



Lasqueti Island Local Trust Committee

Regular Meeting Revised Agenda

Date: April 15, 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 11:00 AM - 11:05 AM	
3. TOWN HALL 11:05 AM - 11:20 AM	
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5. BUSINESS ARISING FROM MINUTES 11:30 AM - 11:50 AM	
5.1 Follow-up Action List dated April 4, 2019	21 - 21
5.2 Lasqueti LTC and qathet Regional District Agreements - Memorandum	22 - 31
6. APPLICATIONS AND REFERRALS - none	
7. LOCAL TRUST COMMITTEE PROJECTS 11:50 AM - 12:20 PM	
7.1 Official Community Plan and Land Use Bylaw Review - Staff Report	32 - 33
8. DELEGATIONS - none	

9. CORRESPONDENCE - none

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

----- BREAK ----- 20 MINUTES

10. NEW BUSINESS 12:30 PM - 1:00 PM

10.1 qathet Regional District - 2019 Agricultural Land Use Inventory & Agricultural Water Demand Model - Staff Report 34 - 45

10.2 Water Sustainability Strategies - for discussion

10.3 *Engagement and Participation of the Public at Meetings - discussion*

11. REPORTS 1:00 PM - 1:20 PM

11.1 Trustee Reports

11.2 Chair's Report

11.3 Trust Conservancy Report - none

11.4 Electoral Area Director's Report

11.5 Applications Report dated April 4, 2019 46 - 46

11.6 Trustee and Local Expense Report dated February, 2019 47 - 47

11.7 Adopted Policies and Standing Resolutions 48 - 49

11.8 Local Trust Committee Webpage

12. WORK PROGRAM 1:20 PM - 1:30 PM

12.1 Top Priorities Report dated April 4, 2019 50 - 50

12.2 Projects List Report dated April 4, 2019 51 - 51

13. CLOSED MEETING

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for Monday, May 27, 2019 at 11:00 am at the Judith Fisher Centre, #1 China Cloud Bay Road, Lasqueti Island, BC

15. ADJOURNMENT 1:30 PM - 1:30 PM

David & Laura Slik
Lambert Lake
Lasqueti Island
B.C. V0R 2J0

April 14th, 2019

To: Islands Trust LTC (also for inclusion in LTC minutes)

Re: Comments regarding Feb 25th meeting and current agenda

Having read through the minutes of the previous meeting (February 25th, 2019), and the agenda for this meeting (April 15th, 2019), I have detailed below several points we would like to discuss with the LTC:

1. *February 25th, 2019 agenda item 12.2, "Town Hall"*

We would like to express our concern regarding what appears to be an attempt to use "best practices" and "administrative fairness" to restrict and limit community engagement (noting that details of exactly what these "best practices" and "administrative fairness" were not recorded in the minutes, nor could any references be found in a cursory search on the Islands Trust web site).

Unilaterally restricting two-way interactions to only the beginning of the LTC meeting is a significant step backwards, since new information and even entire topics are often raised during the meeting that community members were not aware of at the start of the meeting. To deny community members the ability to speak to these newly raised topics and information until the next LTC meeting seems punitive, overly bureaucratic and administratively unfair, and will increase a sense of separation and hierarchy that is not healthy for the partnership between the Islands Trust and the community. Thus, we strongly encourage the LTC to continue to permit a second Town Hall at the end of the meeting for the reasons above.

2. *February 25th, 2019 agenda item 10.3, "The Indigenous People of the Lasqueti Island Local Trust Area Briefing Binder and Trustee Toolkit - for discussion"*

We were unable to find a copy of this document that was discussed here, either in the previous agenda packages, or on the Islands Trust web site. In the future, it would be helpful to include a reference to documents discussed, or if they are not yet available, make that clear in the minutes.

3. *February 25th, 2019 agenda item 10.4, "Community to Community Forum - for discussion"*

We would like to emphasize the section titled "Early Stages of Proving Sincerity Will Require Increased Resources" on page six of the Islands Trust "First Nations Communication: Tone and Language Guide". The last attempt at having a community meeting with a representative from the Tla'amin Nation, back in October of 2017, was, in our opinion, not a success. We must do better, and this *will* require resources, commitment, humbleness, and a willingness to deviate from the standard Islands Trust way of doing things. What we're doing right now isn't working well, thus, we need to change how we're doing things. One way to start is to commit the funds required to make a second visit possible, and to learn from our past mistakes.

4. *February 25th, 2019 agenda item 10.5, "Electronic Meetings - for discussion"*

Without clear policy, there is a risk that LTC meetings will become two-tiered, primarily face-to-face meetings for some LTCs, primarily electronic for other LTCs in locations viewed as "more difficult" to get to. This becomes an issue of fairness, given that electronic meetings are vastly inferior in terms of engagement, expressiveness of communication, and ability for the public to participate.

We would furthermore note that if an investment in infrastructure is undertaken, we would strongly recommend that the Islands Trust follow the lead of other governmental agencies in providing recordings of the meetings for the public who are unable to attend, especially given that LTC meetings are held during normal business hours, which makes it difficult for people with inflexible working hours to attend. Recordings would also help disabled and elderly community members who may not be able to attend in person, but who would like to stay engaged. This would also address issues where the minutes do not capture (nor should they capture) the full extent of the discussions held at LTC meetings.

5. *April 15th, 2019 agenda item 11.1, "qathet Regional District - 2019 Agricultural Land Use Inventory & Agricultural Water Demand Model - Staff Report"*

We wanted to note that some ALR-designated land on Lasqueti is not visible from public roads. It may also be useful to have an on-island liaison to provide transportation services when the "windshield" survey is conducted. This will reduce costs and provide local knowledge that can avoid issues such as roads that are difficult to turn around on, etc.

Sincerely,

David & Laura Slik



Lasqueti Island Local Trust Committee Minutes of Regular Meeting

Date: February 25, 2019
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: Russ Hotsenpiller, Islands Trust Chief Administrative Officer
 Sonja Zupanec, Island Planner
 Dave Olsen, Recorder

Others Present: Andrew Fall, Regional Director
 There were five (5) members of the public in attendance.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 11: 00 am. He acknowledged that the meeting was being held in territory of the Coast Salish First Nations and introduced staff and Trustees.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

12.2 Town Hall

The Chair described best practices and listed the problems associated with a Town Hall at the end of a meeting.

A Trustee reiterated his request to add it at the end. After further discussion, it was generally agreed to not add 12.2 Town Hall.

10.6 Professionalism.

5. DELEGATIONS – Lasqueti Community Association Official Community Plan Steering Committee

10.7 Invitation to Ministry of Transportation and Infrastructure (MOTI) Event

10.8 Invitation to Squamish Leadership Event

By general consent the agenda was adopted as amended.

3. MINUTES

3.1 Local Trust Committee Special Meeting Minutes dated December 17, 2018 - for adoption

The following amendments to the minutes were presented for consideration:

At the top of the first page, remove *“Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change”*.

Trustee’s names should be noted.

At the bottom of page 10, change “cannabis liquor retail licenses” to “cannabis and liquor retail licenses.”

By general consent the minutes of December 17, 2018 were adopted as amended.

3.2 Local Trust Committee Public Hearing Record dated December 17, 2018 - for receipt

Received for information.

3.3 Local Trust Committee Special Meeting Minutes dated January 15, 2019 - for adoption

By general consent, the minutes of the Lasqueti Local Trust Committee Meeting of January 15, 2019 were adopted.

3.4 Section 26 Resolutions-Without-Meeting Report dated February 14, 2019

The Chair read the three resolutions to the public and they were received for information.

3.5 Advisory Planning Commission Minutes -none

4. BUSINESS ARISING FROM MINUTES

4.1 Follow-up Action List dated February 14, 2019

Staff read through the list and confirmed that it was complete as of this meeting.

5. DELEGATIONS – Lasqueti Community Association Official Community Plan Steering Committee

Hilary Duinker presented on behalf of the Lasqueti Community Association with the following:

- The Committee has so far identified 130 potential OCP objectives following community forums.
- Wants to ensure there is no duplication in work with the LTC.
- The Committee will try to continue to finance its activities through donations rather than forming a subcommittee of the LTC.

The Chair asked how the forums are reported back to the public.

Ms. Duinker responded that the Committee has a website.

6. TOWN HALL

LTC Agenda Items

The following points were made regarding agenda items:

- Important to have a Town Hall at the beginning of the meeting while the latter one is not critical.
- The public has been invited to speak to specific agenda items and this has helped the LTC.
 - The Chair acknowledged this former practice and stated that the LTC needs to control their meetings for administrative fairness purposes.

- The Regional Director stated his Report could be more beneficial near the beginning of the meeting
 - The Chair described the standard LTC meeting template. The agenda first deals with business arising from the previous meeting, and then flows into the business of the current meeting.
 - He stated that not many LTCs receive Regional Director reports and expressed gratitude for the Director's presence at the meeting.

A Trustee requested that the agenda be consistent for the benefit of the public.

7. APPLICATIONS AND REFERRALS - none

8. LOCAL TRUST COMMITTEE PROJECTS

8.1 Official Community Plan and Land Use Bylaw Review Project – Memorandum

Planner Zupanec gave a verbal update and made the following points:

- The Advisory Planning Commission (APC) met twice in the past two weeks, to work with staff to develop a communications and engagement strategy.
- The process would take some time; there could be community consultation fatigue if the work was duplicating what the LCA's-committee has been doing.
- The next step is to prepare a draft strategy for community engagement and consultation. The point of this strategy is to ensure that everyone is on the same page.
 - A Trustee asked when they would receive the APC minutes.
- The minutes would be provided once received from the APC; they remain in draft form until the APC adopts them.
 - The Chair asked about the status of the Project Charter.
- It is complete. Staff need to ensure that the strategy clarifies the LTC's authority and ensures opportunities for community input. The goal is to dovetail with the work that the LCA's Committee has done.
 - The Chair reiterated that we have a legislative process that requires us to consult with the community. We need to be accountable.
- The memorandum is related to the OCP Review and explores options to fund the LCA Committee work.
 - A Trustee thanked staff for the memorandum and reiterated the feedback from the LCA Committee that it not strike a separate advisory commission.

