has decided not to make this recommendation. It is difficult to predict projects and APC referrals in an election year, and given historical records of expenditures in this category back to 2009-10, the overall APC budget for the region is not expected to be exceeded. Staff believes contract minute takers can be hired for all APC meetings and still stay within the budget for the region.

Communications Budgets:

No changes are recommended to the communications budgets as presented in Attachment 2. Communications for project work is included in the budget requests for those projects.

Special Projects Budgets:

A small amount of funding is included in the Special Projects line item in the Local Trust Committee 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 project work, including OCP and LUB work that cannot be undertaken with the money available in the Expense Account Special Projects line. Given the upcoming election, consider what the current LTC would recommend as projects for the incoming LTC in 2015/16 fiscal year. The new LTC will have an opportunity to amend these requests after being sworn-in in December and prior to the Financial Planning Committee meeting in February 2015. Recommended projects budgets are presented in Attachment 2.

For the Northern Region, staff recommends that two new OCP/LUB reviews are undertaken; DeCourcy Island (Gabriola Local Trust Area) and Gambier Island. Based on staff resources and other ongoing and recommended projects, this is the maximum number of complete OCP/LUB review projects that can be undertaken. In order to decide which bylaws to recommend for review, the table in Attachment 3 was developed, that lists all Northern Region base bylaws and their adoption dates.

The projections for major OCP/LUB reviews in Attachment 3 has OCP/LUB's that are being adopted this term waiting in excess of 25 years before another review, if the schedule remains at two major reviews per term. The Northern Region has 13 sets of bylaws compared to 6 in the Southern Region and 4 in the Salt Spring Local Trust Area, and comparable staff resources between the three offices.

A need to address the number of OCP/LUB's in the Northern Region has been identified, with the goal of reducing the years between reviews. One option is to start a new OCP/LUB review in the third or fourth year of a term with the goal of completing it in the following term, thus condensing the review schedule. Another option is to join base bylaws as they are reviewed to reduce the number of base bylaws in a single local trust area. These options can be further explored in the future. Undertaking more major reviews concurrently is not a feasible option with current budget and staffing levels.

Riparian Areas Regulation:

Local trust committees should discuss their requirements for RAR funding next fiscal to assist the Regional Planning Manager and Director in developing a budget for RAR.

Special Consideration:

When considering new work items for the 2015/16 fiscal year, LTCs are asked to consider the following:

- A new local trust committee will be sworn-in in December 2014, therefore, priorities could potentially change after the new LTC sets its priorities. Current LTCs are responsible for ensuring that the incoming LTC has sufficient funds to undertake work program items.
- Projects planned for the current fiscal (2014/15) which are not completed should be considered as a new project for the 2015/16 fiscal year with resources allocated to support that work.

Budget Request Timeline:

August 2013 Regional Planning Managers develop budget estimates for consideration by LTCs

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

Sept 23, 2014 All budget requests forwarded to Director of Local Planning Services

Sept 29, 2014 All budget requests forwarded to Director of Administrative Services

Oct 29, 2014 FPC reviews and discusses first draft of budget

Nov 12, 2014 FPC approves the draft budget

Dec 3, 2014 Trust Council reviews draft budget

LTC Budget Requests

Attachment 2 is a Table with all draft project submissions recommended to Northern LTCs. LTCs should review the attached worksheet of its specific requests. 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 are also included. The LTC should identify any other projects it is currently considering and add them to the

budget request (and the work program if necessary) and identify any additional expenses associated with the identified projects.

Resolution Wording

1. THAT the ____ Island Local Trust Committee approve and forward the draft 2015-16 LTC Project Budget submission to Financial Planning Committee as presented; or
2. THAT the ____ Island Local Trust Committee revise the draft 2015-16 LTC Project Budget submission and forward to Financial Planning Committee as revised.

Attachments:

1. Table of Local Trust Committee Expense Budgets
2. Summary table of Northern LTC project budget requests
3. Northern Official Community Plan and Land Use Bylaws Review Schedule

pc Island Planners and Planner 2

Attachment 1: Local Trust Committee Expense Budgets

2015/16 LTC EXPENSE BUDGET															Total 2015/16
	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
Miscellaneous															0
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%			

Attachment 2:

