



Lasqueti Island Local Trust Committee

Regular Meeting Agenda

Date: August 8, 2016
Time: 11:00 am
Location: Lasqueti Island Arts Centre
Main Road, Lasqueti Island, BC

Pages

1. **CALL TO ORDER** 11:00 AM - 11:05 AM

Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."
2. **APPROVAL OF AGENDA** 11:05 AM - 11:10 AM
3. **TOWN HALL AND QUESTIONS** 11:10 AM - 11:25 AM
4. **COMMUNITY INFORMATION MEETING - None**
5. **PUBLIC HEARING - None**
6. **MINUTES** 11:25 AM - 11:35 AM
 - 6.1 Local Trust Committee Minutes dated June 9, 2016 for Adoption 3 - 11
 - 6.2 Local Trust Committee Special Meeting Minutes dated July 9, 2016 for Adoption 12 - 14
 - 6.3 Section 26 Resolutions-Without-Meeting Report - None
 - 6.4 Advisory Planning Commission Minutes - None
7. **BUSINESS ARISING FROM MINUTES** 11:35 AM - 11:50 AM
 - 7.1 Follow-up Action List dated July 27, 2016 15 - 16
8. **DELEGATIONS - None**
9. **CORRESPONDENCE**

(Correspondence received concerning current applications or projects is posted to the LTC webpage)
10. **APPLICATIONS AND REFERRALS - None**
11. **LOCAL TRUST COMMITTEE PROJECTS** 11:50 AM - 1:15 PM
 - 11.1 Lasqueti Aging at Home Project - Verbal Update

- 11.2 Targeted Official Community Plan and Land Use Bylaw Review Project
 - 11.2.1 Staff Report and Project Charter dated July 13, 2016 17 - 21
- 11.3 Lasqueti Island Local Trust Committee Fees Bylaw No. 94
 - 11.3.1 Staff Report dated July 13, 2016 and Draft Bylaw No. 94 22 - 26
 - Fees Bylaw No. 94 cited as "Lasqueti Island Local Trust Committee Fees Bylaw, 2009, Amendment No. 1, 2016", for consideration of first, second and third reading and submission to Executive Committee for approval.

12. REPORTS 1:15 PM - 1:45 PM

- 12.1 Work Program Reports
 - 12.1.1 Top Priorities Report dated July 27, 2016 27 - 27
 - 12.1.2 Projects List Report dated July 27, 2016 28 - 28
- 12.2 Applications Report dated July 27, 2016 29 - 30
- 12.3 Trustee and Local Expense Report dated June, 2016 31 - 31
- 12.4 Adopted Policies and Standing Resolutions 32 - 32
- 12.5 Local Trust Committee Webpage
- 12.6 Chair's Report
- 12.7 Trustee Reports
- 12.8 Electoral Area Director's Report
- 12.9 Trust Fund Board Report - None

13. NEW BUSINESS 1:45 PM - 2:05 PM

- 13.1 2017-18 Local Trust Committee Budget Request
 - 13.1.1 Staff Report dated July 12, 2016 33 - 36

14. UPCOMING MEETINGS

- 14.1 Next Regular Meeting Scheduled for Thursday, October 6, 2016 at 11:00 am at the Lasqueti Arts Centre, Main Road, Lasqueti Island, BC
- 14.2 November 28, 2016 Meeting Date Change - for discussion

15. TOWN HALL 2:05 PM - 2:20 PM

16. CLOSED MEETING - None

17. ADJOURNMENT 2:20 PM - 2:20 PM



Lasqueti Island Local Trust Committee Minutes of Regular Meeting

Date: June 9, 2016
Location: Lasqueti Island Arts Centre
 Main Road, Lasqueti Island, BC

Members Present Laura Busheikin, Chair
 Susan Morrison, Local Trustee
 Timothy Peterson, Local Trustee

Staff Present Sonja Zupanec, Island Planner
 Dave Olsen, Recorder

Others Present There were two (2) members of the public in attendance

1. CALL TO ORDER

Chair Busheikin called the meeting to order at 11:07 am. She acknowledged that the meeting was being held in the traditional territory of the Coast Salish First Nations and introduced the staff and trustees.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. TOWN HALL AND QUESTIONS

Chair Busheikin reminded the audience to speak to the chair and encouraged the audience to make comments during the Town Hall session.

Peter Johnston commented that the last meeting minutes were confusing to him, referring to the Liquid Natural Gas section of the Town Hall session specifically. He also suggested that the Public Hearing times did not correspond to the Special Meeting times. He asked to defer his question about the Fern Road application to when it came up later in the agenda.

4. COMMUNITY INFORMATION MEETING - None

5. PUBLIC HEARING - None

6. MINUTES

Chair Busheikin presented the handout from Carmen Thiel, which outlines Local Trust Committee goals for Local Trust Committee Minutes.

6.1 Local Trust Committee Minutes dated April 18, 2016 for adoption

The following amendments were presented for consideration:

1. CALL TO ORDER

The addition of Chair Busheikin's introduction of staff and trustees.

3. TOWN HALL AND QUESTIONS

The removal of the subheading Liquid Natural Gas.

The removal of the opening quote for Tom Weinerth's comments on the record.

10.1.1 Staff Report dated April 4, 2016

The pluralisation of the second paragraph: "the remaining Trustee is" changed to "the remaining Trustees are".

14.2 Request for Decision - 2015-2016 Annual Report Draft Submission for Lasqueti Island Local Trust Committee

"The following wording changes were suggested:" was replaced with "Trustees suggested wording changes for staff to amend the attached text."

By general consent the minutes were adopted as amended.

6.2 Local Trust Committee Special Meeting Minutes dated April 23, 2016 for adoption

By general consent the minutes were adopted.

6.3 Local Trust Committee Public Hearing Record dated April 23, 2016 for receipt

The Public Hearing Record was received with the following comments:

Correction of David Slik's name from David Silk.

David Slik's comments changed from "...suburban areas and that most of the damage in the Province to streams is done by industrial operations that don't have any regulations. He stated that he did not suggest that our RAR be lessened..." to

"...suburban areas, however, most of the damage in the Province to streams is a consequence of industrial operations that aren't as stringent. He stated that he did not suggest that our RAR implementation be weakened..."

