

Lasqueti Island Local Trust Committee Regular Meeting Post-Meeting Agenda

Date: August 28, 2014
Time: 11:00 am
Location: Lasqueti Anglican Church
 Main Road
 Lasqueti Island, BC

	Pages
1. CALL TO ORDER	11:00 AM - 11:00 AM
2. APPROVAL OF AGENDA	
3. TOWN HALL SESSION	
4. MINUTES	
4.1 Local Trust Committee Meeting Minutes dated July 3, 2014 - for information	4 - 11
4.2 Section 26 Resolutions Without Meeting Log dated August 19, 2014 - attached	12 - 12
5. BUSINESS ARISING FROM MINUTES	
5.1 Follow-up Action List dated August 19, 2014- attached	13 - 14
6. DELEGATIONS	
7. CORRESPONDENCE	
7.1 Email dated July 17 from Ken Picard regarding False Bay Hill Parking - attached	15 - 15
7.2 <i>Email dated August 28, 2014 from Linda Strong-Watson regarding Parking Lot Home Enterprise - Bylaw No. 89 - attached</i>	16 - 17
7.3 <i>Email dated August 27, 2014 from Robert Exell regarding Parking Bylaw No. 89 - attached</i>	18 - 18
8. APPLICATIONS AND PERMITS	

9. LOCAL TRUST COMMITTEE PROJECTS

9.1 Parking Lot Home Enterprise - Land Use Bylaw Amendment

- | | | |
|-------|--|---------|
| 9.1.1 | Parking Lot Home Enterprise – Draft Land Use Bylaw Amendment Staff Report dated August 11, 2014 – attached | 19 - 22 |
| 9.1.2 | Project Charter - August 11, 2014 update - attached | 23 - 23 |
| 9.1.3 | Community Consultation Plan - August 11, 2014 update - attached | 24 - 25 |

9.2 Riparian Areas Regulation (RAR)

- | | | |
|-------|---|---------|
| 9.2.1 | Riparian Areas Regulation - Proposed Land Use Bylaw Amendment
Staff Report dated August 19, 2014 - verbal update | |
| 9.2.2 | Project Charter - update dated August 11, 2014 - attached | 26 - 26 |
| 9.2.3 | Community Consultation Plan - updated August 11, 2014 - attached | 27 - 28 |
| 9.2.4 | Draft Communication Materials updated August 19, 2014 - attached | 29 - 34 |

10. REPORTS

10.1 Work Program Reports

- | | | |
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| 10.1.1 | Top Priorities Report and Projects List dated August 19, 2014 - attached | 35 - 36 |
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10.2 Applications Log

- | | | |
|--------|---|---------|
| 10.2.1 | Applications Log dated August 19, 2014 - attached | 37 - 37 |
|--------|---|---------|

10.3 Trustee and Local Expenses

- | | | |
|--------|---|---------|
| 10.3.1 | Expenses for Month Ending June, 2014 - attached | 38 - 38 |
| 10.3.2 | Expenses for Month Ending July, 2014 - attached | 39 - 39 |

- | | | |
|------|--|---------|
| 10.4 | Adopted Policies and Standing Resolutions - attached | 40 - 40 |
|------|--|---------|

11. CHAIR'S REPORT

12. TRUSTEES' REPORT

13. CLOSED MEETING:

The Lasqueti Local Trust Committee closes the next part of the August 28, 2014 business meeting to discuss matters pursuant to Section 90(1)(b) of the Community Charter to consider Nominations for Community Stewardship and that Staff be invited to attend this meeting.

14. RECALL TO ORDER

14.1 Rise and Report from Closed Meeting

15. NEW BUSINESS

15.1 2015-2016 Budget Submissions

41 - 47

Memorandum dated August 18, 2014 - attached

16. BYLAWS

16.1 (Parking Lot Home Enterprise) Bylaw No. 89, cited as "Lasqueti Island Land Use Bylaw 78, 2005, Amendment No. 1, 2014" – for consideration of first reading

48 - 49

17. ISLANDS TRUST WEBSITE

Lasqueti Island Pages - for discussion

18. TOWN HALL SESSION

19. NEXT MEETING DATES

Special Meeting to hold a Community Information Meeting on Saturday, September 13, 2014 at 11:30 am at the Lasqueti Community Hall, Main Road, Lasqueti Island, BC

Regular Business Meeting on Thursday, October 16, 2014 at 11:00 am at the Lasqueti Arts Centre, Main Road, Lasqueti Island, BC

20. ADJOURNMENT



Lasqueti Island Local Trust Committee Minutes of a Regular Meeting

Date of Meeting: Thursday, July 3, 2014
Location: Arts Centre, Outside Picnic Table
 Main Road, Lasqueti Island, BC

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

Staff Present: Linda Prowse, Planner 2/Recorder
 Marnie Eggen, Planner 2

Media and Others present: Approximately five (5) members of the public

1. CALL TO ORDER

Chair Graham called the meeting to order at 11:05 am. He welcomed the public and introduced himself, Local Trustees and the staff members. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 11.5 Advisory Planning Commission (APC) Update
- 11.6 Maintenance of Fletcher Road

The following item was distributed at the beginning of the meeting to replace items in the agenda package:

- 9.2.1 Riparian Areas Regulation – Draft Land Use Bylaw Amendment – Replaced the black and white map with a colour map

3. TOWN HALL SESSION

Three (3) members of the public spoke and the following summary was recorded:

John O'Halloran: Requested that his name be recorded. He stated that at the April 26, 2014 Community Information Meeting, he had made a comment that was not noted in the minutes. He felt that this is a consistent problem. He further spoke about his difficulty in getting to Advisory Planning Commission (APC) meetings when they are held on Tuesday nights.

Tom Weinerth: Requested that his name be recorded and made the following comments:

- Regarding the Parking Lot Home Enterprise draft Bylaw, he would like to see the maximum number of vehicles parked in a lot changed from 15 to 20.
- Regarding the Medical Marijuana report, he stated that an additional option that should be considered is that this issue not be regulated except by senior levels of government and by the Islands Trust Policy Statement.

Merrick Anderson, Powell River Regional District Regional Director, noted the following:

At the June 26, 2014 Regional District Board meeting, a new Provincial Gas Tax Agreement was signed which runs until 2024. He said that there were a number of new eligible project categories that the Regional District could use the Gas Tax for, and then provided a submission labelled Appendix 1 with a list.

- A new parking lot has been established on the cleared 66 foot road allowance beside the Arts Centre. He noted that this was paid for by Gas Tax funds.
- The Sunshine Coast Regional District is pursuing an initiative to allow Regional Districts to take over the responsibility for their rural roads as long as some provincial money supported this. He said that this initiative may go to the Union of BC Municipalities meeting in the fall.

