



Lasqueti Island Local Trust Committee

Regular Meeting Revised Agenda

Date: February 25, 2019
Time: 11:00 am
Location: Judith Fisher Centre
#1 China Cloud Bay Road
Lasqueti Island, BC

	Pages
1. CALL TO ORDER	11:00 AM - 11:00 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	
3. MINUTES	11:00 AM - 11:05 AM
3.1 Local Trust Committee Special Meeting Minutes dated December 17, 2018 - for adoption	4 - 12
3.2 Local Trust Committee Public Hearing Record dated December 17, 2018- for receipt	13 - 14
3.3 Local Trust Committee Special Meeting Minutes dated January 15, 2019 - for adoption	15 - 15
3.4 Section 26 Resolutions-Without-Meeting Report dated February 14, 2019	16 - 16
3.5 Advisory Planning Commission Minutes to be distributed - for receipt	
4. BUSINESS ARISING FROM MINUTES	11:05 AM - 11:10 AM
4.1 Follow-up Action List dated February 14, 2019	17 - 17
5. TOWN HALL	11:10 AM - 11:20 AM
6. APPLICATIONS AND REFERRALS - none	
7. LOCAL TRUST COMMITTEE PROJECTS	11:20 AM - 11:40 AM
7.1 Official Community Plan and Land Use Bylaw Review Project - Memorandum	18 - 26
8. DELEGATIONS	
8.1 <i>Lasqueti Community Association - Official Community Plan Steering Committee (LCA OCP)</i>	

9. CORRESPONDENCE

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

10. NEW BUSINESS

11:40 AM - 12:15 AM

- | | | |
|------|--|---------|
| 10.1 | Updated Islands Trust Climate Change Webpages - Briefing | 27 - 28 |
| 10.2 | Expenses for Publishing Trustee Notes - for discussion | |
| 10.3 | The Indigenous People of the Lasqueti Island Local Trust Area Briefing Binder and Trustee Toolkit - for discussion | |
| 10.4 | Community to Community Forum - for discussion | |
| 10.5 | Electronic Meetings - for discussion | |
| 10.6 | <i>10.6 Professionalism</i> | |
| 10.7 | <i>Invitation to Ministry of Transportation and Infrastructure (MOTI) Event</i> | |
| 10.8 | <i>Invitation to Squamish Leadership Event</i> | |

----- BREAK ----- 15 MINUTES

11. REPORTS

12:35 PM - 12:50 PM

- | | | |
|------|---|---------|
| 11.1 | Trustee Reports | |
| 11.2 | Chair's Report | |
| 11.3 | Trust Conservancy Report dated November, 2018 | 29 - 31 |
| 11.4 | Electoral Area Director's Report | |
| 11.5 | Applications Report dated February 14, 2019 | 32 - 32 |
| 11.6 | Trustee and Local Expense Report dated December, 2019 | 33 - 33 |
| 11.7 | Adopted Policies and Standing Resolutions | 34 - 34 |
| 11.8 | Local Trust Committee Webpage | |

12. WORK PROGRAM

12:50 PM - 1:00 PM

- | | | |
|------|---|---------|
| 12.1 | Top Priorities Report dated February 14, 2019 | 35 - 35 |
| 12.2 | Projects List Report dated February 14, 2019 | 36 - 37 |

13. CLOSED MEETING

1:00 PM - 1:10 PM

13.1 Motion to Close the Meeting

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1) (c) and (d) for the purpose of considering Labour Relations and Adopting In Camera Minutes dated January 15, 2019 and that the recorder and staff attend the meeting.

13.2 Recall to Order

13.3 Rise and Report

14. UPCOMING MEETINGS

1:10 PM - 1:15 PM

14.1 Next Regular Meeting Scheduled for Monday, April 8, 2019 at 11:00 am at the Judith Fisher Centre, #1 Cloud Bay Road, Lasqueti Island, BC

15. ADJOURNMENT

1:15 PM - 1:15 PM



Lasqueti Island Local Trust Committee Minutes of Special Meeting

Date: December 17, 2018
Location: Judith Fisher Centre
 #1 China Cloud Bay Road
 Lasqueti Island, BC

Members Present: Peter Luckham, Chair
 Peter Johnston, Local Trustee
 Timothy Peterson, Local Trustee
 Ann Kjerulf Regional Planning Manager by teleconference

Staff Present: Sonja Zupanec, Island Planner by teleconference
 Dave Olsen, Recorder

Others Present: There were six (6) members of the public in attendance.

1. CALL TO ORDER

"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."

Chair Luckham called the meeting to order at 11:07 am. He acknowledged that the meeting was being held in territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. MINUTES

3.1 Local Trust Committee Adopted Minutes - None

3.2 Section 26 Resolutions-Without-Meeting Report dated December 4, 2018 – Received for information

3.3 Advisory Planning Commission Minutes - None

4. BUSINESS ARISING FROM MINUTES

4.1 Follow-up Action List dated December 4, 2018

Received.

5. COMMUNITY INFORMATION MEETING

Regarding Subdivision Regulation Review - Bylaw No. 95 - Planner Zupanec

Chair Luckham opened the meeting and invited the public to ask questions to gain clarity on the Bylaw and related issues.

Staff provided a brief on Bylaw No. 95, including the purpose and rationale, summarizing the information in the agenda package. The Referral Response from the Agricultural Land Commission (ALC) was described in detail and the resulting changes identified.

The statutory process was also explained.

Discussion ensued and the following comments were noted:

- Why couldn't the loophole be plugged without removing cluster housing?
 - Staff responded that the Local Trust Committee (LTC) considered this but decided to limit the scope of this project and allow the Official Community Plan (OCP) review to deal with issues such as cluster housing.
 - A trustee stated that the Bylaw is specific to correct minimum lot sizes to 10 acres. The OCP review can come up with ideas to include smaller lot sizes. Staff advised that a site-specific rezoning application could facilitate smaller lot sizes.
- Part of the issue is that this Bylaw only addresses subdivision into fee simple properties. This is coming up in our review, so it would be helpful to have clarity.
- Would it still be permitted to have a single building strata development with each lot having a fee simple title and the bulk of land held in common?
 - Staff advised that this would still be permitted.

6. PUBLIC HEARING

6.1 Recess for Public Hearing - Proposed Bylaw No. 95 - Subdivision Regulation Review

By general consent the LTC meeting recessed at 11:45 am to conduct a Public Hearing on Bylaw No. 95.

6.2 Recall to Order

By general consent the meeting reconvened at 11:53 am.

7. DELEGATIONS - none

8. TOWN HALL

Chair Luckham reminded the public that after a Public Hearing, the LTC is not allowed to hear any further submissions regarding Bylaw 95.