6.4 Advisory Planning Commission Minutes - None

6.5 Section 26 Resolutions-Without-Meeting Report dated May 31, 2016

Received for information.

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated May 31, 2016

Received for information.

7.2 Advisory Planning Commission Bylaw No. 93

LA-2016-032

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee Bylaw No. 93 cited as the "Lasqueti Island Local Trust Committee Advisory Planning Commission Bylaw, 2012, Amendment No. 1, 2016", be read a first time.

CARRIED

LA-2016-033

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee Bylaw No. 93 cited as the "Lasqueti Island Local Trust Committee Advisory Planning Commission Bylaw, 2012, Amendment No. 1, 2016", be read a second time.

CARRIED

LA-2016-034

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee Bylaw No. 93 cited as the "Lasqueti Island Local Trust Committee Advisory Planning Commission Bylaw, 2012, Amendment No. 1, 2016", be read a third time.

CARRIED

LA-2016-035

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee Bylaw No. 93 cited as the "Lasqueti Island Local Trust Committee Advisory Planning Commission Bylaw, 2012, Amendment No. 1, 2016", be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

7.3 Powell River Regional District Meeting on September 22, 2016 - Verbal Update

Staff requested agenda items for this meeting and the following were identified:

- The location of meetings;
- Projects of general interest with cross jurisdictional applicability; and
- Improving communications between the Local Trust Committee (LTC) and the Powell River Regional District (PRRD).

Discussion ensued regarding the time of this meeting and the resulting logistics of getting there as well as the option of attending by conference call.

Staff suggested a placeholder on the LTC agenda for the Regional Director to attend.

Trustee Peterson noted that he has been contacting the Regional Director (RD) to inform him of LTC meetings and that he was informed that the RD was unable to attend today's meeting.

7.4 Community to Community Forum Grant - Verbal Update

Chair Busheikin informed the audience that the LTC received the grant.

Staff informed the audience that this LTC is sharing the grant with two other LTCs and that this will likely be a fall or early winter event, possibly late October, with a small portion being open to the public.

Trustee Morrison offered to help coordinate with the Qualicum First Nation and indicated that they were interested in going for a tour, which Dana Lepofsky has offered to lead.

Trustee Peterson noted that weekdays during work hours are difficult for the public to attend.

8. DELEGATIONS - None

9. CORRESPONDENCE - None

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

10. APPLICATIONS AND REFERRALS

10.1 LA-RZ-2015.1 (KGL Freight Ltd.) - Verbal Update

Trustee Peterson stated that pursuant to Section 100 of the Community Charter, he has a direct pecuniary interest in the matter to be presented due to being an employee of the applicant.

Trustee Peterson left the meeting at 11:38am.

Staff reported that a conference call was attempted with the applicants but was not successful; the applicants informed staff yesterday via email that they have been very busy. They also requested that the application be put on hold.

Trustee Morrison noted that the applicants informed her that the sale of the hotel would be going ahead regardless of the application process.

Staff responded that the implications of a sale could prevent rezoning. The LTC would not want to duplicate zoning side-by-side, but the LTC could ask for the new owner's cooperation to prevent this.

Trustee Peterson returned to the meeting at 11:42am

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Riparian Areas Regulation

11.1.1 Bylaw No. 90

LA-2016-036

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee Bylaw No. 90 cited as "Lasqueti Island Land Use Bylaw No. 78, 2005, Amendment No. 2, 2014", be adopted.

CARRIED

11.2 Lasqueti Aging at Home Project - Verbal Update

Staff reported that the consultant was busy drafting the consultation survey and they have set a date of Saturday, July 9, 2016 at the Community Hall for a Community Information Meeting. It would be over the lunch hour with light refreshments available, leaving the afternoon available for the consultant to interact with individuals and groups. The survey is about 20 questions long, available online and by hard copy. A notice will be in the *Isle & Times*.

There was brief discussion regarding the purpose of the consultation, namely to formulate recommendations to the LTC for policy and regulatory changes.

LA-2016-037

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request staff to invite members of the Advisory Planning Commission to the Aging at Home Project Community Information Meeting on Saturday, July 9, 2016.

CARRIED

There was further discussion regarding the time and place of the consultation meeting and how that affects the ability of different residents to attend.

12. REPORTS

12.1 Work Program Reports

12.1.1 Top Priorities Report dated May 31, 2016

LA-2016-038

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee remove Riparian Areas Regulation Compliance from the Top Priorities list.

CARRIED

12.1.2 Projects List Report dated May 31, 2016

LA-2016-039

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee move the “Establish relationships with First Nations that have interests in the Lasqueti Island Local Trust Area” to the Top Priorities list and that the Regional Community to Community Forum be added to the Projects list.

CARRIED

There was further discussion about the Projects list and how to organize and prioritize these items.

12.2 Applications Report dated May 31, 2016

Regarding LA-SUB-2014.1, there were no updates from the LTC.

Regarding the Fern Road Consulting application, staff asked the surveyors to confirm that there is 10% road frontage available.

There was discussion about public access to the documents. Staff clarified that all applications to the LTC are posted to the website under ‘current applications’ but staff would look into whether or not subdivision referrals could be posted or distributed to the public.

12.3 Trustee and Local Expense Report dated March, 2016

Received for information.

12.4 Adopted Policies and Standing Resolutions

Received for information.

12.5 Local Trust Committee Webpage

Received for information.

12.6 Chair's Report

The Executive Committee is busy preparing for next week's Trust Council on Pender Island. The format of the meeting is changing and it is difficult to fit everything into such a limited amount of time.

Some Trust Council highlights:

- Shipping safety forum with speakers;
- Mini-intro to visioning;
- Request for decision for anchorage advocacy; from Trustees to Trustees, not from Staff;
- Update about Salt Spring transition.

Two other islands received the C2C grant in addition to Lasqueti: Denman and Gabriola.

This fall, the Union of BC Municipalities (UBCM) Conference will be held over 5 days in Victoria.