Richard referred to the draft parking bylaw and said that the majority of the people at the Community Information Meeting supported the least amount of regulation possible to make the Parking Lot Home Enterprise feasible and easy for a property owner to set up. He felt that the draft bylaw's buffers and setback regulations were too stringent, and further felt that the bylaw's one acre minimum lot size for parking should be removed.

Tom Weinerth stated that he agreed that there should not be a minimum lot size for a parking lot home enterprise. He further noted that there is some confusion in the community about whether or not parking lots are already permitted in the bylaw. His final comment was that more than one kitchen should be permitted in Bed and Breakfasts and dwellings, and that the bylaw could simply be changed so that this could happen.

4. MINUTES

4.1 Local Trust Committee Adopted Meeting Minutes of May 1, 2014 – for information

The minutes of the Lasqueti Local Trust Committee of May 1, 2014 were received for information.

4.2 Section 26 Resolutions Without Meeting Log dated June 24, 2014

The summary was received.

5. BUSINESS ARISING FROM MINUTES

5.1 Follow-up Action List dated April 24, 2014

The Follow-up Action List was reviewed and updates were provided.

6. DELEGATIONS - None

7. CORRESPONDENCE

7.1 Letter received May 7, 2014 from Jack Barrett regarding comments on Hunting, Parking, Ferry and Ferry Wharf and Bed and Breakfast Kitchens

It was noted that the Local Trust Committee will consider Mr. Barrett's comments when considering bylaws. Trustee Johnston will contact Mr. Barrett to thank him for his letter.

7.2 Letter received May 9, 2014 from Jack Barrett regarding Removal from Riparian Areas Regulation Applicable Watershed Area

It was noted that Trustee Johnston will share some generic information about the Provincial Government Riparian Areas Regulation with Mr. Barrett.

7.3 E-Mail dated May 22, 2014 from BC Assessment Authority regarding Review of Lasqueti Island and a Request to Receive a Copy of Islands Trust Orthophoto Layer for Lasqueti Island

Received for information.

8. APPLICATIONS AND PERMITS

It was noted that there were no applications or permits to be considered.

9. LOCAL TRUST COMMITTEE PROJECTS

9.1 Parking as a Home Enterprise

9.1.1 False Bay Master Plan – Summary of Community Information Meetings

Received for information.

9.1.2 Parking Lot Home Enterprise – Draft Land Use Bylaw Amendment

Planner Eggen spoke to the staff report dated June 10, 2014 and the attached draft bylaw that would allow parking lots as a home enterprise. A discussion ensued.

LA-2014-015

It was MOVED and SECONDED,

that staff revise draft Lasqueti Island Local Trust Committee Bylaw No. 89 as follows:

- (1) Remove the specified parking space dimensions;
- (2) Remove all of the screening provisions;
- (3) Remove reference to the maximum number of cars permitted on a parking lot;
- (4) Remove the reference to Parking Lot home enterprise only being allowed on lots of one acre or more;
- (4) Insert a provision to control the number of vehicles by using a percentage of lot coverage for the Parking Lot Home Enterprise use; and
- (5) Take out the different lot line definitions, but retain the definition of “lot line”.

CARRIED

It was clarified that setback provisions should remain in the draft bylaw.

It was noted that the draft bylaw would be changed and brought back to the August 28, 2014 Local Trust Committee meeting for further consideration.

Trustee Johnston stated that it needs to be clear that Home Enterprise provisions currently in the bylaw are not narrowed by including a Parking Lot Home Enterprise category.

9.1.3 Community Consultation Plan dated June 4, 2014

It was noted that this consultation plan would be updated.

9.1.4 Project Charter dated June 4, 2014

It was noted that this project charter would be updated.

By general consent the meeting was recessed at 12:10 and reconvened at 12:30.

9.2 Riparian Areas Regulation (RAR)

9.2.1 RAR Draft Bylaw Amendment

Planner Eggen presented a staff report dated June 4, 2014.

LA-2014-016

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee instruct staff to arrange a Riparian Areas Regulation Community Information Meeting.

CARRIED

9.2.2 Draft Community Information Meeting Materials

Planner Eggen presented some draft Community Consultation Meeting materials with respect to Riparian Areas Regulation compliance and a few changes were noted.

LA-2014-017

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee accept the Community Information meeting materials.

CARRIED

9.2.3 Project Charter dated June 5, 2014

It was noted that the Project Charter would be updated.

10. REPORTS

10.1 Work Program

10.1.1 Top Priorities and Projects List dated June 24, 2014

It was noted that the top priorities would remain as written. It was further noted that “non-conforming housing” on the projects list would be deleted.

10.2 Applications Log

None.

10.3 Trustee and Local Expenses

The Trustee and Local Expenses report to May 31, 2014 was presented for information.

10.4 Adopted Policies and Standing Resolutions

The Policies and Standing Resolutions report was received.

10.5 Chair's Report

Chair Graham gave his report.

10.6 Trustees' Reports

The Trustees gave their reports.

10.7 Trust Fund Board Report

Trustee Morrison gave a report. It was noted that Lasqueti Island was next on the list to have forage fish mapping completed. It was also noted that Trustee Morrison had met with the Qualicum First Nation representatives to begin discussion about Crown Land acquisition on Lasqueti Island.

11. NEW BUSINESS

11.1 Community Stewardship Award Procedure

It was noted that the trustees had advertised for nominations and had received some responses, however, as a deadline date to receive nominations was not specified, it was agreed that the trustees would advertise for more nominations with a deadline of July 31, 2014. It was agreed that the nominations would be brought to an in-camera meeting on August 28, 2014, an award recipient would be decided, and then the award would be presented at the Lasqueti Fall Fair. It was further noted that the trustees would ensure that all of the nominees would be contacted to ensure that they would agree to stand to receive the award.

11.2 Official Community Plan/Land Use Bylaw Review consideration of 2015-16 Funding

It was noted that as a result of community discussions at the two recent Community Information Meetings, there was a need for an Official Community Plan/Land Use Bylaw review to take place.

LA-2014-018

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request funding for an Official Community Plan/Land Use Bylaw review for the 2015-2016 fiscal year.

CARRIED

11.3 New Federal Marihuana for Medical Purposes Regulation

Planner Eggen spoke to the staff report dated April 28, 2014 and outlined the various options to the Local Trust Committee.

