



A NOTICE OF A BUSINESS MEETING OF **THE LASQUETI ISLAND LOCAL TRUST COMMITTEE**
to be held at 11:00 am on Thursday, August 29, 2013 at the Anglican Church,
Main Road, Lasqueti Island, BC

AGENDA

		Page No.	*Approx. Time*
1.	CALL TO ORDER		11:00 am
2.	APPROVAL OF AGENDA		
3.	TOWNHALL SESSION		
4.	MINUTES		11:15 am
4.1	Local Trust Committee Meeting Minutes of July 11, 2013 – <i>for information</i>	1	
4.2	Section 26 Resolutions Without Meeting Log dated August 20, 2013 – <i>attached for information</i>	7	
5.	BUSINESS ARISING FROM MINUTES		
5.1	Follow-up Action List dated August 18, 2013 - <i>attached</i>	8	
6.	DELEGATIONS		
7.	CORRESPONDENCE <i>Correspondence specific to an active development application and/or project will be received by the Lasqueti Island Local Trust Committee when that application and/or project is on the agenda for consideration</i>		
7.1	E-Mail dated July 15, 2013 from Kevin Washbrook regarding Opposition to Increased Coal Handling Texada Island - <i>attached</i>	10	
8.	APPLICATIONS AND PERMITS		
	BREAK FOR LUNCH – <i>Sometime During the Following Segment</i>		
9.	LOCAL TRUST COMMITTEE PROJECTS		11:20 am
9.1	False Bay Master Plan		
9.1.1	Staff Report dated August 20, 2013 - False Bay Master Plan – Project Charter Details and Project Charter – <i>attached</i>	12	
9.1.2	Staff Report dated August 2, 2013 – False Bay Area Master Plan - Project Charter Topics – Working Session - <i>attached</i>	22	

9.2	Riparian Areas Regulation		
9.2.1	Staff Report – <i>verbal report</i>		
10.	REPORTS		2:30 pm
10.1	Work Program		
10.1.1	Top Priorities and Projects List dated August 18, 2013 - <i>attached</i>	39	
10.2	Applications Log – <i>no applications</i>		
10.3	Trustee and Local Expenses		
10.3.1	Expenses posted to July 31, 2013 – <i>attached</i>	42	
10.4	Adopted Policies and Standing Resolutions - <i>attached</i>	43	
10.5	Chair's Report		
10.6	Trustees' Report		
10.7	Trust Fund Board Report		
11.	NEW BUSINESS		2:40 pm
11.1	2014/2015 Local Trust Committee Fiscal Year Budget Request		
11.1.1	Memorandum dated August 1, 2013 - <i>attached</i>	44	
11.2	Proposed Meeting Schedule for 2014 – <i>attached for discussion and decision</i>	53	
11.3	Texada Coal Proposal – Trustee Johnston – <i>verbal update</i>		
12.	BYLAWS		
13.	ISLANDS TRUST WEBSITE		
13.1	Lasqueti Pages – <i>for discussion</i>		
14.	TOWN HALL SESSION		
15.	NEXT MEETING DATE		
	Thursday, October 17, 2013 at 11:00 am at the Lasqueti Arts Centre, Main Road, Lasqueti Island, BC		
16.	ADJOURNMENT		3:15 pm

*Approximate time is provided for the convenience of the public only and is subject to change without notice.

**MINUTES OF THE LASQUETI ISLAND LOCAL TRUST COMMITTEE
BUSINESS MEETING
HELD ON THURSDAY, JULY 11, 2013 AT 11:00 AM
AT THE LASQUETI ANGLICAN CHURCH, MAIN ROAD, LASQUETI ISLAND, BC**

MEMBERS PRESENT: Peter Luckham, Alternate Chair
Peter Johnston, Local Trustee
Susan Morrison, Local Trustee

STAFF PRESENT: Linda Prowse Staff Planner and Recorder

REGRETS: David Graham, Chair

MEDIA AND OTHERS PRESENT: Approximately four members of the public, a.m.
One member of the public, p.m.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 11:15 a.m. He welcomed the public and introduced himself, Local Trustees and the Planner who was also recording the meeting.

2. APPROVAL OF AGENDA

The Agenda was adopted by consensus with the following amendments:

- Add item 7.2 – E-mail from Bill Croft to Trustee Peter Johnston dated July 6, 2013 – Derelict Boats on road allowance;
- Add item 11.5 – Texada Coal; and
- Add item 11.6 – Islands Trust Stewardship Award and Presentation to the Lasqueti Forage Fish Group.

3. TOWN HALL SESSION

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

- Concerns about density, the rental of guest cabins, and keeping the minimum lot size to 10 acres;
- Concern about structures on waterfront lots; and
- Concerns about shooting being prohibited in the False Bay Area.

There was a question about the amount of tax dollars the Lasqueti population contributes to the Islands Trust budget, and Planner Prowse said she would research this matter and report back.

An Advisory Planning Commission member asked if he could please receive copies of Lasqueti Island Local Trust Committee Agenda packages, and it was agreed that this issue would be added to the Agenda under item 11.7 – Agenda Circulation.

4. MINUTES

4.1 Local Trust Committee Meeting Adopted Meeting Minutes of May 2, 2013

Received.

4.3 Section 26 Resolutions Without Meeting Log dated June 28, 2013

Received.

5. BUSINESS ARISING FROM MINUTES

5.1 Follow-up Action List dated April 23, 2013

The Follow-up Action List dated June 28, 2013 was reviewed and updates were provided.

6. DELEGATIONS - None.

7. CORRESPONDENCE

7.1 Letter dated June 28, 2013 to congratulate the Lasqueti Island Forage Fish Team on their Community Stewardship Award

Received.

7.2 E-mail From Bill Croft to Trustee Peter Johnston dated July 6, 2013 – Derelict Boats on road allowance

Received.

8. APPLICATIONS AND PERMITS

None.

9. LOCAL TRUST COMMITTEE PROJECTS

9.1 False Bay Parking Master Plan

9.1.1 Staff Memorandum and draft Project Charter dated June 19, 2013

The trustees and staff made a number of changes to the draft Project Charter and it was agreed that the project would now be called the “False Bay Master Plan” as the project encompasses more than “parking”. It was noted that there

could be an option for a completed Master Plan to become an Appendix to the Official Community Plan at some point.

Staff will bring the Project Charter back to the next Local Trust Committee meeting for approval.

BREAK 12:32 - 1:02

9.2 Riparian Areas Regulation (RAR)

Staff provided the Local Trust Committee with an update and the following was noted:

- A staff group has been established to look into alternative ways to come into compliance with RAR besides implementing Development Permit Areas; and
- The RAR staff group has been focusing on the Gabriola Local Trust Committee Community Information meeting in late June 26, 2013 regarding RAR. Staff learned from this experience which will help other Northern Local Trust Committees when they hold Community Information meetings regarding RAR.

Staff will come back to the August 29, 2013 meeting with further information about using setbacks and screening regulations to come into compliance with RAR. It was also noted that the Madrone Environmental Services Ltd. report should be used when establishing which streams apply to the RAR, and which streams do not. It will also be discussed at the next business meeting if and when the Local Trust Committee would like to arrange a community information meeting regarding RAR.

10. REPORTS

10.1 Work Program

10.1.1 Top Priorities and Projects List Report dated April 23, 2013

The Top Priorities and Projects List report was reviewed. Trustees questioned whether the item in the Projects List: "Draft a protocol agreement with Sliammon First Nation" was still applicable. Staff stated that there may still be some relevance to connecting with Sliammon on a formal level and that the Trust Fund Board is still looking at Crown Land acquisition which would require formal consent of the Sliammon.

The Local Trust Committee decided to keep the work program (Top Priorities and Projects List) the same.

10.2 Applications Log – None.

10.3 Trustee and Local Expenses

10.3.1 Expenses posted to March 31, 2013 - Fiscal Year End

The Local Trust Committee Expense Summary Report for invoices posted to March 31, 2013 was received.

10.3.2 Expenses posted to May 31, 2013

The Local Trust Committee Expense Summary Report for invoices posted to May 31, 2013 was reviewed.

10.3.3 Expenses posted to June 30, 2013

The Local Trust Committee Expense Summary Report for invoices posted to June 30, 2013 was reviewed.

10.4 Adopted Policies and Standing Resolutions

The adopted Policies and Standing Resolutions document was reviewed.

10.5 Chair's Report

Chair Luckham gave his report.

10.6 Trustees' Report

Trustees gave their reports.

10.7 Trust Fund Board Report

Trustee Morrison gave a report.

11. NEW BUSINESS

11.1 Executive Committee Local Trust Area (Ballenas-Winchelsea Islands) Bylaw Referral Request for Response

LA-018-2013

It was MOVED and SECONDED,

that the Lasqueti Local Trust Committee feels that the Lasqueti Local Trust Area is only affected in a very positive way and thanks the Executive Committee Local Trust Committee with the work they have done regarding the proposed Official Community Plan and Land Use Bylaw.

CARRIED

11.2 Proactive Bylaw Enforcement of Illegal Structures on the Foreshore - Memorandum dated June 18, 2013

It was noted that the memorandum was received for information and the Local Trust Committee is not interested in pursuing this matter.

11.3 Fees Bylaw Review

It was noted that no action would be taken on this matter at this time.

11.4 Lasqueti Stewardship Award

It was agreed by consensus that the Lasqueti Stewardship Award process would change so that a nominee would be asked for their consent prior to their name standing for the Lasqueti Stewardship Award. It was further agreed that certificates would be provided to all nominees, and also to the person(s) that win the yearly Stewardship Award.

11.5 Texada Coal

LA-019-2013

It was MOVED and SECONDED,

that the Lasqueti Local Trust Committee Chair write a letter to the Ministry of Energy and Mines, opposing the transport of coal to the Texada Island Terminal and the subsequent transfer of coal to deep sea vessels.

CARRIED

11.6 Islands Trust Stewardship Award Presentation to the Lasqueti Forage Fish Group.

It was agreed that the presentation would be made at the September, 2013 Islands Trust Council meeting which is being held on Lasqueti Island.

11.7 Agenda Package Circulation

LA-020-2013

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.

CARRIED

It was noted that this would be added to the list of standing resolutions of the Local Trust Committee.

12. BYLAWS - None.

13. ISLANDS TRUST WEBSITE

It was noted that "Trustee Corner" is where local trustees could post articles, and that articles for posting should be sent to the Northern Office Planning Secretary.

14. TOWN HALL SESSION - None.

15. NEXT MEETING DATE

The next meeting of the Lasqueti Island Local Trust Committee will take place on Thursday, August 29, 2013 at 11:00 am at the Lasqueti Anglican Church, Main Road, Lasqueti Island, BC.

16. ADJOURNMENT

Chair Luckham adjourned the meeting at 2:07 pm.

