



A NOTICE OF A BUSINESS MEETING OF **THE LASQUETI ISLAND LOCAL TRUST COMMITTEE**
to be held at 11:00 am on Thursday, February 27, 2014 at the Arts Centre,
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 Adopted Meeting Minutes of October 17, 2013 – <i>for information</i>	1	
4.2	Section 26 Resolutions Without Meeting Log dated February 18, 2014 – <i>attached for information</i>	7	
5.	BUSINESS ARISING FROM MINUTES		
5.1	Follow-up Action List dated February 18, 2014 - <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	Email dated December 25, 2013 from Guy Immega regarding False Bay Parking - <i>attached</i>	10	
8.	APPLICATIONS AND PERMITS		
	BREAK FOR LUNCH – Sometime During the Following Segment		
9.	LOCAL TRUST COMMITTEE PROJECTS		11:20 am
9.1	False Bay Master Plan		
	9.1.1 Correspondence Update		
	9.1.2 Community Consultation Plan - <i>attached</i>	12	
	9.1.3 Community Information Meeting Materials – <i>for discussion</i>	14	
9.2	Riparian Areas Regulation		
	9.2.1 Project Charter dated January 22, 2014- <i>attached</i>	18	
	9.2.2 Community Consultation Plan dated January 22, 2014- <i>attached</i>	19	
	9.2.3 Riparian Areas Regulation (RAR) Reference Documents – <i>attached</i>	21	

10.	REPORTS		2:30 pm
10.1	Work Program		
	10.1.1 Top Priorities and Projects List dated February 18, 2014- <i>attached</i>	25	
10.2	Applications Log – <i>no applications</i>		
10.3	Trustee and Local Expenses		
	10.3.1 Expenses posted to October, 2013 – <i>attached</i>	28	
	10.3.2 Expenses posted to November, 2013 - <i>attached</i>	29	
	10.3.3 Expenses posted to December, 2013 - <i>attached</i>	30	
	10.3.4 Expenses posted to January, 2014 - <i>attached</i>	31	
10.4	Adopted Policies and Standing Resolutions - <i>attached</i>	32	
10.5	Chair's Report		
10.6	Trustees' Report		
10.7	Trust Fund Board Report		
11.	NEW BUSINESS		2:40 pm
11.1	Temporary Use Permits	33	
	Memorandum dated February 18, 2014 – <i>attached for discussion</i>		
11.2	Advisory Planning Commission Appointments - <i>for discussion</i>		
11.3	Bylaw Enforcement – <i>for discussion</i>		
11.4	Regular Advisory Planning Commission (APC) Meeting Time and Venue – <i>for discussion</i>		
12.	BYLAWS		
13.	CLOSED MEETING: The Lasqueti Island Local Trust Committee closes the next part of the February 27, 2014 business meeting to discuss matters pursuant to Section 90(1)(a) of the <i>Community Charter</i> to consider appointments to the Advisory Planning Commission and that Staff be invited to attend this meeting		
14.	RECALL TO ORDER		
	Rise and Report from Closed Meeting		
15.	ISLANDS TRUST WEBSITE		
15.1	Lasqueti Pages – <i>for discussion</i>		
16.	TOWN HALL SESSION		
17.	NEXT MEETING DATE		
	Thursday, May 1, 2014 at 11:00 am at the Lasqueti Arts Centre, Main Road, Lasqueti Island, BC		
18.	ADJOURNMENT		3:15 pm

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



Lasqueti Island Local Trust Committee Minutes of a Regular Meeting

Date of Meeting:	Thursday, October 17, 2013, 11:00 am
Location:	Arts Centre, Main Road, Lasqueti Island, BC
Members Present:	David Graham, Chair Peter Johnston, Local Trustee Susan Morrison, Local Trustee
Staff Present:	Linda Prowse, Staff Planner Jason Youmans, Acting Planner I Melinda Auerbach, Recorder
Media and Others Present:	There were approximately seven (7) members of the public in attendance - am There were approximately four (4) members of the public in attendance - pm

1. CALL TO ORDER

Chair Graham called the meeting to order at 11:00 a.m. He welcomed the public and introduced himself, Local Trustees and the staff members. He acknowledged that the meeting was being held in traditional territory of Coast Salish First Nations.

2. APPROVAL OF AGENDA

The Agenda was approved as amended by consensus.

Add to Section 7.2: Cover letter from Squitty Boat Owners Association to Department of Fisheries and Oceans, Small Craft Harbours.

3. TOWN HALL SESSION

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

- Do the islands around Lasqueti have a 20 acre minimum lot size or is the subdivision limit 10 acres like Lasqueti? Planner Prowse provided a subdivision district map that indicated that the outer islands have a 20 acre subdivision limit.
- Clarification was provided regarding the amount of time allotted for community questions and input during Local Trust Committee meetings.
- A brief presentation was made on behalf of the Squitty Boat Owners Association regarding the Federal Government's divestiture program for the dock at Squitty Bay.

4. MINUTES

4.1 Local Trust Committee Meeting Minutes of August 29, 2013

The minutes of the Lasqueti Local Trust Committee Meeting of August 29, 2013 were received for information.

4.2 Section 26 Resolutions Without Meeting Log dated October 7, 2013 – for information

The summary was received.

5. BUSINESS ARISING FROM MINUTES

5.1 Follow up Action List dated October 7, 2013

The Follow-up Action List dated October 7, 2013 was reviewed and updates were provided.

6. DELEGATIONS

David Slik made a presentation regarding the Riparian Areas Regulation which was on the agenda for consideration.

7. CORRESPONDENCE

7.1 Email dated September 20, 2013 from Sheila Harrington regarding Taxation Status for the Last Resort Society.

The email correspondence was received. It was reported that the Planner had responded to the email.

7.2 Letter dated September 1, 2013 from Jack Barrett, Squitty Boat Owners Association regarding Dock Divestiture.

The letter was received. The Local Trust Committee requested more information from Jack Barrett, Secretary-Treasurer of the Squitty Boat Owners Association, who was in attendance.

LA-027-2013

It was MOVED and SECONDED,

that the Local Trust Committee send a letter to Katie Rattan of the Department of Fisheries and Oceans Small Craft Harbours Branch, in support of deferring dock divestitures and in support of the Squitty Boat Owners Association involvement in the divestiture process and consultation.

CARRIED

8. APPLICATIONS AND PERMITS – None.

9. LOCAL TRUST COMMITTEE PROJECTS

9.1 False Bay Master Plan

9.1.1 Staff Report dated October 1, 2013 – attached

Planner Prowse went through the staff report and answered questions from the Local Trust Committee members.

LA-028-2013

It was MOVED and SECONDED,

that staff be directed to draft a newsletter for the Local Trust Committee's approval to be distributed to residents and off-island property owners along with a summary of the October 1, 2013 report.