LA-2014-019

It was MOVED and SECONDED,

that with regard to the production of medical marihuana under the new *Marihuana for Medical Purposes Regulation*, the Lasqueti Island Local Trust Committee not amend Lasqueti Island Land Use Bylaw No. 78 at this time.

CARRIED

11.4 Land Conservancy of BC and Squitty Bay

Planner Eggen spoke to the staff memorandum dated June 24, 2014 and noted that the Trust Fund Board would keep the Local Trust Committee informed.

11.5 Advisory Planning Commission Update

It was noted that all new APC members had been sent orientation materials and that when the first APC meeting is required and scheduled, that an orientation session would be given by the Planner at that time.

11.6 Maintenance of Fletcher Road

Trustee Johnston noted that he had been contacted by a neighbour who said that part of Fletcher Road was not being maintained by Emcon and that the Ministry of Transportation and Infrastructure will not allow roads to be maintained that are not in the public road registry. Trustee Johnston noted that he would follow up with the neighbour who has brought this matter up.

12. BYLAWS

12.1 Parking Lot Home Enterprise – Bylaw No. 89 cited as “Lasqueti Island Land Use Bylaw No. 78, 2005, Amendment No. 1, 2014”

It was noted that this bylaw would not be considered for readings at this time, and an updated version of the bylaw would be brought back to the August 28, 2014 meeting for reading consideration.

12.2 Riparian Areas Regulation – Bylaw No. 90 cited as “Lasqueti Island Land Use Bylaw No. 78, 2005, Amendment No. 2, 2014”

LA-2014-020

It was MOVED and SECONDED,

that Bylaw No. 90, cited as “Lasqueti Island Land Use Bylaw No. 78, 2005, Amendment No. 2, 2014” be read a first time.

CARRIED

It was noted that this proposed bylaw will not be referred to agencies at this time.

13. ISLANDS TRUST WEBSITE

13.1 Lasqueti Pages

The Local Trust Committee reviewed the content on the Lasqueti pages. Trustee Johnston asked if the list of past Lasqueti Island Local Trustees could be posted onto the website. It was noted that Trustee Johnston would check with the surviving past Lasqueti Local Trustees to ensure they agreed to have their names on the website, and then he would send the list of names to Planner Eggen.

14. TOWN HALL SESSION

There were no speakers.

Trustee Susan Morrison presented a cake to Planner Prowse, thanking her for all of her work done for Lasqueti Island. Planner Prowse thanked the Local Trust Committee and the public that was present at the meeting.

15. NEXT MEETING DATE

The next meeting will take place on Thursday, August 28, 2014 at 11:00 am at the Anglican Church, Main Road, Lasqueti Island, BC.

16. ADJOURNMENT

Chair Graham adjourned the meeting at 1:45 pm.

David Graham, Chair

CERTIFIED CORRECT:



Linda Prowse, Recorder



RWM From: June 24, 2014 To: August 19, 2014

Lasqueti Island

Resolution #	Action	Resolution Description	Resolution Date
2014-03	In Favour	"That the Lasqueti Island Local Trust Committee adopt the minutes of its regular business meeting of July 3, 2014, as attached."	Aug 14, 2014



Islands Trust

Follow Up Action Report w/ Target Date

Lasqueti Island Jul-03-2014

No.	Activity	Responsibility	Target Date	Status
1	Staff ask for funding for an OCP/LUB review for the next fiscal year (2015-16)	Marnie Eggen	Jul-09-2014	Done
1	Staff to add APC members John O'Halleron and Susan Krisstenson to the list of APC members to receive every LTC Agenda package.	Becky McErlean	Jul-22-2014	Done
1	Staff to update the Community Consultation Plan and the Project Charter for the Riparian Areas Regulation project.	Marnie Eggen	Jul-22-2014	Done
1	Trustees to ask for further nominations for the Community Stewardship Award with a July 31/14 deadline date. Staff to arrange an incamera session for August 28/14 for trustees to decide on the recipient and trustees will award the recipient at the Fall Fair. Also, trustees will make sure to ask all nominees if they agree to stand for the award.	Marnie Eggen Peter Johnston Becky McErlean Susan Morrison	Jul-29-2014	Done
1	LTC gives first reading to Lasqueti Island Bylaw No. 90 (RAR Compliance Bylaw).	Marnie Eggen Lisa Webster-Gibson	Jul-29-2014	Done
1	Staff make meeting arrangements for August 28, 2014 to be held at the Anglican Church. Meeting begins at 11am. Require a minute taker. Booked- Melinda to take minutes.	Theresa Warren	Jul-30-2014	Done
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

1	Staff to arrange for a Riparian Areas Regulation Community Information Meeting on Lasqueti and use the CIM materials presented at the July 3/14 meeting	Marnie Eggen	Aug-05-2014	Done
1	Staff revised draft Parking Lot Home Enterprise Bylaw No. 89 as noted in the July 3/14 minutes, and bring back to the August 28, 2014 LTC meeting for consideration.	Marnie Eggen Becky McErlean	Aug-06-2014	Done

----- Original Message -----

Subject: false bay dock access

Date: Thu, 17 Jul 2014 09:01:32 -0700

From: Ken Pickard <kenpickard28@gmail.com>

To: pjohnston@lasqueti.ca, Merrick Anderson <merrickanderson9@gmail.com>

Hi Peter:

After a fully loaded ferry experience on Monday afternoon I have a suggestion that would go a long way toward making the experience safer and easier.

Eliminate the bottom 12 parking slots on Marty Jane's side of the street. This would make room for the gas line up, the line up for people trying to drive down to the dock and waiting for it to clear out a little, make it easier for people backing up the dock to turn around and head up the road, protect pedestrians walking up and down the hill to the dock, etc. Since there is a new big parking lot up the hill this would not be a big hardship on people. In my old pick up backing up, trying to crane my stiff neck, looking in mirrors to avoid people and lined up cars, having to go fast enough to back all the way up the main road hill....this is totally unsafe. I'm surprised no one has been hurt there already. They sure obey Jane's no parking sign on the one slot in front of her business access. A simple solution, a few signs and the situation is immediately much less perilous.

thanks for considering this. Ken Pickard

Subject:Lasqueti LTC Meeting - August 28 - Parking Lot Home Enterprise - draft Bylaw No. 89
Date:Wed, 27 Aug 2014 17:01:10 -0600
From:Linda Strong-Watson <trailnet@telusplanet.net>
To:'Peter Johnston' <pjohnston@lasqueti.ca>

Hello Peter

Could you please bring the following forward to the Lasqueti Local Trust Committee meeting tomorrow on our behalf.