Recorder

Chair



Islands Trust

Print Date: Aug-20-2013

4.2

RWM From: July 12, 2013 To: August 20, 2013

Lasqueti Island

Resolution #	Action	Resolution Description	Resolution Date
2013-06	In Favour	That the Lasqueti Island Local Trust Council adopt the minutes of its regular business meetings of Thursday, July 11, 2013.	Aug 02, 2013
2013-05	In Favour	"That the Lasqueti Island Local Trust Committee authorize an expenditure of up to \$200 to hold a public meeting about the Texada Coal project."	Jul 26, 2013



Islands Trust

Print Date: Aug-18-2013

5.1

Follow Up Action Report w/ Target Date

Lasqueti Island Jul-12-2012

No.	Activity	Responsibility	Target Date	Status
1	LTC wishes to fund up to \$150 for the APC to draft a False Bay Area parking brochure to educate the public about parking regulations	Linda Prowse Nancy Roggers	Jul-31-2012	On Going

Oct-18-2012

No.	Activity	Responsibility	Target Date	Status
1	Staff contact Ministry of Environment staff to request that they hold a RAR workshop on Lasqueti Island.	Linda Prowse	Nov-07-2012	On Going

Feb-28-2013

No.	Activity	Responsibility	Target Date	Status
1	Staff to submit report to next Local Trust Committee meeting after further researching the option of using setbacks/screening and applicant's providing a QEP report provision in the Land Use Bylaw. Need to ensure this approach is RAR compliant.	Linda Prowse	Apr-03-2013	On Going

May-02-2013

No.	Activity	Responsibility	Target Date	Status
1	LTC allocates up to \$200 from the Advisory Plannign Commission budget to hold an ADvisory Planning Commission appreciate event.	Nancy Roggers	May-24-2013	On Going
1	Staff develop a Project Charter for Top Priority No. 2, being 'False Bay Parking and Master Plan'.	Linda Prowse	May-31-2013	Done

Jul-11-2013

No.	Activity	Responsibility	Target Date	Status
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1	Make planning staff aware that the Local Trust Committee passed the following motion: THAT in regards to the bylaw referral request for the Ballenas-Winchelsea Islands, the Lasqueti Island Local Trust Committee area is only affected in a very positive way and thanks the Executive Committee Local Trust Committee for its work.	Marnie Eggen Linda Prowse	Jul-16-2013	Done
1	Staff advise Local Planning Committee that the Lasqueti LTC received the staff memo dated June 18, 2013 and staff report dated May 9, 2013. The LTC is not interested in taking part in the pilot project to proactively enforce illegal structures on the foreshore.	Kris Nichols Linda Prowse	Jul-16-2013	Done
1	Staff to find out what the 2012 Lasqueti contribution was to the Islands Trust budget (ie. from tax base).	Linda Prowse Nancy Roggers	Jul-23-2013	Done
1	A standing resolution be made that on request by an Advisory Planning Commission member, they receive a Local Trust Committee agenda package at no charge.	Becky McErlean	Jul-25-2013	Done
1	Resolution that the LTC Chair write to the Ministry of Energy and Mines, opposing transport of coal to the Texada Island Terminal and the subsequence transfer of coal to deep sea vessels.	Linda Prowse	Jul-26-2013	Done
1	Planner to find out how much Lasqueti Island contributes to the overall Islands Trust tax base, and submit this information to the LTC and an APC member	Linda Prowse Nancy Roggers	Jul-26-2013	Done
1	Planner to find out why there is not an expense report to April 30, 2013.	Linda Prowse Nancy Roggers	Jul-26-2013	Done
1	Staff make arrangements for the next Local Trust Committee meeting to be held on Thursday, August 29, 2013 to be held at the ANGLICAN CHURCH on Main Road, and that the meeting begin at 11am.	Penny Hawley	Jul-31-2013	Done
1	The Local Trust Committee supports the Minute Taker Policy and supports staff in initiating the recruitment process to hire a backup minute taker.	Penny Hawley Becky McErlean Linda Prowse	Jul-31-2013	Done

Linda Prowse

From: kevin.washbrook@vtacc.org
Sent: July-15-13 10:36 AM
To: southwestminesdivision@gov.bc.ca
Cc: environmentalhealth@vch.ca; planning@powellriverd.bc.ca; Linda Prowse
Subject: Re: Increased Coal Handling Texada Quarries Reclamation Permit File 14745-20

To the staff reviewing the Texada Island Ltd coal handling expansion permit application

I am writing today to express my concerns about the proposal to expand coal handling on Texada Island. This proposal represents a 20 fold increase in coal handling at the site, from the current 400,000 to, eventually, 8 million tonnes of coal per year.

The coal that would be delivered by barge to Texada Island from Fraser Surrey docks would be from the Powder River Basin in Wyoming and Montana and is considered to be particularly dusty.

Our organization has had an opportunity to review the permit application and in our opinion it does an inadequate job of addressing all the environmental implications of such a major expansion in coal handling.

To identify just a few key points:

- The application consists almost entirely of a storm water management plan.
 - As we understand it, this storm water plan only commits to containing a one in five year rainfall event, after which coal dust-laden runoff would overflow into the marine environment. Extreme weather events such as heavy rainfall are becoming more frequent due to climate change. It seems likely that the stormwater containment system would be breached on an increasingly frequent basis.
- There is no detailed attention given to the management of coal dust from barges, from coal handling or from coal storage on site. These issues are only mentioned in passing in the technical descriptions provided by Kreator.
 - The materials provided by Kreator refer to an existing coal dust suppression system but provide no detail. It's hard to imagine that any system designed to suppress dust from a 400,000 tonne/yr operation would be able to accommodate a 20-fold increase in coal handling.
 - The application seems to imply (pg 46, item j.) that surfactants applied to the coal in rail cars at the mine site in Wyoming would still be of use in controlling coal dust escapes when the coal is emptied from barges onto Texada Island. If this is the proponent's assumption, it is implausible.
 - The surfactant would have broken down during shipment by rail to Fraser Surrey Docks and would have been rendered completely useless when the coal was dumped from rail cars into barges at that site.
 - Even if the coal was wetted after loading into barges in Surrey, shipment of coal by open topped barge through the Strait of Georgia to Texada, especially on windy summer days, would have considerably dried the coal upon delivery to Texada.
 - Unloading of that coal by conveyor into piles on land will create dust.
- There is no planning for the use of freshwater (volume, source) to wet coal piles to control dust.

- There is no provision for capturing baseline data on the current release of coal and coal dust into the marine environment, nor for monitoring environmental impacts from expanded operations.

In our opinion, there are sufficient shortcomings in this application that we think it should be rejected. The plan to export coal from Fraser Surrey Docks is coming under intense scrutiny by local and regional government and health authorities, for both health and environmental impacts. The proposal to handle this coal again at Texada Island deserves the same level of scrutiny.

Thank you for giving our comments your consideration.

Kevin Washbrook

For

Voters Taking Action on Climate Change.

<http://vtacc.org/>

[@ClimateVoters](#)

<http://www.facebook.com/VotersTakingActionOnClimateChange>

Registered sponsor under the Election Act.

PO Box 74504 Kitsilano RPO Vancouver BC V6K 4P4

STAFF REPORT

Date: August 20, 2013

File No: 6500-20

False Bay Master Plan

To: Lasqueti Island Local Trust Committee
For the meeting of August 29, 2013

From: Linda Prowse, Planner

CC: Courtney Simpson, Regional Planning Manager

Re: False Bay Area Master Plan – Project Charter Details

THE PROPOSAL:

The False Bay Area (FBA) of Lasqueti Island has been identified by the Lasqueti Island Local Trust Committee as an area requiring improvements to parking on the road right of way. In researching this matter, other policy matters besides “parking” have been identified for review. The purpose of this report is to recommend a False Bay Project Charter (Attachment No. 1), and detailed timeline for the development and adoption of a False Bay Master Plan and accompanying “parking” Land Use Bylaw Amendment”.

The False Bay “Master Plan” has been identified as a document that will outline goals, objectives and policies around the False Bay Area in general, and about specific topics as noted in the scope of the Project Charter. The Master Plan will ultimately form part of the Lasqueti Island Official Community Plan (OCP). This project will also include a review of the Land Use Bylaw (LUB) regulations specific to parking, requiring an accompanying LUB amendment to be consistent with parking policy changes.

SITE CONTEXT:

The FBA is approximately 2.2 km from the eastern-most to western-most points, and approximately 1.8 km from the northern-most to southern-most points. There are approximately 44 lots within the FBA.

The False Bay Area has been identified per Figure 1 below. It is important to note that this map has changed slightly from previous versions of the map. Instead of identifying partial parcels within the FBA as in the previous versions, this updated map includes entire parcels that were identified as part of the FBA. It is also important to note that the

marine area (False Bay) is NOT within the scope of this review:

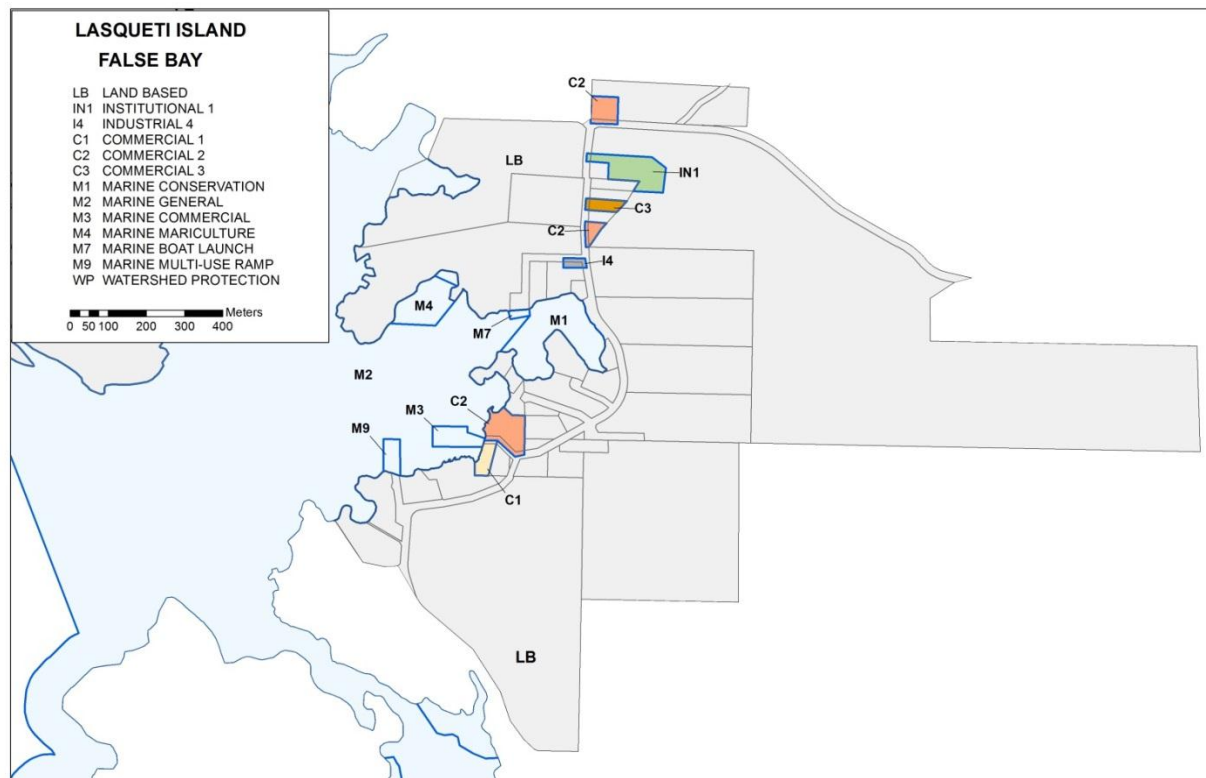


Figure 1: False Bay Area of Lasqueti Island

CURRENT PLANNING STATUS OF SUBJECT LANDS:

Trust Policy Statement:

Islands Trust Policy Statement applies to the False Bay Area. Specifically, Part V – Sustainable Communities – applies and relevant policies are noted below:

PART V: SUSTAINABLE COMMUNITIES²³

GOAL: TO SUSTAIN ISLAND CHARACTER AND HEALTHY COMMUNITIES

Communities within the Trust Area are predominantly rural in character and contrast markedly with surrounding urban areas. Each island community has developed somewhat independently of other communities. Residents of all island communities value the safe and supportive nature of their island and their quality of life. Most feel strongly that people of differing age groups and income levels should continue to have the opportunity to reside in island communities.