CARRIED

9.2 Riparian Areas Regulation (RAR) Compliance – Staff Report

9.2.1 Staff Report dated September 30, 2013

Jason Youmans, Acting Planner, presented his report and answered questions from the Local Trust Committee.

LA-029-2013

It was MOVED and SECONDED,

that staff be directed to enter into a contract with Madrone Environmental for completion of watershed assessment on Lasqueti Island to determine whether two of the remaining watersheds are, or are not, RAR applicable, budget providing.

CARRIED

LA-030-2013

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee release \$2,000.00 from their Local Expense Special Projects Budget for continuation of watershed assessment.

CARRIED

LA-031-2013

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee endorse a setback and screening regulation for streamside protection in RAR-applicable watersheds as Lasqueti Island's preferred option to comply with the Riparian Areas Regulation.

CARRIED

LA-032-2013

It was MOVED and SECONDED,

that staff be directed to prepare an information package for distribution to community residents and property owners and to be used at neighbourhood meetings as well as preparing a Project Charter and Communications Plan.

CARRIED

10. REPORTS

10.1 Work Program

10.1.1 Top Priorities and Projects Report dated October 7, 2013

The Top Priorities and Projects List report was reviewed.

10.2 Applications Log – None

10.3 Trustee and Local Expenses

10.3.1 Expenses posted to August 31, 2013

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

10.3.2 Expenses posted to September 30, 2013 – attached

The Local Trust Committee Expense Summary Report for invoices posted to September 30 2013 was received.

10.4 Adopted Policies and Standing Resolutions

The adopted Policies and Standing Resolutions document was reviewed.

10.5 Chair's Report

Chair Graham gave his report.

10.6 Trustees' Report

The Trustees gave their reports.

10.7 Trust Fund Board Report

Trustee Morrison gave a report.

11. NEW BUSINESS

11.1 Islands Trust Council Strategic Plan - Local Trust Committee Input

11.1.1 Briefing dated August 1, 2013

The Briefing was presented for review.

11.2 Temporary Use Permits – Trustee Johnston

Trustee Johnston shared his thoughts about Temporary Use Permits applicability for the Lasqueti Island Local Trust Area, that the application fee was quite high and whether there could be a lower application fee applied to the Lasqueti Island Local Trust Area.

LA-033-2013

It was MOVED and SECONDED,

that staff be directed to provide a short report on the costs of processing Temporary Use Permits applications for the Lasqueti Island Local Trust Area.

CARRIED

11.3 Texada Coal Proposal - Trustee Johnston

Trustee Johnston gave a verbal update regarding a talk that will be given on Texada Island by Dr. Frank James about the risks of coal use in communities. Trustee Johnston also reported on a draft letter from "Coal Dust Free Salish Sea" to the Minister of Environment requesting a larger scale environmental assessment review in regard to the proposed shipment of coal from Fraser Surrey Docks to Texada Island. The Local Trust Committee will await the receipt of the final draft of the letter before considering a resolution without meeting supporting the content of the letter.

12. BYLAWS – None.

13. ISLANDS TRUST WEBSITE

13.1 Lasqueti Pages

There were no changes requested for the Lasqueti pages.

14. TOWN HALL SESSION

Two people spoke and the following summary was recorded:

- There had been a suggestion to have a meeting on Lasqueti Island regarding the Texada Quarry proposal and that had not yet happened.

- Clarification that the exemptions noted in the staff report regarding RAR would be part of the Land Use Bylaw and, therefore, would not be required to be reviewed by the Provincial Government prior to implementation.

15. NEXT MEETING DATE

The next meeting of the Lasqueti Island Local Trust Committee will take place on Thursday, February 27, 2014 at 11:00 a.m. at the Lasqueti Arts Centre, Main Road, Lasqueti Island, BC

16. ADJOURNMENT

Chair Graham adjourned the meeting at 1:54 pm.

David Graham, Chair

CERTIFIED CORRECT:

Melinda Auerbach, Recorder



RWM From: October 08, 2013 To: February 18, 2014

Lasqueti Island

Resolution #	Action	Resolution Description	Resolution Date
2013-10	In Favour	That the Lasqueti Island Local Trust Committee requests staff to send the newsletter dated November, 2013, attached, to Lasqueti Island residents and off-island property owners.	Nov 07, 2013
2013-09	In Favour	That the Lasqueti Island Local Trust Committee sign onto the letter, as attached, from the Coal Dust Free Salish Sea (CDFSS) represented by Andrew Fall and Donald Gordon to the Honourable Mary Polak, Minister of Environment, to institute an environmental review of the Fraser Surrey Docks/Texada Island coal proposal.	Nov 01, 2013
2013-08	In Favour	"That the Chair of the Lasqueti Local Trust Committee write to the Standing Committee on Finance and Government Services before October 16, 2013 on behalf of the Lasqueti Local Trust Committee to convey support for the continuation and strengthening of the Agricultural Land Reserve."	Oct 09, 2013



Islands Trust

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

May-02-2013

No.	Activity	Responsibility	Target Date	Status
1	LTC allocates up to \$200 from the Advisory Planning Commission budget to hold an Advisory Planning Commission appreciate event.	Nancy Roggers	May-24-2013	On Going

Aug-29-2013

No.	Activity	Responsibility	Target Date	Status
1	Local Trust Committee authorizes and expenditure of up to \$200 to hold a community information meeting about the Texada Coal Project	Nancy Roggers	Sep-09-2013	On Going

Oct-17-2013

No.	Activity	Responsibility	Target Date	Status
1	Letter be sent from the Chair to Katie Rattan of DFO Small Craft Harbour Branch supporting the Squitty Bay Boat Owner's Association request for community consultation, dock divestiture deferral, and having a dock divestiture public consultation process.	Linda Prowse	Oct-24-2013	Done

1	The Local Trust Committee approves the revised False Bay Master Plan Project Charter, and approves the draft community consultation plan as amended, and directs staff to draft a newsletter for the LTC's approval to be distributed to residents and off-island property owners along with a summary of the amended October 1, 2013 report.	Linda Prowse	Oct-24-2013	Done
1	Staff to explore the possibility of receiving electronic comments via the Islands Trust website for getting input from the public regarding the False Bay Master Plan project.	Linda Prowse	Oct-31-2013	On Going
1	That staff combine standing resolutions No. 1 and No. 3 to simplify the list	Becky McErlean	Oct-31-2013	Done
1	Staff to do an assessment of the costs of processing Temporary Use Permits for Lasqueti Island.	Linda Prowse	Oct-31-2013	Done
1	Prepare for next meeting to be held February 27, 2014.	Penny Hawley	Oct-31-2013	Done
1	The for the Riparian Areas Regulation project, the LTC: . endorses the setback and screening regulation; . directs staff to enter into a contract with Madrone Environmental for completing the watershed assessment for 2 of the remaining watersheds requiring further information; . releases 2k from the Local Expense Special Projects Budget for the continued watershed assessment; and . directs staff to prepare an information package to be used for neighbourhood meetings on Lasqueti as well as prepare a project charter and communications plan	Linda Prowse Jason Youmans	Nov-07-2013	Done