Lasqueti Community Association's (LCA) Official Community Plan (OCP) Steering Committee

Members of the public made the following comments:

- A member of the Lasqueti Community Association's (LCA) Official Community Plan (OCP) Steering Committee noted that it is a huge endeavour and that they have no budget. She requested that the LTC release some funds since, to date, they are paying out of pocket.
- The LCA formed this Steering Committee and that it has met 12 times to date, and held a Community Forum that was attended by 60 people. He suggested that the community led process is much more cost effective than an Islands Trust-led process and that the LCA is providing the meeting space for free.
- The last OCP review had a very large budget; this review is proposed to be just as large. It would behove the LTC to support this work.

The Chair responded and the following was noted:

- This process is unusual for the Islands Trust.
- Having a parallel process does not eliminate the LTC's responsibility for running our own review.
- We can find ways of supporting the work that you are doing.
- We cannot make any commitments for funding today as there will be some costs as well as a legal review.

Lasqueti Island Local Trust Committee and qathet Regional District Board Protocol Agreement

Andrew Fall, the new Regional Director for Lasqueti Island (Electoral Area E) introduced himself and noted:

- In both the Letter of Understanding and the Protocol Agreement under Section 1.3, the words “legislated 'preserve and protect'” are struck out.
- He suggested that it would be helpful if there were more words there, especially around the unique Preserve and Protect mandate of the Islands Trust, so that it could give guidance to the Directors who are not familiar with the Islands Trust.

9. APPLICATIONS AND REFERRALS - none

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Subdivision Regulation Review - Bylaw No. 95 - for consideration of third reading

The Chair invited staff to introduce this item.

Staff gave the LTC a list of options for next steps, including defeating the Bylaw.

LA-2018-058

It was MOVED and SECONDED

that Lasqueti Island Local Trust Committee Bylaw No. 95, cited as “Lasqueti Island Land Use Bylaw No. 78, 2005, Amendment No. 1, 2017”, be read a third time.

CARRIED

LA-2018-059

It was MOVED and SECONDED

that Lasqueti Island Local Trust Committee Bylaw No. 95, cited as “Lasqueti Island Land Use Bylaw No. 78, 2005, Amendment No. 1, 2017”, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

Chair Luckham asked for any further business regarding Bylaw 95.

A trustee thanked Staff for all their hard work on this.

10.2 Freshwater Workshop - for discussion

A trustee introduced the item by highlighting the following points:

- William Shulba, Senior Freshwater Specialist, gave a presentation at the Community Hall with about 30 people in attendance.
- He also made suggestions for the issues regarding the Last Resort and Pete’s Lake Water Users.

The Chair advised that William Shulba has made a commitment to return to Lasqueti Island.

The Chair requested that the future Water Workshop be included in the next meeting’s agenda.

11. CORRESPONDENCE - none

12. NEW BUSINESS

12.1 Lasqueti Island Local Trust Committee and qathet Regional District Board Protocol Agreement

Chair Luckham praised and honoured the Regional District's work to change their name.

He noted that earlier in the Town Hall, the LTC heard that some information to be removed may not be favourable.

Staff added the following to the discussion:

- The proposed Protocol Agreement follows the recent meeting with the former Powell River Regional District Board and staff and would replace the existing agreement dating back to 1998.
- Proposed changes have been put forward by qathet staff.
- The Protocol is a higher level agreement between the LTC and the qathet Board.
- The Letter of Understanding is between staff; however, comments are welcome for both.
- Concerns have been raised regarding the timing and location of meetings.
- Staff are happy to take comments and continue to work with qathet staff on the agreement.

Discussion ensued and the follow resolutions were passed:

LA-2018-060

It was **MOVED** and **SECONDED**

that the Lasqueti Island Local Trust Committee request staff to include "Preserve and Protect" in Section 1.3 of the Lasqueti Island Local Trust Committee and qathet Regional District Board Protocol Agreement.

CARRIED

LA-2018-061

It was **MOVED** and **SECONDED**

that the Lasqueti Island Local Trust Committee endorse the draft Protocol Agreement between the Lasqueti Island Local Trust Committee and qathet Regional District Board, dated September 19, 2018, in principle, as amended.

CARRIED

12.2 Notification of Federal Cannabis License Applications - Staff Report

Staff introduced the report and the following was noted:

- The LTC is being asked to consider adopting a standing resolution with respect to Notices of Intention to Apply for a Cannabis License under the *Federal Cannabis Act and Cannabis Regulations*.
- The Islands Trust has been receiving Federal notices but does not have a formal process for dealing with these.
- The recommended resolution is intended to ensure that the LTC is informed of all proposed licensed cannabis activities within the Local Trust Area.
- The LTC is also asked to consider placing Land Use Regulations for Cannabis Production and Sales on its Top Priorities or Projects List or including this as part of the OCP review. This is intended to facilitate measures to ensure that potential land use conflicts are minimized through appropriate land use regulations.

LA-2018-062**It was MOVED and SECONDED**

that the Lasqueti Island Local Trust Committee adopt the following standing resolution:

that the Lasqueti Island Local Trust Committee requests that Notices of Intention to Apply for a Federal Cannabis License be forwarded to the Local Trust Committee upon receipt by the Islands Trust.

CARRIED**LA-2018-063****It was MOVED and SECONDED**

that the Lasqueti Island Local Trust Committee place Land Use Regulations for Cannabis Production and Sales on the Projects List.

CARRIED**LA-2018-064****It was MOVED and SECONDED**

that the Lasqueti Island Local Trust Committee request staff to include Notices of Intention to Apply for a Cannabis License in Local Trust Committee regular meeting agenda packages under Correspondence.

CARRIED**12.3 Local Trust Committee (LTC) Meeting Schedule - 2019 – Memorandum****LA-2018-065****It was MOVED and SECONDED**

that the Lasqueti Island Local Trust Committee schedule its regular business meetings on the following dates in 2019: February 25, April 8, May 27, July 22, September 30, and October 28.

CARRIED**12.4 Incorporating the Regional Conservation Plan into Land Use Planning – Briefing**

The Chair suggested that this item be put on the Projects List and clarified that the LTC only needs to receive it for information.

Staff offered to put forward Project Charters that incorporate this Plan and noted that this is already imbedded into the current OCP review.

Trustee Peterson offered to distribute the Plan to the LCA's OCP Steering Committee; staff offered to provide hard copies.

12.5 Coastal Douglas-fir & Associated Ecosystems Toolkit - Staff Report

<http://www.islandstrust.bc.ca/media/346674/cdf-toolkit-final-web.pdf>

Staff introduced this item by noting that the online document contains various tools that the LTC could incorporate and embed into Current Projects.

LA-2018-066**It was MOVED and SECONDED**

that the Lasqueti Island Local Trust Committee request staff to expand the OCP Project Charter to incorporate the toolkit.

CARRIED

12.6 Advisory Planning Commission (APC) Appointments

Staff noted that they have direction to proceed to post for the current vacancies and advised that the LTC could hold a special meeting during Trust Council in January if it wants to proceed before the next regularly scheduled LTC meeting.