12.7 Trustee Reports

Trustee Peterson reported on the following:

- He spoke with the Ministry of Transportation and Infrastructure (MOTI) again and discovered that a different person is now in charge of the Tucker Bay file, the third change since the beginning of this year.
- The meeting to bring the Hornby Island Residents and Ratepayers Association (HIRRA) to Lasqueti is set for September 10, 2016. The meeting will inform Lasqueti residents about how HIRRA works with their Regional District. He also reported trying to contact the Comox Valley Regional District to request their feedback on their relationship with HIRRA.
- He thanked the Lasqueti Island Ferry Committee (LIFC) for the recent breakthrough to allow people on the morning sailing to purchase return tickets for the afternoon sailings.
- He will be at the Affordable Housing Forum with Laurence Fisher.

Trustee Morrison reported on the following:

- She is on the LIFC and that the changes with the ferry company are very positive.
- She has been very busy with all the other committees.
- She is unable to attend the Affordable Housing Forum.

12.8 Electoral Area Director's Report - None

12.9 Trust Fund Board Report

Received for information.

Trustee Morrison commented that two Board openings are available and that Peter Johnston will be giving out the Trust Fund Board pamphlet regarding planned giving, at the next Death Café meeting on Lasqueti.

Trustee Peterson reported that he received emails from Lasqueti Island residents expressing their appreciation for being notified of these Board vacancies.

13. NEW BUSINESS

13.1 Beach Cleanup Event - For Discussion

Trustee Peterson advised that Peter Deitsh wants to organize a community cleanup of our beaches. He was asked to consult with Keith Morris about barging the garbage off the island and he reported that Keith has agreed. He was also asked for an expression of support from the LTC.

Chair Busheikin gave a description of similar events on Denman Island.

LA-2016-040

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee express support for the proposed beach cleanup event.

CARRIED

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for Monday, August 8, 2016 at 11:00 am at the Lasqueti Arts Centre, Main Road, Lasqueti Island, BC

There was discussion regarding the meeting schedule for the summer, now that a Special Meeting is scheduled for July 9, 2016.

The Trustees agreed to keep the current meeting schedule.

Staff will report back in August regarding the budget and possible targeted review projects for the Official Community Plan (OCP) review.

15. TOWN HALL

Chair Busheikin asked for comments.

Peter Johnston expressed some concerns about the requirements for the Aging at Home consultant, one of which is that the consultant has professional knowledge but no local knowledge.

Trustee Peterson responded that he could email the trustees with his specific concerns.

Staff summarized the expressions of interest and invitation to quote process used to select the qualified professional for this project.

Trustee Morrison added that she brought this issue to the Executive Committee and it has inspired another review of the procurement policy. She noted that this consultant has done this work for Pender Island.

Staff noted that there were local applicants in the expressions of interest and invitation to quote process and that the lowest quote is selected once qualified consultants are invited to prepare a quote. The consultant does not have to be a local area expert but they do need to be a land use planner because the consultant's recommendations have been grounded in the *Local Government Act* authority. Staff offered to send the draft aging at home questionnaire to the Trustees for review.

There was further discussion about how the consultations could help the LTC understand how to support people living in their homes and in the community longer.

16. CLOSED MEETING

16.1 Motion to Close the Meeting

LA-2016-041

It was MOVED and SECONDED,

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1)(a) and (d) for the purpose of considering Appointment of Board of Variance (BOV) Members and adoption of In-Camera Meeting Minutes dated April 9, 2015 and Bylaw Enforcement matters and that the recorder and staff attend this portion of the meeting and the second portion of the meeting that staff and trustees attend for the purpose of bylaw enforcement.

CARRIED

The meeting closed to the public at 12:36pm.

16.2 Recall to Order

The meeting was recalled to order at 12:43pm.

16.3 Rise and Report

Chair Busheikin reported that in the Closed Meeting, the LTC adopted minutes from the *In Camera* meeting of April 9, 2015; and appointed Sheila Ray, Jack Woodward and Laurie Jackson to the Board of Variance for the Lasqueti Island Local Trust Area.

17. ADJOURNMENT

By general consent the meeting was adjourned at 12:45pm.

Laura Busheikin, Chair

Certified Correct:

Dave Olsen, Recorder



Lasqueti Island Local Trust Committee Minutes of Special Meeting

Date: July 9, 2016
Location: Lasqueti Island Community Hall
 Main Road, Lasqueti Island, BC

Members Present Susan Morrison, Local Trustee
 Timothy Peterson, Local Trustee

Staff Present Sonja Zupanec, Island Planner and Recorder
 James van Hemert, Consultant

25 members of the public were in attendance

1. CALL TO ORDER

Chair Morrison called the meeting to order at 1:00pm. She acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations and introduced the Trustees, staff and consultant.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. WORKSHOP

3.1 Lasqueti Island Aging at Home Project

Trustee Peterson gave a brief background on the Aging at Home Project on Lasqueti Island and the funding that was sought to support the work being done. He thanked the staff, Mike Richards and Marnie Eggen at the northern Islands Trust office for helping get this project started

Planner Zupanec spoke briefly about the intent of the project and how it fits into the Local Trust Committee Official Community Plan and Land Use Bylaw review project.

James van Hemert introduced the concepts of aging in place and the types of domains of a healthy community. He spoke about how some policies and regulations might be barriers to a healthy community and that this workshop is the first step in addressing them and listening and learning from each other on issues related to aging on Lasqueti.

He reported that based on 2011 Census data:

- the median age on Lasqueti is 52.5 (provincial is 42)
- 125 people living alone

Preliminary results of the Aging at Home survey include 42 respondents online; hard copies are available:

- 60% respondents need support for off-grid living;
- 20% are already using delivery services;
- high level of social participation;
- half will stay no matter what;
- one quarter said it depends;
- one third said yes they can stay in their house if there were modifications;
- one third said a smaller house or suite or cottage would assist them;

Participants were then divided into five groups for café style discussions on issues specific to Lasqueti Island. Participants discussed topics for 20 minutes and then rotated to a new discussion table. Trustees reported back on the main discussion points for each of the five topics discussed:

LASQUETI HOUSING TYPES:

- Abbeyfield option should be investigated
- secondary suites/cottages might be supported with reservations about increases in density
- sizes of additional dwellings should be regulated or limited
- ferry regulates influx of people
- cohousing option or project would be of interest

LASQUETI ISLAND DENSITY:

- should have exceptions to use of cottages such as space for caregivers
- retention of caregivers is difficult due to housing
- flexibility in density for people who need/want to rent housing
- density transfer options should be considered
- temporary use permit option should be considered

LASQUETI ISLAND HEALTH SERVICES AND SUPPORT:

- health centre and nursing station open
- baths and showers available
- need for finances and grants to operate in the future
- need list of workers available for chores and odd jobs to support seniors
- find educational training opportunities for people to become certified home care workers
- reduce need to travel for services by duplicating supports on island
- have on island suturing and dental care services

LASQUETI HOME ENTERPRISE:

- relax bylaws to allow senior care at home

LASQUETI TRANSPORTATION:

- issues related to the dock and ramp access for those with mobility or strength issues
- tote service for seniors or anyone or a dolly service would be great
- transit services on both sides necessary
- barriers on the dock/ferry hill
- delivery service for groceries to homes

The consultant and Trustees thanked everyone for taking the time out of their Saturday to participate in the workshop and reminded everyone to complete a survey and fill out the sign in sheet if they wished to have a copy of the final report emailed to them.