Linda Prowse

From: Peter Johnston
Sent: December-26-13 8:49 AM
To: Susan Morrison; David Graham; Linda Prowse
Subject: Fwd: False Bay Parking

Email on FBMP from parti-time Lasqueti resident. Happy Holiday season to all of you. Peter

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

Subject: False Bay Parking

Date: Wed, 25 Dec 2013 13:54:16 -0800

From: Guy Immega <guy.immega@kinetic.ca>

To: Peter Johnston <pjohnston@lasqueti.ca>

CC: Peter Johnston <pjohnston@islandstrust.bc.ca>

Re: False Bay Parking - False Bay Master Plan

Hello Peter,

I'm writing to you about the False Bay Master Plan and the issue of parking in the False Bay area. Since I cannot easily attend meetings on Lasqueti, I am hoping you will note my written comments and bring these to the attention of any committee or other meetings addressing this topic. I have reviewed the forums on Lasqueti.ca, the APC Report to Islands Trust, Meeting Minutes from 2013 Feb 22, the November FBMP Newsletter and the various Staff Reports on the web site.

1. Island Bias: Although not stated explicitly, it is obvious from the maps, forum comments and notes left on vehicles that the primary goal of the parking plan is to force off-island landowners to remove their cars from False Bay area to make space for islanders' vehicles. In my opinion, this would be the equivalent of eliminating "green space" long-term parking at French Creek and telling Lasqueti Island residents to take a taxi to go shopping in Parksville. As I expect that most attendees at any future meetings will be island residents, I'm concerned that this bias will prevail in any decisions that are made, which is unfair and undemocratic, even discriminatory.

2. Taxpayers: Off-island landowners are more numerous and pay more taxes than residents. These taxes fund the public roads and ferry, which are primarily used by residents. Suggesting that off-island owners hitchhike or take a taxi to retrieve their vehicles is not reasonable, and is certainly not ecologically sound. Suggesting that off-island owners depend on their neighbours for rides is uncomfortable and probably unworkable except in a few rare cases.

3. Parking Safety: Parking near the ferry is not a safety issue (except for theft and arson, which I have experienced). I am not aware of any serious parking accidents. Parking near the ferry is like street parking in the city.

4. Dock Safety: The key safety issue in False Bay is vehicle crowding on the dock at ferry times. On Gambier Island, a small boy was drowned when he turned the key in a pickup and the truck jumped off the dock. A primary goal of the plan should be to reduce the number vehicles that use the dock. The only practical way to do this is to provide ample parking near the dock, so that more people will walk to and from the ferry.

5. Long Term Parking Lot: The Plan is concerned with the "rural character" of False Bay. However, the charm of False Bay is seriously marred by the industrial area and junkyard behind the fuel pumps. Why was this allowed when it violates the zoning provisions in the Lasqueti Community Plan? A much better use of the now denuded and graveled land would be a pay parking lot. It would also earn steady income for the landowner. Viable long term parking near the ferry should be provided BEFORE parking is restricted on Main Road or Weldon Road. As you know, there is a waiting list of many years for parking spaces in the Church lot.

6. Short Term Parking: If the primary goal of the False Bay Master Plan is to increase short-term parking spaces for residents, the best way to do this would be to remove unlicensed (and uninsured) and junk vehicles. There is legal justification for doing this. There is none for forcing off-island landowners with properly licensed vehicles to leave.

=====

Although I'm no longer able to be a full-time resident on Lasqueti, I retain a strong connection to the island. On a volunteer basis, I provide full-time broadband Internet to the local community - including Heron Bay. I don't charge LIAS for this service. In fact, I have paid several thousand dollars out of my own pocket for dedicated equipment, generator repairs and gasoline to support the LIAS site at our cabin. I also did the overall engineering design of the LIAS network and managed the initial purchase order for the radios that started the system, all donated effort. I still provide technical support to Larry Manahan (who says my site, which has not gone down for almost two years, is the most reliable on the LIAS network - even though it is managed from Vancouver).

This spring, LIAS is planning a major upgrade to my site, including a steel tower (to replace the rotting fir tree). When this is completed, my site will link to the South End, providing new Internet service to many homes. As you can imagine, this affects the privacy of our cabin and will require my ongoing technical support. I intend to provide a LIAS site for the indefinite future, since it is the only mid-island location that can receive signals directly from Laurence's site (hills block all other signal paths).

I point all this out to support my argument that it is not right to discriminate against off-island residents on the False Bay parking issue. I am not alone in contributing to the community and economy of Lasqueti Island and I hope I can count on you to make sure that the off-island landowning population of Lasqueti has a voice in discussions on this topic. To repeat: there needs to be adequate long-term parking within walking distance to the ferry dock BEFORE any new parking plan is implemented.

I hope you'll relay my comments to the Local Trust Committee working on the False Bay Master Plan. Please let me know your (and their) response.

Thank you,

Guy Immega

FALSE BAY MASTER PLAN – COMMUNITY CONSULTATION PLAN

GOALS of Project COMMUNITY Communication

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

Communication Action Plan – January 22, 2014

Method	Key content / purpose	Cost	Target Date
<i>Website updates</i>	All project documents and meeting notices to website for community information	\$0	ongoing
<i>Newsletter #1 (send with a summary of the Staff Report dated October 1, 2013)</i>	Description of the timeline, process and topic areas, and request for preliminary comments on the four topic areas	\$400	November, 2013
<i>Ongoing articles in the Our Isle and Times from Local Trustees</i>	Up to 6 monthly trustee reports giving description of the timeline and process and providing updates. Solicit further comments and ideas from community.	\$300	Winter 2013-2014
<i>LTC and staff receive preliminary comments over the winter</i>	Gather preliminary comments, advice and ideas from the public on the four topic areas via mail and e-mail and telephone	\$0	Winter 2013-2014
<i>Newsletter #2 inviting public to CIM #1 to discuss General False Bay Policies, Density and Bed and Breakfast policies</i>	Update on project and request community attendance at CIM – Density, Bed and Breakfast, and General False Bay Area policies	\$400	Our Isle and Times March 2014 edition
<i>Hold CIM #1 Density/Bed and Breakfast and general False Bay policies</i>	Consultation with community to obtain input to be considered for incorporation into draft Master Plan – density, bed and breakfast, and general False Bay Area Policies	\$350	End of March, 2014
<i>Newsletter #3 inviting public to CIM #2 to discuss Hunting and Parking and general False Bay policies</i>	Update on project and request community attendance at CIM – Parking, Hunting and General False Bay Area policies	\$400	Our Isle and Times April, 2014 edition
<i>Hold CIM #2 – Hunting and Parking</i>	Consultation with community to obtain input to be considered for incorporation into draft Master Plan - parking and hunting and general False Bay Area policies	\$350	Middle of April, 2014