²³ Sustainable Communities - human communities that have achieved a balance between environmental, economic and social systems and which respect the carrying capacity of the supporting environment.

The health of a community is influenced by numerous factors such as economic security, education, social support systems, the cleanliness and safety of the environment, and the availability of such necessities as educational and social services, transportation, affordable food and housing. Public involvement in decisions that affect a community is also critical to the health of that community. Participation in the decision-making process influences whether an individual or group is able to realize aspirations, satisfy needs or cope with change.

POLICIES FOR SUSTAINABLE COMMUNITIES

5.1 Aesthetic Qualities

Commitments of Trust Council

5.1.1 Trust Council holds that the overall visual quality of the Trust Area and its scenic values should be protected from disturbance, particularly those areas that have distinctive features or are highly visible.

5.1.2 It is Trust Council's policy that the intensity of noise and lighting in and through the Trust Area should be compatible with community character.

Directive Policy

5.1.3 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.

Recommendation

5.1.4 Trust Council encourages property owners, residents and visitors to reduce the burning of wood and fossil fuels by adopting alternative or innovative technologies.

5.2 Growth and Development

Commitments of Trust Council

5.2.1 Trust Council holds that growth and development in the Trust Area should be compatible with preservation and protection of the environment, natural amenities, resources and community character.

5.2.2 Trust Council holds that tree cover on the islands is of great importance and should be preserved.

Directive Policies

5.2.3 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.

5.2.4 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with

preservation and protection of the environment, natural amenities, resources and community character.

5.2.5 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.

5.2.6 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.

5.3 Transportation and Utilities

Commitments of Trust Council

5.3.1 Trust Council holds that local trust committees and island municipalities should be consulted and involved in the decision-making process regarding provision of utilities, transportation services or facilities that might affect land use in their local planning areas.

5.3.2 It is Trust Council's policy that no island in the Trust Area should be connected to Vancouver Island, the mainland or another island by a bridge or tunnel, notwithstanding the existing bridge between North and South Pender Islands.

Directive Policies

5.3.4 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.

5.3.5 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.

5.3.6 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.

5.3.7 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.

Recommendations

5.3.8 Trust Council encourages Provincial and Federal agencies to ensure safe shipment of materials hazardous to the environment.

5.3.9 Trust Council encourages the Ministry of Transportation and local communities to work together through a public consultation process to evaluate and modify road construction and road system proposals to encompass the environmental, economic and social values of the community.

5.4 Disposal of Waste

Commitments of Trust Council

5.4.1 It is Trust Council's policy that the safe disposal in the Trust Area of waste originating in the Trust Area is acceptable.

5.4.2 It is Trust Council's policy that:

- neither hazardous nor industrial waste should be disposed of in the Trust Area,
- local recycling operations should be established, and
- local programs for chipping of wood waste and disposal of hazardous wastes should be established.

5.4.3 It is Trust Council's policy that there should be a reduction in the burning of solid waste in the Trust Area.

Directive Policy

5.4.4 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

Recommendation

5.4.5 Trust Council encourages government agencies, corporations, property owners and residents to use innovative technologies and safe alternatives for disposal of sewage effluent.

5.6 Cultural and Natural Heritage²⁴

Commitment of Trust Council

5.6.1 Trust Council holds that the natural and human heritage of the Trust Area — that is the areas and property of natural, historic, cultural, aesthetic, educational or scientific heritage value²⁵ or character²⁶ — should be identified, preserved, protected and enhanced.

Directive Policies

5.6.2 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.

²⁴ Heritage - a place, feature or event of cultural, biological, archaeological, paleontological or geological significance.

²⁵ Heritage Value - historical, cultural, aesthetic, educational or scientific worth or usefulness of property or an area.

²⁶ Heritage Character - the overall effect produced by traits or features which give property or an area a distinctive quality or appearance.

5.6.3 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.

5.7 Economic Opportunities

Commitment of Trust Council

5.7.1 Trust Council holds that economic opportunities should be compatible with the conservation of resources and protection of community character.

Directive Policy

5.7.2 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.

5.8 Health and Well-being

Commitments of Trust Council

5.8.1 Trust Council holds that public participation should be part of the decision-making processes of all levels of government.

5.8.2 It is the position of Trust Council that local trust committees and island municipalities should, in establishing their official community plans and regulatory bylaws, provide opportunities for public input.

5.8.3 Trust Council holds that island communities within the Trust Area are themselves best able to determine the most effective local government structure to support their local autonomy and specific community needs within the object of the Islands Trust.

5.8.4 Trust Council holds that island municipalities shall, in all of their actions have regard for the Trust Policy Statement and the object of the Islands Trust.

5.8.5 It is the position of Trust Council that the development and maintenance of healthy communities in the Trust Area through the process described in the Provincial Ministry of Health's "Healthy Communities Program" should be encouraged.

Directive Policies

5.8.6 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

Recommendations

5.8.7 Trust Council encourages Provincial, Federal and local governments to provide information and databases to local trust committees and communities to assist them in land use planning.

5.8.8 Trust Council encourages government agencies, corporations, property owners, residents and visitors to use renewable sources of energy within the Trust Area.

Official Community Plan

Lasqueti Island Local Trust Committee Official Community Plan No. 77 (OCP) applies to the False Bay Area. The entire FBA is designated as “Land Based” in the OCP. There is a small portion of the FBA designated within the Agricultural Land Reserve.

Land Use Bylaw

Lasqueti Island Local Trust Committee Land Use Bylaw No. 78 (LUB) applies to the FBA. The majority of the FBA is within the Land Based zone, however, there is one parcel in the Commercial 1 (C1) zone, three parcels in the Commercial 2 (C2) zone, one parcel in the Commercial 3 (C3) zone, one parcel in the Institutional 1 (IN1) zone, and one parcel in the Industrial 4 (I4) zone.

The entire FBA is within Subdivision District A, which allows one parcel per 4 ha (9.88 acres) of land. There are, however, a number of lots that are less than 10 acres within the FBA that were subdivided prior to the subdivision regulations being in effect.

Islands Trust Fund:

There are no properties in the FBA that have an Islands Trust Fund conservation covenant.

Sensitive Ecosystems and Hazard Areas:

Islands Trust mapping identifies one stream within the FBA. The Madrone Report dated March 31, 2013, identifies an unnamed stream (Cocktail Cove) being within the FBA. This particular watershed has been identified as requiring further information to determine if it displays potential to have fish habitat, and being applicable to the Riparian Areas Regulation.

Sensitive Ecosystems inventory (SEI) – small portion “coastal bluff”.

Islands Trust Ecosystem Mapping ITEM – mixture of young forest, developed, rural and herbaceous (herb-like/grassy)

Endangered Ecosystems and Species – approximately half of the FBA is within the “woodwardia fimbriata” (giant chain fern) endangered species area.

Archaeological Sites:

The Provincial Remote Access to Archeological Data (RAAD) indicates that there are three archeological sites identified within the FBA.

COMMUNITY INFORMATION MEETING(S):

The attached Project Charter states that there will be public consultation with residents and private property owners to be held over the end of 2013 and beginning of 2014. The public consultation could take a number of forms, including community information meeting(s); survey(s); charrette(s), etc. This consultation is in addition to a Public Hearing which would be required for the Master Plan to be implemented as an OCP Amendment, as well as the implementation of an accompanying LUB amendment for parking

STAFF COMMENTS:

Scope:

A policy (Master Plan/OCP) and regulation (LUB) review for the FBA on the following topics will take place:

- Parking becoming a permitted home enterprise use
- Hunting regulation awareness
- Density and Land Use (including Residential, Commercial and Institutional uses)
- Bed and Breakfast (specific to secondary kitchens)

As the Local Trust Committee goes through the process of forming the False Bay Master Plan (OCP Amendment), an accompanying Land Use Bylaw amendment for parking regulations will also be processed. Any additional topics that require regulation review will be flagged and will be reviewed at a later date.

The process will involve:

1. undertaking public consultation
2. completing a first draft of the False Bay Master Plan, which will include goals, objectives and policies on the specific topics, and completing a first draft parking LUB amendment .
3. referring the draft False Bay Master Plan and first draft parking LUB amendment to the Advisory Planning Commission
4. undertaking relevant agency consultation
5. giving the OCP (Master Plan) and parking LUB amendment bylaws First reading
6. taking the bylaw amendments to Public hearing
7. giving the bylaw amendments second and third readings and referring to the Islands Trust Executive Committee and Minister of Community, Sport and Cultural Development for approval
8. adopting the bylaw amendments, and consolidating them into the Lasqueti Island Official Community Plan and Lasqueti Island Land Use Bylaw.

Budget:

A 2013-2014 budget request for a total of \$9,000 ("False Bay Parking" - \$2,000 and "Targeted OCP Review" - \$7,000) was approved for this project by the Islands Trust Council in March, 2013. Staff estimates that the required budget will be as follows:

1. Public and agency consultation - \$1,000
2. Legislative Process - \$2,000
3. Advertising - \$2,000
4. Consultant fees - \$2,500
5. Miscellaneous (unforeseen) - \$1,500

TOTAL: \$9,000

Timeline:

The following timeline is recommended:

- August/13 Bring revised Project Charter and staff reports including detailed timeline to the Lasqueti Local Trust Committee for approval. Local Trust Committee has a working session to discuss the False Bay Master Plan topics and type(s) of public consultation methods for this project.
- October/13 Bring staff report outlining working session discussions on False Bay Master Plan. Local Trust Committee reviews and possibly revises the message for community consultation as required, decides upon method(s) of public consultation
- Nov/13-Mar/14 Embark on public consultation, then staff create a first DRAFT Master Plan and LUB amendment based on community input. Refer back to the public , and to the Advisory Planning Commission.
- May /14 Make revisions to draft Master Plan and draft LUB as requiredJune/14Lasqueti Local Trust Committee considers First Reading and Agency/First Nations referral, and agrees upon a public hearing date. Allow 60 days for feedback and potential discussion of issues.
- August/14 Local Trust Committee holds public hearing and consideration of 2nd and 3rd readings, as well as submission to the Executive Committee and Minister of Community Services.
- October/14 Local Trust Committee considers bylaws for adoption.

RECOMMENDATIONS:

Staff recommends that the Lasqueti Local Trust Committee:

1. Endorse the attached Project Charter for the False Bay Master Plan/Land Use Bylaw amendment; and
2. Endorse the Timeline as noted in the staff report.