9. CORRESPONDENCE

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

10. NEW BUSINESS

10.1 Updated Islands Trust Climate Change Webpages – Briefing

Received.

10.2 Expenses for Publishing Trustee Notes - for discussion

The following points were discussed:

- Should Our Isle & Times not receive a monthly honorarium.
- A yearly subscription to Our Isle & Times could be purchased.

- A regular invoice would need to be submitted in order for payment to be issued on a monthly basis and a Trustee offered to contact the current editor to inform her of this.

10.3 The Indigenous People of the Lasqueti Island Local Trust Area Briefing Binder and Trustee Toolkit - for discussion

Discussion ensued:

The former Islands Trust First Nations Policy Advisor had suggested the binder be circulated to First Nations with corrections made where needed.

Thetis LTC has formally referred the binder to First Nations, with a draft letter that asks for comment, with the intention to circulate the binders more broadly within the community.

LA-2019-001

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

that the Lasqueti Island Local Trust Committee request staff to forward *The Indigenous People of the Lasqueti Island* with the draft covering letter included in the report to the respective First Nations associated with Lasqueti Island.

CARRIED

Discussion ensued:

- The purpose of these binders is to be collaborative.
- There are 16 First Nations with an interest in Lasqueti, the largest number in the Trust Area.
- There is significant interest in reconciliation.

10.4 Community to Community Forum - for discussion

The Chair reported that there is an opportunity for funding to hold a Community to Community (C2C) Forum and discussion ensued:

- Denise Smith of Tla'amin has suggested gathering shellfish this spring as a collaborative community event; however, ferry travel could be prohibitive.
- This would need to be on the Top Priorities List in order to be an active project.
- The LTC would need to provide funds or an in-kind staff time contribution to match the grant in order to receive the funding.
- Further discussion was deferred to **12.1 Top Priorities Report dated February 14, 2019.**

10.5 Electronic Meetings - for discussion

Discussion ensued:

- The public has previously had trouble hearing; more electronic LTC meetings could be held.
- This item could be brought up for all islands at Trust Council and not implemented for just one LTC.
- The Islands Trust has been investing in infrastructure in their regional offices, so that they are capable, but there are connection issues with various LTC venues.
- Face to face meetings are valuable.

10.6 Professionalism

Discussion ensued:

- Opportunities for trustees to undertake some LTC work.
- Opportunity to seek C2C Funding this term.
- Staff could work with Ministry of Transportation and Infrastructure (MoTI) on the barge ramp issue.
- There are challenges resourcing projects.
- The draft letter could be sent to First Nations.
- Islands Trust has professional, unionized staff who are responsible for LTC work such as grant applications.
- Islands Trust needs to have a Federation approach; mistakes made by saying something the wrong way or addressing it to the wrong person.

10.7 Invitation to Ministry of Transportation and Infrastructure (MoTI) Event

Discussion ensued:

- MoTI will be hosting a meeting in Victoria to discuss active transportation.
- LTC resolution is needed to cover expenses for a Trustee to attend.

10.8 Invitation to Squamish Leadership Event

Discussion ensued:

The Chair reported that he expected to attend as Chair of Trust Council.

The CAO reported that the Squamish First Nation has asked for a separate meeting with the Islands Trust. He recommends that Islands Trust attend.

----- BREAK ----- 12:27 PM to 12:52 PM

11. REPORTS

11.1 Trustee Reports

Trustee Johnston reported on the following:

- He has reported on the email list and in *Our Isle & Times*.
- He is working on First Nation relationship building and is looking forward to Trust Council in March.

Trustee Peterson reported on the following:

- The Sea Level Rise workshop had about 15 people including staff, in attendance.
- He added the LCA OCP Steering Committee email to the workshop mail-out list.

11.2 Chair's Report

Chair Luckham reported on the following:

- Next Trust Council (TC) is March 12 - 14 on Gabriola Island.
- At TC, there will be final edits to the budget, which has a small increase overall.
- More resources are being put into the Islands Trust Conservancy and website amendments.
- There was a record number of 179 responses to the website survey.

11.3 Trust Conservancy Report dated November 2018

The Chair noted that the Conservancy has requested this item be presented at least quarterly. The Regional Conservation Plan is based on a 10-year cycle. The Board has three appointees from the Province. The full report is in the agenda package.

11.4 Electoral Area Director's Report

Director Fall reported on the following items:

- As an elected representative, he can do research and consultation but cannot incur costs.
- He explained how decisions are made at the Regional District.
- For *Our Isle & Times* newspaper, he pays \$20 per issue.
- He has worked with many First Nations on the coast and can offer a different perspective.
- He sees three main players for the OCP process: the Community, the LTC and the Regional District. The decision-making authority rests with the LTC, while the Regional District and Community are subject to the OCP. The main deliverable could be a table of assessed objectives, which have been filtered by the Community.
- The qRD Regional District (qRD) Board Committee of the Whole recently endorsed the protocol agreement between the Islands Trust and the qRD; it is on the qRD Board's next agenda. He suggested that future meetings be held in a convenient location for all attendees.

11.5 Applications Report dated February 14, 2019

The Planner indicated that there are no updates; the pending applications are waiting for applicants to respond.

11.6 Trustee and Local Expense Report dated December 2019

The Chair explained that a more recent report has been received and that any issues can be brought up with the Islands Trust Finance Officer.

11.7 Adopted Policies and Standing Resolutions

Discussion ensued:

- A past APC member that did not have access to the Internet therefore Item 1 could be removed by the LTC rescinding the standing resolution.

11.8 Local Trust Committee Webpage

The Chair noted that the Islands Trust (IT) is updating the website and there is a lot of public support for this. He advised that this is a good time for Trustees to provide input if they want something on the website.

Discussion ensued:

- Trustee reports are found in each Island's "Local Trustee Corner" and also go out in the local paper.
- Information packages from the Freshwater Specialist are expected, as well as a package from the recent Sea Level Rise workshop.
- Dissemination usually occurs via email with a link to the LTC Resources page, which is where this type of information is stored.

12. WORK PROGRAM

12.1 Top Priorities Report dated February 14, 2019

Discussion ensued:

- The water project needs to stay in the Top Priorities so that the report can be completed.
- The barge ramp issue was discussed.
- The OCP review is the current priority; if the LTC wants to elevate one of these other items, we would have to step back from the OCP Review.
- The Trustees agreed that they want to prioritize the OCP Review.
- If a zoning change was needed for the barge ramp, it might be able to happen within the OCP Review.

A discussion regarding C2C ensued:

- C2C is an opportunity to build relationships with First Nations; staff can work on this if it is on the Top Priorities List.
- There are regular intakes for C2C funding. The LTC should be certain it has capacity to use the funding.
- The LTC is more likely to organize a non-governmental gathering.
- C2C funding application requires an event, a place and a budget.
 - A Trustee responded that as a community, we can fundraise to bring the Tla'amin here.
 - The Chair advised that the intention of the funding is to create an outcome; a new policy or protocol.

LA-2019-002

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request staff to update the Projects List to reflect the items included in the OCP Review.

CARRIED

LA-2019-003

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request staff to expand the scope of the OCP Review Project Charter to include land use regulations for cannabis production.

CARRIED

12.2 Projects List Report dated February 14, 2019

Received for information.

13. CLOSED MEETING

13.1 Motion to Close the Meeting

LA-2019-004

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) (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.

CARRIED

13.2 Recall to Order

13.3 Rise and Report

Chair Luckham reported that a standing resolution was made *in camera* that all Advisory Planning Commission (APC) meetings will include a staff member and a Trustee.

14. UPCOMING MEETINGS

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

15. ADJOURNMENT

By general consent the meeting was adjourned at 2:32 pm.

Peter Luckham, Chair

Certified Correct:

Dave Olsen, Recorder



Islands Trust

Lasqueti Island

Print Date: April 4, 2019

Resolutions Without Meeting

Resolution #	Action	Resolution Description	Resolution Date
2019-03	In Favour	THAT the Lasqueti Island Local Trust Committee cancel the Local Trust Committee regular business meeting scheduled for Monday, April 8, 2019 and reschedule the meeting to April 15, 2019.	13-Mar-2019



Minutes of the Lasqueti Island Advisory Planning Commission

Date of Meeting:

Monday, February 11, 2019

Location:

Judith Fisher Centre

#1 China Cloud Bay Road, Lasqueti Island, BC

APC Members Present:

Susan Morrison, Chair

Nadine Simpson, Deputy Chair

Shoshanah Waxman, Secretary

Doane Grinnell

Lisa Johnson

Colin Ewan

Jordan Barton

Staff Present:

Sonja Zupanec, Island Planner (by telephone)

Dave Olsen, Recorder

Others Present:

One (1) member of the Public and Trustee Johnston.

1. CALL TO ORDER

Deputy Chair Simpson called the meeting to order at 6:57 pm. She thanked everyone for coming out in such difficult weather.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. ELECTION OF CHAIRPERSON AND SECRETARY

Deputy Chair Simpson called for nominations for Chairperson. Shoshanah Waxman nominated Susan Morrison, which was seconded by Lisa Johnson. Deputy Chair Simpson called for further nominations. Not hearing any, Susan Morrison was elected by acclamation.