Method	Key content / purpose	Cost	Target Date
<i>Draft Master Plan and draft Parking LUB amendment to Local Trust Committee</i>	Receive report including draft amendment bylaws and refer to the Advisory Planning Commission	\$0	May, 2014
<i>Draft Master Plan review by Advisory Planning Commission</i>	Advisory Planning Commission meets and forms recommendations to Local Trust Committee	\$0	June, 2014
<i>Draft Master Plan(in form of draft OCP amendment) and draft Parking LUB amendment to Local Trust Committee for review and possible First Reading, referral to First Nations and agencies, and set public hearing date</i>	Advisory Planning Commission comments to be considered in this review for possible incorporation into the draft Master Plan before referral to First Nations and agencies.	\$0	July, 2014
<i>Public hearing and consideration of Second and Third Readings</i>	Notification to the community to be sent to residents and off-island property owners. Solicit comments from the public at the hearing	\$1550	August, 2014
<i>Referral to Executive Committee and Minister of Community, Sport and Cultural Development</i>	Legislated review	\$0	August, 2014
<i>LTC Considers Adoption</i>	Final approval	\$0	October, 2014
<i>Communication - Adoption</i>	To announce adoption of Master Plan (OCP amendment) and Parking LUB amendment. Do this via Trustee communication in Our Isle and Times and Lasqueti e-mail list and Islands Trust Website	\$0	October, 2014
<i>Master Plan document</i>	Printing – Print up to 10 copies of the Master Plan for posting on Island	\$250	October, 2014

False Bay Master Plan Density and B & B Policies

COMMUNITY INFORMATION MEETING

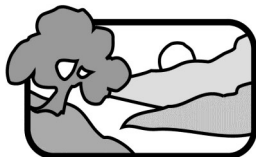
(DATE)

(Time)

(Venue)

Family-friendly event, bring your own mug!

Questions? Comments?
falsebay@islandstrust.bc.ca



Islands Trust

LASQUETI ISLAND LOCAL TRUST COMMITTEE

Please attend and Provide the Local Trust Committee with your ideas on Density and Bed and Breakfast policies to be considered for inclusion in your Official Community Plan

Density and B & B Policies

Current OCP

The entire False Bay Area is in the Land Based (LB) Designation. The permitted density of the entire False Bay Area is 1 dwelling per 10 acres and 1 guest cottage per dwelling. The map attached shows the current land uses within the False Bay area.

NEW GOALS, VISIONS, OBJECTIVES, POLICIES – Density and Land Use

Any change to the OCP density/land use provisions may require a future amendment to the Land Use Bylaw.

DISCUSSION WORDING

- 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.
- the LTC should not consider rezoning applications that would result in the following land uses outside the False Bay Area: post offices, banks and credit unions, liquor stores, libraries, retail stores.
- LTC should consider rezoning applications that would result in some additional industrial uses in the False Bay Area, 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 False Bay Area as a local commercial, residential, institutional and industrial centre with a unique character.
- To recognize that the False Bay Area 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 False Bay Area does not exceed the available water supply and safe sewage capacity.
- To help in the resolution of conflicts between the functions of the False Bay Area 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 home enterprise activities
- Safe walking pathways for the public are encouraged
-

Bed and Breakfast (home enterprise) – Secondary Kitchens

Current OCP

There is nothing specific to bed and breakfast in the current OCP, but the following policies 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 is 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.

To assist in discussion, below are the Current LUB regulations that are specific to Bed and Breakfast Operations:

- (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.

NEW GOALS, VISIONS, OBJECTIVES, POLICIES – Density and Land Use

Any change to the OCP home enterprise provisions relating to Bed and Breakfast may require a future amendment to the Land Use Bylaw.