Respectfully Prepared and Submitted
by:
Linda Prowse
Planner 2
August 2, 2013

Concurred in by:
Courtney Simpson, MCIP, RPP
Regional Planning Manager
August 20, 2013

Attachment – False Bay Master Plan Project Charter

Purpose This project will target Official Community Plan (OCP) policies and Land Use Bylaw (LUB) regulations to identify potential changes that will improve land use within the False Bay area of Lasqueti Island, resulting in OCP and LUB amendment bylaws to help implement those changes

Background This project encompasses Project No. 2 and Project No. 3 from the Trust Council budget for the Lasqueti Island Local Trust Committee (LTC). These projects include “OCP/LUB review for False Bay Parking and “Targeted OCP Review”. 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. Since that time, some work has been done on this, however, further issues have been identified requiring a targeted OCP/LUB review for False Bay. The first step is to enact a Master Plan for the False Bay area which could potentially become part of the Official Community Plan.

Objectives

- Develop a Master Plan for False Bay
- Adoption of OCP amendment bylaw in late 2014, and LUB parking regulation amendment bylaw, that are consistent with the Islands Trust Policy Statement.
- Consultation with property owners and residents

Critical Success Factors

- Stay within reasonable budget
- LTC/staff provides clear and timely communication of project and opportunities for input to residents and property owners
- Cooperative, respectful environment
- Executive Committee Support

Work plan Overview	
Deliverable/Milestone	Targeted Completion
Staff reports and revised Project Charter to LTC for approval . Working session on topics and public consultation plan	August 31/13
Staff report to LTC, consultation plan approved	October 17/13
Consultation with residents and private property owners and referral to APC	Fall 2013 into Jan/ Feb/March 2014
Revise documents as required, and give 1st reading, refer to agencies and decide on public hearing date	June/14
Public Hearing/Consideration of 2nd and 3rd readings	August/14
Submission to Executive Committee, Minister of Community, Sport and Cultural Development	August/14
Consideration of Adoption	October/14

In Scope

Review on the following topics for the False Bay Area:

- Parking becoming a permitted use (home enterprise) - Policy and Regulation (LUB) Review
- Hunting regulation awareness—Policy Review
- Density and Land Use (including Residential, Commercial and Institutional uses) - Policy Review
- Bed and Breakfast (secondary kitchens) - Policy Review

Out of Scope

- Planner review of guest cabin provisions explicit in the OCP and LUB.
- Regulating parking on road right of way (Ministry of Transportation and Powell River Regional District jurisdiction)
- False Bay water zoning
- Regulation (LUB) review for anything other than “parking”

Budget	
Item	Cost
Consultation	\$1,000
Legislative Process	\$2,000
Advertising	\$2,000
Consultant	\$2,500
Miscellaneous (unforeseen)	\$1,500
Total	\$9,000

Links & Dependencies

- LTC meeting schedule as basic framework for deliverables; community information meetings
- Victoria mapping department for LUB draft maps
- Referral agency response turn-around
- Island planner workload

Project Team
Name/Project Role
Linda Prowse/Planner
I.T. Victoria Mapping Department
Lasqueti Island Local Trust Committee
Lisa Gibson-Webster/Planning Clerk Legislative Process and Bylaw Development

Interest Groups	
Name	Representing
Property owners and residents (target False Bay, but include all the Island)	Lasqueti
Sliammon and others	First Nations
PRRD	Regional District
Advisory Planning Commission	Residents
MOTI; Coastal Health; Others	Referral Agencies
Executive Committee	Islands Trust

Governance	
Name/Project Role	Responsibility
Lasqueti Island Local Trust Committee	Bylaw review, revisions, consideration and adoption.
Executive Committee	Bylaw approval
Minister of Community, Sport and Cultural Development	Bylaw approval

LA LTC Chair Approval: David Graham, _____

Regional Planning Manager Approval: Courtney Simpson _____

Risk Assessment					
Risk	Probability	Impact	Response Strategy	Residual Risk	
LTC efforts focused on other regional or trust wide work program items.	Med	High	Make False Bay OCP/LUB review project as work program priority #1 until final adoption.	Low	
Unable to meet deliverable dates due to aggressive timelines.	Med	High	Detailed planning, clear roles and responsibilities of team members.	Low	
Unable to meet deliverable dates due to northern islands applications processing workload increase.	Med	High	None—No control over amount of northern islands applications being received.	Med	
Property owner discourse over private property rights or implications of land use regulations being proposed.	Low	Med	Clear communications; ample opportunity for public review of draft regulations	Low	
Unable to meet deliverable dates due to interruption in staff appointments	High	Med	RPM contingency plan to secure relief staff for 2014 retirement of plan-	Low	



STAFF REPORT

Date: August 2, 2013

File No: 6500-20

False Bay Master
Plan

To: Lasqueti Island Local Trust Committee
For the meeting of August 29, 2013

From: Linda Prowse, Planner

CC: Courtney Simpson, Regional Planning Manager

Re: False Bay Area Master Plan – Project Charter Topics- Working Session

The False Bay Master Plan will be a document that sets out the community's long-term vision and strategy for guiding future planning and land use in False Bay. Goals, Objectives and Policies will form the bulk of the Master Plan, and parking regulations consistent with the Master Plan will follow in the form of a land use bylaw amendment.

This staff report outlines the current Official Community Plan (OCP) wording directly relating to the entire False Bay area and four targeted areas identified by the Local Trust Committee at its meeting of July 11, 2013. These four targeted False Bay Area (FBA) Master Plan topics include:

- | | |
|--|--|
| 1. Parking | 3. Density and Land Use |
| 2. Hunting Regulation Awareness | 4. Bed and Breakfast (secondary kitchens) |

This report will further suggest some broad wording on the False Bay area in general, as well as the topics above, to help prompt discussion at the August, 29/13 LTC business meeting. **The broad wording is just a starting point to begin discussions** This broad wording is partially based on best practices for types of things to be included in an Official Community Plan/Master Plan. The broad wording relating to the parking topic was partially gathered from Lasqueti community comments that I have heard over the past year or so.

Finally, this report has an attachment that outlines a number of different public consultation methods that have been used for projects of this type. The outcome of the discussions on August 29th will assist staff in creating (1) a communication (public consultation) plan, and (2) a discussion document on the False Bay Master Plan topics that may assist in the public consultation process. Staff will bring these documents to the Local Trust Committee October 17, 2013 meeting for comment and endorsement.

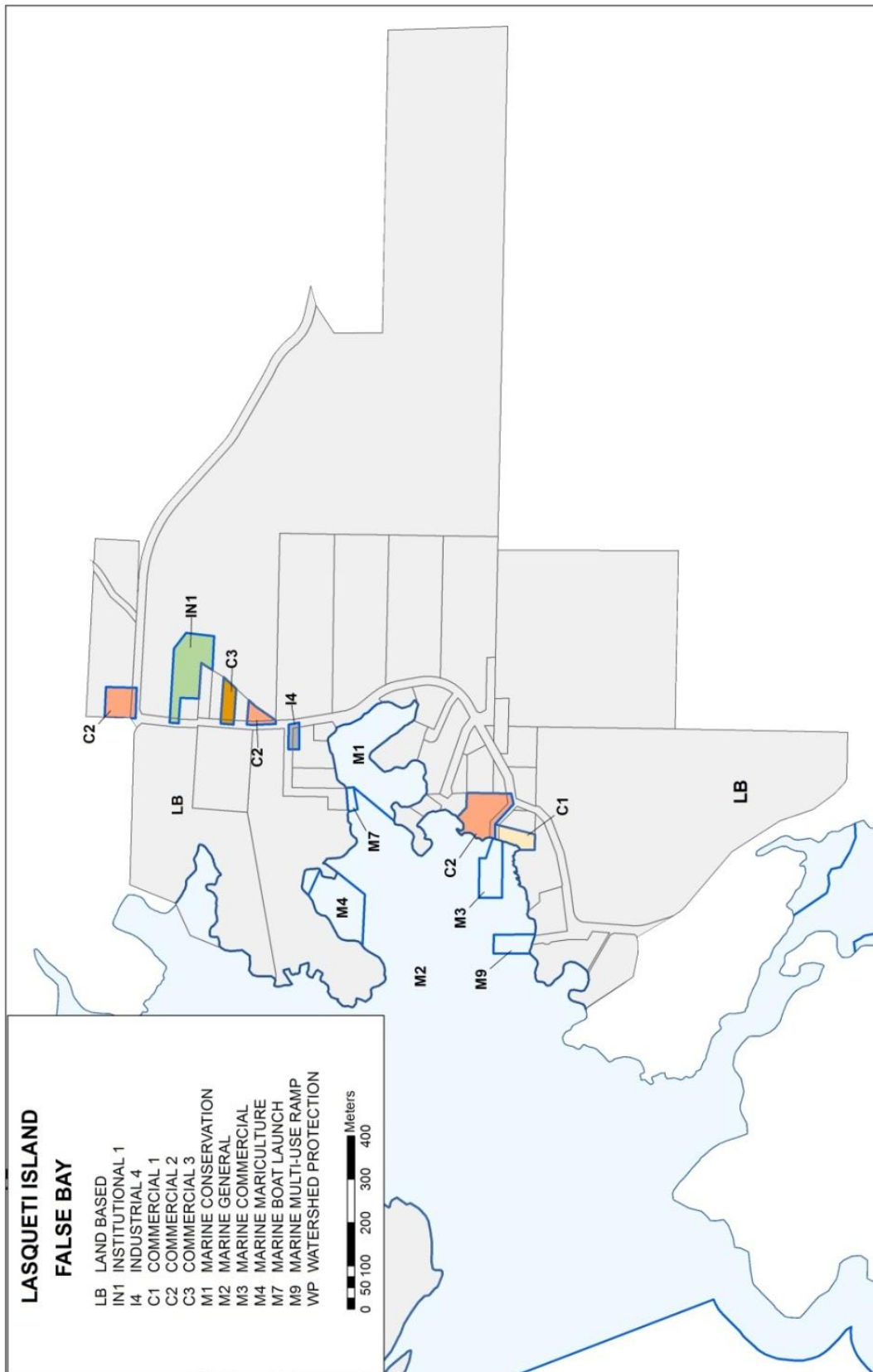


Figure 1 - False Bay Area Zoning

1.False Bay Area - General

Current OCP – The only mention of False Bay in the current OCP occurs under Section 3.2 – Enterprise and Resource: Commercial, Industrial, Agricultural and Forestry Land Use. The general statement is as follows: “Existing commercial enterprises vary in their use on a parcel of land from a low density to high density, such as exists at the hotel site located at False Bay.”

Discussion – FALSE BAY AREA - General

Goals/Visions/Objectives/Policies – OCP

Suggested type of wording for discussion based on best practices and staff experience with the Lasqueti community, subject to community consultation

- Master Plan defines a goals/visions/objectives and policies to assist in guiding the future land use changes in the FBA
- Master Plan shall be a reference document against which all specific zoning and development proposals for the FBA are measured.
- In addition to the policies contained in the OCP, the Master Plan will set out goals, visions, objectives and policies on parking, hunting regulation awareness, density and land use, and bed and breakfast accommodation in the FBA
- Advance/support Object of Islands Trust – “to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of the Province generally in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of the Province
- Preserve the rural character of False Bay
- Provide a high quality of public space and amenities accessible to all (e.g. outdoor markets, gathering places for events, trails, play areas, etc)
- Safe walkways and bicycle areas
- Protect environmentally sensitive areas and at risk species and their habitats
- Recognize the FBA’s social and economic environments
- Plan for commercial and economic activities that provide mutual benefits for the community and visitors
- Promote economically diverse community compatible with the environment and protection of community character and values
- Transportation meets the needs of residents and visitors without detracting from the rural character of the community
- Remove existing sources of pollution or contamination of air, land and water
- Encourage modest scale of development while protecting natural resources and maintaining rural character
- Promote mixed uses of land
- Promote small scale local retail, medical-dental, professional, restaurant and tourist related services
- Encourage a business environment which offers local employment opportunities
- Support environmentally responsible operating standards for businesses

2. Parking

Current OCP: In the Enterprise and Resource: Commercial, Industrial, Agricultural and Forestry Land Use section 3.2 , the OCP states that “

Rural character and scale, low site coverage, adequate setbacks and the provision of off-street parking are important considerations in maintaining an acceptable scale and rural nature of development.”