Deputy Chair Simpson called for nominations for Secretary. Discussion ensued regarding responsibilities, including posting notices five days in advance for upcoming meetings. Doane Grinnell nominated Shoshanah Waxman; Lisa Johnson seconded the nomination. A call for further nominations was made and hearing none, Shoshanah Waxman was elected by acclamation.

4. MINUTES

4.1 Lasqueti Island Advisory Planning Commission Draft Minutes dated June 4, 2018 – for adoption

By general consent, the minutes were adopted.

5. REFERRAL FROM THE LASQUETI LOCAL TRUST COMMITTEE REGARDING THE COMPREHENSIVE OFFICIAL COMMUNITY PLAN & LAND USE BYLAW REVIEW

Chair Morrison introduced the referral. She then asked staff to make their presentation.

5.1 Planner Zupanec - presentation

The planner phoned in and the slideshow regarding the Official Community Plan Review project charter and purpose of a community consultation and engagement strategy was presented on the minute-taker's laptop.

Discussion began with a debate regarding the timing of a referral response in relation to the upcoming Local Trust Committee (LTC) meeting.

There was general consent to have another Advisory Planning Commission meeting prior to the next LTC meeting and to use this meeting as a starting point with general discussion.

Identification of Project Stakeholders

The members suggested the following stakeholders be included in the Strategy:

- Department of Fisheries and Oceans (DFO)
- Lasqueti Island Nature Conservancy (LINC)
- Lasqueti Island Residents Association (LIRA)
- Ministry of Environment's (MoE) scope could be expanded beyond Squitty Bay Provincial Park
- Kwalicum First Nation and potentially four other First Nations.

Staff clarified that the K'omoks First Nation focus primarily on marine issues around Lasqueti; other Nations would be interested in both land and marine issues.

Communication Methods

It was generally agreed that no one form of communication would be preferred over others. Our community is diverse so we need to create a diversity of interactions.

It was noted that mailers only reach people on island; our email list would also reach off-islanders. The *Isle & Times* is another vehicle that would reach off-islanders.

Signs for upcoming meetings would help local residents attend.

Lasqueti Hotwire was also identified, however, the use of Facebook was questioned. It was agreed that a Facebook group could be used for notification purposes only, but conversation or comments would not be encouraged. Of the existing Facebook groups, "Community and Cooking" was preferred because the moderator lives on island.

Finally it was noted that we might need another set of engagement strategies for off-island titleholders.

Public Participation

Discussion ensued and the following was noted:

- Forums to date have been Community Information Meetings.
- Plan for more summer meetings when more people are here; however, there are too many types of public forums to all fit within summer.

- We could use a webpage on Lasqueti.ca and welcome comments before the Forum.
- What can we do to segue with the Lasqueti Community Association (LCA) OCP sub Committee?

Trustee Johnston was asked how the LTC was using the information from the Public Forums? He explained that they were still at the beginning of the process.

Discussion continued and the following was noted:

- Foreshore engagement would include many First Nations.
- How can we link the results of the LCA's forums to the LTC process?
- An LCA delegation was planned for the next LTC meeting.
- Four APC members also sit on the LCA's OCP Steering Committee.

Project Charter: In Scope/Out of Scope

Some gaps in the In Scope portion of the Project Charter were identified:

- Tourism development; need a mechanism available to engage the community in a discussion because this is a huge issue that affects economics, housing, roads, and more;
- A Community Vision Statement.

It was noted that Community Village planning didn't work in the past; the False Bay Master Plan was cited as an example.

The Aging at Home Project has not provided any mechanisms to improve housing. It was also noted that to identify only one topic regarding housing is problematic. It was suggested that subtopics be removed and instead of using terms like "increasing housing options", human habitation as a general topic could be used.

Other considerations

It was generally agreed to continue to consider other issues and bring these thoughts to a next meeting.

Next Meeting

It was generally agreed that later afternoons were preferred for meetings.

Thursday, February 21, 2019 @ 4pm at the Judith Fisher Centre (JFC) was identified as the best time, pending availability of the JFC.

6. ADJOURNMENT

By general consent, the meeting was adjourned at 8:04 pm.

Susan Morrison, Chair

Certified Correct:

Dave Olsen, Recorder



Minutes of the Lasqueti Island Advisory Planning Commission

Date of Meeting: Thursday, February 21, 2019

Location: Judith Fisher Centre
1 China Cloud Bay, Lasqueti Island, BC

APC Members Present: Susan Morrison, Chair
Nadine Simpson, Deputy Chair
Shoshanah Waxman, Secretary
Doane Grinnell, Member
Colin Ewan, Member
Jordan Barton, Member

Staff Present: Dave Olsen, Recorder

1. CALL TO ORDER

Chair Morrison called the meeting to order at 4:00 pm. She acknowledged that the meeting was being held in territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

5. Review of Secretary Position

By general consent, the agenda was approved as amended

3. MINUTES

3.1 Lasqueti Island Advisory Planning Commission Draft Minutes dated February 11, 2019.

By general consent, the minutes were adopted.

4. Referral

Chair Morrison asked for input on how to continue. It was generally agreed that staff had asked for input on any part of the process at the last meeting.

After some discussion, a review of the referral made by the Local Trust Committee (LTC) was then done. Chair Morrison read the LTC motion verbatim. She then suggested that the APC begin with the development of a communications and engagement strategy to guide the OCP Review Project.

The staff slideshow was referenced. The engagement strategy was debated with objectives being defined first. It was generally agreed that the primary objective was to engage with as many people as possible but in both directions, i.e, the community engaging with the LTC as well as the LTC engaging with the community.

The discussion then shifted to “how should the LTC consult with the community?” and the following was noted:

- Use the Lasqueti Community Association’s (LCA’s) committee that has already formed. This committee -- the OCP Steering Committee, is doing excellent work.
- It is perfect for what needs to happen on island.
- The LCA is generally more palatable to most than the LTC.
- 50-60 people are coming out to those meetings; couldn’t ask for a better response at this time of the year.
- They have also setup an email and a webpage on Lasqueti.ca and are asking people to send comments via their email.
- The email method allows quieter people to speak up.
- Everything received via email is also publicly presented at the forums.

LA-APC-2019-001

It was MOVED and SECONDED

that the Advisory Planning Commission recommend to the Lasqueti Island Local Trust Committee that the Local Trust Committee endorse the Lasqueti Community Association’s Official Community Plan Review Process and coordinate with the Lasqueti Community Association’s Official Community Plan Steering Committee regarding their community engagement strategy.

CARRIED

Discussion then focused on who to include in the process and how to engage them. The following was noted:

- Invite them to comment through that committee or directly to the LTC.
- Publicize contact information on the email list and in *Our Isle & Times*.
- Using the LCA email address may cloud the process.
- The LTC should have its own engagement process running concurrently.
- We want the LTC to engage with the long list of stakeholders, especially the official bodies.
- Do we want all email correspondence copied to ocp@lasqueti.ca or should this be only for islander correspondence (residents and taxpayers)?
- Worried about the workload for the LCA committee, all of whom are volunteers.
- What about those that don’t live here? How can the LTC engage with them?
- To add to the LCA’s OCP Steering Committee’s long list of who to consult before forums would be onerous. Much rather leave that to the LTC to engage with official bodies.
- LTC would be responsible for informing us regarding stakeholder interests for specific forums.
- The LTC will need to engage with those stakeholders and if there is interest in the LCA’s forums, it is the LTC’s responsibility to provide that to the LCA’s OCP Steering Committee.

LA-APC-2019-002

It was MOVED and SECONDED

that the Advisory Planning Commission recommend to the Lasqueti Island Local Trust Committee that the stakeholder named “Health Care Society” be changed to “The Last Resort Society” and the following be added to their stakeholder list:

- Department of Fisheries and Oceans (DFO),
- Lasqueti Island Nature Conservancy (LINC),
- Lasqueti Island Residents Association (LIRA),
- Ministry of Environment (MoE),
- Qualicum First Nation,
- Lasqueti Island Solid Waste Plan Monitoring and Advisory Committee (LIPMAC), and
- Parents Advisory Committee (PAC).

CARRIED

LA-APC-2019-003

It was MOVED and SECONDED

that the Advisory Planning Commission recommend to the Lasqueti Island Local Trust Committee that the Local Trust Committee engage with stakeholders and share any relevant information with regard to the OCP Review Process with the Lasqueti Community Association’s Official Community Plan Steering Committee.

CARRIED

Discussion ensued and the following was noted:

- We want to regularly remind islanders who to engage with and how to reach us.
- The LCA’s OCP Review Process will have a minimum of 5 forum topics.
- Stakeholders need to be asked for input as well.
- It was generally agreed that the identified communication methods were sufficient.

LA-APC-2019-004

It was MOVED and SECONDED

that the Advisory Planning Commission recommend to the Lasqueti Island Local Trust Committee that the Local Trust Committee send a further referral regarding the OCP/LUB Review Project Charter to the Advisory Planning Commission.

CARRIED

It was noted that the LCA’s OCP Review Process is doing the entire OCP, whereas the LTC’s Project Charter does not reflect this.

The methods of communication were then reviewed from the last meeting minutes.

LA-APC-2019-005

It was MOVED and SECONDED

that the Advisory Planning Commission recommend to the Lasqueti Island Local Trust Committee that the Local Trust Committee utilize *Our Isle & Times*, the Lasqueti email

list, and post to the lasqueti.ca website to encourage comment regarding the OCP Review.

CARRIED

5. REVIEW OF SECRETARY POSITION

Shoshanah Waxman asked the Committee to review the role of secretary due to her recent technical difficulties. She suggested that someone with a printer would be better suited to this role.

Discussion ensued and Doane Grinnell offered to print and/or post, when needed.

It was generally agreed to maintain the current executive and revisit the role of Secretary, if desired, at the next meeting.