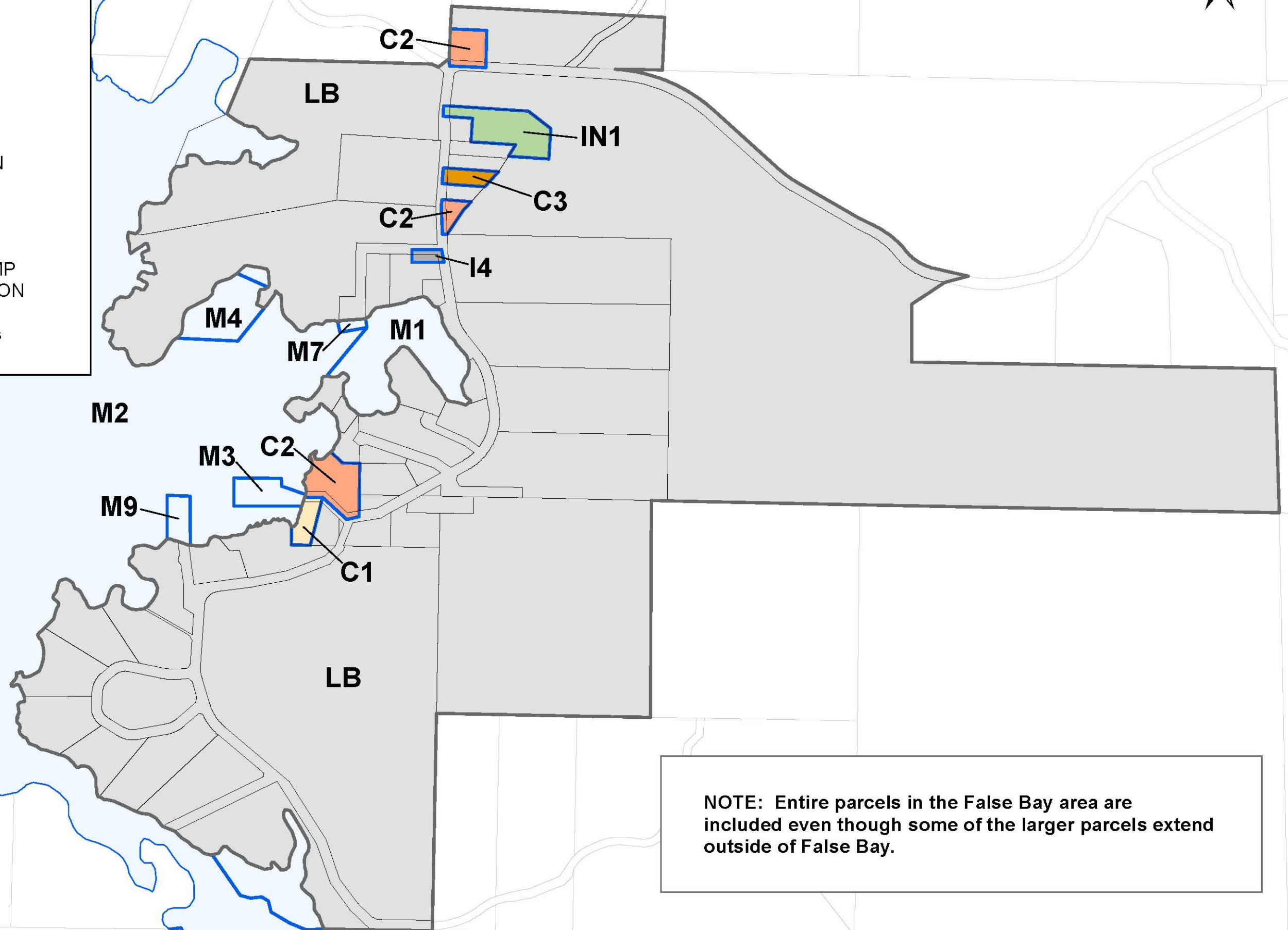
DISCUSSION WORDING

- 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

LASQUETI ISLAND FALSE BAY

LB LAND BASED
IN1 INSTITUTIONAL 1
I4 INDUSTRIAL 4
C1 COMMERCIAL 1
C2 COMMERCIAL 2
C3 COMMERCIAL 3
M1 MARINE CONSERVATION
M2 MARINE GENERAL
M3 MARINE COMMERCIAL
M4 MARINE MARICULTURE
M7 MARINE BOAT LAUNCH
M9 MARINE MULTI-USE RAMP
WP WATERSHED PROTECTION

0 50 100 200 300 400 Meters



NOTE: Entire parcels in the False Bay area are included even though some of the larger parcels extend outside of False Bay.

Lasqueti Island Riparian Areas Regulation Compliance Project Charter

Date: January 22, 2014

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

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

Objectives

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

Scope & Deliverables

- Review all Lasqueti watersheds to determine RAR applicability
- Review setback and screening option and draft bylaw amendment implementing this option to become RAR compliant

Workplan Overview

Deliverable/Milestone	Date
General education with community via neighbourhood meetings	Winter/13-14
Consultation with community via CIM	March/April, 2014
1st reading and bylaw referral	May, 2014
Second CIM and public hearing	July, 2014
Second and Third readings and refer to Executive	July, 2014
Adopt Bylaw	August, 2014

RPM Approval:

Courtney Simpson

Date:

LTC Endorsement:

Resolution #:

Date:

Project Team

Lasqueti Island LTC	
Linda Prowse, Planner	
Courtney Simpson, RPM	

Budget

Budget Source:

Item	Cost
Assessment-3 watersheds	2000
Assessment-remaining watersheds	7000
Legislative process	1000
Total	10,000

RIPARIAN AREAS REGULATION COMPLIANCE
(Setback and Screening Land Use Bylaw Amendment)
COMMUNITY CONSULTATION PLAN

GOALS of Project COMMUNITY Communication

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

Communication Action Plan – January 22, 2014

Method	Key content / purpose	Cost	Target Date
<i>Website updates</i>	All project documents and meeting notices to website for community information	\$0	ongoing
<i>Local Trustees Conduct Neighbourhood meetings</i>	Educational outreach to the community and obtaining preliminary comments	\$0	Winter 2013/2014
<i>Ongoing articles in the Our Isle and Times from Local Trustees</i>	Use monthly trustee reports giving description of the timeline and process and providing updates. Solicit further comments and ideas from community.	\$300	Winter 2013-2014
<i>Madrone conducts further assessments of watersheds to establish RAR applicability</i>	The March 31/13 Madrone report notes some watersheds require further investigation to establish RAR applicability	\$2000	Jan or Feb, 2014
<i>Staff presents project charter, communications plan, and draft RAR Information Flier to be sent to the community. LTC requests staff to prepare for a CIM</i>	Project Charter and communications plan keep everyone on track, and information flier informs the community about the project and upcoming CIM.	\$25	February 27, 2014
<i>Hold CIM</i>	Consultation with community to obtain input to be considered.	\$25	March-April, 2014
<i>Staff presents report summarizing CIM input and presenting draft riparian protection bylaw. LTC gives bylaw first reading and refers to First Nations, APC and agencies. Second CIM and public hearing</i>	Community input considered for incorporation into draft bylaw.	\$0	May 1, 2014

Method	Key content / purpose	Cost	Target Date
<i>scheduled (both held same day)</i>			
<i>Madrone conducts final assessments of outstanding watersheds to establish RAR applicability</i>	Assessments that are required to be completed in the summer take place, giving the LTC a completed work of all of the watersheds on Lasqueti and their applicability to RAR	\$7000	June, 2014
<i>LTC holds second CIM and public hearing. LTC considers Bylaw for Second and Third readings and referral to Executive Committee.</i>		\$1000	July 3, 2014
<i>LTC considers adopting Bylaw.</i>		\$0	August 28, 2014
<i>Communication - Adoption</i>	To announce adoption of Master Plan (OCP amendment) and Parking LUB amendment. Do this via Trustee communication in Our Isle and Times and Lasqueti e-mail list and Islands Trust Website	\$0	September, 2014
<i>Staff consolidates Riparian Areas protection bylaw into Land Use Bylaw</i>		\$0	September, 2014

Developing Near . . . Riparian Areas



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

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

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

The Development Variance Permit Process

Lasqueti Island Local Trust Committee is considering using setback and screening regulations to meet its obligations under the *Riparian Areas Regulation*. This approach means that undertaking a development activity (*as defined on reverse*) within 30 metres of a water feature in the coloured areas illustrated on the back of this brochure, you will be expected to submit a development variance permit application to the Islands Trust. A permit to vary the setback and screening regulations around a water feature in the shaded areas will require submission of a report from a Qualified Environmental Professional (QEP) that assesses the potential impact of the proposed activity on the riparian area and determines the size of a Streamside Protection Enhancement Area (SPEA). The QEP will detail any conditions to which development is expected to adhere for protection of the subject water feature and these will be made conditions of the permit. The permit is granted at the discretion of the local trustees.