OCP Policies:

Policy 8 Existing established businesses which do not have adequate off-street parking at the adoption date of this Bylaw may continue to operate without the provision of such parking facilities; any expansion of such a business must conform to the parking standards of this Bylaw.

Policy 10 In the review of commercial and industrial zoning applications the applicant should provide:

- *adequate off-street vehicle, motorcycle and bicycle parking;*
- *adequate fire protection measures;*
- *adequate proof of sewage disposal capability*
- *adequate potable water supply and water conservation measures;*
 - a plan showing:*
 - *location and size of all buildings,*
 - *the extent of the clearing of the area proposed to be zoned,*
 - *that rural character is retained: setbacks of buildings, structures, parking, septic fields, sewage, sink waste or any other waste disposal system from lot lines,*
 - *road rights of way,*
 - *proposed and existing screening,*
 - *location of outhouse/toilet facilities for public use, if appropriate,*
 - *locations planned for sources of power generation,*
 - *location of waste disposal specifying provisions for organic, inorganic and toxic wastes,*
 - *high tide marks, lakes, watercourses, springs, swamps or sources of potable water,*
- *how the rural character, scale, and density of development is in keeping with the character of the surrounding properties;*
- *identify measures to reduce noise levels;*
- *planned hours and days of operation (in particular any noise-making sources, e.g. cars, generators, machinery);*
- *consideration of effect on island and neighbourhood services, ferry, phone, water sources, roads and traffic noise, and visual impact; and*
- *be compatible with objectives of this Bylaw.*

Policy 14 In recognition of the need for a place to park vehicles, a commercial parking lot may be considered on a site specific basis and should be subject to designation and regulation after a community process has considered implications; when considering an application for a commercial parking lot the following criteria should be considered: setbacks from all property lines; protection from runoff of vehicle fluids, and environmental and social effects.

Current LUB

Definitions:

"public service" means a use, building or structure providing for community functions and services and includes public schools, fire halls, community halls, **parking areas**, public boat launching ramp, telephone facilities, outpatient clinics and seniors facilities but not including nursing homes;

3.3 Parking Requirements

(1) Location

- (a) All required off-road parking spaces must be located on the parcel on which the use, building or structure being served is located, or on an adjoining parcel that constitutes a part of the same site or premises and is in the same zone. Parking spaces located on a highway must not be taken into account in determining compliance with the standards in Subsection 3.3 (4) (a) Table 1.
- (b) All parking for disabled persons must be located adjacent to a main entrance of the building for which the parking is required and marked with a sign or symbol identifying each space reserved for such parking.

(2) Design Standards

- (a) Parking spaces must be at least 2.75 metres (9.0 feet) in width and 6.25 metres (20.5 feet) in length, exclusive of maneuvering aisles, and have an unobstructed vertical clearance of at least 2.0 metres (6.6 feet).
- (b) Parking spaces for disabled persons must be a minimum of 3.7 metres (12.1 feet) in width and 6.25 metres (20.5 feet) in length, exclusive of maneuvering aisles, and have an unobstructed vertical clearance of at least 2 metres (6.6 feet).
- (c) Parallel parking spaces must, despite the foregoing, have a length of 7.5 metres (24.6 feet).

(3) Calculation

- (a) In calculating parking spaces required in Article 3.3 (4)(a) Table 1, one additional space must be provided in respect of any fractional floor area, number of seats or berths or other unit of measurement, and the requirements for sites on which more than one use occurs are cumulative.

(4) Number of Off-Street Parking Spaces

- (a) Every owner of land must provide and maintain on the parcel off-road motor vehicle parking spaces in accordance with the provisions of Table 1:

Table 1 Number of Off-Street Parking Spaces		
Use of Building or Parcel	Minimum Number of Parking Spaces Required	Minimum Number of Parking Spaces Required for Disabled Persons
Retail Stores	1 per 23.2 square metres (250 square feet) of floor area	Greater of 1 or 1 per 20 parking stalls
Restaurants, Lounges	1 per four (4) seats	Greater of 1 or 1 per 20 parking stalls
Health Centre, Assisted Living Housing	1.0 per bedroom, plus one per employee	Greater of 1 or 1 per 5 parking stalls

Discussion – PARKING

Goals/Visions/Objectives/Policies – OCP

Suggested type of wording for discussion based on best practices and staff experience with the Lasqueti community, subject to community consultation

- Vehicles parked safely and off the road
- Maintain rural character of FBA
- Utilize porous or permeable surfaces to manage storm water and drainage. Impervious surfaces should be minimized
- Provide screening along lot lines
- Retain existing trees and vegetation for screening
- Natural landscaping that gives a native appearance is also encouraged as proposed to formal, decorative planting
- Fencing used for screening should be natural in appearance and appropriate materials are those that reflect a natural character such as local stone or local wood
- Parking encouraged at sides and rear of buildings whenever possible so cars not seen from the main street
- Keep lighting to a minimum necessary for safety and security purposes.
- The Ministry of Transportation and Infrastructure, the Powell River Regional District, and Western Pacific Marine are urged to help the Local Trust Committee develop solutions to ferry traffic congestion and ferry customer parking. The LTC supports strategies that emphasize improved traffic management on roads and incentives for non-automotive travel. Western Pacific Marine is encouraged to support the purchase and development of land for commuter parking, and such parking areas should be landscaped and designed to reduce negative impacts on existing vegetation and the character of the FBA.

Note: Depending on the LTC's decision on Master Plan wording for this topic, possible regulations for a LUB amendment would include

- Parking permitted as a home enterprise
- Define "parking area"
- Parking area must be setback and screened from all lot lines (e.g. 3 m setback and screen from interior side lot lines; 7.5 metres from front lot line; 30 metres from a fresh watercourse; 15 metres from the sea)
- Regulate number of cars in parking area (options – number of spaces dependent on the lot size)
- Regulate the design of "parking stalls" (e.g. surface, size, etc.)

3. Hunting regulation awareness

Current OCP: There is currently no mention of hunting the OCP.

Discussion -HUNTING REGULATION AWARENESS

Goals/Visions/Objectives/Policy – OCP

Suggested type of wording for discussion based on best practices and staff experience with the Lasqueti community, subject to community consultation

- Safety is the primary concern.
- Encourage education about hunting regulations
- Advocacy – Encourage Ministry of Forests, Lands and Natural Resource Operations to make the FBA a “no shooting area”
- Example definitions:
 - **No Hunting Area** - means a designated area in which hunting is prohibited.
 - **Hunt & Hunting** - includes shooting at, attracting, searching for, chasing, pursuing, following after or on the trail of, stalking, or lying in wait for wildlife or attempting to do any of those things, whether or not the wildlife is then or subsequently wounded, killed or captured: (a) with intention to capture the wildlife, or (b) while in possession of a firearm or other weapon.
 - **No Shooting Area** - means a designated area in which the discharge of firearms is prohibited.
 -

Note: The LTC does not have the authority to regulate hunting; therefore, regulations for this topic are not required in an LUB amendment bylaw.

4. Density and Land Use

Current OCP: the entire FBA is in the Land Based (LB) Designation. The permitted density of the entire FBA is 1 dwelling per 10 acres and 1 guest cottage per dwelling (Subdivision District A)

Discussion - LAND USE AND DENSITY

Goals/Visions/Objectives/Policies– OCP

Suggested type of wording for discussion based on best practices and staff experience with the Lasqueti community, subject to community consultation

- Encourage a modest scale of village development compatible with the rural character of Lasqueti Island and with the protection of the community’s natural and heritage resources.
- Promote mixed uses of the village land
- Zoning will continue to allow the mix of commercial, industrial, institutional and residential land uses that are currently allowed.
- To retain the traditional function of the island village, the LTC should not consider rezoning applications that would result in the following land uses outside the FBA: post offices, banks and credit unions, liquor stores, libraries, retail stores.

- LTC could consider rezoning applications that would result in some additional industrial uses in the FBA, however, such uses should not be land intensive or result in pollution.
- Non-residential uses should be well screened from residential uses.
- Ensure zoning continues to recognize the FBA as a local commercial, residential, institutional and industrial centre with a unique character.
- To recognize that the FBA functions as a gateway and primary entry to Lasqueti Island, giving an initial impression of the island's rural character.
- To ensure that development within the FBA does not exceed the available water supply and safe sewage capacity.
- To help in the resolution of conflicts between the functions of the FBA and the ferry wharf operations.
- Density – continue to allow the current densities of commercial, industrial, residential and commercial land uses as allowed by existing zoning
- To retain a pattern of low density residential land use.
- Encourage a range of commercial home enterprise activities
- Safe walking pathways for the public are encouraged

5. Bed and Breakfast (home enterprise) – secondary kitchen

Current OCP: There is nothing specific to bed and breakfast in the current OCP, but the following pertain to “home enterprise” of which bed and breakfast is one:

3.1 Residential Land Use

Policy 4 Home enterprises may be conducted on any parcel but should not cause pervasive intrusions on the peaceful enjoyment of nearby properties that exceed or differ from what would otherwise be experienced if the property was used for rural residential purposes.

3.2 Enterprise and Resource: Commercial, Industrial, Agricultural and Forestry

Objective 2 To ensure home enterprises are in harmony with the rural residential neighbourhoods.

Policy 7 A range of commercial and industrial activities are permitted as home enterprise. The scale of home enterprises should be regulated to control impact.

Policy 9 The owner or operator of an existing home enterprise who proposes to expand a business beyond the scale of a home enterprise should apply for a rezoning or a Temporary Use Permit.

Current LUB

"bed and breakfast" means a home enterprise which provides for the accommodation of the travelling public;

3.6 Home Enterprise Provisions

- (b) Where permitted, home enterprises shall be subject to the following regulations:
- (i) The home enterprise use must be accessory to the principal residential use of the property
 - (ii) The home enterprise use must be conducted by a minimum of one resident

- (iii) A home enterprise may produce no consistent noise, vibration, smoke, dust, odour, litter, electrical interference, fire hazard, or glare detectable outside the boundaries of the parcel containing the home enterprise.
 - (iv) Not more than four motor vehicles that are waiting, undergoing, or having been repaired may be stored external to the building in which the home enterprise is operated.
 - (v) The external appearance of the premises on which the home enterprise is operated must retain a residential appearance.
 - (vi) A home enterprise may involve storage areas exterior to the building or structure for materials used in or resulting from the processing or repair of any product, provided such storage areas are screened from adjacent land views by a landscape screen or fence, not less than 2.0 metres (6.6 feet) in height, subject to Section 3.2.
- (c) In addition to subsection 3.6 (a), the following regulations apply to Bed and Breakfast home enterprise:
- (i) Bed and breakfast use is to provide visitor overnight accommodation only,
 - (ii) Not more than three (3) bedrooms shall be used to accommodate tourists,
 - (iii) Bed and breakfast must be accommodated within the owners or occupiers permanent residence, and
 - (iv) No more than one bed and breakfast use per dwelling is permitted; in cases where there is more than one dwelling permitted per lot, each dwelling on this lot shall be permitted to operate as a bed and breakfast;

4.3(4) Regulations Pertaining to the Institutional 1 Zone

- (a) Access to and from the Institutional 1 zone shall be permitted by easement over an adjacent titled property;
- (b) A maximum of 5 bedrooms may be occupied by health centre and assisted living staff at any one time;
- (c) The maximum combined floor area of all buildings shall not exceed 1393 square metres (15,000 square feet);
- (d) Home enterprise uses must be conducted entirely indoors; and,
- (e) Bed and Breakfast home enterprise uses are not permitted."