Draft Northern LTC Program Budget Requests 2015/16 Fiscal				
LTC	Project Request	Cost (\$)	Description	Notes
Denman	RAR (completion)	\$ 2,500.00	Mapping completed in 2013-14, draft bylaws July 2014, consultation to begin in Sept 2014	1 public hearing (\$2000) stand-alone, communications material (\$500) Tentative. May be completed in current fiscal
	Protocol Agreement with K'omoks First Nation	\$ 2,000.00	K'omoks has invited discussion on a protocol agreement with a focus on aquaculture	Meetings and some consultant support
Hornby	RAR (completion)	\$ 2,500.00	Mapping completed in 2013-14, consultation summer 2014, draft bylaws Sept 2014	1 public hearing (\$2000) stand-alone, communications material (\$500) Tentative. May be completed in current fiscal
Lasqueti	Targeted OCP/LUB Review	\$ 2,000.00	Marine policies, food security	Consultation and communications
Gabriola	Gabriola OCP/LUB Targeted Review (continuation)	\$ 3,500.00	Village core, density transfer, and implementing First Nations archaeological protection policies	1 public hearing (\$2,500) combined, communications materials (\$500), FN meeting expenses (\$500)
	DeCourcy OCP/LUB Review	\$ 2,500.00	Launch of OCP/LUB review for this associated island	Communications, community profile
Gambier	RAR (continuation)	\$10,000.00	Developing RFP for 2014/15 fiscal, need QEP expertise to determine budget request for next fiscal	Contract with QEP and communications
	OCP/LUB Review Gambier Island	\$ 7,000.00	Launch of major OCP/LUB project. Includes continuation of shoreline protection project.	Communications, community profile, studies
Thetis	RAR (completion)	\$ 1,500.00	Mapping completed, project needs to come to top priority to be completed. Affects one strata property, working with owner-developer	1 public hearing (\$1500) stand-alone
	Shoreline protection (continuation)	\$ 5,000.00	Continuation of Greenhore pilot. \$5,000 to match contributions of other municipalities for the 2015/16 continuation of the pilot with Stewardship Centre	
Ballenas-Winchelsea	None	\$ -		
TOTAL		\$38,500.00		

Attachment 3: Northern Official Community Plan and Land Use Bylaws Review Schedule Projection

<u>LTA</u>	<u>Bylaw area</u>	<u>OCP adopt'n</u>	<u>LUB adopt'n</u>	<u>Years since OCP</u>	<u>Years since LUB</u>	<u>Projected terms for major review</u>						
						<u>2014-18</u>	<u>2018-22</u>	<u>2022-26</u>	<u>2026-30</u>	<u>2030-34</u>	<u>2034-38</u>	<u>2038-2042</u>
Gabriola	DeCourcy	1981	1987	34	28	☒						
Thetis	Valdes	1996		19			☒					
Gabriola	Gabriola	1997	1999	18	16		☒					
Gambier	Gambier	2001	2004	14	11	☒						
Gambier	Keats	2002	2002	13	13			☒				
Lasqueti	Lasqueti	2005	2005	10	10			☒				
Gabriola	Mudge	2007	2007	8	8				☒			
Denman	Denman	2008	2008	7	7				☒			
Gambier	Gambier Assoc Isl	2009	2013	6	2					☒		
Thetis	Thetis	2011	2011	4	4					☒		
Ballenas-Winchelsea	Ballenas-Winchelsea	2013	2013	2	2						☒	
Hornby	Hornby	2014	2014	1	1						☒	
Thetis	Thetis Assoc Isl	2014	2014	1	1							☒

Date: January 20, 2015

File No.: 3050-01

To: Lasqueti Island Local Trust Committee
For meeting of February 5, 2015

From: Lisa Webster-Gibson
Legislative Clerk

CC: Courtney Simpson, Regional Planning Manager
Marnie Eggen, Planner 2

Re: Lasqueti Island Advisory Planning Commissions

The Lasqueti Island Local Trust Committee (LTC) has one advisory planning commission (APC) established under its Advisory Planning Commission Bylaw .

Bylaw No. 88 (attachment # 1) establishes a Lasqueti Island APC and enables the LTC to establish Special Projects Advisory Planning Commissions.

BACKGROUND:

Local Government Act Section 898 enables a Local Trust Committee (LTC) to establish, by bylaw, advisory planning commissions to advise them on “all matters respecting land use, community planning or proposed bylaw and permits” upon referral from the LTC.

Bylaw No. 88 establishes an APC for Lasqueti Island and allows the LTC, from time to time, to establish advisory planning commissions to provide advice to the LTC on specific topics or for special projects.

As indicated in Bylaw No. 88, the Advisory Planning Commission (APC) consists of up to a maximum of nine (9) members. Every member must be an elector of the Local Trust Area, as defined in the *Local Government Act*, and at least two thirds (2/3) of the members must be residents of the Local Trust Area.

The bylaw indicates that the LTC may, by resolution, appoint the members to three-year terms to closely coincide with Islands Trust Local Trustee tri-annual elections. However, a recent change in provincial election legislation has created a four year term for Trustees. Hence, the LTC may wish to revise their APC Bylaw to reflect the current situation.

The current Lasqueti APC has eight (8) members appointed and one (1) vacancy. The members are:

Last Name	First Name	Position	Start	End
Kristinsson	Sue	Chair	Term: Mar-15-2014	to Mar-15-2015
Bright	Wayne	Member	Term: Mar-15-2014	to Mar-15-2015
Weinerth	Tom	Member	Term: Mar-15-2014	to Mar-15-2015
Simpson	Nadine	Member	Term: Mar-15-2014	to Mar-15-2015
Grinnell	Doane	Member	Term: Mar-15-2014	to Mar-15-2015
O'Halloran	John	Member	Term: Mar-15-2014	to Mar-15-2015
Darwin	Nikki	Member	Term: Mar-15-2014	to Mar-15-2015
Garside	Shelley	Member	Term: Mar-15-2014	to Mar-15-2015

All appointment terms will expire on March 15, 2015. One member, Tim Peterson, has recently resigned due to his election as Trustee. The LTC may wish to appoint a replacement for this position till the end of the term. However, this is not an absolute requirement of Bylaw 88 and the remaining appointments will expire in two months time.