6. ADJOURNMENT

By general consent, the meeting was adjourned at 5:21 pm.

Susan Morrison, Chair

Certified Correct:

Dave Olsen, Recorder

Follow Up Action Report

Lasqueti Island

25-Feb-2019

Activity	Responsibility	Target Date	Status
Staff to update the LA LTC project list to remove those items included in the OCP/LUB review. Expand OCP/LUB project charter to include cannabis production regulation review.	Sonja Zupanec		Done
New standing resolution that one trustee and one staff member will attend each APC meeting.	Penny Hawley		Done

MEMORANDUM

File No.: 3070-50
(Government to Government)

DATE OF MEETING: April 15, 2019
TO: Lasqueti Island Local Trust Committee
FROM: Ann Kjerulf, Regional Planning Manager
Northern Team
SUBJECT: Lasqueti / qathet Agreements

RECOMMENDATION

1. That the Lasqueti Island Local Trust Committee endorse the draft Letter of Understanding between staff for the Lasqueti Island Local Trust Committee and qathet Regional District Board and request staff to forward the draft Letter of Understanding to the qathet Regional District Board for endorsement.
2. That the Lasqueti Island Local Trust Committee request staff to coordinate a protocol meeting with the qathet Regional District Board members and staff in 2019.

PURPOSE

The Lasqueti Island Local Trust Committee (LTC) is asked to endorse the draft Letter of Understanding between staff for the LTC and qathet Regional District (qRD) Board and forward this agreement to the qRD Board for their consideration.

The Letter of Understanding is intended to provide instructions to staff to implement the Protocol Agreement between the two parties. Staff note that the Protocol Agreement endorsed by the LTC on December 17, 2018 was also endorsed by the qRD Board on February 28, 2019. Staff are waiting for the qRD to return a signed copy of the agreement to the Islands Trust.

The Protocol Agreement and Letter of Understanding would replace existing agreements from 1998 and 1999.

The LTC may also request that staff coordinate a protocol meeting with qRD Board members and staff in 2019, and consider details regarding meeting location, timing and potential topics.

NEXT STEPS

Following LTC concurrence, staff will forward the draft Letter of Understanding to the qRD for consideration.

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	April 8, 2019
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ATTACHMENTS

1. Draft Letter of Understanding between staff for the Lasqueti Island Local Trust Committee and qathet Regional District Board

LETTER OF UNDERSTANDING

between staff for the

THE LASQUETI ISLAND LOCAL TRUST COMMITTEE

and the

qATHET REGIONAL DISTRICT BOARD

SUBJECTS:

- I. PURPOSE**
- II. PRINCIPLES**
- III. CONSULTATIVE PROCESS**
- IV. IMPLEMENTATION**
 - A. Community Planning**
 - 1. Official Community Plans**
 - 2. Land Use Bylaws**
 - 3. Bylaw Enforcement**
 - B. Parkland and School Site Acquisition**
 - 1. Parkland Acquisition**
 - 2. Park Planning**
 - 3. School Site Acquisition**
 - 4. Parks and Recreation Commission**
 - C. Servicing**
 - 1. Service Delivery**
 - 2. Regional Growth Strategy**
 - 3. Service Coordination Agreements**
 - 4. Servicing Plans**
 - D. Administrative Arrangements**
 - 1. Interagency Agreements**
 - 2. Information Sharing**
 - 3. Legislative Initiatives**
 - 4. Conduct of Elections**

LETTER OF UNDERSTANDING

This Letter of Understanding ("Agreement") dated December 17, 2018 is:

BETWEEN:

LASQUETI ISLAND LOCAL TRUST COMMITTEE

("Local Trust Committee")

AND:

qATHET REGIONAL DISTRICT BOARD

("Regional District Board")

(referred to as the "Parties")

I. PURPOSE

The purpose of this Agreement is to delineate how the Local Trust Committee and Regional District Board will implement the principles stated in the Protocol Agreement dated December 17, 2018 between the Lasqueti Island Local Trust Committee (the "Local Trust Committee") for the Lasqueti Island Local Trust Area, (the "local trust area"), and the qathet Regional District Board respecting Electoral Area E ("electoral area").

II. PRINCIPLES

The Local Trust Committee and Regional District Board agree to the following principles regarding interagency relations:

1. Recognition of each Party's jurisdiction and capabilities with a commitment to promoting a spirit of partnership through joint legislative, policy, program and communication initiatives;
2. Coordination of planning, servicing and growth management activities that are responsive to the needs of the local trust area and the electoral area of which they are a part;
3. Commitment to share a mutual interest in the object of the Islands Trust, the servicing function of the Regional District Board, and the respective land use planning authority of both Parties; and
4. Cooperation through sharing of information and notification of significant initiatives that may impact the other Party and regular liaison.

III. CONSULTATIVE PROCESS

1. The Parties agree to the establishment of a regular consultative process to foster understanding among respective staff and elected officials.
2. The intent of this Agreement is for both Parties to use best effort, rather than oblige either Party, to affect interagency cooperation within mutually agreeable terms and time-frames.
3. In circumstances where either Party deems that the terms set out in this Agreement are unachievable or inappropriate, these terms may be varied by mutual agreement.
4. Responsibility for the coordination of this Agreement by the respective Parties is assigned to the Chief Administrative Officer of the Regional District Board and the Chief Administrative Officer of the Islands Trust.
5. A meeting of respective staff to review any current issues or Agreement matters will be held annually, or may otherwise be arranged, at the request of either the Chief Administrative Officer of the Regional District Board or the Chief Administrative Officer of the Islands Trust.
6. Where anything is required or permitted to be delivered, or otherwise sent to the Parties or the Islands Trust Council, it shall be delivered to:

Local Trust Committee and Islands Trust Council 2nd Floor, 1627 Fort Street Victoria, BC V8R 1H8 Attention: Chief Administrative Officer	Regional District Board 202-4675 Marine Avenue Powell River, BC V8A 2L2 Attention: Chief Administrative Officer
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7. Each Party will bear the full cost of its own requirements to implement this Agreement unless otherwise provided for in this Agreement or otherwise agreed to, in writing, by both Parties.
8. This Agreement may be amended by agreement, in writing, by the Regional District Board and Local Trust Committee.

IV. IMPLEMENTATION

A. COMMUNITY PLANNING

1.0 Official Community Plans

- 1.1 Each Party shall provide the other Party with the opportunity for input regarding Official Community Plan (OCP) reviews applicable to lands within or adjacent to the local trust area/electoral area, to promote the effective coordination of servicing and planning functions of the respective Parties.
- 1.2 Following initiation of an OCP review, applicable to lands within or adjacent to the local trust area/electoral area, the Party preparing the OCP shall deliver a Notice of Intent outlining the scope, time-frame, and interagency consultation opportunities for the OCP review.
- 1.3 Prior to first reading of an OCP bylaw, applicable to lands within or adjacent to the local trust area/electoral area, the Party preparing the OCP shall deliver a draft copy of the OCP to the other Party at least 30 days prior to first reading.
- 1.4 Either Party may give written notice requesting that a consultation meeting be conducted review project within 30 days of receipt of the draft OCP.
- 1.5 Following adoption of an OCP bylaw, the Party responsible shall notify the other Party that the bylaw has been adopted.
- 1.6 The obligations referred to in this section are in addition to any statutory obligations that the Parties may have respecting consultation during development of an Official Community Plan (s. 475 of the *Local Government Act*).
- 1.7 The Parties agree to not enact bylaws or undertake works in the local trust area/electoral area that are inconsistent with the OCP (s. 478 of the *Local Government Act* and s. 35 of the *Islands Trust Act*).

2.0 Land Use Bylaws

- 2.1 Each Party shall provide the other Party with the opportunity for input regarding land use bylaw reviews applicable to lands within the local trust area/electoral area, following the procedures noted in the Official Community Plans section of this agreement.

3.0 Bylaw Enforcement

- 3.1 The Parties wish to coordinate their activities with respect to bylaw investigation and enforcement within the local trust area/electoral area.
- 3.2 Each Party shall promptly inform the other Party when information is received regarding a potentiation contravention of the other Party's bylaw within the local trust area/electoral area.
- 3.3 Where either Party identifies an activity that it considers a potential contravention of a bylaw of both Parties, and which it considers may be

effectively controlled through the enforcement of either bylaw or both bylaws, that Party may request the other Party's participation in a joint enforcement program.

- 3.4 Where either Party receives from the other a request for joint enforcement, that Party shall respond to the request within 30 days.
- 3.5 After an affirmative response to a request for joint enforcement, the Parties shall enter into an agreement regarding procedures, allocation of legal resources, responsibilities, cost sharing, and key activities for the joint enforcement program.
- 3.6 An agreement between the Parties for joint enforcement shall include amendment and termination clauses, and provisions regarding the disposition of costs should either Party wish to terminate the agreement.
- 3.7 Either Party may initiate interagency arrangements whereby one Party may conduct bylaw investigations on behalf of the other Party and at the request of the other Party subject to written conditions agreed to by the signatories of this Agreement.

B. PARKLAND AND SCHOOL SITE ACQUISITION

1.0 Parkland Acquisition

- 1.1 The Parties agree to coordinate their activities with respect to the identification of land suitable for parkland, and the acquisition, development, operation and maintenance of parkland in a manner that is consistent with the object of the Islands Trust and parks plans of the Regional District Board.
- 1.2 The Parties acknowledge that:
 - a) The Local Trust Committee has the authority under s. 27 of the *Islands Trust Act* to determine whether an owner of land being subdivided within the local trust area/electoral area shall provide parkland or money as per s. 510(1) of the *Local Government Act*.
 - b) The Regional District Board is entitled to any land required under s. 510(1) in respect of land being subdivided in the local trust area/electoral area;
 - c) The Regional District Board is entitled to any money required under s.510(1); and
 - d) Money received by the Regional District Board under s. 510(1) shall be deposited into a reserve fund established for the purpose of acquiring community parkland in the local trust area/electoral area.
- 1.3 The Regional District Board shall not acquire parkland in the local trust area/electoral area unless it has first consulted with the Local Trust Committee regarding the proposed acquisition, or otherwise confirmed that the acquisition is consistent with the OCP in effect for the subject lands.