Discussion - BED AND BREAKFAST

Goals/Visions/Objectives/Policy:

Suggested type of wording for discussion based on best practices and staff experience with the Lasqueti community, subject to community consultation

- As well as having bed and breakfast operations, also include "Home-based Guest Accommodation" as a permitted home enterprise on all land based zoned lots
- Home-based guest accommodation– Meals may be served to paying guests in a home occupation providing home based guest accommodation ... secondary kitchens are permitted in a dwelling unit with home based guest accommodation
- Ensure that Bed and Breakfast operations/home-based guest accommodations do not present a non-residential appearance
- Overnight accommodation must be within a dwelling unit
- Regulate as per current LUB adding regulations for home-based guest accommodation

NEXT STEPS

To move this project ahead, staff will need guidance from the Local Trust Committee as to the general direction of the goals/objectives/policies for the Master Plan topics. Staff also requires direction as to the type(s) of public consultation methods the Local Trust Committee may wish to use for this project. This guidance can be provided to staff during the working session at the August 29, 2013 meeting.

RECOMMENDATIONS:

That following the working session on August 29, 2013, the Lasqueti Island Local Trust Committee directs staff to

- (1) prepare a report on the Master Plan topic areas and a document for community discussion, and
- (2) prepare a communications plan for a public consultation process.

Respectfully Prepared and
Submitted by:
Linda Prowse
Planner 2
August 2, 2013

Concurred in by:
Courtney Simpson, MCIP, RPP
Regional Planning Manager
August 20, 2013

Attachment: Techniques to Bring People Together

TECHNIQUES TO BRING PEOPLE TOGETHER



TECHNIQUE	THINK IT THROUGH	WHAT CAN GO RIGHT?	WHAT CAN GO WRONG?
APPRECIATIVE INQUIRY PROCESSES			
 Appreciative inquiry is a systematic process that uses the art and practice of asking questions and building upon narrative communication to surface imagination, innovation and commitment to action.	Requires "whole system" involvement; participants should be a microcosm of the potentially affected public. Process requires an especially high level of engagement by core team members.	Creates high level of engagement and commitment to change as an ongoing process, not a one-time event. Fosters positive, grassroots level action Connects the community by celebrating stories that reflect the best of what is and has been.	Participants need to "own" and co-create the process. Core team members may burn out. Given the high level of engagement, people expect to see changes as a result of the process. The sponsor of the process needs to be truly committed to the outcomes.
CHARRETTES			
 Intensive session where participants design project features	Best used to foster creative ideas Be clear about how results will be used	Promotes joint problem solving and creative thinking	Participants may not be seen as representative by larger public
CITIZEN JURIES			
 Small group of ordinary citizens empanelled to learn about an issue, cross-examine witnesses, make a recommendation. Always non-binding with no legal standing More Info: Citizen Jury* The Jefferson Center www.jefferson-center.org or www.soc.surrey.ac.uk/SRU/SRU37.html	Requires skilled moderator Commissioning body must follow recommendations or explain why Be clear about how results will be used	Great opportunity to develop deep understanding of an issue Public can identify with the "ordinary" citizens Pinpoint fatal flaws or gauge public reaction	Resource intensive
COFFEE KLATCHES – KITCHEN TABLE MEETINGS			
Small meetings within neighborhood usually at a person's home	Make sure staff is very polite and appreciative	Relaxed setting is conducive to effective dialogue Maximizes two-way communication	Can be costly and labor intensive
COMPUTER-ASSISTED MEETINGS			
Any sized meeting when participants use interactive computer technology to register opinions	Understand your audience, particularly the demographic categories Design the inquiries to provide useful results Use facilitator trained in the technique and technology	Immediate graphic results prompt focused discussion Areas of agreement/disagreement easily portrayed Minority views are honored Responses are private Levels the playing field	Software limits design Potential for placing too much emphasis on numbers Technology failure

TECHNIQUE	THINK IT THROUGH	WHAT CAN GO RIGHT?	WHAT CAN GO WRONG?
DELIBERATIVE DIALOGUES			
 A systematic dialogic process that brings people together as a group to make choices about difficult, complex public issues where there is a lot of uncertainty about solutions and a high likelihood of people polarizing on the issue. The goal of deliberation is to find where there is common ground for action.	Considerable upfront planning and preparation may be needed. The deliberation revolves around 3 or 4 options described in an Issue or Options booklet. Process should be facilitated by a trained moderator. Deliberation should occur in a relatively small group, about 8 to 20 people. A larger public may need to break into several forums, requiring more moderators.	Participants openly share different perspectives and end up with a broader view on an issue. A diverse group identifies the area of common ground, within which decision makers can make policies and plans.	Participants may not truly reflect different perspectives. Participants are not willing to openly discuss areas of conflict.
DELIBERATIVE POLLING PROCESSES			
 Measures informed opinion on an issue More Info: The Center for Deliberative Democracy http://cdd.stanford.edu	Do not expect or encourage participants to develop a shared view Hire a facilitator experienced in this technique	Can tell decision makers what the public would think if they had more time and information Exposure to different backgrounds, arguments and views	Resource intensive Often held in conjunction with television companies 2- to 3-day meeting
DIALOGUE TECHNIQUES			
 An intentional form of communication that supports the creation of shared meaning.	Dialogue requires discipline to intentionally suspend judgment and fully listen to one another. Participants need to be open to communication that engages both thinking and feeling. Participants need to feel safe to speak truthfully. It is important to carefully craft questions to be addressed in dialogue.	The group engages in "the art of thinking together" and creates shared meaning on a difficult issue. A new understanding of a problem or opportunity emerges.	Participants are "ready" to engage in dialogic communication. They may not be able to move from individual positions and reflectively listen to each other.
FAIRS & EVENTS			
 Central event with multiple activities to provide project information and raise awareness	All issues — large and small — must be considered Make sure adequate resources and staff are available	Focuses public attention on one element Conducive to media coverage Allows for different levels of information sharing	Public must be motivated to attend Usually expensive to do it well Can damage image if not done well

TECHNIQUE	THINK IT THROUGH	WHAT CAN GO RIGHT?	WHAT CAN GO WRONG?
FISHBOWL PROCESSES			
A meeting where decision makers do their work in a "fishbowl" so that the public can openly view their deliberations.	The meeting can be designed so that the public can participate by joining the fishbowl temporarily or moving about the room to indicate preferences.	Transparent decision making. Decision makers are able to gauge public reaction in the course of their deliberations.	The roles and responsibilities of the decision makers and the public may not be clear.
FOCUSED CONVERSATIONS			
 A structured approach to exploring a challenging situation or difficult issue by using a series of questions arranged in four stages: Objective — Review facts Reflective — Review emotional response Interpretive — Review meaning Decisional — Consider future action	Plan the series of questions ahead of time and don't skip a step. May be used in many different settings, from debriefing a process to exploring the level of agreement on a given topic. Be clear on the intent of the conversation.	People learn new information and insights on a complex issue. People learn to respect and understand other views. The decisional steps leads to individual or collective action.	People jump ahead to interpretation or decisions and lose the meaning of the structured process.
FOCUS GROUPS			
 Message testing forum with randomly selected members of target audience. Can also be used to obtain input on planning decisions	Conduct at least two sessions for a given target Use a skilled focus group facilitator to conduct the session	Provides opportunity to test key messages prior to implementing program Works best for select target audience	Relatively expensive if conducted in focus group testing facility May require payment to participants
FUTURE SEARCH CONFERENCES			
 Focuses on the future of an organization, a network of people or community More Info: Future Search Network www.futuresearch.net	Hire a facilitator experienced in this technique	Can involve hundreds of people simultaneously in major organizational change decisions Individuals are experts Can lead to substantial changes across entire organization	Logistically challenging May be difficult to gain complete commitment from all stakeholders 2- to 3-day meeting
MEETINGS WITH EXISTING GROUPS			
Small meetings with existing groups or in conjunction with another group's event	Understand who the likely audience is to be Make opportunities for one-on-one meetings	Opportunity to get on the agenda Provides opportunity for in-depth information exchange in non-threatening forum	May be too selective and can leave out important groups

TECHNIQUE	THINK IT THROUGH	WHAT CAN GO RIGHT?	WHAT CAN GO WRONG?
ONGOING ADVISORY GROUPS			
 A group of representative stakeholders assembled to provide public input to the planning process. May also have members from the project team and experts.	Define roles and responsibilities up front Be forthcoming with information Use a consistently credible process Interview potential committee members in person before selection Use third-party facilitation	Provides for detailed analyses for project issues Participants gain understanding of other perspectives, leading toward compromise	General public may not embrace committee's recommendations Members may not achieve consensus Sponsor must accept need for give-and-take Time and labor intensive
OPEN HOUSES			
 An open house encourages the public to tour at their own pace. The facility should be set up with several informational stations, each addressing a separate issue. Resource people guide participants through the exhibits.	Someone should explain format at the door Have each participant fill out a comment sheet to document their participation Be prepared for a crowd all at once — develop a meeting contingency plan Encourage people to draw on maps to actively participate Set up stations so that several people (6-10) can view at once	Foster small group or one-on-one communications Ability to draw on other team members to answer difficult questions Less likely to receive media coverage Builds credibility	Difficult to document public input Agitators may stage themselves at each display Usually more staff intensive than a meeting
OPEN SPACE MEETINGS			
 Participants offer topics and others participate according to interest More Info: H.H. Owens & Co. www.openspaceworld.com	Important to have a powerful theme or vision statement to generate topics Need flexible facilities to accommodate numerous groups of different sizes Ground rules and procedures must be carefully explained for success	Provides structure for giving people opportunity and responsibility to create valuable product or experience Includes immediate summary of discussion	Most important issues could get lost in the shuffle Can be difficult to get accurate reporting of results
PANELS			
A group assembled to debate or provide input on specific issues	Most appropriate to show different news to public Panelists must be credible with public	Provides opportunity to dispel misinformation Can build credibility if all sides are represented May create wanted media attention	May create unwanted media attention

TECHNIQUE	THINK IT THROUGH	WHAT CAN GO RIGHT?	WHAT CAN GO WRONG?
PUBLIC HEARINGS			
Formal meetings with scheduled presentations offered. Typically, members of the public individually state opinions/positions that are recorded.	May be required by sponsor and/or legal requirement	Provides opportunity for public to speak without rebuttal	Does not foster constructive dialogue Can perpetuate an "us vs. them" feeling
PUBLIC MEETINGS			
 An organized large-group meeting usually used to make a presentation and give the public an opportunity to ask questions and give comments. Public meetings are open to the public at large	Set up the meeting to be as welcoming and receptive as possible to ideas and opinions and to increase interaction between technical staff and the public. Review all materials and presentations ahead of time.	Participants hear relevant information and have an open opportunity to ask questions and comment. People learn more by hearing others' questions and comments. Legal requirements are met	The meeting escalates out of control because emotions are high. Facilitators are not able to establish an open and neutral environment for all views to be shared.
REVOLVING CONVERSATIONS (ALSO KNOWN AS SAMOAN CIRCLES)			
 Leaderless meeting that stimulates active participation More Info: Larry Aggens www.involve.com	Set room up with center table surrounded by concentric circles Need microphones Requires several people to record	Can be used with 10 to 500 people Works best with controversial issues	Dialogue can stall or become monopolized
STUDY CIRCLES			
 A highly participatory process for involving numerous small groups in making a difference in their communities.	Study circles work best if multiple groups working at the same time in different locations and then come together to share. Study circles are typically structured around a study circle guide	Large numbers of people are involved without having them all meet at the same time and place. A diverse group of people agrees on opportunities for action to create social change.	Participants may find that the results are hard to assess and may feel that the process didn't lead to concrete action. It may be difficult to reach and engage some segments of the community.
SYMPOSIA			
A meeting or conference to discuss a particular topic involving multiple speakers.	Provides an opportunity for presentations by experts with different views on a topic. Requires upfront planning to identify appropriate speakers. Needs strong publicity.	People learn new information on different sides of an issue. Provides a foundation for informed involvement by the public.	Experts don't represent different perspectives on an issue. Controversial presenters may draw protests.