The Chair asked if the LTC has referred anything lately to the APC.

Trustees responded and the following was noted:

- The communications plan for the OCP Review was referred to the APC.
- Since the referral, the APC has been reduced in size due to the Chair and the Secretary's resignations.
- Trustees are content to wait until the February meeting, on the assumption that there is not an election of officers for the APC beforehand.

Staff advised that a problem exists in that there is an active referral and that at the next APC meeting, they would need to appoint a chair, vice-chair and secretary, although they could defer the election until more members are appointed. Staff noted that there are applicants available for the LTC to consider today.

The Chair suggested that the LTC meet the Monday evening before Trust Council.

LA-2018-067

It was **MOVED** and **SECONDED**

that the Lasqueti Island Local Trust Committee meet to conduct an *in camera* meeting late in the evening on Monday, January 14, 2019 to review Advisory Planning Commission appointments.

CARRIED

13. REPORTS

13.1 Trustee Reports

Trustee Peterson reported the following:

- Expressed gratitude to the Executive Committee (EC) for scheduling an extra January meeting, especially since March is budget time.

Trustee Johnston reported the following:

- He put information on the email list as well as on the Lasqueti website regarding building regulations and water use.

13.2 Chair's Report

Chair Luckham reported the following:

- The EC met with San Juan County to review what each is doing. This would normally be done at Trust Council, but due to the elections, the EC went to San Juan County to meet with them. There was a lot of conversation about orcas, freighters and cannabis.
- He was happy to be back on Lasqueti.

13.3 Islands Trust Conservancy Report dated September, 2018

Received.

13.4 Electoral Area Director's Report

Director Fall noted that there are areas where both jurisdictions influence each other. He stated that he cannot promise to be at every LTC meeting, given his schedule, but he would attend as many as he could.

He noted that two issues are especially relevant now: the OCP review and the Recycling Centre upgrades.

He pointed out that the OCP is an Islands Trust document, but noted that the Regional District (RD) is also bound to follow the OCP. He suggested that this is not as well understood as it could be. He noted that just because the OCP is an Islands Trust document, does not mean that services should not be included under policies.

Regarding the Recycling Centre upgrades, he noted there is a new RD service to fund the operating costs of the Judith Fisher Health Centre (JFC). The Fire Department is another local service, while the Recycling Centre is a Region-wide service. The RD owns the Fire Department and the Recycling Centre, while the JFC is owned by The Last Resort Society. He noted that he is trying to facilitate the sharing of infrastructure between the three entities as much as possible in order to reduce the overall tax burden.

The Trustees and Chair responded and the following was noted:

- The Electoral Area Director's Report is a standing agenda item.
- If the Director is unable to attend, he can submit a report for inclusion in the agenda package.

13.5 Applications Report dated December 4, 2018

The Chair requested staff to provide any updates.

Staff advised that there were none beyond the report in the agenda package.

A trustee asked if the Mystic Ridge application will disappear after this report and whether the Fern Road application would continue.

Staff confirmed that the Mystic Ridge application will be taken off the Report and that they are waiting for information from the applicant regarding the Fern Road application.

13.6 Adopted Policies and Standing Resolutions

The Chair reminded the LTC that they added another Standing Resolution today, with respect to federal Cannabis license notifications.

Trustee Johnston asked why the third Standing Resolution was needed; he asked if the LTC would do this for liquor licenses? He also noted that when the Liquor Control Board asked for comment about liquor, there was no comment from the LTC.

Trustee Peterson responded that the third resolution was a stop gap/placeholder for us; it requires notice to all owners and residents of properties within a 500-metre radius of the subject property. This was crafted by the LTC, but we did not feel that it was onerous to local business. Until there is time to work on this, he is happy to have it here.

Staff advised that there might be some confusion around this. The LTC previously adopted a standing resolution to deal with referrals from the Province for non-medical cannabis liquor retail licenses. The Province requires the LTC to indicate whether or not

they recommend approval of these types of licenses. If the LTC does not recommend approval, the Province will not issue a non-medical cannabis retail license. The previous standing resolution establishes a public consultation process so that the LTC can effectively gather input from Lasqueti residents.

The second standing resolution, adopted today, deals with notices for production or sale of medical cannabis. These will be provided to the LTC for information only. The LTC does not have a role in decisions on federal licenses although applicants are still required to comply with local bylaws.

13.7 Trustee and Local Expense Report dated September, 2018

The Chair noted that it looks like there is money in the bank and that it should carry us to the next budget cycle.

A trustee asked if this is the place to ask for funding for the LCA's OCP Steering Committee.

Staff advised that it is not impossible to disperse funds to local groups. There are mechanisms in place to spend money. However, this needs to be in line with the Project Charter. Staff could review the Project Charter to see if it is in line with the LTC's wishes.

LA-2018-068

It was MOVED and SECONDED

that the Lasqueti Island Local Trust Committee request staff to report on options for financially assisting the Lasqueti Community Association's Official Community Plan Steering Committee.

CARRIED

A trustee noted that the LTC meeting expenses were over budget and asked if there was a problem.

Staff advised that the Public Hearing expenses were double the budgeted amount due to the weather delays and requirement to readvertise.

13.8 Local Trust Committee Webpage

The Chair explained the purpose of this item. He noted that funding has been requested to update the Islands Trust website.

14. WORK PROGRAM

14.1 List of Top Priorities

The Chair introduced this item by noting that the LTC has a new Chair and Trustee.

A trustee asked staff if it was premature to remove Bylaw 95 from the Top Priorities list.

Staff affirmed that it needs to continue to be on the list in order to complete the legal process.

A trustee asked staff if the Freshwater Project could be moved off this list and still have William Shulba return for a follow-up workshop.

Staff advised that it needs to stay on this list in order to give justification for William Shulba to work on this project for the LTC.

14.2 List of Projects

Trustees discussed which projects to advance to the Top Priority list and the following was noted:

- “Upland to barge ramp permitted uses” was identified as a pressing issue.
- It is reasonable to work with the Regional Director on this, but using the Bylaw Enforcement resources would get the traction needed.
- The “Community to Community Forum” was identified as another priority.
- The Tla’amin First Nation is looking forward to a spring gathering.

The Chair asked staff, in the event that EC approves Bylaw 95, is it possible to move an item from the Projects List?

Staff advised that the LTC could adopt the Bylaw by Resolution Without Meeting (RWM) and can identify the next Top Priority List item to be added today.

LA-2018-069

It was **MOVED** and **SECONDED**

that the Lasqueti Island Local Trust Committee request staff, upon adoption of Bylaw 95, to remove “Review of Lasqueti subdivision regulations” from the Top Priority List and then add “Upland to barge ramp permitted uses” to the Top Priority List.