2.0 Parks Planning

- 2.1 When undertaking a parks planning initiative in the local trust area/electoral area, the Regional District Board shall deliver a Notice of Intent outlining the scope, time-frame, and interagency consultation opportunities to the Local Trust Committee.
- 2.2 During the preparation of a Parks Plan bylaw for the local trust area/electoral area, the Regional District Board shall ensure that the bylaw is consistent with the applicable OCP.
- 2.3 At least 30 days prior to first reading of a Parks Plan bylaw for the local trust area/electoral area, the Regional District Board shall deliver a draft copy of the Parks Plan bylaw to the Local Trust Committee, and identify to the Local Trust Committee the areas in which parkland preservation, acquisition or development is desirable
- 2.4 Following receipt of a draft Park Plan bylaw, the Local Trust Committee may give written notice within 10 days requesting that a consultation meeting be conducted by the Regional District Board.
- 2.5 Following adoption of a Parks Plan bylaw for the local trust area/electoral area, the Regional District Board shall notify the Local Trust Committee.
- 2.6 Following receipt of a rezoning application that may involve the provision of parkland and prior to first reading of land use bylaw amendments, the Local Trust Committee shall consult with the Regional District Board to confirm the Regional District Board's interests with respect to the proposed parkland.

3.0 School Site Acquisition

- 3.1 Both Parties share an interest in coordinating activities related to the planning and acquisition of school sites within the local trust area/electoral area and either Party shall notify the other Party of initiatives with the School Board in this regard.
- 3.2 The Parties agree that both Parties shall be involved in any processes related to the planning and acquisition of school sites within the local trust area/electoral area.

4.0 Parks and Recreation Commission

- 4.1 The Regional District Board shall consult with the Local Trust Committee before establishing a Parks and Recreation Commission within the local trust area/electoral area.
- 4.2 The Regional District Board may deliver to the Local Trust Committee a notice in writing requesting the Local Trust Committee deal directly with the Commission in the exercise of its rights and obligations of the Parkland Acquisition section of this Agreement.

- 4.3 Where the Regional District Board has delegated part or all of its powers respecting parks to a Parks and Recreation Commission, the Local Trust Committee shall endeavour to consult with that Commission when considering the adoption of bylaws applicable to Regional District parks.

C. SERVICING

1.0 Service Delivery

- 1.1 The Parties agree that the provision of services in the local trust area and land use planning relating to the provision of such services are matters of great importance to island residents and First Nations, and the Parties agree that early and ongoing consultation on such matters, including consultation with island residents and First Nations, is to be encouraged.
- 1.2 The Regional District Board shall notify the Local Trust Committee when considering providing a new or modified service in the local trust area/electoral area.
- 1.3 The Local Trust Committees may prepare and deliver to the Regional District Board a written notice requesting the Regional District Board to consider providing a new or modified service in the local trust area/electoral area, and stating the reason for the request.
- 1.4 The Regional District Board shall consider a request for a new or modified service within the local trust area/electoral area, and shall, within 60 days of receiving the request, deliver to the Local Trust Committees a notice in writing stating its position with respect to the request.
- 1.5 Prior to initiating a consultation process for a new or modified service in the local trust area/electoral area, the Regional District Board shall seek input from the Local Trust Committee to develop an appropriate consultation plan.
- 1.6 The Regional District Board shall consult with the Local Trust Committee before deciding whether to provide or modify a service in the local trust area/electoral area.

2.0 Regional Growth Strategy

- 2.1 Both Parties acknowledge that a Regional Growth Strategy of the Regional District Board must not apply to the local trust area/electoral area (*Islands Trust Act*, s. 36.3).
- 2.2 During the preparation and adoption of a Regional Growth Strategy, the Regional District Board must consult with the Local Trust Committee as an affected local government per s. 434(1) of the *Local Government Act*, and any consultation plan adopted pursuant to s. 434(2) of the *Local Government Act* must identify the Local Trust Committee as an authority with which the Regional District Board intends to consult.

- 2.3 The Regional District Board must invite the Local Trust Committee to appoint a representative as a member of any intergovernmental advisory committee the Regional District Board establishes in relation to the development and implementation of a Regional Growth Strategy, except where the terms of reference of such committee are limited to matters unrelated to the local trust area/electoral area.
- 2.4 Nothing in this Agreement requires the Regional District Board to secure the acceptance of a Regional Growth Strategy by the Local Trust Committee prior to its adoption.
- 2.5 The Regional District Board shall notify the Local Trust Committee following the adoption of a Regional Growth Strategy bylaw.

3.0 Service Coordination Agreements

- 3.1 The Local Trust Committee in cooperation with the Regional District Board may recommend that the Islands Trust Council enter into a Service Coordination Agreement respecting the coordination of Official Community Plans of the Local Trust Committee, the Islands Trust Policy Statement Bylaw of the Islands Trust Council, and services to be provided by the Regional District Board within the local trust area/electoral area (*Islands Trust Act*, Section 33.1 (1)).

4.0 Servicing Plans

- 4.1 The Parties wish to ensure the effective delivery of services to the local trust area/electoral area in a manner that is responsive to island community needs and the object of the Islands Trust.
- 4.2 Where a Servicing Plan being prepared by the Regional District Board affects the local trust area/electoral area, the Regional District Board shall deliver a Notice of Intent outlining the scope, time-frame, and interagency consultation opportunities for the Servicing Plan to the Local Trust Committee.
- 4.3 Where a Servicing Plan being prepared by the Regional District Board affects the local trust area/electoral area, the Regional District Board shall deliver a copy of the draft Servicing Plan to the Local Trust Committee at least 30 days prior to first reading.
- 4.4 The Local Trust Committee may request that a consultation meeting be conducted by the Regional District Board within 10 days of receipt of the draft Servicing Plan.
- 4.5 The Regional District Board shall notify the Local Trust Committee following the adoption of a Servicing Plan bylaw for the local trust area/electoral area.

D. ADMINISTRATIVE ARRANGEMENTS

1.0 Interagency Agreements

- 1.1 Each Party shall provide opportunities for the other Party to provide input to or involvement in interagency initiatives with other organizations that impact the activities of the other Party.
- 1.2 Each Party shall refer interagency agreements or initiatives with other organizations that impact the activities of the other Party for comment before concluding such agreements.
- 1.3 Each Party shall provide copies to the other Party of relevant interagency agreements or terms of reference for interagency projects relevant to the local trust area/electoral area.

2.0 Information Sharing

- 2.1 Where an enquiry or complaint is received by either Party related to a matter within the jurisdiction of, or which may reasonably be of interest to, the other Party, the Party receiving the enquiry or complaint shall inform the other Party.
- 2.2 Copies of studies, plans, reports and other documents prepared or received by either Party, which may reasonably be of interest to the other Party, shall be forwarded to the other Party.

3.0 Legislative Initiatives

- 3.1 Each Party shall inform the other Party of government initiatives that may affect the activities of the other Party within the local trust area/electoral area.
- 3.2 Each Party shall notify the other Party of government requests to enact legislation that may affect the activities of the other Party.

4.0 Conduct of Elections

- 4.1 The Chief Administrative Officer of the Islands Trust may request that the Regional District Board conduct a local trust committee election.
- 4.2 The Regional District Board will consider such a request and notify the Islands Trust of the Regional District Board's response.
- 4.3 A separate agreement shall be established by the respective Chief Administrative Officers dealing with procedures and cost sharing for the Regional District Board to conduct election proceedings on behalf of the Islands Trust.

MEMORANDUM

File No.: 6500-20

Lasqueti Island Official Community
and Land Use Bylaw Review

DATE OF MEETING: April 15, 2019
TO: Lasqueti Island Local Trust Committee
FROM: Sonja Zupanec, Island Planner
Northern Team
SUBJECT: Update on Status of Communication and Engagement Strategy

PURPOSE

The purpose of this memorandum is to update the Local Trust Committee (LTC) on the status of the Official Community Plan (OCP) and Land Use Bylaw (LUB) Review Project's first deliverable – the development of a 'Communication and Engagement Strategy'.

UPDATES

The Advisory Planning Commission (APC) has met twice regarding the development of a communication and engagement strategy to guide the Official Community Plan and Land Use Bylaw Review Project. Planning staff participated in one of the two meetings and have reviewed the meeting minutes in efforts to determine what to include in the draft strategy document. Minutes from the APC discussions and relevant APC resolutions will be included in the April 15, 2019 LTC meeting agenda package for LTC consideration.

NEXT STEPS

Staff will continue to work on a draft communication and engagement strategy based on the LTC endorsed 'Project Charter' (Attachment 1) which was updated in February 2019. A draft strategy will be presented to the LTC at future LTC meeting date and a subsequent referral to the APC can be considered at that time.