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

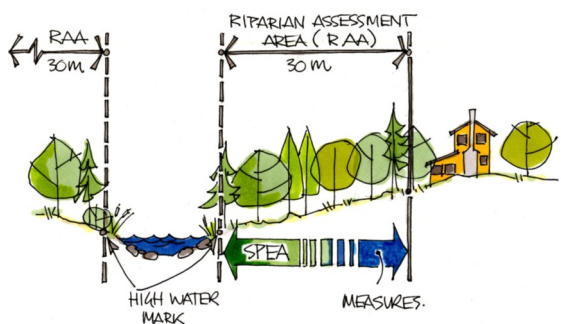
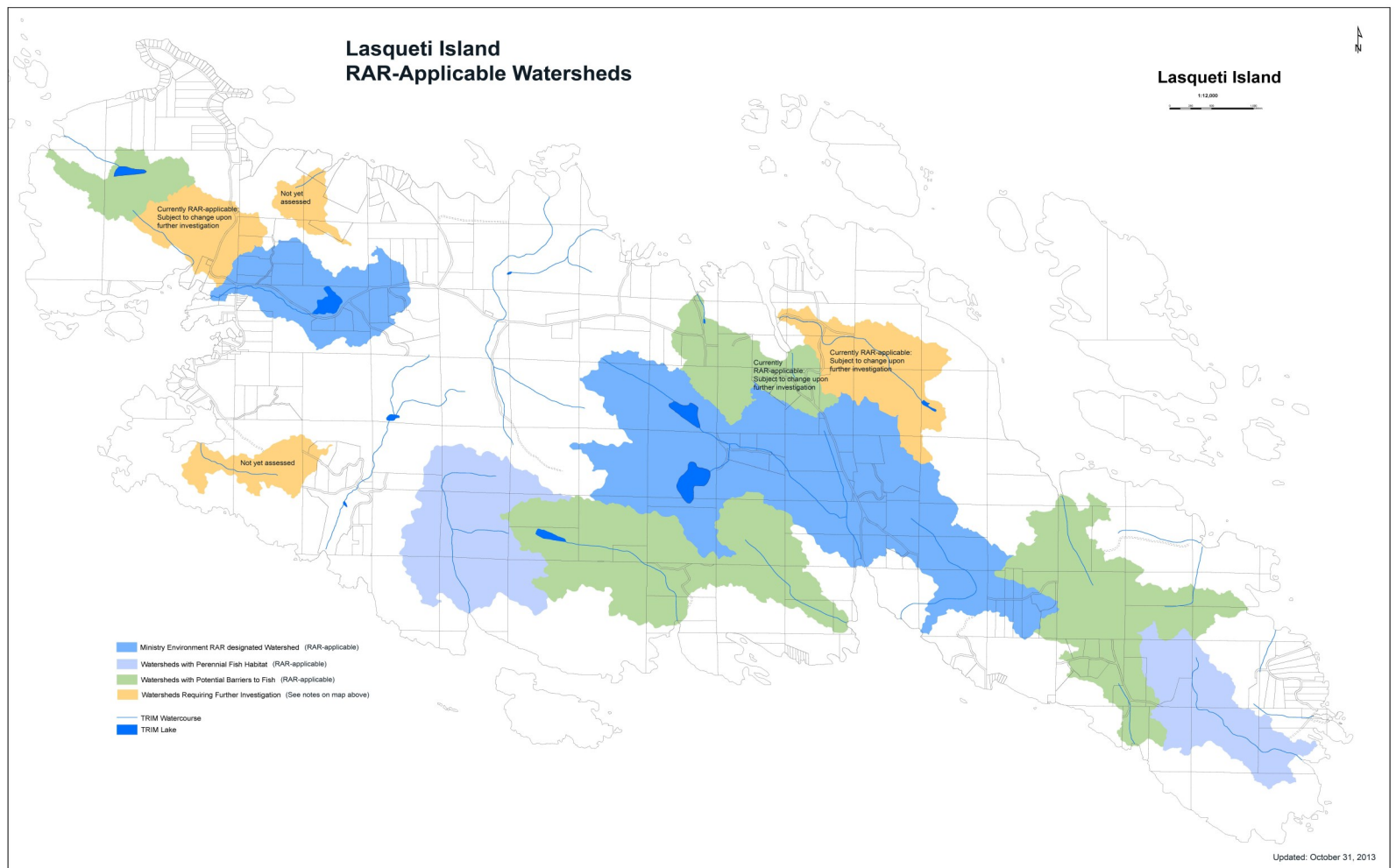
Lasqueti Island Local Trust Committee is considering using setback and screening regulations to meet its obligations under the *Riparian Areas Regulation*. Using this approach . . .

The following activities in the Riparian Assessment Area would REQUIRE a Development Variance Permit:

- Subdivision of property.
- Construction of, addition to, or alteration of a building or structure.
- Removal, alteration, or destruction of vegetation.
- Disturbance of soils.
- Creation of non-structural or semi-impervious surfaces.
- Development as defined under the provincial *Riparian Areas Regulation*.

The following activities in the Riparian Assessment Area WOULD NOT REQUIRE a Development Variance Permit:

- Renovations that do not change the footprint of a building.
- The removal of trees that pose a risk to life or property.
- Gardening and landscaping of a pre-existing landscaped area.
- Pruning of not more than 2 trees.
- Ecological restoration or enhancement projects authorized by a public body.
- Emergency actions to prevent flooding.



RIPARIAN AREAS ARE NECESSARY FOR STREAM & WATERSHED HEALTH

The disturbance of riparian areas is one of the leading causes of poor stream and watershed health. Without the protective qualities of a riparian corridor, water courses respond rapidly to the pressures of development, quickly becoming degraded and unable to support aquatic life. To preserve fish stocks and protect the ecological values of riparian areas, we must understand the functioning of these systems, anticipate how they will react to development and, ultimately, ensure they continue to function well into the future.

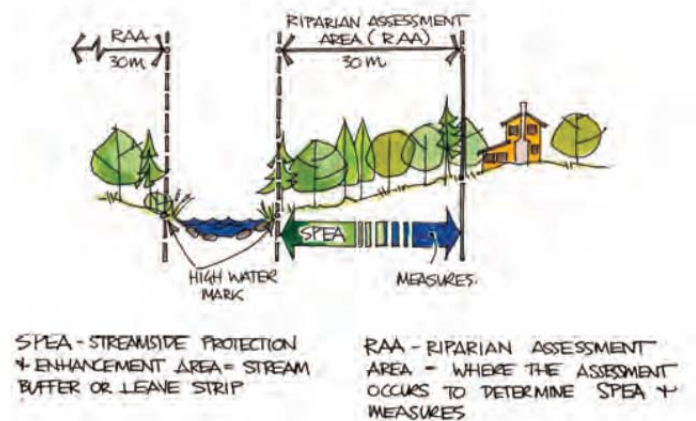
What is the Riparian Areas Regulation?

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

Where does the RAR apply and how is it interpreted?

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

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



What type of development is subject to the RAR?

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

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

The RAR DOES apply to the following activities:

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

The RAR does NOT apply to the following activities:

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

Do local governments have any new powers under the RAR?