To: Lasqueti Local Trust Committee; Islands Trust

Our family's property is located between and adjacent to both the Arts Centre and the Western Pacific Marine ferry residence. With such a location we are amongst those most impacted by parking, abandoned vehicles, parking lots, and the general pedestrian and vehicle traffic to and from the wharf serving the rest of the island. We appreciate the extensive consideration and thought that has gone into efforts to address the parking issue and the impacts of necessary vehicular traffic, and understand that the permitting of 'Parking Lot Home Enterprises' is one way to address this issue. We also recognize that any solution may potentially involve both extensive and intensive land use approaches.

As we've indicated previously during the False Bay Master Plan discussions, the False Bay area is importantly a community of people that live and work there. Like all other island residents, quality of life and the expectation of quiet use and enjoyment of our land is of paramount importance to ourselves and to others who live in the False Bay area. We recognize that some landowners in the area will have an interest in running a Parking Lot Home Enterprise, and support those interests where they can occur without negatively impacting adjacent landowners and the rural nature of the community as a whole. The absence of a master plan for the area and the removal of all screening provisions, references to maximum number of cars, etc. from the bylaw are significant concerns. There are few protections for adjacent landowners, there is no requirement for community or adjacent landowner consultation for individual parking lot home enterprise proposals/developments, and there is no planning for where or how this type of development could best occur.

We do not believe that the False Bay area should have to serve as a short and long term parking lot for the island. We also question whether the Parking Lot Home Enterprise approach is the most viable long-term solution to an existing problem that will continue to increase over time.

We request delaying first reading of the bylaw until further consideration is given to developing a Plan for the area. Such a Plan should consider where and how Parking Lot Home Enterprises can occur without creating negative impacts to adjacent landowners, and to the quality of life and rural character of the False Bay area. Please note our willingness to work with others on such planning considerations.

We support Ken Picard's suggestion that 12 parking spaces (or at least 6 of the parking spaces) at the bottom of False Bay Hill, nearest MaryJane's, be designated for people waiting for gas or access to or from the dock, and that parking there not be allowed.

Sincere regards,

Linda and Don Watson
False Bay

Thanks for your assistance Peter

Linda Strong-Watson, Executive Director
Alberta TrailNet Society
11759 Groat Road, Edmonton, AB T5M 3K6
email: trailnet@telusplanet.net
Ph: 780 422 7150 Toll Free 1 877 987 2457
Fax: 780 427 4229

Subject: Parking bylaw

Date: Wed, 27 Aug 2014 18:18:51 -0700

From: robert exell <robert.exell@gmail.com>

To: pjohnston@lasqueti.ca

As a property owner on Lasqueti Island I am writing to you to comment on the LTC's proposed home enterprise parking bylaw. Specifically, I note your statement that after first reading the draft bylaw would be circulated for comment, and that one of the recipients would be a First Nation. By that I assume you mean the Sliammon Indian Band of the Powell River region.

While I haven't seen the draft bylaw, I infer that it relates to private property (property held in fee simple by Lasquetians and other owners). That removes it from the ambit of comment by the Sliammon. I believe the intent of the Official Community Plan is to consult with the Sliammon people on sites of historic or cultural interest, which I would support. But in the land claims mix in British Columbia, private land is sacrosanct. Unfortunately, this is not well understood.

Sliammon has reached a land claims settlement agreement (see attachment) with the federal and provincial governments that is scheduled for implementation in 2016. (Interestingly, the text of the agreement makes no reference either to Lasqueti or Texada.)

Please do not infer from this that I am antagonist to Indian interests. I have a long background in Indian affairs as a former provincial bureaucrat involved in negotiations and settlements. I just see no value in pushing paper to the Sliammon in this instance, in that it may be interpreted by some as suggesting the First Nation has a residual interest in their property. It hasn't.

Robert Exell



STAFF REPORT

August 11, 2014

File No.: 6500-20LUB
Amendment –
Parking Lot Home
Enterprise

To: Lasqueti Island Local Trust Committee
For the meeting of August 28, 2014

From: Marnie Eggen, Planner 2

CC: Courtney Simpson, Regional Planning Manager

Re: Parking Lot Home Enterprise – Draft Land Use Bylaw Amendment

THE PROPOSAL:

The purpose of this staff report is to provide a revised draft amendment to the Land Use Bylaw (LUB) allowing parking as a home enterprise for further consideration by the Local Trust Committee (LTC).

BACKGROUND:

At the July 3, 2014 LTC meeting, staff received direction via Resolution LA-2014-015 to make the following changes to the draft LUB amendment to allow parking as a home enterprise:

- Remove the specified parking space dimensions;
- Remove all of the screening provisions;
- Remove reference to the maximum number of cars permitted on a parking lot;
- Remove the reference to Parking Lot home enterprise only being allowed on lots of one acre or more;
- Insert a provision to control the number of vehicles by using a percentage of lot coverage for the Parking Lot home enterprise use; and
- Take out the different lot line definitions, but retain the definition of “lot line.”

Percent Lot Coverage

Staff have inserted a five percent lot coverage for parking lot home enterprise. Staff consider five percent a reasonable proportion of a lot for the intended purposes, which is to assist with lessening the parking congestion along False Bay hill, and in consideration of maintaining the rural residential character of the lots. Smaller lots (lots one acre or less in size) were considered a baseline. There are approximately nine of these lots in the False Bay area. For example, a lot one acre in size could have a parking lot home enterprise approximately 2000 square feet in size, which would allow

approximately ten parking spaces. A larger lot, ten acres in size, could have a parking lot home enterprise approximately 20,000 square feet in size, which would allow approximately 118 parking spaces.

NEXT STEPS:

Once the attached draft bylaw is considered and revised to reflect any further changes, the LTC can consider first reading, referral to agencies, and set a public hearing date.

RECOMMENDATIONS:

THAT the Lasqueti Island Local Trust Committee:

1. Give First Reading to Bylaw No. 89, cited as “Lasqueti Island Land Use Bylaw 78, 2005, Amendment No. 1, 2014”;
2. Direct staff to refer Bylaw No. 89 to the Advisory Planning Commission, First Nations, the Ministry of Transportation and Infrastructure, Ministry of Environment, BC Ferries, and the Powell River Regional District; and
3. Direct staff to arrange for a special meeting and public hearing to be held in October, 2014.