4. ADJOURNMENT

By general consent the meeting was adjourned at 3:00 pm.

Susan Morrison, Chair

Certified Correct:

Sonja Zupanec, Recorder

Follow Up Action Report

Lasqueti Island

15-Jun-2015

Activity	Responsibility	Target Date	Status
Staff to draft an amendment bylaw to amend the Lasqueti Island Local Trust Committee Fees Bylaw, 2009 to reduce the development variance permit fee to \$150.00 in respect of setback and screening regulations for streams (both RAR and non RAR streams) and that the reduction apply to residential, commercial, industrial, and institutional development.	Sonja Zupanec	09-Jun-2016	Done

15-Feb-2016

Activity	Responsibility	Target Date	Status
Staff to work with CDFCP to draft recommendations regarding land use planning tools that will effectively conserve Coastal Douglas-fir forest ecosystems. A view to work into the upcoming OCP/LUB review.	Sonja Zupanec		On Going

18-Apr-2016

Activity	Responsibility	Target Date	Status
Staff requested to update the APC Secretary Responsibility list to include a requirement for five days notice to the general public. Amendment to Bylaw 88 given third reading. Forward to EC for approval and return to LTC for adoption.	Becky McErlean Sonja Zupanec Penny Hawley	09-Jun-2016	On Going
Proposed Bylaw No. 90 (Riparian Areas Regulation) - Adopted.	Becky McErlean	29-Apr-2016	On Going

09-Jun-2016

Activity	Responsibility	Target Date	Status
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Follow Up Action Report

LA-RZ-2015.1 - Application ON HOLD by request of applicant. Staff to prepare a draft bylaw for LTC consideration and further discussion. Applicant to be notified of LTCs request for professional verification of septic capability work towards easements being secured for septic infrastructure across lot lines. -	Sonja Zupanec	09-Jun-2016	On Going
Staff to circulate a draft agenda for meeting with the Powell River Regional District September 22, 2016 in PR.	Sonja Zupanec	22-Jul-2016	Done
LA LTC appointed three members to BOV as per staff report recommendation.	Becky McErlean		On Going

Date: July 13, 2016

File No.: 6500-20-[OCP/LUB
Review]

To: Lasqueti Island Local Trust Committee
For the meeting of August 8, 2016

From: Sonja Zupanec, Island Planner

Copy: Ann Kjerulf, Regional Planning Manager

Re: Targeted Official Community Plan and Land Use Bylaw Review Project

Preliminary Report

The purpose of this report is to recommend a scope of work, timeline and budget for a targeted Phase 1 review project of the Lasqueti Official Community Plan (OCP) and Land Use Bylaw (LUB) to commence September 2016 and be completed by summer 2017.

Project Background

At the June 2016 Lasqueti Local Trust Committee (LTC) meeting, the LTC requested staff to bring to the August regular business meeting a preliminary outline of the objectives, scope and timeline for a targeted OCP and LUB review project based on the items on the LTC project list. Staff has referred to the Project List, 2016/2017 budget and considered the time remaining in the term to propose a series of targeted review project components for the LTC to choose from to populate a draft project charter.

Project Objectives

Staff suggests the following objectives for this targeted review:

1. Review targeted OCP policies and LUB regulations to support
 - marina pump out facilities;
 - food security and agriculture; and
 - aging at home.
2. Designate and zone appropriate lands for community service uses.
3. Develop a communications strategy to effectively communicate new OCP policies and/or LUB regulations to property owners, residents, realtors and relevant agencies or community groups.

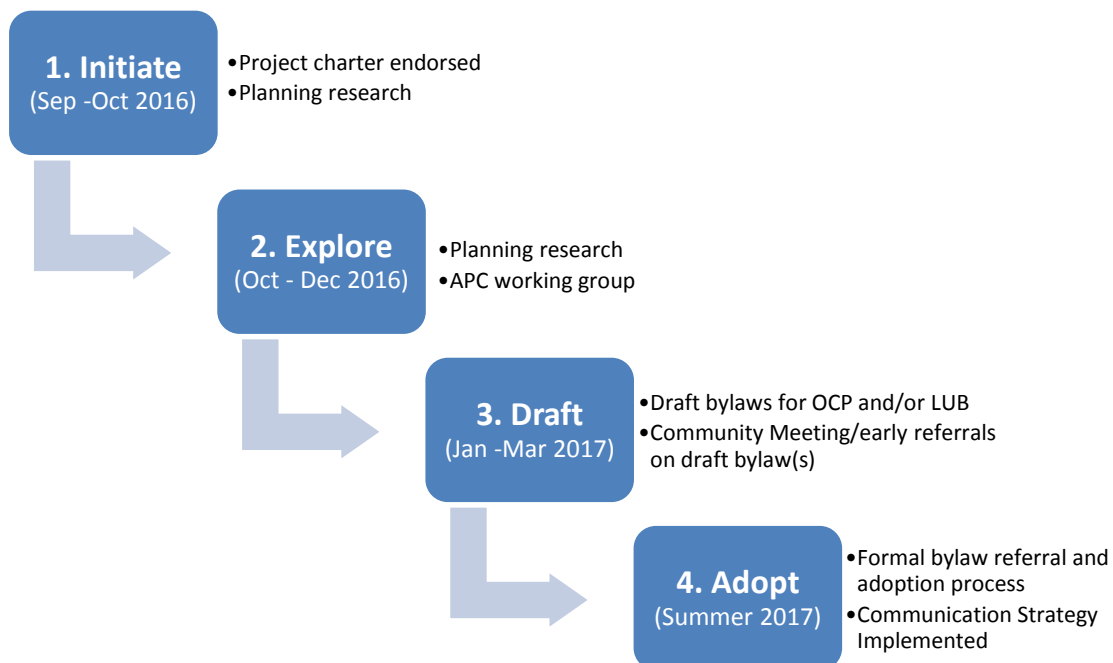
Proposed Project Scope

The following scope options are presented for LTC consideration:

Phase 1 Scope (2016/17/18 Fiscal Years)	Phase 2 Scope (Proposed as time and budget permit)
• New OCP policies pertaining to requirement for marina pump out facilities. • New OCP policies and LUB regulations supporting food security and agriculture. • Identify appropriate lands for designation and/or zoning as Community Service Use. • Review OCP policies and LUB regulations to remove barriers to supporting aging at home on Lasqueti Island. • Implement communication strategy.	• Review of land use planning tools to protect coastal Douglas-fir and associated ecosystems. • Review of OCP policies and land use planning tools to protect forage fish and eelgrass habitats. • Review of OCP policies and land use planning tools to encourage Greenshores principles. • Review of existing policies to correct or update administrative references or information pertaining to First Nations interests.

Proposed Project Timeline

The proposed Phase 1 review project can be generalized into four parts:



Resources and Roles

For 2016/17, Trust Council approved a budget of \$5,000 for the Lasqueti OCP/LUB review project. A small portion of this budget has been used towards the community consultation for the Aging at Home sub-project. The proposed project timeline aligns with the current budget with a significant portion of the first phase of the project to be completed by spring 2017. The LTC may need to request additional funds to complete Phase I within the 2017/2018 budget if additional community consultation is required.

Planning staff would lead the Phase I project and consult with the APC, relevant agencies, organizations, and community members to develop draft bylaws for LTC consideration.

Project Charter

A draft project charter has been prepared for LTC consideration and discussion (Attachment 1). The LTC is asked to provide input on the desired objectives and scope for the targeted OCP review project in order to prepare a revised Project Charter for LTC consideration.

Communications

Staff recommends the following community consultation and engagement for Phase 1:

- APC working group to develop parameters for draft regulatory and policy changes;
- Community Information Meeting for draft bylaw(s) being considered by LTC;
- Referral of proposed bylaw(s) to APC and relevant agencies and First Nations;
- Community Information Meeting and public hearing on proposed bylaw(s); and
- Develop and implement a communications strategy to ensure new policies and regulations are communicated to property owners, residents, realtors and any relevant agencies and community groups.

Next Steps

The LTC is asked to consider the draft project charter and provide direction to staff on the defined objectives and scope for this first phase of the project. Staff can then finalize the timeline, budget and work plan details and return the revised project charter to the LTC for endorsement by RWM in advance of the next regular LTC meeting date.

RECOMMENDATION:

1. THAT the Lasqueti Island Local Trust Committee provide direction to staff on the preferred objectives and scope for a targeted OCP and LUB review project charter; AND
 2. THAT the Lasqueti Island Local Trust Committee request staff to return the revised project charter to the Local Trust Committee for endorsement.
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Prepared and Submitted by:

S Zupanec

July 13, 2016

Sonja Zupanec, Island Planner

Date

Concurred in by:

Ann Kjerulf

Ann Kjerulf, MCIP, RPP
Regional Planning Manager

July 19, 2016

Date

Attachments:

1. Draft Project Charter, August 2016

Lasqueti OCP/LUB Review Project - PHASE 1 Draft Charter v 1.0

Lasqueti Island Local Trust Committee

Date: August 2016

Purpose To increase opportunities for community service uses, aging at home, agriculture and food security on Lasqueti Island by reviewing relevant Official Community Plan (OCP) policies and Land Use Bylaw (LUB) regulations.

Background The LTC identified a number of OCP/LUB review topics on Lasqueti Island as a top priority for the 2014-2018 term. A Phase 1 targeted review is anticipated to be completed prior to the end of the term.

Objectives

-Review targeted OCP policies and LUB regulations to support:

- marina pump out facilities;
- food security/ agriculture and
- aging at home.

-Designate and zone appropriate lands for community service uses.
-Develop a communications strategy to effectively communicate new OCP policies and/or LUB regulations to property owners, residents, realtors and relevant agencies or community groups.

In Scope

-New OCP policies pertaining to requirement for marina pump out facilities.
-New OCP policies and LUB regulations supporting food security and agriculture.
-Identify appropriate lands for designation and zoning as Community Service Use.
-Review OCP policies and LUB regulations to remove barriers to supporting aging at home on Lasqueti Island.
-Implement Communication Strategy.

Out of Scope

-Review of land use planning tools to protect coastal Douglas-fir and associated ecosystems.
-Review of OCP policies and land use planning tools to protect forage fish and eelgrass habitats.
-Review of OCP policies and land use planning tools to encourage Green-shores principles.
-Review of existing OCP policies to correct or update administrative references or information pertaining to First Nations interests.

Workplan Overview

Deliverable/Milestone	Date
LTC endorses project scope and objectives	September 2016
Planning research, outreach to identified agencies, groups	Sep—Oct 2016
Planning research; community engagement and consultation	Oct—Dec 2016
Draft bylaws presented to LTC for review	Jan– Feb 2017
Community consultation and early referrals of draft bylaws	March 2017
Legislative process for proposed bylaw(s)	March—May 2017
Adoption of proposed bylaw(s) and communications materials	Summer 2017

Project Team

Sonja Zupanec	Project Manager/ Planner
Ann Kjerulf	Project Sponsor
Becky McErlean	Legislative Clerk

RPM Approval:

Date:

LTC Endorsement:

Resolution #:

Date:

Budget

Budget Source:

Fiscal	Item	Cost
2016-2017	APC/Community engagement and consultation	\$1,000
2017-2018	Communication and outreach materials	\$500 (pending budget approval)
2017-2018	Legislative Process (community information meetings; public hearing; advertising)	\$1,300 (pending budget approval)
	Total	\$2,800

STAFF REPORT

Date: July 13, 2016

File No.: 6500-20 (RAR)

To: Lasqueti Island Local Trust Committee
For meeting of August 9, 2016

From: Sonja Zupanec Island Planner

Copy: Ann Kjerulf, Regional Planning Manager

THE PROPOSAL:

The Local Trust Committee (LTC) proposes to reduce the development variance permit fee to \$150.00 in respect of setback and screening regulations for streams (both RAR and non-RAR streams) applicable to residential, commercial, industrial and institutional development.