CARRIED

15. CLOSED MEETING – deferred to next meeting

16. UPCOMING MEETINGS

16.1 Next Regular Meeting Scheduled for 2019 – February 25, 2019

17. ADJOURNMENT

By general consent the meeting was adjourned at 1:30pm.

Peter Luckham, Chair

Certified Correct:

Dave Olsen, Recorder



Lasqueti Island Local Trust Committee Public Hearing Record

REGARDING Proposed Bylaw No. 95

Date: December 17, 2018
Time: 11:45 am
Location: Judith Fisher Centre
#1 China Cloud Bay Road
Lasqueti Island, BC

Members Present: Peter Luckham, Chair
Peter Johnston, Local, Trustee
Timothy Peterson, Local Trustee

Staff Present: Ann Kjerulf, Regional Planning Manager by teleconference
Sonja Zupanec, Island Planner by teleconference
Dave Olsen, Recorder

Others Present: There were six (6) members of the public in attendance.

1. CALL TO ORDER

Chair Luckham called the Public Hearing to order at 11:45am. He welcomed the public and introduced himself, the Local Trustees, and staff. He explained the purpose of the Public Hearing and read the opening statements.

2. PROPOSED BYLAW NO. 95

Planner Zupanec read the Notice of Public Hearing and summarized the agency referrals and responses. She reported that there were two public submissions received to date.

3. PUBLIC COMMENTS

Chair Luckham asked if there was anyone in attendance who wanted to comment or provide written submissions on proposed Bylaw No. 95.

The following public submissions were heard:

Tom Weinerth, Lasqueti Island, BC - stated that he is opposed to this Bylaw. He stated that he has received legal advice that this bylaw would prevent what he has previously done because fee simple lots cannot be created.

**Public Hearing Record
Received for Information
By Local Trust Committee**

Nadine Simpson, Lasqueti Island, BC - stated that she is in favour of the Bylaw for the opposite reasons and is grateful that the Local Trust Committee (LTC) has had the foresight to prevent the over development that has happened in the past.

Marti Wendt, Lasqueti Island, BC - stated that she is pleased that her concerns were addressed in the Community Information Meeting (CIM) and supports this Bylaw at present.

Andrew Fall, Lasqueti Island, BC - stated that the Bylaw went through the Advisory Planning Commission (APC) and he is glad that the Bylaw was narrowed down to the issue that was raised by the APC.

Robin Jacobs, Lasqueti Island, BC - stated that she is in favour of cluster housing, that she lives on a large land co-op, and she understands that it is still possible to do cluster housing with this Bylaw.

4. ADJOURNMENT

Chair Luckham asked three (3) times if there were any further submissions. Hearing none, Chair Luckham closed the public hearing at 11:52am.

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

Dave Olsen, Recorder



Lasqueti Island Local Trust Committee Minutes of Special Meeting

Date: January 15, 2019
Location: Coast Bastion Hotel
 Malahat Room - 2nd floor
 11 Bastion Street
 Nanaimo, BC
Members Present: Peter Luckham, Chair
 Peter Johnston, Local Trustee
 Timothy Peterson, Local Trustee
Staff Present: Ann Kjerulf, Regional Planning Manager / Recorder

1. CALL TO ORDER

"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."

Chair Luckham called the meeting to order at 8:05 am. He acknowledged that the meeting was being held in First Nations' territory and Snuneymuxw First Nation.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. CLOSED MEETING

3.1 Motion to Close the Meeting

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1)(a) for the purpose of considering appointments to the Advisory Planning Commission AND that the recorder and staff attend the meeting.

3.2 Recall to Order

3.3 Rise and Report

4. RISE and REPORT

Chair Luckham noted that the Lasqueti Island Local Trust Committee has appointed Susan Morrison and Shoshanah Waxman to the Lasqueti Island Advisory Planning Commission.

5. ADJOURNMENT

By general consent the meeting was adjourned at 8:10 am.

Peter Luckham, Chair

Certified Correct:

Ann Kjerulf, Recorder



Islands Trust

Print Date: February 14, 2019

Resolutions Without Meeting

Lasqueti Island

Resolution #	Action	Resolution Description	Resolution Date
2018-16	In Favour	"THAT the Lasqueti Island Local Trust Committee request staff to advertise for expressions of interest for the Lasqueti Island Advisory Planning Commission".	10-Dec-2018
2019-01	In Favour	That the Lasqueti Island Local Trust Committee appoint Jordan Barton to the Advisory Planning Commission.	21-Jan-2019
2019-02	In Favour	That Lasqueti Island Local Trust Committee Bylaw No. 95, cited as Lasqueti Island Land Use Bylaw No. 78, 2005, Amendment No. 1, 2017, be adopted.	21-Jan-2019



Follow Up Action Report

Lasqueti Island

17-Dec-2018

Activity	Responsibility	Target Date	Status
Staff to report on options to financially assist the Lasqueti Community Association OCP/LUB steering committee. Memorandum prepared for Feb. 25, 2019 LTC meeting	Sonja Zupanec		Done

MEMORANDUM

File No.: LA-6500-20 (OCP/LUB Review)

DATE OF MEETING: February 25, 2019
TO: Lasqueti Island Local Trust Committee
FROM: Sonja Zupanec, Island Planner
Local Planning Services
SUBJECT: Financial Assistance to Lasqueti Community Association

PURPOSE

The purpose of this memorandum is to report back to the Local Trust Committee (LTC) on the following resolution, passed December 17, 2018:

LA-2018-068 It was MOVED and SECONDED

that the Lasqueti Island Local Trust Committee request staff to report on options for financially assisting the Lasqueti Community Association's Official Community Plan Steering Committee.

CARRIED

The Lasqueti Community Association (LCA) created an ad hoc 'Official Community Plan (OCP) Steering Committee' made up of community volunteers. The LCA hosted a series of information meetings with residents and title holders on the island over several months in 2018 regarding the upcoming review of the Lasqueti Island Official Community Plan (OCP). The meetings were advertised locally and considered by the organizers to be well attended. The LTC was not involved in any aspect of the planning, minute taking, data collection or general funding of the meetings. The LTC has requested clarification from staff on options to financially reimburse the LCA for past work or fund future work, to support the LTC's top priority project.

Reimbursement for past room bookings, catering, advertising or other LCA expenditures does not appear to fall within any funding authorization under the Islands Trust 'Purchasing Policy 6.5iii' (Attachment 1). This policy sets out the responsibilities and accountability associated with the efficient, economical and transparent acquisition of goods and services. Similarly, in order for the LTC to financially support the LCA for future work, the properly delegated purchasing authority must be maintained in accordance with the project charter budget and Islands Trust financial policies.

The LTC can consider appointing a special advisory planning commission (APC) with membership from the LCA and the general public, in accordance with [APC Bylaw No. 96](#). This special commission can be tasked to conduct targeted community engagement on Lasqueti Island, and the LTC's project budget can then cover costs associated with minute taking, room bookings and catering. Alternatively, the existing nine member APC could be asked to conduct such work, under a specific terms of reference to guide the scope of work, timeline and deliverables.