Prepared and Submitted by:

Marnie Eggen

August 11, 2014

Planner 2

Date

Concurred in by:

Courtney Simpson, RPP, MCIP

August 14, 2014

Regional Planning Manager

Date

DRAFT

Lasqueti Island Local Trust Committee

BYLAW NO. 89

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. 1, 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. 89

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) To Part 3, Section 3.6 Home Enterprise Provisions insert a new article 3.6(c) as follows:

"3.6 Home Enterprise Provisions

- c) In addition to subsection 3.6 (a), the following regulations apply to Parking Lot home enterprise:
 - (i) parking lot home enterprise may only be located on lots 0.4 ha (1 acre) or larger;
 - (ii) no part of the parking lot area may be a paved surface;
 - (iii) the maximum combined lot coverage of the parking lot home enterprise is 5 percent of the lot area.
 - (iv) the entirety of the parking area must be setback as follows:
 - 3 metres from interior side and rear lot lines;
 - 3 metres from front and exterior lot lines;
 - 30 metres from a watercourse;
 - 30 metres from the natural boundary of the sea."

- b) To part 1.1 Definitions:

- i. add a new definition "parking lot home enterprise" in alphabetical order as follows:

"parking lot home enterprise" means a parking lot containing an open area for two or more motor vehicles to accommodate clients, customers or residents of the private lot, which has adjacent access to permit ingress or egress of motor vehicles to a street by means of driveways, aisles or maneuvering areas where no parking or storage of motor vehicles is permitted;"

- ii. add a new definition of "lot line" in alphabetical order as follows:

"lot line" means the boundary of a lot as shown on a plan of survey registered with the BC Land Titles Office or the boundary of a lot as otherwise described under the *Land Title Act*."

Lasqueti Parking as a Home Enterprise– BL No. 89 Project Charter Date: August 11, 2014

Purpose This project will enact new Land Use Bylaw (LUB) regulations to allow parking as a home enterprise, thereby potentially improving the safety and aesthetic appearance of False Bay Hill by having less, or ideally no cars parked illegally.

Background This project was previously named “False Bay Master Plan”, but the project changed and is now strictly to be for a regulation change to allow parking as a home enterprise. The False Bay Parking review was initiated because the Powell River Regional District requested assistance on improving the parking issues on the road right of way in the False Bay Area.

Objectives

- Develop an amendment to the land use bylaw to allow parking as a home enterprise
- Adoption of LUB parking amendment bylaw in late 2014 that is consistent with the Islands Trust Policy Statement.
- Consultation with property owners and residents

Scope & Deliverables

- Parking becoming a permitted use (home enterprise) Regulation (LUB) Review
- Inform/notify community via newsletter(s), neighbourhood meetings; and community information meeting(s) and public hearing

Workplan Overview

Deliverable/Milestone	Date
Report with Draft Bylaw No. 89 to Local Trust Committee. Direction to give bylaw First Reading and refer bylaw to First Nations, APC and agencies and set public hearing date.	July 3, 2014
Hold public hearing in October, 2014	October 16, 2014
Consider 2nd, and 3rd readings and referral to the Executive Committee	October 16 2014
Consideration of Adoption by Resolution without meeting	October, 2014
Consolidate amendment into Land Use Bylaw	November, 2014

RPM Approval:

Courtney Simpson

Date:

LTC Endorsement:

Resolution #:

Date:

Project Team

Lasqueti Island LTC	
Marnie Eggen, Planner	Project Manager

Budget

Budget Source: Parking as Home Enterprise

Item	Cost
Public Consultation (2 meetings and 3 mailouts)	1800
Public Hearing Legislative Process	1550
Printing	
Total	3350

PARKING AS A HOME ENTERPRISE - BYLAW NO. 89**

COMMUNITY CONSULTATION PLAN

GOALS of Project COMMUNITY Communication

- *To describe the process, timeline and opportunities for input to property owners*
- *To empower property owners and residents 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, ideas and advice on the topic area and incorporate this in the decision making process as much as possible*

Communication Action Plan – Updated August 11, 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>Newsletter #1 (send with a summary of the Staff Report dated October 1, 2013)</i>	Description of the timeline, process and topic areas, and request for preliminary comments on the four topic areas	\$400	November, 2013
<i>Ongoing articles in the Our Isle and Times from Local Trustees</i>	Up to 6 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>LTC and staff receive preliminary comments over the winter</i>	Gather preliminary comments, advice and ideas from the public on the four topic areas via mail and e-mail and telephone	\$0	Winter 2013-2014
<i>Newsletter #2 inviting public to CIM #1 to discuss General False Bay Policies, Density and Bed and Breakfast policies</i>	Update on project and request community attendance at CIM – Density, Bed and Breakfast, and General False Bay Area policies	\$350	Island mail drop and mail to off island property owners
<i>Hold CIM #1 Density/Bed and Breakfast and general False Bay policies</i>	Consultation with community to obtain input to be considered for incorporation into draft Master Plan – density, bed and breakfast, and general False Bay Area Policies	\$350	Hold March 29, 2014
<i>Newsletter #3 inviting public to CIM #2 to discuss Hunting and Parking and general False Bay policies</i>	Update on project and request community attendance at CIM – Parking, Hunting and General False Bay Area policies	\$400	Island Mail drop and mail to off island property owners and advertise in Our Isle and Times April, 2014 edition

Method	Key content / purpose	Cost	Target Date
<i>Hold CIM #2 – Hunting and Parking</i>	Consultation with community to obtain input to be considered for incorporation into draft Master Plan - parking and hunting and general False Bay Area policies	\$350	Hold April 26, 2014
<i>Staff report summarizing CIM's</i>	LTC receive report	\$0	July 3, 2014
<i>Draft staff report and Parking LUB amendment for Local Trust Committee consideration</i>	LTC requests revisions to draft bylaw amendment be brought to August 28, 2014 meeting for consideration.	\$0	July 3, 2014
<i>Bring revised draft bylaw amendment to the Local Trust Committee for review and possible First Reading, referral to First Nations and agencies and Advisory Planning Commission, and set public hearing date</i>	LTC reviews the revisions to draft bylaw and considers First Reading. Legislated process of sending out a proposed bylaw for comment commences. Comment period is 30 days. (e.g. agencies have until October 6 to give comments).	\$0	August 28, 2014
<i>Advertise public hearing, send out public notification, and Hold Public hearing</i>	Hold public hearing on same day as LTC meeting. Legislated public hearing process.	\$1550	October 16, 2014
<i>Bring agency comments to the Local Trust Committee</i>	Provide verbal report regarding agency comments and public comments from Public Hearing to Local Trust Committee.	\$0	October 16, 2014
<i>LTC Considers 2nd and 3rd readings and referral to Executive Committee</i>	Legislated process.	\$0	October 16, 2014
<i>The LTC considers adopting bylaw</i>	Bylaw adopted by resolution without meeting	\$0	End of October, 2014
<i>Land Use bylaw amendment consolidated into the Land Use Bylaw</i>	Post updated land use bylaw to the website and send hard copies to the LTC members and the APC members	\$0	November, 2014

**** NOTE:** At the May 3, 2014 LTC meeting, it was established that the project would change so that “Parking as a Home Enterprise Bylaw Amendment” would be the only topic being considered.