BACKGROUND:

Riparian Areas Regulation (RAR) compliance was the top priority on the Lasqueti Island LTC work program and a bylaw was adopted in June 2016. Members of the community expressed concern over the cost to obtain an assessment report from a Qualified Environmental Professional when proposing to undertake development within the Riparian Areas Assessment area (within 30 metres of a stream). The LTC was asked about the possibility of subsidizing that cost, but there is no mechanism for the LTC to subsidize the cost of a professional report required as part of a land use application. The LTC determined it can, however, reduce the fee for a development variance permit application. The following resolution was passed in June 2015:

LA-LTC-2015-022

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request staff to draft an amendment bylaw to amend the "Lasqueti Island Local Trust Committee Fees Bylaw, 2009" to reduce the development variance permit fee to \$150.00 in respect of setback and screening regulations for streams (both RAR and non-RAR streams) and that the reduction apply to residential, commercial, industrial and institutional development.

CARRIED

LEGISLATIVE AND POLICY CONTEXT

Local Government Act

Section 462 of the *Local Government Act* provides that a local government may, by bylaw, impose fees related to applications and inspections.

Islands Trust Act

Section 27 of the *Islands Trust Act* requires that a Local Trust Committee must, before adoption, submit its bylaws to the Executive Committee for approval.

Islands Trust Policy

Islands Trust Policy 5.6.1 Application Processing Services provides policy direction that application fees that are to be based on the average cost of processing a particular type of application. A model fees bylaw has not yet been adopted by Trust Council to provide clear direction to LTC's on the actual costs of processing applications. The LTC has the discretion to set or adjust application fees until such time as a model fees bylaw is adopted by Trust Council.

Lasqueti Island Local Trust Committee Fees Bylaw, 2009

The current Lasqueti fees bylaw sets the fee for a development variance permit application and the development variance permit fee at \$440.00 in respect of any residential development and at \$715.00 in respect of any commercial, industrial, or institutional development . The LTC has requested staff to prepare a proposed reduction in fees specific only to setback and screening regulations for streams (both RAR and non-RAR streams) and that the fee reduction apply to residential, commercial, industrial and institutional development. Draft Bylaw No. 94 is presented for LTC consideration.

COMMUNITY INFORMATION MEETING(S):

Consultation and public hearing on amendments to a fees bylaw is not a requirement. As this was initiated by the LTC in response to public concern about the cost of the application, staff does not consider consultation to be necessary.

STAFF COMMENTS:

The average cost of processing a development variance permit in respect of setback and screening regulations is greater than the proposed fee of \$150. All Northern LTC Fees Bylaws appear outdated and do not reflect the true cost of processing development applications in 2016. However, a fees bylaw review project is not currently a priority of the Islands Trust Financial Planning Committee and LTCs currently have the discretion to set their own application fees. Reducing fees for applications aimed at preserving and protecting sensitive natural areas on private property is a concept that has been used in other jurisdictions to encourage compliance and good stewardship from property owners and applicants.

Should an application for more than one variance be received that included a stream setback and (for example) the siting of a building to close to a property line setback or over height building) the full fee of \$440 would be charged for the application.

RECOMMENDATIONS:

1. **THAT** the Lasqueti Island Local Trust Committee Bylaw No. 94 cited as the "Lasqueti Island Local Trust Committee Fees Bylaw, 2009, Amendment No. 1, 2016", be read a first time.
2. **THAT** the Lasqueti Island Local Trust Committee Bylaw No. 93 cited as the "Lasqueti Island Local Trust Committee Fees Bylaw, 2009, Amendment No. 1, 2016", be read a second time.
3. **THAT** the Lasqueti Island Local Trust Committee Bylaw No. 93 cited as the "Lasqueti Island Local Trust Committee Fees Bylaw, 2009, Amendment No. 1, 2016", be read a third time.
4. **THAT** the Lasqueti Island Local Trust Committee Bylaw No. 93 cited as the "Lasqueti Island Local Trust Committee Fees Bylaw, 2009, Amendment No. 1, 2016", be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

Prepared and Submitted by:

Sonja Zupanec
Sonja Zupanec Island Planner

July 13, 2016
Date

Ann Kjerulf
Ann Kjerulf,
Regional Planning Manager

July 19, 2016
Date

Attachments:

1. Draft Bylaw No. 94

DRAFT

LASQUETI ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 94

A BYLAW TO AMEND LASQUETI ISLAND FEES BYLAW

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

1. Citation

This Bylaw may be cited for all purposes as "Lasqueti Island Local Trust Committee Fees Bylaw, 2009, Amendment No. 1, 2016".

2. Lasqueti Island Local Trust Committee Bylaw No. 85, cited as Lasqueti Island Local Trust Committee Fees Bylaw, 2009", is amended as follows:

2.1 Part **3. Application Fees**, Section 3.1 **TABLE 2 – Permits** is deleted in its entirety and replaced with:

TABLE 2 – Permits		
Column 1		Column 2
1.	Development variance permit in respect of a residential development	\$440
2.	Development variance permit in respect of a commercial, industrial or institutional development	\$715
3.	Development variance permit for a setback or screening regulation specific to any freshwater feature (stream, lake, pond, brook, ditch, creek or wetland) in respect of a residential, commercial, industrial or institutional development	\$150
4.	Temporary commercial and industrial use permit	\$770
5.	Temporary commercial and industrial use permit renewal	\$165

READ A FIRST TIME THIS DAY OF , 2016

READ A SECOND TIME THIS DAY OF , 2016

READ A THIRD TIME THIS DAY OF , 2016

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

DAY OF , 201X

ADOPTED THIS DAY OF , 201X

DRAFT

CHAIR

SECRETARY

Top Priorities

Lasqueti Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Lasqueti Official Community Plan and Land Use Bylaw review		13-Sep-2014	Sonja Zupanec	
1	Aging at Home Project		15-Feb-2016	Sonja Zupanec	
1	Community to Community Forum	Establish relationships with First Nations that have interests in the Lasqueti Local Trust Area.	09-Jun-2016		31-Mar-2017