Submitted By:	Sonja Zupanec, MCIP, RPP Island Planner	April 4, 2019
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	April 8, 2019

ATTACHMENT:

1. Endorsed Project Charter – February 2019

OCP/LUB Review Project Charter v 1.0

Lasqueti Island Local Trust Committee

Date: February 2019

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 coastal 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.
- Review cannabis production 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

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

RPM Approval: Ann Kjerulf

Date: July 23, 2018

LTC Endorsement:

Resolution # 2018-037
2018-066

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

DATE OF MEETING: April 15, 2019
TO: Lasqueti Island Local Trust Committee
FROM: Sonja Zupanec, Island Planner
Northern Team
SUBJECT: qathet Regional District 2019 Agricultural Land Use Inventory and Agricultural Water Demand Model

RECOMMENDATION

1. That the Lasqueti Island Local Trust Committee request staff to prepare a work plan and budget for the OCP/LUB Review Project – Agricultural Land Use Inventory and Agricultural Water Demand Model and request funding confirmation in the amount of \$2,000 for the 2019/20 fiscal year.
2. That the Lasqueti Island Local Trust Committee request staff to notify the Ministry of Agriculture and qathet Regional District that the Lasqueti Island Local Trust Committee wishes to be a signatory to the Memorandum of Understanding for the 2019 Agricultural Land Use Inventory (ALUI) and Agricultural Water Demand Model (AWDM) project and, upon funding confirmation, that the Local Trust Committee will contribute \$2,000 for Lasqueti Island ALUI and AWDM report and a presentation.

REPORT SUMMARY

The purpose of this report is to inform the Lasqueti Island Local Trust Committee (LTC) of a project currently being initiated by the qathet Regional District (qRD) to complete an Agricultural Land Use Inventory (ALUI) and Agricultural Water Demand Model (AWDM) for the region. Staff recommends that the LTC consider being a signatory to this project with the Ministry of Agriculture (MoA) and qRD and contributing \$2,000 to ensure a Lasqueti Island specific report and presentation is completed as part of the study.

BACKGROUND

The Ministry of Agriculture coordinates ALUI and AWDM projects in regional districts across British Columbia, including islands in the Islands Trust. In 2018 the Agricultural Advisory Committee of the qRD requested support towards completing an ALUI for the qRD. A regional agrologist from the MoA advised that this type of work could be done and that funding was available through the Investment Agriculture Foundation (IAF). The qRD Board approved \$5,000 and submitted an application to IAF for an additional \$10,000 to ensure the completion of the work for the region. Although the scope of the work would include a general overview of Lasqueti Island, more detailed analysis would not be conducted unless the LTC contributes the suggested funding. The project charter for the Lasqueti Official Community Plan (OCP) and Land Use Bylaw (LUB) Review Project currently includes a review of policies and regulations pertaining to land in the Agricultural Land Reserve (ALR) and could benefit from the results of the ALUI and AWDM project.

An Agricultural Land Use Inventory (ALUI) is a template report product produced by the MoA and provides current data to inform local governments on developing issues on farmland (see Attachment 2). ALUI's identify the amount and type of farming in the region, describe how farmland is being used including the level of non-farm uses, and

provide a benchmark for monitoring land use change. ALUI data is a key input into an Agricultural Water Demand Model (AWDM) that estimates agriculture water demand for future climate scenarios. Securing appropriate water allocation for current and future agricultural needs is necessary for long-term sustainability of the farming community.

The Lasqueti Local Trust Area has approximately 700 hectares (1700 acres) of land in the ALR as well as non-ALR land being used for agricultural activities. An analysis of current orthophotos, zoning, and BC Assessment data and field work would be used to complete the ALUI and AWDM reports for Lasqueti Island and the qRD. As a signatory to the MOU, the LTC can request some customization of the reporting structure and secure an in-person presentation of the final results. For reference, the MoA, Capital Regional District and Saltspring Island Local Trust Committee completed an [ALUI](#) and [AWDM](#) in 2017.

FUNDING

A contribution of \$2,000 from the Local Trust Committee OCP/LUB Review Project budget was suggested by the geospatial team leader at the MoA. The contribution and signatory to the MOU would ensure the completion of a Lasqueti Island specific ALUI and AWDM report and in-person presentation by the MoA agrologist and geospatial team. If funding is confirmed by May 2019, the field work will commence immediately for the qRD, including Lasqueti Island, and is intended to be completed by fall 2019.

Rationale for Recommendation

Staff recommend the LTC be a signatory to the Memorandum of Understanding and contribute financially to the ALUI and AWDM project as per the recommendations included on Page 1 of the report.

ALTERNATIVE

The LTC may consider the following alternative to the staff recommendation:

1. Receive for information

The LTC may receive the report for information.

NEXT STEPS

If the LTC concurs with the staff recommendation, staff will prepare a budget request and workplan and notify the qRD and MoA staff when funding is confirmed. A copy of the MOU will be presented to the LTC for signature at a future date.

Submitted By:	Sonja Zupanec, MCIP, RPP Island Planner	April 5, 2019
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	April 8, 2019

ATTACHMENTS

1. ALUI Overview and Sample MOU

Farming for Info: Agricultural Land Use Inventory & Agricultural Water Demand Model

A healthy agriculture sector provides economic development opportunities, fresh food to residents, and enhances local food security, however there is strong evidence that barriers to farming are increasing. Non-farm uses and residential estate uses on farmland are factors which contribute to rising costs of leasing or purchasing farmland. In addition, the availability of water is a critical element to the success of agriculture.

An Agricultural Land Use Inventory (ALUI) provides current data to inform local governments, industry, community groups/organizations, and other stakeholders when addressing existing and developing issues on farmland. ALUI's map the amount and type of farming in the region, describe how designated farmland (ALR) is being used including the level of non-farm uses, and provide a benchmark for monitoring land use change.

ALUI data is a key input into an Agricultural Water Demand Model that estimates agriculture water demand for future climate scenarios. Climate change and a growing population are challenging water supply and delivery infrastructure. Securing appropriate water allocation for current and future agricultural needs is necessary for long-term sustainability of the farming community.

Together, an ALUI and AWDM can help answer the following questions:

- What is the current extent, type, location, and scale of agricultural activities in the area?
- What is the current extent, type, location of value added activities (agritourism, events, processing, farm gate sales) occurring on farmed properties?
- How are current farmed properties being utilized; land proportion in cropped land, farm infrastructure, residences, natural / nonproductive land?
- How is parcel size, parcel location influencing utilization for agriculture?
- What is the current extent and type of non-farm use occurring on farmland?
- What is the current water demand for agriculture, both crops and livestock?
- What is the current extent and type of irrigation methods in use?
- What is the water demand for agriculture in future climate scenarios?
- What is the water demand for agriculture in future cropping and livestock scenarios (ex. full land base utilization)?

Project timing / methodology:

Over the winter and spring, office technicians use high resolution ortho-photo imagery to map field crops, irrigation, livestock facilities, farm practices, and other land uses on agricultural land across the region.

Then, during the summer (growing season), agrologists will navigate public roads and observe the land from within the vehicle to confirm information gathered in the office from the imagery (i.e. windshield survey).

Farmers are not actively contacted, but the survey crew often engages with farmers that walk up to the survey vehicle.

Deliverables include:

A geographic database of Land use and Land cover, including non agricultural uses where they occur on designated farmland (ALR) such as residential, commercial, transportation for all parcels in the ALR or outside the ALR but with Farm Class designation (BC Assessment).

On parcels where farming activities exist, additional data describing activities, including

- Crop type and practice
- Irrigation type
- Livestock type and intensity (including apiculture, aquaculture)
- Value added activities such as on farm fruit stands, crop processing, tourism activities like guest houses or wine tasting.
- Crop protection such wind machines (frost protection) or propane cannons

A written ALUI report using the standard template as defined by the Ministry of Agriculture or a web application displaying ALUI data summaries and mapping .

A populated Agricultural Water Demand Model (AWDM) for at least 5 different water demand scenarios including:

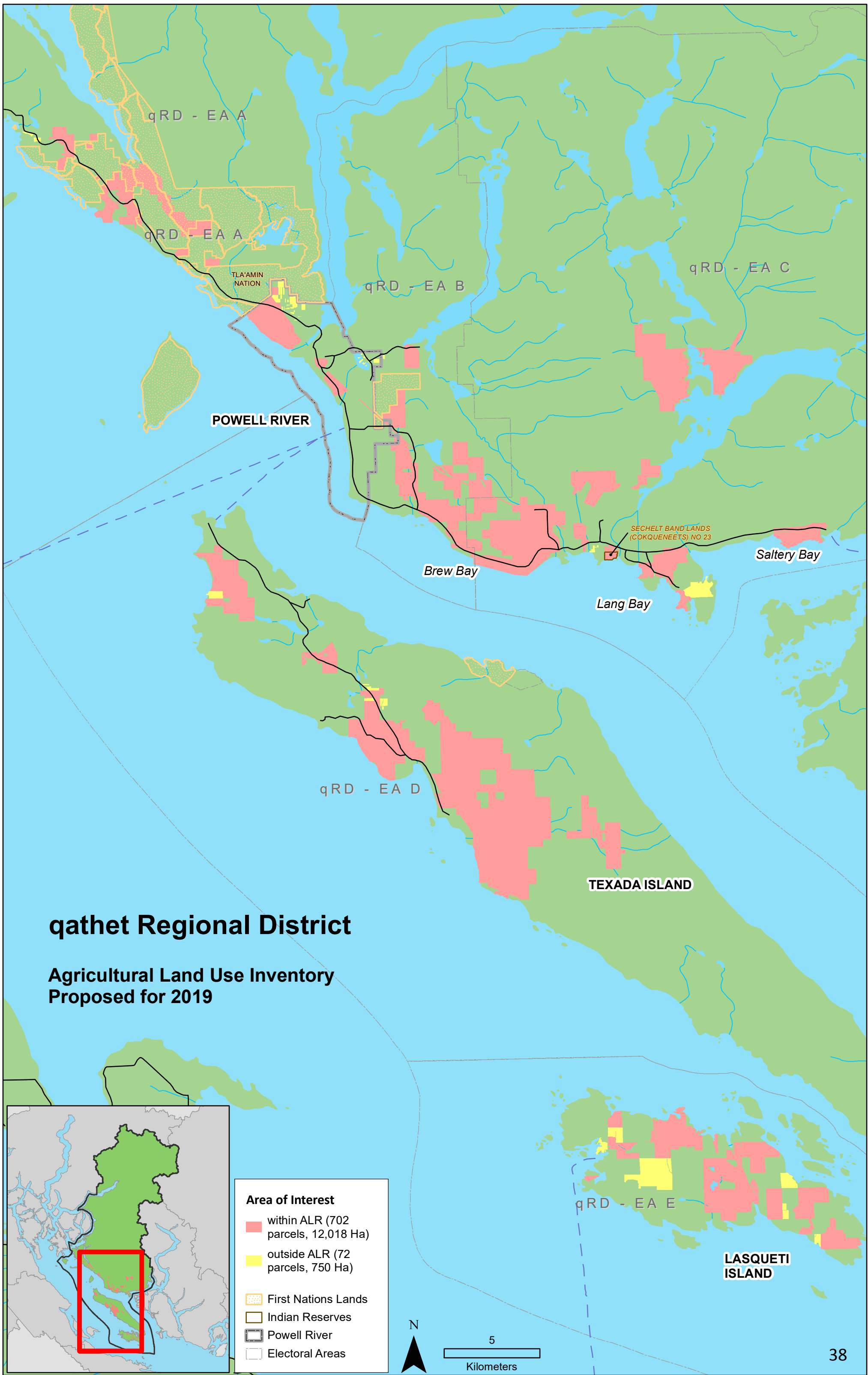
- by crops, irrigation systems and soil texture with current land use and climate;
- if more efficient irrigation systems replace the existing systems under current land use and climate;
- if irrigated acreage is increased; and
- the above with several different future climate change scenarios.