Lasqueti Island Riparian Areas Regulation Compliance Project Charter

9.2.2

Date: August 11, 2014

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, neighbourhood meetings; and community information meetings and public hearing

Workplan Overview

Deliverable/Milestone	Date
General education with community via neighbourhood meetings	Winter/13-14
LTC directs staff to draft an LUB amendment	May 1, 2014
Staff report presented with draft LUB amendment. Firm up CIM date and time and place	July 3, 2014
CIM takes place at special meeting to be held in August/September.	Aug/Sept, 2014
Madrone completes assessment of remaining 3 watersheds.	Sept 15, 2014
Staff presents report summarizing CIM and presenting draft bylaw for possible changes, LTC considers 2nd reading and referrals	Oct 16, 2014
Public Hearing and consideration of 3rd reading, EC referral, adoption and amendment consolidation	Spring 2015

RPM Approval:
Courtney Simpson
Date:

LTC Endorsement:
Resolution #:
Date:

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-remaining 3 watersheds	5000 (14-15 fiscal)
Legislative process	1200 (14-15 fiscal)
Total	10,000

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 August 11, 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	\$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>Madrone conducts further assessments of watersheds to establish RAR applicability</i>	The March 31/13 Madrone report notes some watersheds require further investigation to establish RAR applicability. Madrone provides a second report giving further information about RAR applicability to two other watersheds.	\$2000	March 25, 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 can be taken to the CIM (along with other explanatory documents) for community comments. LTC gives first	\$0	July 3, 2014

Method	Key content / purpose	Cost	Target Date
	reading of bylaw.		
<i>Hold CIM via a Special LTC meeting</i>	Consultation with community to obtain input to be considered and potential changes to draft bylaw.	\$25	August/ September, 2014
<i>Madrone conduct field assessment of Cocktail Cove and Stonehouse Creek and Hadley Lake watersheds</i>	This will determine if these three watersheds are RAR applicable. Madrone contracted to provide this report by September 15, 2014.	\$5000	September 15, 2014
<i>Amend Bylaw No. 90 map per Madrone report if needed, then consider giving bylaw Second Reading, referral to First Nations and agencies</i>	The bylaw map showing RAR applicable watersheds can be amended to reflect Madrone report findings regarding watershed applicability to RAR.	\$0	October 16, 2014
<i>Public hearing and consideration of third reading</i>	It is recommended that any further work on this project be conducted after the 2014 Local Trustee election.	\$1200	March, 2015

LASQUETI COMMUNITY MEETING RIPARIAN AREAS REGULATION

A Community Meeting has been scheduled for Lasqueti residents and property owners to comment and ask questions about potential changes to the Lasqueti Island Land Use Bylaw to comply with the Riparian Areas Regulation. If you cannot attend the meeting in person, please submit comments by regular mail (700 North Road, Gabriola Island, BC VOR 1X3), email (lasquetiRAR@islandstrust.bc.ca) or call your local trustees (Peter 333-8785; Susan 333-8589).

COMMUNITY MEETING

September 13, 2014

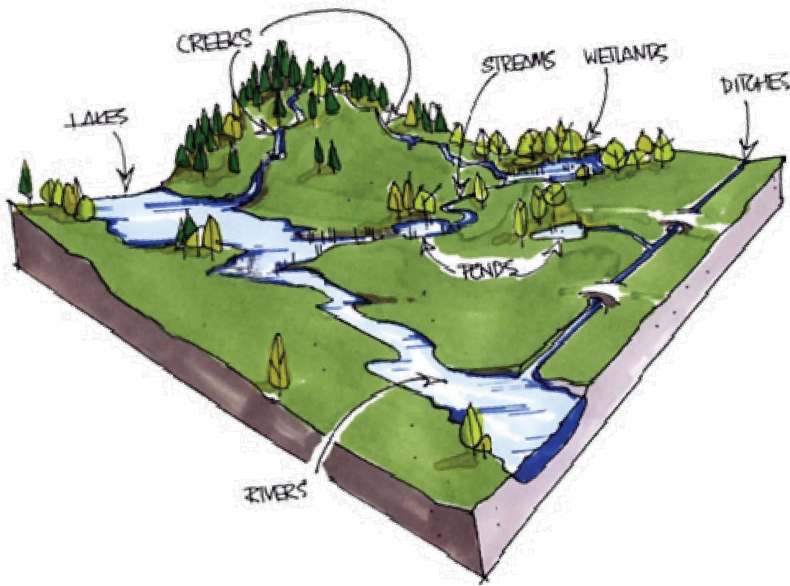
Start time: 11:30 am

Lasqueti Community Hall

(light refreshments, lunch items for sale, or bring your own bag lunch)

On the reverse and attached is general information about the Provincial Riparian Areas Regulation that all local governments, including the Lasqueti Island Local Trust Committee, are required to follow.

Developing Near . . . Riparian Areas



RIPARIAN AREAS are the areas adjacent to streams, lakes and wetlands. These areas support many plants and animals, provide important refuges and migration routes for birds and wildlife, and, most critically, provide fish habitat.

These ecosystems are extremely sensitive to disturbances and development. Even modest changes in water flow may result in significant changes to the physical and biological functioning of these ecosystems.

In addition, riparian areas play a key role in maintaining the natural hydrologic cycle of a watershed by stabilizing stream channels, reducing erosion, filtering sediment, capturing runoff and precipitation, and recharging aquifers that store groundwater.

The Development Variance Permit Process

Lasqueti Island Local Trust Committee is considering using setback and screening regulations to meet its obligations under the *Riparian Areas Regulation*. This approach means that if you are undertaking a “development” activity (*defined in the legislation*) within 30 metres of a water feature (e.g. stream, wetland) within a watershed assessed as “RAR Applicable”, you will be expected to submit a development variance permit application to the Islands Trust. However, several activities are exempt (e.g. farm operations, work to an existing landscaped area or existing building/structure that does not increase the footprint). A permit to vary the setback and screening regulations around a water feature will require submission of a report from a Qualified Environmental Professional (QEP) that assesses the potential impact of the proposed activity on the riparian area and determines the size of a Streamside Protection Enhancement Area (SPEA). The QEP will detail any conditions to which development is expected to adhere for protection of the subject water feature and these will be made conditions of the permit. The permit is granted at the discretion of the Local Trust Committee.