The LTC endorsed a revised OCP/LUB review project charter in December 2018 (Attachment 2), which included the development of a 'Communications and Engagement Strategy' to clarify consultation methodology, engagement topics and timelines. The Strategy is anticipated to identify the LCA and existing APC, as strategic stakeholders and ensure that a summary of the LCA's work (when available) including a summary of other public input received, is compiled for LTC consideration. A draft strategy is intended to be on the April 8, 2019 LTC

agenda for consideration as, at the time of preparing this memorandum, the APC had yet not provided recommendations to the LTC regarding the OCP project.

NEXT STEPS

Upon the completion and LTC endorsement of the communication and engagement strategy, staff will prepare an updated workplan and project budget for the 2019/2020 fiscal to include anticipated costs associated with community engagement and consultation.

Submitted By:	Sonja Zupanec, MCIP, RPP, Island Planner	February 12, 2019
Concurrence:	Ann Kjerulf, MCIP, RPP, Regional Planning Manager	February 12, 2019

ATTACHMENTS

1. Islands Trust Policy 6.5iii 'Purchasing Procedure'
2. OCP/LUB Review Project Charter December 2018

6.5.iii. Procedure

PURCHASING PROCEDURE

Trust Council: March 25, 1996

Amended: March 29, 2007; December 9, 2009;

September 16, 2010; September 11, 2013

PURPOSE

1. To set out the responsibilities and accountability associated with the efficient, economical and transparent acquisition of goods and services;
2. To ensure that the most appropriate method of procurement is used to acquire goods and services at the best value including consideration of environment and local economy;
3. To ensure properly delegated purchasing authority is maintained; and
4. To ensure consistency with relevant financial policies, procedures and controls, and to provide linkage to the current operating and capital budgets.

RELATED POLICY

Islands Trust Act

BC Government Purchasing Handbook

Islands Trust Policy 5.1.ii, Staff Training and Conference Attendance

Islands Trust Policy 6.12.i Trustee Training/Conference Attendance

DETAILS

1. Delegation of Authority

The Treasurer is accountable for the management of the acquisition of goods and services for the Islands Trust and the implementation of the day-to-day administration of the purchasing policies. To meet this objective, the Treasurer will establish such processes and procedures as are determined appropriate to the efficient and effective operation of purchasing services.

It is the intention of the policy to provide internal control measures through the separation of duties and responsibilities relating to the acquisition of goods and/or services. The table in Appendix B establishes the signing authority delegation for procurement processes.

Staff with purchasing authority have the following responsibilities:

- Ensure that appropriate approvals have been obtained and are adequately documented.
- Communicate with Administrative Services on anticipated purchasing commitments and creation of service contracts.
- Ensure that no expenditure exceeds approved budgets.
- Ensures that no expenditure is made that is not included in the annual budget.

2. Creation of Purchase Orders and Service Contracts

Purchase orders can be created by any employee authorized by the Director, Administrative Services.

Service Contracts will be created by the Finance Clerk based on information provided by staff.

3. Regular Disbursements

Expenditures occurring on a monthly or recurring basis and disbursed in the same, or similar, amounts do not require an approved purchase order or service contract. These expenditures will be approved by the Director, Administrative Services as required. Example expenditures of this type would be rent, telephone charges and BC Mail.

4. Legal Services

The Chief Administrative Officer (or designate) will manage all legal matters through an organizational process. The process involves on-going monitoring of legal costs, monitoring of legal services quality, and regular reporting to Trust Council.

5. Payments to Charitable Organizations

Payments in support of charitable organizations (grants in lieu) are only permitted if made by the Islands Trust Council or its delegatee, pursuant to Section 8(2)(h) of the *Islands Trust Act*.

6. Conflict of Interest

Trustees should not make commitments or indications of preference to a supplier of good or services, to avoid any real or perceived perception that trustees are improperly influencing a decision of staff to select contractors in accordance with this policy.

If a trustee (or a person who has been a trustee in the previous six months) has a direct or indirect pecuniary interest in a contract with the Islands Trust, their conduct is governed by Section 107 of the Community Charter.

If a staff member has a direct or indirect pecuniary interest in a contract with the Islands Trust, their conduct is governed by the Code of Conduct of the Public Service Agency of BC.

7. Competitive Process

The table in Appendix A establishes the dollar limits for different types of competitive processes.

A competitive process can be held at the discretion of the Manager with budget authority even if the estimated value of the goods or services falls below the dollar thresholds in Appendix A.

All competitive processes must be coordinated by Administrative Services to ensure that best competitive practices are followed.

When a direct award is made, staff are still expected to obtain goods and services at the best available price while taking into consideration the quality and followup service available (if applicable) for the goods and services.

A competitive process for a particular business service can be delayed for up to one year at the discretion of the Chief Administrative Officer if high quality service is being provided at a reasonable price by the current service provider.

8. Direct Awards

If one or more of the following circumstances exist, the Chief Administrative Officer, in conjunction with the Director of Administrative Services, determines whether to approve a purchase by direct award:

- The requirement is valued at less than \$25,000.
- An emergency exists and requirements cannot be satisfied in time by means of a competitive process.
- A process delay would interfere with Islands Trust's ability to maintain security or order, or to protect human, animal, or plant life or health.
- The required service is confidential.
- It can be proven that only one supplier or contractor is qualified to provide the service.
- Where the competitive process is impractical because of the need to obtain unique third party skills, there is a requirement for contractor continuity, or there is a strong case for the cost effectiveness of maintaining a current contractor for a specific task.
- For work to be performed on or about a leased building that may be performed only by the lessor of the lessor's approved suppliers.
- The Islands Trust receives grant funding on behalf of a third party who initiated the project or funding request and is named in the funding proposal. In this circumstance, the Director of Administrative Services may, at his or her discretion, directly award a contract to the third party, a contractor or community group after confirming the chosen contractor or community group demonstrates the capability and qualifications to complete the work funded by the grant. If the work is being conducted on behalf of a local trust committee, the proposed work must be within the legislated role of the local trust committee (*Islands Trust Act, Section 24*).
- For projects covered under a partnership agreement, where the Islands Trust is not the only source of funds and the other funding source(s) has already selected the contractor. In this circumstance, the Director of Administrative Services may, at his or her discretion, directly award a contract to the selected contractor after confirming the contractor demonstrates the capability and qualifications to complete the work.

9. Vendor Selection

In a competitive process, vendor selection criteria shall be established before vendors are notified that a competitive process is taking place. The selection criteria should consider all the relevant factors in a purchasing decision including, price, quality (or qualifications), delivery time, quality of the response, and any other factors as determined by the Manager with budget authority for the purchase.

All details of the vendor selection process shall be retained by the Finance Clerk.