TECHNIQUE	THINK IT THROUGH	WHAT CAN GO RIGHT?	WHAT CAN GO WRONG?
TASK FORCES – EXPERT COMMITTEE			
A group of experts or representative stakeholders formed to develop a specific product or policy recommendation	Obtain strong leadership in advance Make sure membership has credibility with the public	Findings of a task force of independent or diverse interests will have greater credibility Provides constructive opportunity for compromise	Task force may not come to consensus or results may be too general to be meaningful Time and labor intensive
TOURS AND FIELD TRIPS — GUIDED AND SELF-GUIDED			
 Provide tours for key stakeholders, elected officials, advisory group members and the media	Know how many participants can be accommodated and make plans for overflow Plan question/answer session Consider providing refreshments Demonstrations work better than presentations Can be implemented as a self-guided with an itinerary and tour journal of guided questions and observations	Opportunity to develop rapport with key stakeholders Reduces outrage by making choices more familiar	Number of participants is limited by logistics Potentially attractive to protestors
TOWN MEETINGS			
A group meeting format where people come together as equals to share concerns.	Town meetings are often hosted by elected officials to elicit input from constituents. There are cultural and political differences in the understanding of the term "town meeting." It may be interpreted differently wherever you are working.	Views are openly expressed. Officials hear from their constituents in an open forum.	The meeting escalates out of control because emotions are high. Facilitators are not able to establish an open and neutral environment for all views to be shared.
WEB-BASED MEETINGS			
Meetings that occur via the Internet	Tailor agenda to your participants Combine telephone and face-to-face meetings with Web-based meetings. Plan for graphics and other supporting materials	Cost and time efficient Can include a broader audience People can participate at different times or at the same time	Consider timing if international time zones are represented Difficult to manage or resolve conflict

TECHNIQUE	THINK IT THROUGH	WHAT CAN GO RIGHT?	WHAT CAN GO WRONG?
WORKSHOPS			
 An informal public meeting that may include presentations and exhibits but ends with interactive working groups	Know how you plan to use public input before the workshop Conduct training in advance with small group facilitators. Each should receive a list of instructions, especially where procedures involve weighting/ranking of factors or criteria	Excellent for discussions on criteria or analysis of alternatives Fosters small group or one-to-one communication Ability to draw on other team members to answer difficult questions Builds credibility Maximizes feedback obtained from participants Fosters public ownership in solving the problem	Hostile participants may resist what they perceive to be the "divide and conquer" strategy of breaking into small groups Several small-group facilitators are necessary
WORLD CAFES			
 A meeting process featuring a series of simultaneous conversations in response to predetermined questions Participants change tables during the process and focus on identifying common ground in response to each question.	Room set-up is important. The room should feel conducive to a conversation and not as institutional as the standard meeting format. Allows for people to work in small groups without staff facilitators. Think through how to bring closure to the series of conversations.	Participants feel a stronger connection to the full group because they have talked to people at different tables. Good questions help people move from raising concerns to learning new views and co-creating solutions.	Participants resist moving from table to table. Reporting results at the end becomes awkward or tedious for a large group. The questions evoke the same responses.



Islands Trust

Print Date: Aug-18-2013

10.1.1

Top Priorities

Lasqueti Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Riparian Areas Regulation Compliance · Mapping and Bylaw Enactment		Aug-17-2011	Linda Prowse		On Going
2	False Bay Parking and Master Plan		Jun-30-2011	Linda Prowse		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	Linda Prowse	Dec-13-2012	On Going



Projects

Lasqueti Island

No.	Description	Activity	Received/Initiated	Status
1	Draft a protocol agreement with Sliammon First Nation. Work with RPM and TAS.		Jun-20-2008	On Going
1	Lasqueti Crown Lands - TAS informed LTC this is currently on hold until Protocol Agreement is finalized.		Feb-16-2007	On Going
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	Enter into an informal discussion and take part in a cultural exchange with the Sliammon First Nation		Sep-02-2010	On Going
1	Update the Lasqueti Official Communitiy Plan with intertidal zone policies using specific recommendations from the Forage Fish workshops.		Jul-12-2012	On Going

1	Consider Procedures Bylaw amendment to allow the Local Trust Committee to hold electronic meetings when needed.	Feb-28-2013	On Going
1	Non-conforming housing.	Feb-28-2013	On Going

From: Nicole Ranger
Sent: July-29-13 10:11 AM
To: David Graham; Linda Prowse; Peter Johnston; Susan Morrison; Becky McErlean; Penny Hawley
Cc: Nancy Rogers
Subject: Lasqueti LTC expenses - July 31/13

<i>Islands Trust</i> LTC EXP SUMMARY REPORT F2014 Invoices posted to July 31, 2013				
640 Lasqueti	Invoices posted to July 31, 2013	Budget	Spent	Balance
65000 640	LTC "Trustee Expenses"	1,500.00	-	1,500.00
65200 640	LTC Local Exp LTC Meeting Expenses	1,000.00	314.76	685.24
65210 640	LTC Local Exp APC Meeting Expenses	500.00	-	500.00
65220 640	LTC Local Exp Communications	500.00	75.00	425.00
65230 640	LTC Local Exp Special Projects	2,000.00	-	2,000.00
65240 640	LTC Local Exp Miscellaneous	250.00	-	250.00
TOTAL LTC Local Expense		4,250.00	389.76	3,860.24
TOTAL Project Expense		0.00	0.00	0.00

Nicole Ranger

Finance Clerk
Islands Trust
200-1627 Fort Street
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Fax: (250) 405-5155

Preserving *Island* communities, culture and environment



Please consider the environment before printing this email

Lasqueti Island Local Trust Committee

10.4

POLICIES AND STANDING RESOLUTIONS

No	Meeting Date	Resolution No.	Issue	Policy
1.	November 4, 2010	LA-034-2010	Annual Lasqueti Stewardship Award	It was MOVED and SECONDED that the Local Trust Committee establish a standing resolution for an Annual Lasqueti Stewardship Award to be presented in the spring by way of voluntary nominations up to a maximum of two awards to show public recognition.
2.	May 2, 2013	LA-012-2013	Renaming of Annual Lasqueti Stewardship Award	It was MOVED and SECONDED that the Lasqueti Local Trust Committee rename the Annual Lasqueti Stewardship Award to Annual Lasqueti Environmental and Social Stewardship Award.
3.	July 11, 2013	LA-020-2013		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.

700 North Road Gabriola Island BC V0R 1X3

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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 1, 2013 File Number 6500-01

To Denman Island Local Trust Committee
Hornby Island Local Trust Committee
Lasqueti Island Local Trust Committee
Executive Committee Acting as a Local Trust 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 2014-15 Budget Submissions

Local trust committees have been requested to submit budget requests for the next fiscal year (2014-15).

Local Trust Committee Expense Budgets:

A budget for Local Expense Account has been developed based on the historical spending. 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.

The Special Projects line item in the Local Trust Committee Expense Account 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). Generally, these funds would be for small projects of up to \$2,000, or could be used to supplement project budgets. This budget item was introduced in the 2013-14 budget.

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.

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. A briefing to Financial Planning Committee from their November 14, 2012 meeting is attached for reference to the five year plan recommended by the Director at that time.

Special Consideration:

When considering new work items for the 2014/15 fiscal year, Regional Planning Managers and LTCs have been requested to consider the following:

- 2014 is an election year, so no major new projects should start; rather funding should focus on completing on-going projects.

- Any new projects begun in the beginning of the fiscal year should be completed by September in advance of the election.
- Some funding could be provided to allow the new LTC to begin preliminary work prior to the end of the fiscal; however, this should be minimal as after orientation, there would not be much time left.
- Projects planned for the current fiscal (2013/14) which are not completed should be considered as a new project for the 2014/15 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 Local trust committees review and approve budget requests at LTC meeting

Aug 21, 2013 FPC reviews budget principles

Sept 27, 2013 Budget requests submitted to Director of Local Planning Services

Oct 4, 2013 Budget requests forwarded to Director of Administrative Services

Oct 30, 2013 FPC reviews first draft of budget

Nov 13, 2013 FPC approves the draft budget

Dec 4, 2013 Trust Council reviews draft budget

LTC Budget Requests

I have attached a table with all draft project submissions for information. 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. I have also included items from the Projects List which the planners anticipate commencing in the coming year. 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 2014-145 LTC Project Budget submission to Financial Planning Committee as presented; or
2. THAT the ____ Island Local Trust Committee revise the draft 2013-14 LTC Project Budget submission and forward to Financial Planning Committee as revised.