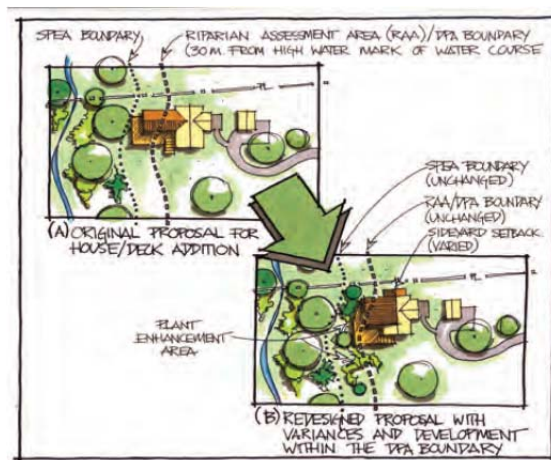
The Regulation does not give local governments any additional powers for streamside protection. Rather, it requires local governments to use their existing land use planning and management powers under the *Local Government Act* to improve the protection of fish habitat.

Who is a Qualified Environmental Professional (QEP)?

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

Some key facts about the RAR

- The RAR is a provincial regulation and there is not a choice in whether it gets implemented; only in how this is done.
- Development permit areas which would implement the RAR do not restrict uses or density. They ensure that certain guidelines are followed and can impose conditions on development.
- The RAR applies to the riparian areas generally defined as being within 30 m of a watercourse.
- There does not need to be fish present in a stream for the RAR to apply, only fish habitat.
- Any development beyond 30 m from a stream would be exempt from RAR.
- RAR applies to residential, commercial or industrial activities and ancillary activities within a Riparian Assessment Area.





Islands Trust

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 Community 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

Islands Trust
 LTC EXP SUMMARY REPORT F2014
 Invoices posted to Month ending October 2013

10.3.1

640 Lasqueti	Invoices posted to Month ending October 2013	Budget	Spent	Balance
65000-640	LTC "Trustee Expenses"	1,500.00	0.00	1,500.00
LTC Local				
65200-640	LTC - Local Exp - LTC Meeting Expenses	1,000.00	624.63	375.37
65210-640	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-640	LTC - Local Exp - Communications	500.00	115.00	385.00
65230-640	LTC - Local Exp - Special Projects	2,000.00	0.00	2,000.00
65240-640	LTC - Local Exp - Miscellaneous	250.00	0.00	250.00
TOTAL LTC Local Expense		<u>4,250.00</u>	<u>739.63</u>	<u>3,510.37</u>
Projects				
TOTAL Project Expenses		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Islands Trust
 LTC EXP SUMMARY REPORT F2014
 Invoices posted to Month ending November 2013

10.3.2

640 Lasqueti	Invoices posted to Month ending November 2013	Budget	Spent	Balance
65000-640	LTC "Trustee Expenses"	1,500.00	0.00	1,500.00
LTC Local				
65200-640	LTC - Local Exp - LTC Meeting Expenses	1,000.00	624.63	375.37
65210-640	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-640	LTC - Local Exp - Communications	500.00	131.00	369.00
65230-640	LTC - Local Exp - Special Projects	2,000.00	0.00	2,000.00
65240-640	LTC - Local Exp - Miscellaneous	250.00	0.00	250.00
TOTAL LTC Local Expense		<u>4,250.00</u>	<u>755.63</u>	<u>3,494.37</u>
Projects				
TOTAL Project Expenses		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Islands Trust
 LTC EXP SUMMARY REPORT F2014
 Invoices posted to Month ending December 2013

640 Lasqueti	Invoices posted to Month ending December 2013	Budget	Spent	Balance
65000-640	LTC "Trustee Expenses"	1,500.00	0.00	1,500.00
LTC Local				
65200-640	LTC - Local Exp - LTC Meeting Expenses	1,000.00	624.63	375.37
65210-640	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-640	LTC - Local Exp - Communications	500.00	147.00	353.00
65230-640	LTC - Local Exp - Special Projects	2,000.00	0.00	2,000.00
65240-640	LTC - Local Exp - Miscellaneous	250.00	0.00	250.00
TOTAL LTC Local Expense		<u>4,250.00</u>	<u>771.63</u>	<u>3,478.37</u>
Projects				
TOTAL Project Expenses		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Islands Trust
LTC EXP SUMMARY REPORT F2014
Invoices posted to Month ending January 2014

10.3.4

640 Lasqueti	Invoices posted to Month ending January 2014	Budget	Spent	Balance
65000-640	LTC "Trustee Expenses"	1,500.00	0.00	1,500.00
LTC Local				
65200-640	LTC - Local Exp - LTC Meeting Expenses	1,000.00	624.63	375.37
65210-640	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-640	LTC - Local Exp - Communications	500.00	182.00	318.00
65230-640	LTC - Local Exp - Special Projects	2,000.00	0.00	2,000.00
65240-640	LTC - Local Exp - Miscellaneous	250.00	0.00	250.00
TOTAL LTC Local Expense		<u>4,250.00</u>	<u>806.63</u>	<u>3,443.37</u>
Projects				
TOTAL Project Expenses		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Updated: Updated August 29, 2013

Lasqueti Island Local Trust Committee

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	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	APC member Agenda Package	It was MOVED and SECONDED , that on request by an Advisory Planning Commission member, that they receive a Lasqueti Island Local Trust Committee Agenda package at no charge.
4.	August 29, 2013	LA-024-2013	Annual Lasqueti Stewardship Award	It was MOVED and SECONDED , that the Lasqueti Local Trust Committee rename the "Annual Lasqueti Environmental and Social Stewardship Award" to the "Annual Lasqueti Environmental and Community Stewardship Award".



Memorandum

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

Date February 18, 2014

File Number 3030-01

To Lasqueti Island Local Trust Committee

From Linda Prowse
Planner 2
Local Planning Services

Re Cost to process Temporary Use Permit (TUP) on Lasqueti Island

At the October 17, 2013 Lasqueti Island Local Trust Committee meeting, staff was asked to provide the Local Trust Committee with the approximate costs to process a Temporary Use Permit on Lasqueti Island.

Attached is an excerpt from an appendix to a report dated August 18, 2011 which shows information obtained from an Islands Trust Council Application Fees Task Force. The excerpt includes general costs to process a Temporary Use Permit, and since rezoning process steps are referred to in the TUP process, we've included general costs to process rezoning applications in this memo.