10. Contract Renewals

Once a competitive process is held (where required) and a vendor selected, contracts may be signed with the selected vendor to allow for renewal periods of up to five years provided that satisfactory service continues to be received. At the completion of the renewal period, a new competitive process should be held, if required by the Purchasing Policy in place at the time.

11. Environmental Considerations

When making purchases every effort will be made to select suppliers whose environmental practices are consistent with those of the Islands Trust. In addition, purchases of equipment and supplies should have Canadian content and be manufactured from recycled or recyclable materials wherever possible, practical and economical.

12. Local Purchasing

When making purchases every effort will be made to purchase local goods and services including:

- Local food procurement – Islands Trust staff engaged in the purchase of food for operational needs will ensure that when practical, both operationally and economically, at least 40% of purchases will be local. Suppliers will be made aware of this policy and will be encouraged, again where practical, to increase the availability and variety of local foods. “Local” is defined as food that is produced within British Columbia with preference given to items produced in the Islands Trust Area or on Vancouver Island.
- Community Stewardship Awards – Islands Trust staff engaged in procuring Community Stewardship Awards, or other awards that from time to time may be required, will ensure that awards represent the unique nature of the Islands Trust Area and, where practical, are constituted from products distinct to the Islands Trust Area.
- Contractors and service providers with a presence in the Islands Trust Area and/or whose employees reside in the Islands Trust Area, will be encouraged to participate in Islands Trusts’ procurement activities through local advertising and communication.

13. Travel and Training

Travel expenses are submitted via Islands Trust Expense Claim. All those claiming expenses are expected to ensure that the most cost effective method of travel is provided. Approved Expense Claims are considered equivalent to an approved purchase order or service contract.

Training requests are approved via an authorized "Training/Conference Request Form" (see Policy 5.1.ii, Staff Training and Conference Attendance). All staff travel and training requests must be approved by the appropriate Manager.

Managers have the responsibility to ensure all Employee Expense Claims are in accordance with established processes (ie. BCGEU travel allowance chart).

APPENDIX A – METHOD OF PURCHASING

Spending Level (per fiscal year)	Commitment Type	Method of Purchase	Commitment Method
Under \$500	Goods and Services	Petty Cash Corporate Credit Card Employee Expense Claim	Purchases should be approved verbally or by email from the manager with relevant budget approval authority
\$500 - \$2,000	Goods and Services	Purchase Order	Purchases should be approved verbally or by email from the manager with relevant budget approval authority
\$2000 - \$10,000	Goods and Services	Service Contract	Submit Request for Service Contract to Finance
Any	Travel and Training	Expense Claim Corporate Credit Card	See Section 13 for required approval process
\$10,000 - \$25,000	Goods and Services	Service Contract	Invitation to Quote to at least three (3) qualified vendors or selection from a Qualified Vendors list
Over \$25,000*	Goods and Services	Service Contract	Request for Proposals process required
Any	Legal Services	Legal Services Requisition	
Long term Commitments	Capital Assets or Facilities	Lease or Legal Contract	
Any regular recurring payments	Regular disbursements (see definition in Section 3)	Invoice	Approval by Director of Administrative Services

*An individual project with a total value greater than \$25,000 that will be completed over two fiscal years will also require a formal competitive process with a Request for Proposal.

Note: See Section 8 for circumstances where a Direct Award is permitted.

APPENDIX B – PURCHASING AUTHORITY

Method of Purchase	Purchasing Authority	Special Conditions
Petty Cash	Delegated to Staff	Quarterly petty cash reconciliations provided to Finance
Corporate Credit Card Employee Expense Claim Trustee Expense Claim	Delegated to Staff and Trustees with Managerial Approval and/or Finance Approval	Monthly reconciliations submitted to Manager/Finance for approval
Purchase Order	Director of Admin Services or other Manager with departmental budget approval	Purchase order and proof of receipt required prior to invoice payment
Service Contract	Director of Administrative Services	Finance Clerk tracks all spending against approved service contracts. Any costs incurred over the established commitment level will require further approvals and contract amendment.
Lease or Legal Contract	Director of Administrative Services in conjunction with Chief Administrative Officer	If necessary, the Chief Administrative Officer will discuss with the Executive Committee and/or Trust Council

OCP/LUB Review Project Charter v 1.0

Lasqueti Island Local Trust Committee

Date: December 2018

Purpose To review and update the Lasqueti Official Community Plan (OCP) policies and Land Use Bylaw (LUB) regulations, in a manner which supports community participation, the Object of the Islands Trust, strengthens relations with First Nations and addresses community land use planning priorities.

Background The LTC identified a “Comprehensive OCP/LUB Review” as a top priority project and held an early community information meeting in April 2018 to gather ideas on the scope of the project. Support for the Islands Trust’s “preserve and protect mandate”, including a focus on strengthening relations with Tla’amin Nation and other Nations, is an overarching priority for this review.

Objectives

- Develop a Community Engagement and Communication Strategy to prioritize consultation methodology .
- Strengthen relations with First Nations and incorporate Nation perspectives and recognition of Tla’amin Treaty rights into policy/regulatory options.
- Ensure proposed policy/regulatory changes are consistent with the Local Government Act, Object of the Islands Trust and Islands Trust Policy Statement, with focus on protection of sensitive ecosystems and biodiversity.
- Ensure proposed policy/regulatory changes address Islands Trust Conservancy ‘Regional Conservation Plan 2018 -2027’ goals and priorities and implement the protection of the Douglas-fir and associated ecosystems toolkit.

In Scope

First Nations Relations and Perspectives

- Establish opportunities for inter-governmental collaboration for effective decision making respecting Treaty and First Nations rights throughout the OCP/LUB review.

Protection of the Environment and Sensitive Ecosystems:

- Consider updated policies and regulations to protect sensitive ecosystems, biodiversity, shorelines and freshwater resources to address the Islands Trust Conservancy Regional Conservation Plan.

Increasing Housing Options and Aging at Home:

- Review housing policies and regulations; consider cluster and density transfer provisions.
- Consider incorporating ‘Aging at Home’ 2016 report recommendations and ‘Housing Needs Assessment’ 2018 report recommendations.

Food Security:

- Update agricultural land designations and zoning to ensure protection of the Agricultural Land Reserve and consistency with provincial ALC regulations.

Community Services and Village Planning:

- Consider updates to OCP designations, density provisions, zoning.

Public Trails, Beach Access, Marine Zoning

- Consider public trail and beach access planning.
- Consider marine zoning updates and new regulations for docks and marine structures.