STAFF COMMENTS

Staff recommends to advertise for reappointments.

RECOMMENDATIONS:

THAT the Lasqueti Island Local Trust Committee direct staff to advertise for expressions of interest for up to nine (9) vacant positions on the Lasqueti Island Advisory Planning Commission and send letters to those appointees whose terms have expired thanking them for their service and inviting them to submit expressions of interest if they wish to be re-appointed to the Lasqueti Island Advisory Planning Commission.

Respectfully submitted by:

Lisa Webster-Gibson

January 20, 2015

Lisa Webster-Gibson
Legislative Clerk

Date

Courtney Simpson

January 23, 2015

Courtney Simpson, RPP, MCIP
Regional Planning Manager

Date

Attachments:

1. Lasqueti Local Trust Committee Bylaw No. 88

LASQUETI ISLAND TRUST COMMITTEE

BYLAW NO. 88

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

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

1. Continuation and Establishment

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

Provisions 2 – 7 apply to the Advisory Planning Commission

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

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

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

2. Appointment of Members

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

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

3. Roles

a) Secretary

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

b) Chairperson

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

4. Referrals

a) The Local Trust Committee may by resolution:

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

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

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

5. Notice of Meeting

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

6. Conduct of Meeting

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

7. Notice of Recommendation

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

8. Transition

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

9. Citation

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

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

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

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

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

ADOPTED THIS 12th DAY OF July, 2012

SECRETARY

CHAIRPERSON

TFB-2015-051

It was MOVED and SECONDED, that staff be directed to:

- 1) Consult with the donor family, the covenant holders and Environment Canada regarding the possible installation of a 911 repeater on Mt. Trematon.
- 2) Assess potential impacts of such an installation upon the values of the nature reserve including alternate potential sites.
- 3) Inform the North Island 911 Corporation:
 - a) That the TFB cannot consider installation of a structure on Mt. Trematon until local land regulations are changed to permit this use, and
 - b) That Islands Trust staff will consult with the donor, covenant holders and Environment Canada with respect to allowing a 911 repeater to be installed should regulations be changed to permit such structures.
- 4) Suggest that as a first step 911 Corporation communicate with the Lasqueti Island Local Trust Committee with respect to addressing land use regulations.

January 26, 2015

North Island 9-1-1 Corporation
600 Comox Road
Courtenay, B.C. V9N 3P6
Attn: Debra Oakman
Via email: djoakman@comoxvalleyrd.ca

Dear Debra Oakman,

Re: Mt Trematon Nature Reserve on Lasqueti Island – 9-1-1 fire dispatch services

The Trust Fund Board reviewed your letter of January 13, 2015, along with the associated information, as well as the subsequent email correspondence from Al Radke, dated January 19, 2015.

Firstly, the Trust Fund Board would like to make sure that other mountains on Lasqueti were tested for suitability, such as the peak just north of Trematon Lake on Crown land. There are numerous, significant barriers to proceeding with Mt Trematon as the site for this repeater, and the Trust Fund Board requests confirmation that this is the only possible site for the described repeater.

The Mt Trematon Nature Reserve was privately donated to the Trust Fund Board through the Ecological Gifts Program. Therefore, any proposed change in use would require the approval of Environment Canada. The Trust Fund Board would also consult the donor family, as this use is not consistent with the donor's wishes. The Reserve is also protected with a conservation covenant, held by the Lasqueti Island Nature Conservancy and the Nanaimo and Area Land Trust. The covenant restricts the Trust Fund Board from constructing or placing any structures on the land, or altering the land in any significant way. The covenant holders would both need to agree to grant a waiver for any infrastructure to be installed. There is a red-listed (endangered) plant species found at the summit of Mt Trematon and the potential impact of any installation on this species would need to be researched and considered.

The other significant issue is that the erection of structures of any kind is not permitted by local zoning for this property. The Trust Fund Board cannot consider the installation of a repeater tower until the Lasqueti Island Local Trust Committee has considered zoning changes to allow this use of the land and our conservation partners have indicated that they would permit this use.

Therefore the Trust Fund Board suggests that North Island 9-1-1 communicate directly with the Lasqueti Island Local Trust Committee with respect to addressing land use regulations. Islands Trust Fund staff will concurrently begin consultation with the donors, covenant holders, and Environment Canada. Please note that a formal request would not be made to Environment Canada unless the Local Trust Committee indicates that this use can be addressed through an amendment to local land use regulations, and the covenant holders indicate their support. We cannot guarantee nor speculate an affirmative conclusion to any of these consultations.

Please let me know if you have any questions.

Sincerely,



Jennifer Eliason
Manager, Islands Trust Fund

Cc: Al Radke, CAO Powell River Regional District
Chris Vrabel, North Island 9-1-1
Lasqueti Island Local Trust Committee
Lasqueti Island Nature Conservancy
Nanaimo and Area Land Trust