This attached information is general, and so to obtain a more accurate account of the cost to process a TUP for Lasqueti, staff has obtained the following additional information taken from processing the TUP for the Lasqueti post office:

Costs associated with processing Lasqueti Temporary Use Permits:

1. Administrative and planning staff time – (\$36 per hour admin staff; \$50 per hour for planning staff)
 - Logging and opening file – One hour (\$36)
 - Site Visit to property – One hour (\$50)
 - Writing staff report – Four hours (\$200)
 - Arranging advertising and notice delivery – One hour (\$36)
 - Issuing permit – One hour (\$36)
2. Statutory and non-statutory advertising
 - Statutory ad in one issue of the Parksville News - \$400
 - Non-statutory ad in one issue of Our Isle and Times - \$20
3. Statutory and non-statutory notice delivery
 - Statutory notice delivery to property owners and tenants within 100 metres of TUP lot – Varies, but approximately \$50
 - Mail drop to all Lasqueti residents - \$15
4. Administrative costs of renting Arts Centre for Advisory Planning Commission (APC) meeting/Community Information meeting - \$25
5. Expenses for APC members to travel to and from meeting in which that body considers the TUP to give advice to the Local Trust Committee. – Can charge .52 cents per km for travel. Generally, the APC members have not been charging for mileage.

APPLICATION FEES TASK FORCE PROPOSED APPROACH TO MODEL LOCAL TRUST COMMITTEE FEES BYLAW – August 18, 2011

Background

To assist the Applications Fees Task Force, Staff undertook a review of the estimated average actual costs of processing applications over the past three years (January 1, 2009 to June 30, 2011) to determine the extent to which fees charged by local trust committees (LTCs) cover these costs. This review involved a high-level review of time tracking data over a three-year period and the number of applications received during that time period. This analysis developed the estimated average time per file from receipt of the application to final decision and follow-up.

An average cost of \$50 per hour for planners, and \$36 per hour for support staff was calculated based on average salary and benefits, plus \$6 per hour for overhead costs for office space (ie. Rent, phones, utilities, etc). These rates were used to convert the hours recorded into dollar values, based on an estimate that 80% of hours went to planners and 20% went to support staff. Other external costs (called “hard costs” below) such as meeting room rental, minute and note taking, advertising, legal review, mailing expenses and other such costs were estimated.

In the tables below, “staff” costs and “hard costs” are listed for each application type. “Model” fee is the fee recommended by Trust Council and “low” fee is the lowest fee currently being charged by at least one local trust committee (LTC).

In regard to the “hard costs” noted below, the dollar amounts are estimates on a trust-wide basis. Further research is required to establish more accurate hard costs for each LTC and application type. For example, advertising costs in newspapers vary considerably for different LTCs.

Analysis and Recommendations:

Temporary Use Permits (TUPs):

Average Costs per application		Current Fees per application	
Staff:	\$1,395	Low Fee:	\$440
Hard:	\$2,830	Model Fee:	\$1,100
Total:	\$4,225		

Model (Trust Council Recommended) fee generally covers 26% of an average temporary use permit.

Recommendation:

A Temporary Use Permit is a temporary rezoning and therefore, Steps 1 to 8 of the rezoning process generally apply (and are reflected in Steps 1 to 7 of the temporary use permit application guide). Given that many of the complexities of a rezoning also apply, a similar approach to applications should be applied to the temporary use permit application.

Given the above, The Fee Task Force recommends that Trust Council adopt:

- a basic application fee of \$1000 to cover the cost of the preliminary report and consideration by the LTC (steps 2 and 3 of the rezoning process), and;

- cover the costs of steps 4 to 7 of the temporary use permit application process through a recovery from the applicant of actual costs required to process the application, plus an additional application fee of \$500 related to the planner time required to complete the process.

The fee bylaw should also be amended to indicate that, in addition to the specified fees:

- a deposit of \$5,000 shall be provided and the cost for processing temporary use permit under steps 5 to 9 (see Rezoning section) be applied to that deposit;
- the Fee bylaw should also indicate that after final decision by the LTC, any remaining funds would be returned to the applicant. If the cost of processing is expected to exceed the deposit, a further deposit would be required.

INFORMATION NOTE: The RFD recommends a deposit based on 150% of the staff estimate of external costs and not the \$5000 deposit as suggested here by the Task Force.

Rezoning Applications:

Average Costs per application		Current Fees per application	
Staff:	\$5,792	Low Fee:	\$1,000
Hard:	\$5,530	Model Fee:	\$5,500
Total:	\$11,122		

Model (Trust Council Recommended) fee generally covers 50% of an average rezoning. Lower fees, such as the \$1,000 in the table above, are usually for a specific type of application, in this case affordable housing.

Recommendation:

The Fee Task Force recommends that LTCs adopt a basic application fee of \$1,000 to cover the cost of the preliminary report and consideration by the LTC (steps 2 to 4 below); and that the costs of steps 5 to 9 below, be covered through a recovery from the applicant of actual costs required to process the application, plus an additional application fee of \$2,500 related to planner time required to complete the process.

The cost recovery amount for steps 5 through 9 could vary considerably from one LTC to another based on different costs for advertising, meeting halls, etc. Even within a LTC, costs could vary depending on the complexity of the application. Applicants would be provided copies of all invoices that contributed to the cost of processing the application, and recovery would be limited to “hard costs”, not costs for planner time.

The process for undertaking a rezoning application is generally as follows (from the published rezoning application guide):

- Pre-application – as this is typically before an application is made, no fee is charged. This stage involves advice to assist the applicant in making a better and more complete application.

Steps 2 through 4 would be covered by the “basic application fee” of \$1,000

- Application – the applicant submits application and staff undertakes necessary work to process, create a file and forward to the planner.
- Preliminary evaluation and Staff Report – for all rezoning applications, staff will evaluate the application and provide a staff report to the LTC with recommendations on whether or not to proceed with the application, and recommendations on the process to undertake if the LTC decides to proceed. Staff also uses this stage to advise the applicant if there is missing information, or if it is likely that more

information will assist the process. On islands with development approval bylaws (DAI), staff would also advise the applicant of any requirements under the DAI bylaw.

4. First Consideration by LTC – the LTC provides direction to staff on the application.

Steps 5 through 9 would be covered on a “cost recovery basis”, plus an additional application fee of \$2,500 related to planner time required to complete the process.

5. Subsequent Reports and final staff Report – this is where application processing costs begin to differ significantly between applications. The actual work depends on the complexity of the application and the direction provided by the LTC. There is more certainty in this stage for islands with DAI bylaws as that bylaw sets out the process for determining reports that must be provided to process the application. In some situations, additional requirements by the LTC after Step 4 can add to the complexity and costs of processing an application. Given the lack of clarity inherent in this stage, it is not possible to determine the costs in advance.
6. Public Consultation and Referrals – agency referrals are largely known in terms of costs; however, public consultation may range from one to several meetings and may result in none to many pieces of correspondence that must be managed.
7. Additional Information – similar to step 5, the actual requirements will be unknown at the outset.
8. Further consideration by the LTC – the need for this step is unknown at the outset and there may be a need for more than one review.