Workplan Overview

Deliverable/Milestone	Date
LTC endorses project charter; referral to APC for comment on communication/engagement strategy considerations.	July –October 2018
Develop Community Engagement and Communication Strategy for LTC endorsement, incorporating Tla’amin Nation intergovernmental consultation.	2018/2019
Initiate broad community consultation on review topics.	2019
Development of draft bylaws.	2020
Community consultation and early referrals of draft bylaws.	2020
Legislative process for proposed bylaws.	2021
Adoption of proposed bylaws and development of communications materials.	Spring/Summer 2022

Project Team

Island Planner	Project Manager/ Planner
Regional Planning Manager	Project Sponsor
Legislative Clerk	Legislative Process/ Bylaw Review
Islands Trust Communications Specialist / Planner 2	Communications / Graphic Support
Tla’amin First Nation	Intergovernmental Collaboration
Advisory Planning Commission/ Community Groups	Community Representatives

RPM Approval: Ann Kjerulf

Date: July 23, 2018

LTC Endorsement:

Resolution # 2018-037
2018-066

Budget

Budget Source: Lasqueti OCP/LUB Review Project		
Fiscal	Item	Cost
2018-2019	Communication and Engagement Strategy	\$2,000
2019-2020	Topic Consultation/Legal Review	\$8,000 (pending budget approval)
2020-2021 2021-2022	Legislative Process (community information meetings; public hearing; advertising)	\$1,000 (pending budget approval)
	Total	\$11,000

BRIEFING

To: Local Trust Committees/Bowen Island Municipality **For the Meeting of:** Various

From: Clare Frater, Director, Trust Area Services **Date Prepared:** December 20, 2018

SUBJECT: Updated Islands Trust climate change webpages

PURPOSE: To advise local trust committees and Bowen Island Municipality that the Islands Trust climate change webpages have been updated and to encourage dissemination of the climate change resources contained on the page.

BACKGROUND:

On June 20, 2018, the Islands Trust Council passed the following resolution:

That Trust Council request staff to update and improve climate change information on the Islands Trust website and that Local Trust Committees and Bowen Island Municipality be encouraged to disseminate this information to their communities.

Trust Area Services staff have reviewed and updated the information on the Islands Trust climate change webpages:

- <http://www.islandstrust.bc.ca/trust-council/projects/climate-change/> and
- <http://www.islandstrust.bc.ca/trust-council/projects/climate-change/carbon-neutral-operations/>

The Climate Change webpage provides information about the effects of climate change, the role of Islands Trust Area forests in sequestering carbon (equivalent to emissions from 40,000+ cars annually), local and global carbon projections, adaptation information and fact sheets.

Each official community plan in the Islands Trust Area, with the exception of the Piers Island OCP, contains Greenhouse Gas (GHG) reduction targets and associated policies. Local trust committees and Bowen Island Municipality may wish to review these targets as this new term of office gets underway.

The Carbon Neutral Operations webpage provides information about the Islands Trust climate actions since 2012 (via links to the Climate Action Revenue Incentive Program reports).

ATTACHMENT(S):

1. [Islands Trust Fact Sheet: Planning Tools to Reduce Green House Gases](#)

FOLLOW-UP: If local trust committees or Bowen Island Municipality wish to suggest resources or improvements to the climate change webpages, please send them to Andrew Templeton, Communications Specialist at atempleton@islandstrust.bc.ca

Staff will continue to maintain climate change information on the website, and update resources as needed/suggested.

Prepared By: Lisa Wilcox, Acting Senior Policy Advisor

Reviewed By/Date: Clare Frater, Director, Trust Area Services, December 11, 2018



Islands Trust Conservancy Report to Local Trust Committees and Bowen Island Municipality November 2018

New Islands Trust Conservancy Board Members and Chair

The Islands Trust Conservancy board has two new members from the new 2019-2023 Islands Trust Council. Doug Fenton, a first-time trustee from Thetis, was elected to sit on ITC and the Board also welcomes Trustee Sue Ellen Fast as the appointed representative of the Islands Trust's Executive Committee. The Conservancy also re-welcomes returning trustee Kate-Louise Stamford, who was elected to the Board for a second term by the Islands Trust Council.

The Islands Trust Conservancy Board is comprised of two islands trustees elected to their positions by the Trust Council; one appointed Islands Trustee from the Trust Council executive and three provincially appointed board members from the islands at large.

The Islands Trust Conservancy Board

Richard “Hoops” Harrison – Saturna Island

Robin Williams – Salt Spring Island

Linda Adams – Salt Spring Island

Doug Fenton – Thetis Island

Sue Ellen Fast – Bowen Island

Kate-Louise Stamford – Gambier Island

At the November 27th meeting, Trustee Stamford was elected by acclamation by the ITC Board as their chair. This position is reviewed on an annual basis.

Islands Trust Conservancy Budget Submission

The Islands Trust Conservancy board received the Islands Trust Conservancy budget for information.

2019 Islands Trust Conservancy Board Meeting Dates

The Islands Trust Conservancy board approved the 2019 meeting schedule.

Regional Conservation Plan Reporting

The Islands Trust Conservancy board discussed ways to communicate the Regional Conservation Plan to local trust committees, the Bowen Island Municipality, Executive Committee and Trust Council.

Incorporation of Regional Conservation Plan into Land Use Planning

The Islands Trust Conservancy board discussed ways to communicate incorporating the Islands Trust Conservancy's 2018-2027 Regional Conservation Plan and associated mapping and data into Official Community Plans, Land Use Bylaws and local planning initiatives and projects and agreed to discuss further strategies for work with local trust committees and the Bowen Island Municipality at its January meeting.

Bylaw Amendment

The Islands Trust Conservancy board directed staff to provide recommendations for revision of Islands Trust Conservancy Bylaw 1 to add options for an alternate chair as there can be extra travel challenges when crossing from the mainland to the Victoria office.

New Name: Islands Trust Conservancy

ITC staff provided a briefing note about the status of the Islands Trust Conservancy name change and budget.

Summary of Current Island-by-Island Activities

Bowen

Trustee Fast reported that New Zealand MP Eugenie Sage came to Bowen Island and requested Islands Trust Conservancy covenant program information.

Denman

The Islands Trust Conservancy board received correspondence from the Cowichan Valley Regional District regarding the Denman Cross Island Trail. Invasive species removal and trail clearing, sign installation, and tree protection for forest restoration continue at three ITC nature reserves on Denman.

Gambier

Public consultation for the updated management plans of three Gambier Island Nature Reserves (Brigade Bluffs, Long Bay Wetland, Mount Artaban) is underway with a public survey and a public, open-house webinar on December 12, 2018.

Lasqueti

The Salish View campaign continues, in partnership with the Lasqueti Island Nature Conservancy (LINC).

Please feel free to contact members of the Islands Trust Conservancy or Islands Trust Conservancy staff for more details.

Kate-Louise Stamford, Chair kstamford@islandstrust.bc.ca
Islands Trust Conservancy itcmail@islandstrust.bc.ca

Link Island (Gabriola Island Local Trust Area)

The Islands Trust Conservancy and the Nanaimo Area Land Trust registered a NAPTEP covenant over 19.3 ha of Link Island. The Natural Area Exemption Certificate providing the property tax exemption was registered in October. The covenant has significant ecological value and is a good model of land conservation under the NAPTEP program.