Projects

Lasqueti Island

Description	Activity	R/Initiated
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 LTCs) 3. Update with Intertidal zone policies using specific recommendations from the Forage Fish team and the Greenshores and Eelgrass Project		
Update Official Community Plan and Land Use Bylaw to include provisions for food security. (Direction from Trust Council - December, 2010)		03-Mar-2011
Utilize Land Use Planning tools and decisions to protect Coastal Douglas Fir and associated ecosystems.		30-Jul-2015



Rezoning

File Number	Applicant Name	Date Received	Purpose
LA-RZ-2015.1	KGL Freight Services Ltd.	26-Aug-2015	PID 005-600-081 - 1 Weldon Road. Application to rezone lot to commercial use to put in full service gas station/Laundromat/convenience store and water sales.

Planner: Sonja Zupanec

Planning Status

Status Date: 27-Jun-2016

Preliminary staff report considered by LTC and further information requested from applicant. Application has indicated to staff they wish for their application to be put on hold.

Status Date: 30-Sep-2015

Planner reviewing. Further information requested.

Subdivision

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

Planner: Teresa Rittemann

Planning Status

Status Date: 21-Jul-2016

No change in status.

Status Date: 08-Jul-2015

Applicants requested MOTI to give a one-year extension to their PLA from the original August 25, 2014 letter date. MOTI forwarded the request for IT input. IT responded via email that our office has no concerns with the PLA extension request at this time.

Status Date: 31-Mar-2015

REVISED Proposed Subdivision Review Status received from MOTI. File still in abeyance until applicant proceeds with required information to MOTI.

File Number	Applicant Name	Date Received	Purpose
LA-SUB-2016.1	Mystic Ridge Farm	29-Feb-2016	PID: 004-248-163 Create three residential lots

Planner: Sonja Zupanec

Applications

Planning Status

Status Date: 09-May-2016

Email to MOTI to confirm that applicant has submitted confirmation that conditions re: ALC and sewage have been met and non-conformity siting demonstrated on sketched plan. Waiting for final plan of subdivision prior to letter from IT that application meets Lasqueti bylaws.

Status Date: 18-Mar-2016

Referral response sent to MOTI; copied to LTC and applicant/owner. Waiting for final plan of subdivision and confirmation of conditions met prior to final approval letter.

File Number	Applicant Name	Date Received	Purpose
LA-SUB-2016.2	Fern Road Consulting	05-Apr-2016	boundary adjustment

Planner: Marnie Eggen

Planning Status

Status Date: 17-Jun-2016

Referral response sent to MOTI and copied to applicant and LTC (via email).

Status Date: 08-Jun-2016

Applicant has provided copies of leases registered on title and will be sending confirmation of 10% road frontage. Once this information is received the subdivision referral can be completed.

Status Date: 04-May-2016

Planner reviewing

File Number	Applicant Name	Date Received	Purpose
LA-SUB-2016.3	Norex Consultants	09-Jun-2016	PID: 009-718-117 Windy Bay, Lasqueti Island. Subdivide into two parcels.

Ltd.

Planner: Marnie Eggen

Planning Status

Status Date:

Islands Trust
LTC EXP SUMMARY REPORT F2017
Invoices posted to Month ending June 2016

640 Lasqueti	Invoices posted to Month ending June 2016	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-640	LTC "Trustee Expenses"	750.00	201.97	548.03
LTC Local				
65200-640	LTC - Local Exp - LTC Meeting Expenses	1,250.00	413.45	836.55
65210-640	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-640	LTC - Local Exp - Communications	1,000.00	37.00	963.00
65230-640	LTC - Local Exp - Special Projects	500.00	0.00	500.00
TOTAL LTC Local Expense		<u>3,250.00</u>	<u>450.45</u>	<u>2,799.55</u>
Projects				
73001-640-2015	Lasqueti OCP/LUB	5,000.00	20.00	4,980.00
73001-640-3004	Lasqueti RAR	2,500.00	1,067.87	1,432.13
73001-640-7001	Lasqueti Ageing at Home	0.00	1,190.00	-1,190.00
		<u>7,500.00</u>	<u>2,277.87</u>	<u>5,222.13</u>

Lasqueti Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

No	Meeting Date	Resolution No.	Issue	Policy
1.	July 11, 2013	LA-020-2013	APC member Agenda Package	It was MOVED and SECONDED , that on request by an Advisory Planning Commission member, that they receive a Lasqueti Island Local Trust Committee Agenda package at no charge.



DATE OF MEETING: July 12, 2016

TO: Denman Island Local Trust Committee
Gabriola Island Local Trust Committee
Gambier Island Local Trust Committee
Hornby Island Local Trust Committee
Lasqueti Island Local Trust Committee
Thetis Island Local Trust Committee
Executive Committee Acting as a Local Trust Committee (**Ballenas-Winchelsea Islands**)

FROM: Ann Kjerulf, Regional Planning Manager

SUBJECT: 2017-18 Local Trust Committee Budgets

RECOMMENDATION

1. That the (*insert name of local trust committee*) approve and forward the draft 2017-18 budget submission to Financial Planning Committee as presented (*or as revised, noting requested changes*).

REPORT SUMMARY

Each Local Trust Committee (LTC) is asked to consider its anticipated workplan and corresponding project budget requirements for the 2017-18 fiscal year, and to forward budget requests, via LTC resolution, to Financial Planning Committee (FPC). Proposed LTC expense budgets have been prepared by Administrative Services based on historical spending and Local Trust Area (LTA) assessed values (Attachment 1). Staff have prepared proposed project budgets for consideration of LTCs based on current and anticipated workplan priorities (Attachment 2).

BACKGROUND

Islands Trust fiscal budget preparation generally begins early in the current fiscal year. Local Planning Services (LPS) staff have been asked to forward budget request for LTCs to be considered initially by FPC in October 2016, and eventually for adoption by Islands Trust Council in March 2017.