Partial funding is available through Investment Agriculture's Agricultural Area Planning Program and/or the Partnership for Water Sustainability in BC. The BC Ministry of Agriculture often coordinates and manages ALUI and AWDM projects in partnership with the local government.

For more information:

Corrine Roesler
BC Ministry of Agriculture
Phone: 604 556 3110
Corrine.Roesler@gov.bc.ca



Memorandum of Understanding

between

Ministry of Agriculture (AGRI)

1767 Angus Campbell Road
Abbotsford, BC V3G 2M3

And

Partnership for Water Sustainability in BC (PWSBC)

34951 High Drive
Abbotsford, BC
V2S 2X7

And

XX Local Government (XXXX)

for

Agricultural Land Use Inventory (ALUI)
Agricultural Water Demand Model Development (AWDM)
in agricultural areas of xx

Version date: January 00, 2019

WHEREAS:

- A. Agricultural Land Use Inventories (ALUIs):
- record land uses and land cover in farming areas and act as a benchmark for monitoring change;
 - improve understanding of agricultural land use within the Area;
 - identify the impacts of proposed policies and regulations on agriculture;
 - assist land use decision-making including official community plan and bylaw updates;
 - help identify challenges and opportunities to enhance agriculture and food security;
 - identify opportunities for greater land use and resource compatibility
 - help evaluate riparian management areas.
- B. One of AGRI's missions is to promote sustainable food and agriculture systems that are part of British Columbia's economic, environmental and social fabric. Agriculture systems require a reliable supply of good quality water to prosper. This requirement may increase if climate change results in changed rainfall patterns.
- C. AGRI and Agriculture and Agri-food Canada have developed the Agriculture Water Demand Model (AWDM) which provides scientific estimates of agricultural water demand for current and future land use and climate scenarios. The AWDM is the tool of choice to help establish agriculture water reserves throughout the province.
- D. The AWDM requires data collected as part of an ALUI as well as a continuous climate grid and soils data for the area of interest.
- E. The PWSBC is a not for-profit society incorporated in November 2010, with a mandate to promote efficient water use and sustainable water resources in the province of British Columbia.
- F. PWSBC is helping the Province implement the Living Water Smart initiative which has made a commitment to reserve water for the agriculture sector.
- G. AGRI and PWSBC have entered into a shared cost arrangement to complete AWDMs in select areas of British Columbia in 2019.
- H. AGRI and PWSBC wish to complete an AWDM in XXXX in 20XX assuming land use inventory, a continuous climate grid, and soils data for the region is available.
- I. AGRI, PWSBC, and XXXX wish to enter into this Memorandum of Understanding to record their mutual understanding of the scope of the project (the "Project"), to record the role that each will perform to complete the Project, and to facilitate the transfer of data and funds required to complete the scope of services as outlined below.

NOW, THEREFORE the Parties agree that:

1. Business Arrangement

- 1.1 XXXX will provide \$XX,XXX in funds to the Project to complete tasks as outlined in Schedule 1.
- 1.2 AGRI and PWSBC will collaborate to complete the tasks as outlined in Schedule 1 in accordance with the Memorandum of Understanding between AGRI and PWSBC for ALUI and AWDM development.
- 1.3 AGRI and PWSBC will contribute in-kind resources such as data, technologies, equipment, staff time and travel expenses to this Project as necessary to complete the tasks as outlined in Schedule 1.
- 1.4 XXXX will provide temporary access to data and imagery necessary to complete the tasks as outlined in Schedule 1.
- 1.5 Date of project completion and deliverables is dependent on availability of AGRI resources which may be affected by unforeseeable events such as wildfire.

2. Invoicing and Payment

- 2.1 Funds provided by XXXX are payable to the PWSBC.
- 2.2 The total amount payable by XXXX will not exceed \$XX,XXX plus applicable taxes.
- 2.3 PWSBC will submit one invoice to XXXX before September 01, 2019 and XXXX will provide payment before November 15, 2019.

3. Term and Termination

- 3.1 The Term of this Agreement shall be deemed to be effective as of XXXX XX, 2019 and shall expire upon provision of written notice by either party.
- 3.2 The Parties may also extend the Term of this Agreement by written amendment.
- 3.3 Either party may terminate this Agreement by giving thirty days written notice.

4. Entire Agreement

- 4.1 This Agreement represents the entire agreement between the parties and supersedes all previous or contemporaneous letters, understandings, or agreements between the Parties related to the development of an ALUI and AWDM.
- 4.2 No modification of this Agreement shall be valid unless in writing and signed by each of the Parties hereto.

IN WITNESS WHEREOF the Parties have executed this Agreement on the date written below.

On behalf of the BC Ministry of Agriculture

Willow Minaker
Director, Strengthening Farming

Name

On behalf of the Partnership for Water
Sustainability in BC

Ted van der Gulik, President

Name

On behalf of the XXXX

Name

Signature

Signature

Signature

Date

Innovation and Adaptation Services Branch
3rd Floor – 808 Douglas Street
Victoria, BC V8W 9B4

Date

Partnership for Water Sustainability in BC
34951 High Drive, Abbotsford, BC V2S 2X7

Date

XXXX

Schedule 1

Agricultural Land Use Inventory (ALUI)

1. The boundaries of the study area are defined as the geographic extent of the XXXX Regional District including member municipalities and Indian reserves.
2. The inventory will include all parcels in the study area which:
 - are completely or partially in the ALR, or
 - have BC Assessment farm classification, or
 - have a declared agricultural interest (agriculture lease/license, water license/irrigation, livestock homesite for grazing license), or
 - are greater than one acre, privately owned (includes municipal or federal owned), and zoned to allow agriculture or have observable agriculture upon driveby.

Note: Crown owned parcels outside the ALR are not included. Grazing on crown owned parcels will be indicated by Grazing licenses and other external data sources.

Note: Marine aquaculture operations are not included unless defined by a legal parcel
3. AGRI will conduct the ALUI to the AGRI “AgFocus” specifications for data collection, methodology and personnel requirements.
4. XXXX will provide temporary access to existing data where feasible that will aid the Project, such as:
 - high resolution, colour ortho photography (digital),
 - cadastral fabric with parcel attributes (property ID [PID, PIN], tax roll, tax jurisdiction) (GIS),
 - parcel civic address with attribute relation to cadastral fabric (GIS),
 - parcel ownership (private, crown) with attribute relation to cadastral fabric (GIS),
 - regionally designated uses on the land (GIS); ex. regional and municipal parks,
 - local government zoning/bylaws with attribute relation to cadastral fabric or in GIS format, and zone/bylaw descriptions,
 - jurisdictional boundaries: electoral areas, municipalities, Indian reserves, official community plan and/or zoning boundaries (GIS),
 - schools, fire halls, police and other institutional sites in the ALR,
 - improvement districts that provide irrigation water for agriculture,
 - agriculture/aquaculture related locations (building permits, licenses, leases, etc.),
 - BC Assessment data for parcels completely or partially in the ALR OR with property class of “Farm” (property class, actual use, land exemption code, land value, improvement value, if possible residential presence and size) with Parcel ID (PID) and Jurisdiction / Roll (or Juroll).
5. AGRI will provide data where feasible that will aid the Project, including but not limited to:
 - Agricultural Land Reserve boundaries (GIS),
 - high resolution, colour ortho photography (digital),
 - vegetation resources inventory (VRI) (GIS),
 - terrain resources inventory mapping (TRIM) (GIS),
 - provincially designated uses on the land: parks, tree farm licenses, Crown leases, Crown grazing licenses, etc. (GIS),
 - water license point of diversions and water works features (GIS),
 - grassland, wetland, and stream classification (GIS).
6. AGRI will prepare a topological, parcel based GIS dataset with a unique identifier for each polygon (“GIS Parcel Dataset”) that covers the study area.