North Pender Island

The Islands Trust Conservancy board received correspondence sent to North Pender LTC from Islands Trust Conservancy staff regarding Medicine Beach Nature Reserve.

Thetis

The Islands Trust Conservancy is negotiating a conservation covenant for Fairyslipper Forest Nature Reserve with the Thetis Island Nature Conservancy and the Cowichan Community Land Trust. Ecological information is being collected for the covenant baseline report and the management plan and a public open house was held on Thetis Island on October 13, 2018. Islands Trust Conservancy staff and Trustee Fenton met with representatives from the Penelakut Tribe, the Thetis Island Nature Conservancy and the Cowichan Community Land Trust to discuss property management on Thetis Island.

Please feel free to contact members of the Islands Trust Conservancy or Islands Trust Conservancy staff for more details.

*Kate-Louise Stamford, Chair kstamford@islandstrust.bc.ca
Islands Trust Conservancy itcmail@islandstrust.bc.ca*



Islands Trust

Print Date: February 14, 2019

Applications

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: Sonja Zupanec

Planning Status

Status Date: 14-Feb-2019

File assigned to S. Zupanec

Status Date: 24-Oct-2018

Update email sent to MOTI and copied to applicant to notify that Planner TR is leaving IT and to correspond through general email until another Planner is assigned.

Status Date: 14-Sep-2018

Revised PLA from MOTI. Waiting for final plan of subdivision before issuing a final confirmation letter.

File Number	Applicant Name	Date Received	Purpose
LA-SUB-2018.1	Fern Road Consulting	02-Jan-2018	PIDs: 017-115-736 (Cash) Civic address 2 Grant Road, Lasqueti Island BC 017-312-183 (Ross) Lot line adjustment

Planner: Sonja Zupanec

Planning Status

Status Date: 27-Jul-2018

PLA letter from MOTI received. Waiting for final plan of subdivision and conditions of PLA to be met in order to provide written confirmation that bylaws and regulations have been met.

Status Date: 18-Jun-2018

DVP approved by LA LTC June 4 - awaiting PLR (Preliminary Layout Review - formerly PLA)

Status Date: 04-Jun-2018

LTC must approve DVP for lot depth/width ratio before SUB can proceed.

Islands Trust
 LTC EXP SUMMARY REPORT F2019
 Invoices posted to Month ending December 2018

640 Lasqueti	Invoices posted to Month ending December 2018	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-640	LTC "Trustee Expenses"	750.00	18.90	731.10
LTC Local				
65200-640	LTC - Local Exp - LTC Meeting Expenses	1,250.00	1,784.93	-534.93
65210-640	LTC - Local Exp - APC Meeting Expenses	500.00	110.91	389.09
65220-640	LTC - Local Exp - Communications	250.00	0.00	250.00
65230-640	LTC - Local Exp - Special Projects	500.00	0.00	500.00
TOTAL LTC Local Expense		<u>2,500.00</u>	<u>1,895.84</u>	<u>604.16</u>
Projects				
73001-640-2015	Lasqueti OCP/LUB	2,500.00	1,455.72	1,044.28
73001-640-4095	Lasqueti Subdivision regulation review	1,500.00	1,034.50	465.50
		<u>4,000.00</u>	<u>2,490.22</u>	<u>1,509.78</u>

Lasqueti Island Local Trust Committee Policies & Standing Resolutions

No	Meeting Date	Resolution No.	Issue	Policy
1.	July 11, 2013	LA-2013-020	APC member Agenda Package	It was MOVED and SECONDED , that on request by an Advisory Planning Commission member, that they receive a Lasqueti Local Trust Committee Agenda package at no charge.
2.	February 28, 2017	LA-2017-006	APC to also act as TAC	It was MOVED and SECONDED , that the Lasqueti Island Local Trust Committee make a Standing Resolution to request the APC to undertake the function of a Transportation Advisory Committee.
3.	July 23, 2018	LA-2018-040	Non-medical cannabis retail applications	It was MOVED and SECONDED that the Lasqueti Island Local Trust Committee adopt the following standing resolution with respect to the processing of non-medical cannabis retail license applications: • Proposed or amended licenses for non-medical cannabis retail establishments require an application to the local trust committee. • The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. • The public consultation process shall be determined by the local trust committee after initial review of the proposal. • However, as a minimum, the local trust committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: ○ Name of the applicant and a description of the proposal in general terms ○ The location of the proposed establishment and the subject site. ○ The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered. ○ The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application. ○ How public comments may be submitted to the local trust committee.
4.	December 17, 2018	LA-2018-062	Notice of Intention to Apply for Federal Cannabis License	It was MOVED and SECONDED that the Lasqueti Island Local Trust Committee adopt the following standing resolution: that the Lasqueti Island Local Trust Committee requests that Notices of Intention to Apply for a Federal Cannabis License be forwarded to the Local Trust Committee upon receipt by the Islands Trust.



Lasqueti Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	OCP/LUB Review	A comprehensive review of the Lasqueti Island Official Community Plan and Land Use Bylaw. Implementation of Coastal Douglas-fir and Associated Ecosystems Toolkit added to Project Charter (Dec.22, 2018)	08-Jan-2018	Sonja Zupanec	
2	Freshwater Project	Scope and activities to be determined. Staff to prepare a preliminary report for LTC consideration regarding suggested activities for a freshwater project.	24-Sep-2018		
3	Review permitted uses upland to barge ramp.	Staff to research and report back on options to make the current uses associated with the barge ramp legal.	17-Dec-2018		

**Lasqueti Island**

Description	Activity	R/Initiated
Lasqueti OCP Update	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 Greenshores Project 4. Update with policies and applicable regulations to support Food Security (Trust Council 2010)	
Aging at home implementation project	-targeted OCP and LUB review -review options to implement Aging at Home on Lasqueti report recommendations #3, 4,5,6,7,9, and 11. -on projects list pending completion of Northern Housing Needs Assessment (spring 2018)	23-Oct-2017
Marine Shoreline Protection Project	Targeted OCP/LUB review and First Nations engagement; Review policies and regulations to support eelgrass and forage fish habitat protection; Work with Coastal Douglas-fir Conservation Partnership to draft recommendations regarding land use planning tools that will effectively conserve Coastal Douglas-fir forest ecosystems	08-Jan-2018
Community to Community Forum	Establish relationships with First Nations with interests in the Lasqueti Local Trust Area.	24-Sep-2018

Projects

Lasqueti Island

Description	Activity	R/Initiated
Subdivision Review Project	Staff to prepare a draft project charter for a subdivision review project to review conservation based and cluster subdivision options.	
Land use regulations for Cannabis Production Facilities and Sales		17-Dec-2018