Attachments:

1. Summary table of Northern LTC project budget requests
2. Table of Local Trust Committee Expense Budgets
3. Briefing to Financial Planning Committee regarding RAR funding dated November 8, 2012

pc Island Planners

Draft Northern LTC Program Budget Requests 2014/15 Fiscal				
LTC	Project Request	Cost (\$)	Description	Notes
Denman	Housing Review	\$ 2,500.00	Public consultation and bylaw commenced in 2013-14	1 public hearing (\$2000) stand-alone, communications material (\$500)
	RAR (completion)	\$ 2,500.00	Mapping to be completed in 2013-14, bylaw commenced in 2012-13	1 public hearing (\$2000) stand-alone, communications material (\$500)
Hornby	OCP and LUB Review (completion)	\$ 2,500.00	Major review, commenced approx. 2008	1 public hearing (\$2000) stand-alone, communications material (\$500)
Lasqueti	RAR (continuation)	\$ 6,500.00	QEP to investigate 8 unverified watersheds for RAR applicability	Contract with QEP (\$4,000), public hearing (2,000) and communication (\$500)
	False Bay Master Plan (continuation)	\$ 2,500.00	Review of parking and zoning in False Bay area, commenced 2012	1 public hearing (\$2000) stand-alone, communications material (\$500)
Executive	None	\$ -	Administrative bylaws to be developed but no budget required	
Gabriola	OCP/LUB Review (completion)	\$ 5,000.00	LUB and OCP amendments for 11 topics, continuation from 2013-14	Communications, CIM and public hearing
	RAR (continuation)	\$ 20,000.00	Further mapping to reduce the area of RAR DPA	Contract with QEP
Gambier	RAR	\$ 30,000.00	QEP to investigate 90+ unverified watersheds	Contract with QEP and communications
	Foreshore protection (continuation)	\$ 3,000.00	Public consultation and outreach commenced in 2013-14	Communications
Thetis	Associated Islands OCP and LUB (completion)	\$ 1,500.00	Major OCP and LUB creation, commenced in 2011-12 fiscal	1 public hearing (\$1500) stand-alone
	Foreshore protection (continuation)	\$ 3,000.00	Public consultation and outreach, commenced in 2011-12 including draft bylaw	Communications
TOTAL		\$ 79,000.00		

Attachment 2: Local Trust Committee Expense Budgets including Special Projects Allocations

2014/15 LTC EXPENSE BUDGET															Total 2014/15
	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	3,000	5,000	3,000	3,000	3,000	500	2,000	4,000	8,000	1,500	2,000	1,500			36,500
APC Meeting Expenses	1,000	1,000	500	1,000	1,000	500	1,000	1,000	2,000	500	500	500			10,500
Communications	500	1,000	500	500	500	500	500	500	1,500	500	500	500			7,500
Special Projects	2,000	3,500	2,000	2,000	2,000	2,000	2,000	2,000	10,000	2,000	2,000	2,000	2,000		35,500
Miscellaneous															0
SUB-TOTAL EXPENSES	6,500	10,500	6,000	6,500	6,500	3,500	5,500	7,500	21,500	4,500	5,000	4,500	2,000		90,000
Program	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	6,500	10,500	6,000	6,500	6,500	3,500	5,500	7,500	21,500	4,500	5,000	4,500	2,000	0	90,000
	5%	8%	5%	5%	5%	3%	4%	6%	17%	3%	4%	3%			
** Budget allocated based on historical information (see tab "Historical")															
** Does not include LTC Trustee Expenses (Account 65000)															



BRIEFING

To: Financial Planning Committee

For the Meeting of: November 14, 2012

From: David Marlor, DLPS

Date Prepared: November 8, 2012

pc: Cindy Shelest

File No:

**SUBJECT: RIPARIAN AREAS REGULATION – FUNDING TO MAP ALL STREAMS
SUBJECT TO THE RIPARIAN AREAS REGULATION (RAR) IN THE
TRUST AREA TO A CONSISTENT STANDARD**

DESCRIPTION OF ISSUE:

The Provincial government requires that local government bylaws comply with the *Riparian Areas Regulation* under Section 12 of the Fish Protection Act by March 31, 2005. Compliance with the *Riparian Areas Regulation* is a goal of Trust Council's Strategic Plan (Section 1.3).

A barrier to the local trust committees meeting this deadline has been the lack of accurate stream mapping on the islands. The Islands Trust local trust committees remain the last local governments still not compliant with the *Riparian Areas Regulation*. The reserve fund is healthy and taking the \$179,000 from this fund is appropriate to meet the Provincial requirement.

BACKGROUND:

During the preparation of the budget for the 2012/13 fiscal year, Staff provided a November 17, 2011 briefing note to the Financial Planning Committee and Trust Council that outlined how \$71,000 could be used for local trust committees to become compliant with the *Riparian Areas Regulation*. The briefing contained a table that illustrated how funds could be distributed over the next four years to complete the mapping of all RAR streams in each local trust area.

Generally, the following was recommended:

Fiscal Year	Amount	Comments
2012/13	\$71,000	Undertake public process to become compliant with RAR using existing mapping; mapping for Salt Spring
2013/14	\$58,000	Continue mapping on Salt Spring and one other island (Denman)
2014/15	\$63,000	Continue mapping on Salt Spring and one other island (Gambier)
2015/16	\$63,000	Continue mapping on Salt Spring and one other island (Lasqueti)
2016/17	\$58,000	Continue mapping on Salt Spring and two other islands (Gambier and Lasqueti)
Total	\$313,000	

As of October 23, 2012 the Denman, Gabriola, Gambier, Lasqueti and Thetis local trust committees have not used the funds allocated to bring their bylaws into compliance with the *Riparian Areas Regulation*. While Salt Spring Island Local Trust Committee has completed some RAR mapping using other budget funds, it has not used the \$45,000 allocated for RAR mapping, and will make a decision on whether or not to do further mapping using these funds later this month. Over the next couple of months, Denman, Gabriola, Gambier, Lasqueti and Thetis local trust committees will decide on whether to use the funds this fiscal year or to request that these funds be returned to surplus and budgeted for the 2013/14 fiscal year.

For the 2013/14 fiscal year, local trust committees have made the following requests for Riparian Areas Regulation funding:

LTC	Amount	Comments
Denman	\$42,000	Mapping for 4 remaining watersheds at \$10,000 per watershed, plus \$2000 for public process (DPA bylaw amendments based on the mapping).
Gambier	\$30,000	Initial review and assessment of all Gambier watersheds – additional funding likely required in following fiscal year to complete the mapping of RAR watersheds and bring bylaws into compliance with the RAR.
Hornby	\$22,000	Mapping of watersheds and development of development permit area bylaw amendments to bring bylaws into compliance with RAR.
Lasqueti	\$30,000	Initial review and assessment of all Lasqueti watersheds – additional funding likely required in following fiscal year to complete the mapping of RAR watersheds and bring bylaws into compliance with the RAR.
Mayne	\$4,000	Complete mapping and bylaw amendments to bring bylaw into compliance with RAR.

Salt Spring	\$51,000	Continue mapping of streams in RAR identified watersheds. Additional funding required in subsequent years to bring Salt Spring bylaws into compliance with the RAR.
Total	\$179,000	

The above requests do not follow the planned multi-year budget process proposed in the November 17, 2011 briefing to Trust Council.

To follow the multi-year plan, only Salt Spring and Denman would receive funding in 2013/14; Salt Spring to map 3 to 5 watersheds and Denman to complete the mapping (based on an estimate at the time of \$5,000 per watershed). This was estimated last year at \$50,000 (\$25,000 for Salt Spring and \$25,000 for Denman); however, based on the requests above, it would actually require \$93,000. Experience with mapping on Salt Spring and in the northern islands indicates that \$7,000 to \$10,000 per watershed is a more realistic figure.

Compliance with the Riparian Areas Regulation

Compliance with the *Riparian Areas Regulation* is a requirement for all local trust committee bylaws. While Provincial legislation requires that local trust committee bylaws be compliant with the *Riparian Areas Regulation*, this does not mean that local trust committees must undertake detailed mapping projects. There are other ways to bring the bylaws into compliance, such as establishing development permit areas for entire watersheds, or using existing mapping.

For most development applications, the lack of detailed mapping could result in landowners being required to engage professionals to determine compliance with the *Riparian Areas Regulation*, or to show that the *Riparian Areas Regulation* does not apply. The detailed mapping funded by the \$179,000 budget request would provide certainty on which streams are subject to the *Riparian Areas Regulation* and could reduce the number of development applications that would be required to engage a professional to determine compliance with the *Riparian Areas Regulation*.

Options to Gain Compliance

Given the above, the main obstacle to bringing the bylaws into compliance is a lack of accurate mapping of streams on the islands. To facilitate the local trust committees in bringing their bylaws into compliance sooner than later,

Option 1: Fund the entire \$179,000 in the 2013/14 Fiscal Year

There are advantages to funding the entire \$179,000 request for the next fiscal year. The first is that we may be able to use a single contract and save some money in doing so; undertake a significant portion of the mapping within the next year; bring bylaws into compliance with the *Riparian Areas Regulation* sooner than later; and continue the momentum of the local trust committees to bring their bylaws into compliance within this term.

Option 1A would involve using surplus to cover the \$179,000 budget.

Option 1B would involve increasing taxes to cover the \$179,000 budget.

Option 2: Fund \$71,000 in the 2013/14 Fiscal Year

When preparing the 2012/13 budget, Staff identified that \$71,000 would be required to allow Salt Spring to undertake some mapping and other islands to determine the need for stream mapping. As of the date of this briefing, this work has not been completed. In Option 2, staff proposes that the same amount of funding be provided in 2013/14 to allow local trust committees to complete some (but not all) mapping and explore other means of being compliant with the Riparian Areas Regulation.

Under this option, it is likely that not all local trust committees still required to do so will bring their bylaws into compliance by the end of the 2013/14 fiscal year and further funding in future fiscal years would be required.

Option 2A would involve using surplus to cover the \$71,000 budget.

Option 2B would involve increasing taxes to cover the \$71,000 budget.

Option 3: Fund \$50,000 in the 2013/14 Fiscal Year

When preparing the 2012/13 budget, Staff identified a multi-year project in which Salt Spring and one other island would receive funding to undertake stream mapping. This would allow local trust committees to become compliant with the Riparian Areas Regulation over a period of 4 years; many would likely remain non-compliant until mapping is completed as late as 2015/16 fiscal year.

In Option 3 staff proposes to follow the funding plan illustrated during the 2012/13 budget discussions; \$25,000 funding for Salt Spring to undertake mapping and \$25,000 for one other island to undertake mapping.

Under this option, it is likely that not all local trust committees still required to do so will bring their bylaws into compliance by the end of the 2013/14 fiscal year and further funding in future fiscal years would be required.

Option 3A would involve using surplus to cover the \$50,000 budget.

Option 3B would involve increasing taxes to cover the \$50,000 budget.

In order to hold the tax increase to 2 per cent, Staff recommends that the Financial Planning Committee illustrate in the draft 2013/14 budget that is presented to Islands Trust Council in December how the local trust committees' requests of \$179,000 could be accommodated through \$71,000 from tax revenue (Option 2A), with an appropriation from surplus of \$108,000 for the remainder.

ATTACHMENT(S):

November 17, 2011 briefing note to the Financial Planning Committee and Trust Council

AVAILABLE OPTIONS:

As illustrated above

FOLLOW-UP:

Develop a draft budget for December Trust Council.

Date: November 2, 2012

Prepared By: David Marlor, DLPS

Reviewed By: Linda Adams, CAO
Cindy Shelest, DAS

 LASQUETI ISLAND LOCAL TRUST COMMITTEE	
Islands Trust	Visit Our Website: www.islandstrust.bc.ca Contact us: northinfo@islandstrust.bc.ca

BUSINESS MEETING SCHEDULE – 2014

THURSDAY, FEBRUARY 27, 2014	11:00 AM
THURSDAY, MAY 1, 2014	11:00 AM
THURSDAY, JULY 3, 2014	11:00 AM
*THURSDAY, AUGUST 28, 2014 Note: To be held at the Anglican Church, Main Road, Lasqueti Island	11:00 AM
THURSDAY, OCTOBER 16, 2014	11:00 AM

THE LASQUETI ARTS CENTRE, MAIN ROAD, LASQUETI ISLAND

THESE ARE REGULAR BUSINESS MEETINGS OF THE LOCAL TRUST COMMITTEE,
WHERE ITEMS SUCH AS
CORRESPONDENCE, APPLICATIONS AND BYLAWS WILL BE CONSIDERED.

DATES AND LOCATIONS ARE SUBJECT TO CHANGE

ALL MEETINGS ARE OPEN TO THE PUBLIC