Proposed LTC budgets are broken into two key categories: LTC expenses and LTC projects. LTC expense budgets include anticipated expenses related to meeting administration, communications, and special projects. LTC expense budgets, prepared by Corporate Administration, reflect historical (actual) spending by LTCs and are intended to be proportionate to assessed values for LTAs. Project budgets support LTC work plan priorities through the fiscal year.

Key criteria for LTC project budget consideration include the following:

- Supports work that is a provincial requirement;
- Supports an activity identified in the Islands Trust Council Strategic Plan;
- Supports work that is a continuation of a current OCP/LUB program; and
- Supports recently adopted OCP policies.

Budget Process Timeline:

The timeline for the budget process is as follows:

June 2016	LPS (Northern, Southern and Salt Spring) units develop budget estimates for LTCs;
July – Sept. 2016	LTCs review and approve project budget requests at LTC meetings;
Aug. 24, 2016	FPC reviews draft budget principles;
Oct. 7, 2016	Senior management staff finalize budget recommendations to FPC;
Oct. 19, 2016	FPC reviews draft budget and considers changes;
Nov. 16, 2016	FPC approves draft budget and budget principles to be submitted to Trust Council;
Dec. 6, 2016	Trust Council reviews and endorses draft budget; approves public consultation process;
Jan. 2017	Public consultation on draft budget; LTCs consider special tax requisition to fund additional operations;
Feb. 2017	LTCs proposing special tax requisition hold public consultation meetings; Executive Committee and FPC review proposed budget;
Mar. 2017	Trust Council considers and approves budget, and budget bylaws; Budget bylaws forwarded to the Minister;

ANALYSIS

LTC budget requests should support anticipated 2017-18 workplan priorities. Preliminary project requests have been drafted based on all Top Priority work program items which are currently anticipated to commence in or carry over to the next fiscal year. Items from the Projects List which staff anticipate commencing in the coming year and requiring dedicated funding are also included. These requests are preliminary recommendations and may subsequently be revised by LTCs. However, attention should be paid to the noted budget process timeline.

When reviewing the draft project budget requests, LTCs may wish to consider the following:

- Projects planned for the current (2016-17) fiscal year which are not completed should be considered as new projects for the 2017-18 fiscal year with resources allocated to support that work;
- For projects that would begin in 2017-18, LTCs should consider the necessary resources; for instance, a new project may involve in-house staff only or could necessitate external consultant expertise;
- LTCs should review their Projects List to identify projects that may be prioritized in 2017-18;
- LTCs may wish to review their long-term 2014-18 goals in determining priorities for completion in 2017-18, the last full fiscal year prior to the next election.
- LTCs whose bylaws are not yet compliant with the Provincial *Riparian Areas Regulation* (RAR) or those wishing to make RAR-related amendments should consider RAR budget requests for 2017-18;
- LTCs which anticipate receiving grant funding from the Union of BC Municipalities to hold Community to Community (C2C) Forums with First Nations should note that grant funding is matched dollar for dollar by the local government and, as a result, should include a First Nations project budget line item.
- LTCs are generally encouraged to include a budget line item for First Nations Relationship Building.

Staff have prepared project budget requests for Northern LTCs taking these factors into consideration.

Submitted By:	Ann Kjerulf, Regional Planning Manager	July 12, 2016
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ATTACHMENTS

1. Proposed LTC Expense Budgets for 2017-18
2. Proposed LTC Project Budgets for 2017-18

ATTACHMENT 1: PROPOSED LTC EXPENSE BUDGETS FOR 2017-18

Total 2017-18

	615-Denman	620-Gabriola	625-Galiano	630-Gambie	635-Hornby	640-Lasqueti	645-Mayne	650-N.Pende	655-Salt Sprin	660-Saturna	665-S.Pender	670-Thetis	EC as LTC	
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	4,500	4,750	5,500	4,750	2,750	1,250	1,500	4,000	7,000	2,500	2,000	1,000		41,500
APC Meeting Expenses	600	600	500	500	500	500	500	600	1,500	500	500	500		7,300
Communications	500	1,250	500	1,000	1,000	1,000	1,000	500	1,250	300	300	1,000		9,600
Special Projects	500	1,000	500	500	500	500	500	500	1,000	500	500	500	500	7,500
SUB-TOTAL EXPENSES	6,100	7,600	7,000	6,750	4,750	3,250	3,500	5,600	10,750	3,800	3,300	3,000	500	65,900
Program	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	6,100	7,600	7,000	6,750	4,750	3,250	3,500	5,600	10,750	3,800	3,300	3,000	500	65,900
	9%	12%	11%	10%	7%	5%	5%	8%	16%	6%	5%	5%		

ATTACHMENT 2: PROPOSED LTC PROJECT BUDGETS FOR 2017-18 (DRAFT JULY 12, 2016)

LTC	Project	Cost	Notes	Provincial Requirement	Supports Strategic Plan	Continues OCP/LUB work	Supports OCP policies
Denman	First Nation Relationship building	\$1,000	Potential protocol agreement with K'omoks		x		
	Denman Farm Plan Implementation	\$3,500					
	Targeted OCP/LUB Amendments	\$1,500	Potential for RAR or housing-related amendments		x		
Gabriola	Housing Options Review	\$2,500	For discussion July 21		x		x
	Housing Needs Assessment	\$15,000	For discussion July 21		x		x
	First Nations Relationship Building	\$1,000	Potential protocol agreement implementation with Snuneymux'w		x		
Gambier	Gambier Island OCP Targeted Review	\$5,000			x		
	DAI Bylaws	\$1,500			x		
	Keats Island Foreshore Protection	\$8,000			x		
	First Nations Relationship Building	\$500	Continuation of St'a'pas working group				
Hornby	First Nation Relationship building	\$500	Potential C2C with K'omoks		x		
	Ford Family Orchard heritage protection	\$500					x
	Develop a TOR for APC review of vacation home rentals	\$1,000					x
Lasqueti	Targeted OCP/LUB Review	\$5,000			x		
	First Nations Relationship Building	\$1,000	Potential protocol agreement with Qualicum		x		
Thetis	RAR Implementation	\$1,500		x	x		
	Targeted OCP/LUB Review and Maintenance	\$3,000			x	x	
	First Nations Relationship Building	\$500			x		
Ballenas-Winchelsea	First Nations Relationship Building	\$500	Potential C2C with Nanoose		x		
	Crown Islet Advocacy	\$500			x		x