The Lasqueti Island Local Trust Committee is required to adhere to the provincial Riparian Areas Regulation. This means amending its land use bylaw to ensure development within 30 metres of fish habitat—as defined by the Riparian Areas Regulation—is controlled. Using setback and screening regulations is the approach endorsed by the Lasqueti Local Trust Committee to bring the island’s Land Use Bylaw into compliance.

FACT SHEET

Riparian Areas Regulation



Islands Trust

Some key facts about the RAR

- The RAR is a provincial regulation and there is not a choice in whether it gets implemented; only in how this is done.
- Setback and screening regulations can be included in the Land Use Bylaw to obtain RAR compliance.
- The RAR applies to the riparian areas generally defined as being within 30 m of a watercourse that is deemed to have fish habitat.
- There does not need to be fish present in a stream for the RAR to apply, only fish habitat.
- Any development beyond 30 m from a stream would be exempt from RAR.
- There are a number of development exemptions when the RAR does not apply.
- RAR applies only to residential, commercial or industrial activities and ancillary activities within a RAR applicable area.

What is the Riparian Areas Regulation?

The Riparian Areas Regulation is a provincial regulation, enacted under s. 12 of the *Fish Protection Act*, which requires local governments to protect riparian areas. Riparian areas are the areas bordering on streams, lakes and wetlands that link water to land. The RAR applies to new residential, commercial and industrial development on land under local government jurisdiction. The regulations prohibit a local government from approving or allowing a development to proceed in a riparian assessment area (RAA) unless the local government is notified by the province that the developer has provided an assessment report by a qualified environmental professional (QEP). The QEP report certifies that the development can be carried out without damaging fish habitat.

Who is a Qualified Environmental Professional (QEP)?

A Qualified Environmental Professional is an applied scientist or technologist. He or she must be registered and in good standing in British Columbia with an appropriate professional organization, acting under the association's code of ethics and subject to disciplinary action by that association. The applicable professionals are Professional Biologists, Geoscientists, Foresters, Agrologists, and Technicians in the ASTTBC. To be able to certify that they are qualified to conduct the assessment methodology, the individuals must detail their area of expertise in the report, and their expertise must be relevant to the content of the report. The individual is considered a Qualified Environmental Professional only for that portion of the assessment that is within their area of expertise.

Where does the RAR apply and how is it interpreted?

The RAR applies to a “Riparian Assessment Area” (RAA), which is defined in the RAR to mean any area within 30 metres of a “stream”. A “stream” is defined in RAR to include a watercourse, whether it usually contains water year round or not, that provides fish habitat. Watercourses include ponds, lakes, rivers, creeks and brooks as well as some ditches, springs, and wetlands if they are connected by surface flow to fish habitat.

Local governments may allow development within 30 m of the stream provided the prescribed riparian assessment methods are followed. The riparian assessment method requires a QEP to provide an opinion in an Assessment Report. In the assessment, the QEP will establish, on a site specific basis, which areas within the 30 m RAA can be developed. The QEP will also provide recommendations on mitigation or enhancement measures specific to the development proposal. Remaining areas that may not be developed are identified as a Streamside Protection and Enhancement Area (SPEA).

What type of development is subject to the RAR?

The types of development that are subject to a riparian area assessment are residential, commercial and industrial. Development is not limited to buildings; for example, land clearing within 30 meters of a stream for a driveway or for a trail that requires a development variance permit should not occur prior to submission of an Assessment Report.

Development **not** subject to RAR includes: repair or reconstruction of existing structures, pre-existing buildings or structures, agricultural activities, mining activities, hydroelectric facilities and forestry, parks, institutional development, and development on federal and First Nations lands.

Note that mining activities, hydroelectric facilities and forestry, parks, institutional development, and development on federal and First Nations lands are regulated by other federal and provincial regulations and all such land uses are still subject to the *Federal Fisheries Act*.

The RAR DOES apply to the following activities:

- Construction of buildings and structures;
- Creation of non-structural impervious or semi-pervious surfaces (e.g. parking lots, patios);
- Removal, alteration, disruption or destruction of vegetation;
- Disturbance of soils;
- Development of some recreational facilities (e.g. parks, trails, golf courses); and,
- Development of new services (e.g. roads).

The RAR does NOT apply to the following activities:

- Development outside a riparian assessment area;
- Farming activities (ALR or zoned) or institutional development;
- Existing permanent structures, roads, and other development;
- Reconstruction or repair of permanent structures if the structure remains on its existing foundation; and
- Developments that have been approved but not yet built.

Do local governments have any new powers under the RAR?

The Regulation does not give local governments any additional powers for streamside protection. Rather, it requires local governments to use their existing land use planning and management powers under the *Local Government Act* to improve the protection of fish habitat.



Islands Trust

“DEVELOPMENT” EXEMPTIONS

Riparian Areas Regulation

Besides activities that are already exempt from the RAR (see RAR Fact Sheet), the Lasqueti Local Trust Committee is considering the following activities to be exempt from the proposed setback and screening regulations:

- o 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;
- o repair or replacement of a septic field on the same spot;
- o the removal of trees that have been examined by an arborist and certified to pose an immediate threat to life or property;
- o 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;
- o 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;
- o manual removal of invasive species and manual planting of native vegetation conducted in accordance with best management practices;
- o 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;
- o ecological restoration or enhancement projects undertaken or authorized by a public body;
- o work that is authorized by Fisheries and Oceans Canada by permit under Section 35 of the *Fisheries Act*;
- o 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*;
- o 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*;
 - o 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;
 - o 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.
 - o 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;
 - o 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;
 - o Structures used to provide micro-hydro-electricity for residential use.