7. AGRI will prepare a land cover based GIS dataset with preliminary high level land cover descriptions (“GIS Land Cover Dataset”).
8. AGRI will prepare a suite of field survey maps (“Survey Maps”) including overview maps (digital and paper), field survey maps (digital and paper), and geocoded maps (for moving map software).
9. AGRI will provide an AgFocus survey entry system for field data capture.
10. AGRI will provide a recognized ALUI professional in the area of agrology (“Agrologist”) and two technicians for approximately 6 weeks to conduct a ground based field survey.
11. PWSBC may contract the ALUI professional and technician as directed by AGRI. PWSBC will manage contracts and pay invoices and expense claims as approved by AGRI.
12. AGRI will provide necessary training to the Survey Crew and other staff on conducting an AgFocus ground based field survey. AGRI will provide ongoing remote technical support as necessary.
13. AGRI will arrange equipment necessary for the ground field survey. This includes but is not limited to:
 - a laptop and/or iPad with Oziexplorer and/or AvenzaPDF software,
 - a GPS receiver compatible with Oziexplorer software,
 - AgFocus field guide, plant identification reference book.
14. AGRI will arrange a survey vehicle with comfortable seating for three people and good visibility for the ground field survey. The vehicle will come equipped with safety equipment such as flashing beacon (if necessary), signage, radio (if necessary), sign out-check in procedures (if necessary).
15. The Survey Crew will deliver collected data to AGRI on a weekly basis. AGRI will provide quality assurance and feedback to the survey crew. If possible, AGRI will provide an Agrologist to field check approximately 5% of the parcels surveyed to promote continuous improvement.
16. AGRI will run integrity and logical checks on field data and then create the final ALUI dataset.
17. AGRI will deliver the final ALUI dataset to the XXXX in a format compatible with ESRI ArcGIS 10.x.
18. AGRI will complete an ALUI Standard Report for the study area as in kind resources allow. The final report may be a web application (ArcGIS online) and/or pdf format report and may be posted on the Ministry of Agriculture website.

Agricultural Water Demand Model (AWDM)

19. AGRI and PWSBC will define the boundaries of the AWDM considering the availability of data.
20. AGRI will obtain a gridded climate and soils dataset for the area of interest.
21. PWSBC may develop soils data as required by the AWDM, if and where feasible.
22. AGRI will compile the ALUI data, water licence data, animal water use data, and build out scenarios for the area of interest.
23. PWSBC will develop a parcel level AWDM using the compiled data as defined above. If soils data is not available, the AWDM may be developed with default values and updated when soils becomes available.
24. AGRI will produce an AWDM report (written document). If the AWDM was developed with default values, the report will be considered draft. The AWDM report will be finalized when soils data becomes available.
25. The AWDM report will be posted on the Ministry of Agriculture website, and linked to the PWSBC website.
26. The AWDM report will provide summary results of irrigation demands for at least 5 different scenarios including:

- by crops, irrigation systems and soil texture with current land use and Year 2003 climate;
- if more efficient irrigation systems replace the existing systems under current land use and Year 2003 climate;
- if irrigated acreage is increased; and
- the above with several different future climate change scenarios.

The AWDM report will not provide results on individual properties.

27. PWSBC may contract the AWDM consultant, soil data consultant, climate consultant, or contract other tasks as directed by AGRI. PWSBC will manage contracts and pay approved invoices submitted by the contractors.
28. XXXX may contract the AWDM consultant to develop and report additional scenarios developed by the Agricultural Water Demand Model on a cost recovery basis.

Data sharing

29. AGRI is subject to the requirements of the Freedom of Information and Protection of Privacy Act (British Columbia) ("FOIPPA"), which includes specific provisions relating to the collection and use of Personal Information (as that term is defined in FOIPPA). No Personal Information will be collected as part of the ALUI or included in the final ALUI Dataset.
30. AGRI and XXXX will jointly own all intellectual property in the ALUI Dataset for the area within XXXX.
31. AGRI and PWSBC agree to use any data provided to the Project under this MOU for internal purposes only and shall not disclose, sell, license, loan, gift or dispose of the Data or copies of the Data to others. AGRI shall not de-compile, disassemble, reverse engineer, copy, transfer or otherwise use the Data for any purpose other than the Project.
32. AGRI will destroy all data provided to the Project under this MOU except for the final ALUI Dataset.
33. AGRI and XXXX may distribute the final ALUI Dataset.

Appendix A - Release of Final ALUI Data - Terms of Use Agreement

- A. Data Name:** XXXX ALUI 2019
B. Data Extent and Currency: Agricultural Land Reserve and other agricultural areas, Summer 2019
C. Data Description: spatial parcel fabric without cadastral attributes, tabular Agricultural Land use Inventory
D. Data Condition: < ex. preliminary draft which may be incomplete or contain errors and/or omissions; standard quality control processes are currently underway with final data products expected by summer 2018>
E. Pre-existing data sharing agreements:
F. Cadastre data source: Parcel Map BC

By using the digital files containing the data as specified in A, B, C and D above (the "Data") the undersigned person / organization / corporation (the "User") is acknowledging and agreeing to the following:

1. The User is in strict accordance with any pre-existing data sharing and licensing agreements as listed in E above.
2. The User has written permission to receive the cadastral data associated with the Data from all parties as listed in F above.
3. The User agrees to use the Data for internal purposes only and shall not disclose, sell, license, loan, gift or dispose of the Data or copies of the Data to others. The User shall not de-compile, disassemble, reverse engineer, copy, transfer or otherwise use the Data for any purpose other than in accordance with these Terms of Use.
4. The User agrees to acknowledge the BC Ministry of Agriculture as the source of data on any publication, presentation, analysis, and/or mapping product created using the Data.
5. The User agrees to provide the BC Ministry of Agriculture with an opportunity to review any publication, presentation, analysis, and/or mapping product created using the Data before that product is released publicly.
6. The User acknowledges and understands the following limitations on the Data:
 - a. The Data is derived from the Ministry of Agriculture's (AGRI) Agricultural Land Use Inventory (ALUI) System. The ALUI System employs a "windshield" survey method which captures data visible from publicly accessible lands and roads. Where visibility is limited, data may have been interpreted from aerial photography, in combination with local knowledge.
 - b. The data captures a snapshot in time of land cover and land use on legal parcels. Legal parcel descriptions, land use and land cover may have changed since the dataset was collected.
 - c. The data is based on legal land parcels. Farming operations may utilize more than one legal land parcel and therefore the area of a farm operation cannot be determined using this data.
 - d. Capturing production management practices using a "windshield" survey method is very difficult. Practices such as propane exploders, wind machines, crop storage and manure storage are captured if visible. Environmental practices such as manure handling or spreading, fertilizer application, and pesticide application are not captured.
 - e. Capturing the type and number of livestock on a property using a "windshield" survey method is very difficult. Livestock often are in buildings or at the back of the property and therefore not seen. Also, livestock move from property to property and while they may be present one day on one property, they could be present on a different property the next day resulting in over counting. For many properties, livestock type and a range of the number of animals present was estimated using a number of methods including barn size and local knowledge. Using this data to extrapolate livestock farm management practices or environmental impacts from individual parcels is invalid.
7. The User acknowledges and agrees to the following limited warranty and limitation on rights and remedies:
 - f. The BC Ministry of Agriculture provides the Data to the User "as is," without warranty of any kind, express or implied, including but not limited to the implied warranties of accuracy, completeness, currentness, reliability, and fitness for any particular purpose with respect to the Data and any accompanying written materials;
 - g. In no event shall the BC Ministry of Agriculture be liable to the User or any other party for losses or damages, including any loss of profits, lost savings, injury to property, or other incidental or consequential damages arising out of the Data, including but not limited to financial losses from reliance on Data, loss or corruption of Data, and computer viruses, or the User's inability to use the Data, even if the Ministry has been advised of the possibility of such damages, or for any claim by any other party.

These Terms of Use are effective until terminated by the Ministry of Agriculture, with or without cause, in the Ministry of Agriculture's sole and unfettered discretion by giving written notice to the User. The Ministry of Agriculture may terminate the User's license if the User fails to comply with any of these terms. Any such termination by the Ministry of Agriculture shall be in addition to and without prejudice to such rights and remedies as may be available to the Ministry of Agriculture. Immediately upon termination of the license, the User shall destroy any and all copies of the Data in its possession. The disclaimers, limitations on liability, ownership, termination, waiver, warranty and the indemnity provisions of these Terms of Use shall survive the termination of the license. These Terms of Use are governed by the laws of British Columbia. These Terms of Use constitute the entire agreement between the parties pertaining to the subject-matter hereof. If any part of these Terms of Use is found to be unenforceable, then that part will be severed so that the remainder of these Terms of Use can continue to be enforceable.

I, _____ (the User), as a representative of _____ (the Company), agree to these

Terms of Use for the purpose of _____ (the Project).

Signature _____ Date _____



Islands Trust

Print Date: April 4, 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 February 2019

640 Lasqueti	Invoices posted to Month ending February 2019	<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	2,006.68	-756.68
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>2,117.59</u>	<u>382.41</u>
Projects				
73001-640-2015	Lasqueti OCP/LUB	2,500.00	1,483.22	1,016.78
73001-640-4095	Lasqueti Subdivision regulation review	1,500.00	1,034.50	465.50
		<u>4,000.00</u>	<u>2,517.72</u>	<u>1,482.28</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.

5.	February 25, 2019	LA-2019-IC-001	Staff & Trustee at APC meetings	It was MOVED and SECONDED that the Lasqueti Island Local Trust Committee adopt the following standing resolution: that all Advisory Planning Committee meetings will include a staff member and a Trustee.
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Top Priorities

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	William Shulba	
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		

Projects

Lasqueti Island

Description	Activity	R/Initiated
Community to Community Forum	Establish relationships with First Nations with interests in the Lasqueti Local Trust Area.	24-Sep-2018
Subdivision Review Project	Staff to prepare a draft project charter for a subdivision review project to review conservation based and cluster subdivision options.	