Islands Trust

Print Date: Aug-19-2014

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
2	Land Use Bylaw Parking as a Home Enterprise Amendment		Jun-30-2011	Marnie Eggen		On Going
3	Update Official Community Plan with Intertidal zone policies using specific recommendations from the Forage Fish team and the Greenshores and Eelgrass Project		Jan-12-2012	Marnie Eggen	Dec-13-2012	On Going



Islands Trust

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)			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: Linda Prowse	Mar-18-2014	Boundary Adjustment and then a 9 lot strata subdivision

Planning Status

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 June 2014

640 Lasqueti	Invoices posted to Month ending June 2014	Budget	Spent	Balance
65000-640	LTC "Trustee Expenses"	700.00	0.00	700.00
LTC Local				
65200-640	LTC - Local Exp - LTC Meeting Expenses	500.00	149.59	350.41
65210-640	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-640	LTC - Local Exp - Communications	300.00	50.00	250.00
65230-640	LTC - Local Exp - Special Projects	750.00	0.00	750.00
TOTAL LTC Local Expense		<u>2,050.00</u>	<u>199.59</u>	<u>1,850.41</u>
Projects				
73001-640-2014	Lasqueti False Bay OCP /LUB	2,500.00	270.96	2,229.04
73001-640-3004	Lasqueti RAR	6,500.00	0.00	6,500.00
TOTAL Project Expenses		<u>9,000.00</u>	<u>270.96</u>	<u>8,729.04</u>

Islands Trust
 LTC EXP SUMMARY REPORT F2015
 Invoices posted to Month ending July 2014

640 Lasqueti	Invoices posted to Month ending July 2014	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-640	LTC "Trustee Expenses"	700.00	44.96	655.04
LTC Local				
65200-640	LTC - Local Exp - LTC Meeting Expenses	500.00	149.59	350.41
65210-640	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-640	LTC - Local Exp - Communications	300.00	75.00	225.00
65230-640	LTC - Local Exp - Special Projects	750.00	0.00	750.00
TOTAL LTC Local Expense		<u>2,050.00</u>	<u>224.59</u>	<u>1,825.41</u>
Projects				
73001-640-2014	Lasqueti False Bay OCP/LUB	2,500.00	270.96	2,229.04
73001-640-3004	Lasqueti RAR	6,500.00	0.00	6,500.00
TOTAL Project Expenses		<u>9,000.00</u>	<u>270.96</u>	<u>8,729.04</u>

Updated: Updated April 30, 2014

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.



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:

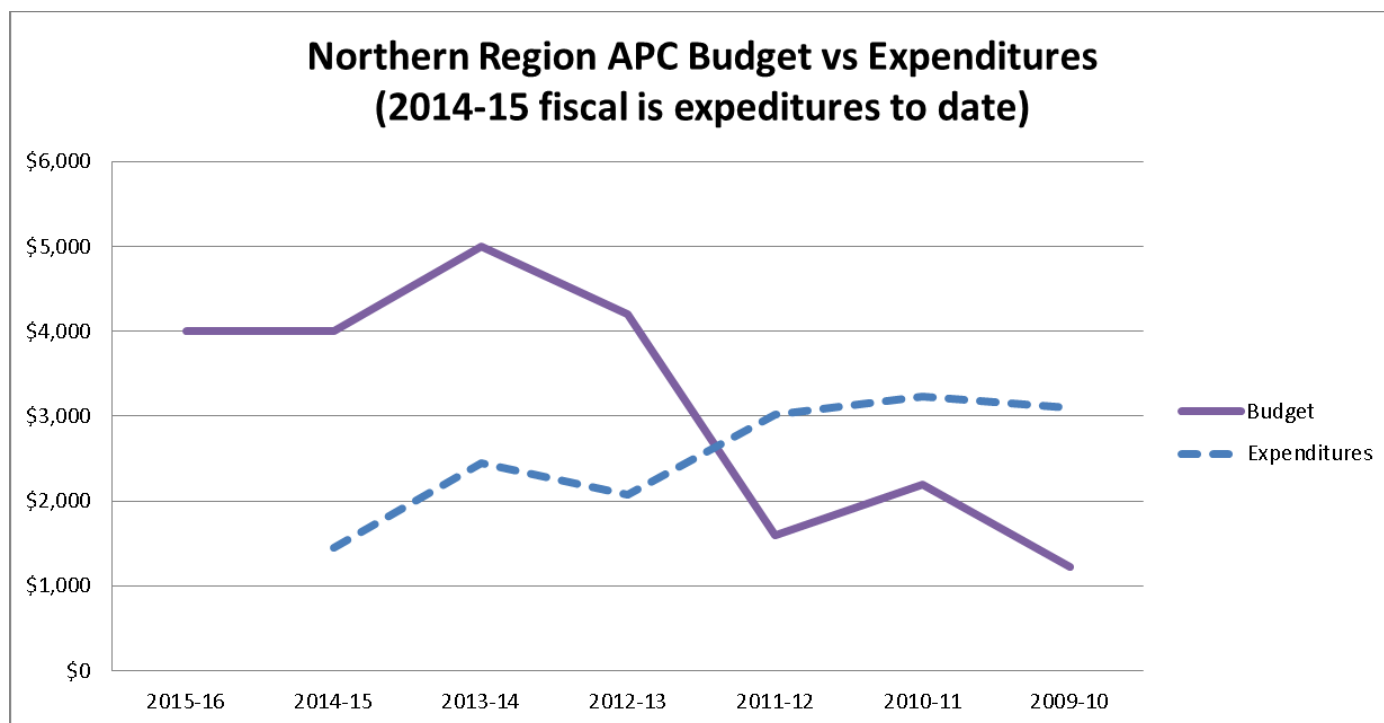
No changes are recommended for the LTC meeting expense account budgets as presented in Attachment 1.

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 Greenhorns 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

						Projected terms for major review								
<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>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							☑		

DRAFT

Lasqueti Island Local Trust Committee

BYLAW NO. 89

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. 1, 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. 89

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) To Part 3, Section 3.6 Home Enterprise Provisions insert a new article 3.6(c) as follows:

"3.6 Home Enterprise Provisions

- c) In addition to subsection 3.6 (a), the following regulations apply to Parking Lot home enterprise:
 - (i) parking lot home enterprise may only be located on lots 0.4 ha (1 acre) or larger;
 - (ii) no part of the parking lot area may be a paved surface;
 - (iii) the maximum combined lot coverage of the parking lot home enterprise is 5 percent of the lot area.
 - (iv) the entirety of the parking area must be setback as follows:
 - 3 metres from interior side and rear lot lines;
 - 3 metres from front and exterior lot lines;
 - 30 metres from a watercourse;
 - 30 metres from the natural boundary of the sea."

- b) To part 1.1 Definitions:

- i. add a new definition "parking lot home enterprise" in alphabetical order as follows:

"parking lot home enterprise" means a parking lot containing an open area for two or more motor vehicles to accommodate clients, customers or residents of the private lot, which has adjacent access to permit ingress or egress of motor vehicles to a street by means of driveways, aisles or maneuvering areas where no parking or storage of motor vehicles is permitted;"

- ii. add a new definition of "lot line" in alphabetical order as follows:

"lot line" means the boundary of a lot as shown on a plan of survey registered with the BC Land Titles Office or the boundary of a lot as otherwise described under the *Land Title Act*."