



## Lasqueti Island Local Trust Committee

### Regular Meeting Agenda

Date: May 8, 2023  
Time: 11:00 am  
Location: Judith Fisher Centre  
#1 China Cloud Bay Road  
Lasqueti Island, BC

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			Pages
1.	<b>CALL TO ORDER</b>	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.	<b>APPROVAL OF AGENDA</b>	11:00 AM - 11:05 AM	
3.	<b>REPORTS</b>	11:05 AM - 11:20 AM	
3.1	Trustee Reports		
3.2	Chair's Report		
4.	<b>PUBLIC COMMENTS</b>	11:20 AM - 11:30 AM	
5.	<b>MINUTES</b>	11:30 AM - 11:35 AM	
5.1	Local Trust Committee Minutes dated March 20, 2023 - for adoption		3 - 10
5.2	Section 26 Resolutions-Without-Meeting Report - none		
5.3	Advisory Planning Commission Minutes - none		
6.	<b>BUSINESS ARISING FROM MINUTES</b>	11:35 AM - 11:55 AM	
6.1	Follow-up Action List dated April 28, 2023		11 - 13
6.2	Draft Freedom of Information and Protection of Privacy Bylaw - Request for Decision		14 - 23
7.	<b>APPLICATIONS AND REFERRALS - none</b>		
8.	<b>LOCAL TRUST COMMITTEE PROJECTS</b>	11:55 AM - 12:15 PM	
8.1	Official Community Plan / Land Use Bylaw Review Project - Staff Report		24 - 35

9. **DELEGATIONS - none**
10. **CORRESPONDENCE - none**  
*(Correspondence received concerning current applications or projects is posted to the LTC webpage)*
11. **NEW BUSINESS - none**
12. **REPORTS** 12:15 PM - 12:45 PM
  - 12.1 Trust Conservancy Report - none
  - 12.2 Applications Report dated April 28, 2023 36 - 36
  - 12.3 Trustee and Local Expense Report dated February, 2023 37 - 37
  - 12.4 Adopted Policies and Standing Resolutions 38 - 39
  - 12.5 Local Trust Committee Webpage
  - 12.6 Approval of Lasqueti Island's LTC Section for 2022/23 Annual Report - request for decision 40 - 42
  - 12.7 Electoral Area Director's Report
13. **WORK PROGRAM** 12:45 PM - 12:55 PM
  - 13.1 Active Projects Report dated April 28, 2023 43 - 44
  - 13.2 Future Projects Report dated April 28, 2023 45 - 46
14. **UPCOMING MEETINGS**
  - 14.1 Next Regular Meeting Scheduled for Wednesday, July 26, 2023 at 11:00 am at Judith Fisher Centre, #1 China Cloud Bay Road, Lasqueti Island, BC
15. **ADJOURNMENT** 12:55 PM - 1:00 PM



## Lasqueti Island Local Trust Committee

### Minutes of Regular Meeting

**Date:** March 20, 2023

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

**Members Present:** Tobi Elliott, Chair  
Timothy Peterson, Local Trustee  
Mikaila Lironi, Local Trustee by Zoom

**Staff Present:** Sonja Zupanec, Island Planner  
Stephen Baugh, Planner 2  
Katherine Vogt, Recorder by Zoom

**Others Present:** Andrew Fall, qathet Electoral Area Director by Zoom  
There were approximately four (4) members of the public and no members of the media in attendance.

#### 1. CALL TO ORDER

The Chair called the meeting to order at 11:10 am. She acknowledged that the meeting was being held in territory of the Coast Salish First Nations. She introduced herself, Trustees, Staff, and Director Fall and welcomed members of the public.

#### 2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- Add Addendum Item 12.2: Draft Protocol Agreement between Trust Council and Snaw-naw-as First Nation-Briefing.
- Add Item 12.3: Consideration of Local Trust Committee drafting a letter to Telus regarding problems with local telephone service.
- Item 12.4: Consideration of request for the Islands Trust Chief Administrative Officer to write a letter to the Manager of the Ministry of Transportation and Infrastructure concerning next steps on the barge ramp.

**By general consent** the agenda was adopted as amended.

#### 3. RISE AND REPORT - In-camera Meeting January 23, 2023

The Chair reminded that the announcement of the recent Advisory Planning Commission (APC) appointments had been made at the end of the last Local Trust Committee (LTC) meeting.

#### 4. REPORTS

**4.1 Trustee Reports**

Trustee Peterson reported on the following:

- The Draft Protocol Agreement between Trust Council and Snaw-naw-as First Nation is a positive first step.
- The Lasqueti LTC is pioneering the use of new audio equipment in the LTC meeting room to increase public accessibility by making voices easier to hear.

Trustee Lironi reported on the following:

- Thank-you to Sue Ashcroft for promoting LTC meeting accessibility improvements.

**4.2 Chair's Report**

The Chair reported on the following:

- The upcoming Rural Islands Economic Partnership Forum April 25 to 27 on Gabriola Island will focus on housing solutions.
- An upcoming Housing Summit convened by the Union of BC Municipalities set for early April will be attended by 5 representatives of the Islands Trust.
- Trust Council budget meetings in March; a 2.05% tax increase was approved and the restoration of in-person, collaborative meetings was supported.

**4.3 Electoral Area Director's Report**

Director Fall reported on the following:

- The qathet Regional District (qRD) adopted its budget in February 2023 after a difficult year of high inflation.
- The qRD Board adopted a new honorarium policy for all regional Fire Departments, increasing stipends for First Responders and Firefighters.
- The qRD is partnering with Pete's Lake Water Users Society in a 50/50 cost-sharing agreement for some water tanks near the Judith Fisher Centre which will improve fire safety, especially in the dry season.
- The qRD was successful in obtaining \$28,000 in funding from the Union of BC Municipalities (UBCM) Community Emergency Preparation Fund for some fire equipment and portable generators.
- A meeting between the qRD and the Lasqueti Local Trust Committee (LTC) last week.
- The qRD Board recently adopted a new code of conduct policy which is undergoing legal review.

**5. PUBLIC COMMENTS**

Members of the public noted the following:

- One member of the public noted that meeting expenses in the Trust Council budget are double what was initially budgeted and expressed concern that on-island minute-taker contracts have been cut. Also, that the recently passed Islands Trust budget included a million dollars for new staff positions, one of

which may eliminate contract minute-takers completely. Trustees responded that a new Meeting Facilitator position has been approved for a one-year period and is not a full-time equivalent position and that, currently, staff is covering the equivalent of one full-time position conducting meeting facilitation which is taking time away from their regular work.

- The Chair clarified that the million dollars for new positions previously mentioned was incorrect; rather, two full-time equivalent staff salaries were approved, including up to \$79,000 for one full-time mid-level Meeting Facilitator, and \$97,000 for a Finance Manager.
- The member of the public apologized and corrected that the one million dollars represented the total of increases in staff wages and salaries. Trustees responded that these staff increases were driven by the BC Government Employees Union (BCGEU) agreement, which the Trust Council has no control over, and that the BCGEU and the Province agreed to a 6.5 % wage increase.
- The same member of the public asked for clarification of the process by which APC members were selected and expressed concern that their application had been denied.
  - The Trustees confirmed that the list of all applicants was received and considered and that the APC is meant to support the decision-making process of the LTC when the LTC is seeking broader input.
  - Staff clarified that the in-camera agenda package sent in advance of the meeting would have contained the list of applicants in order to allow trustees time to consider them.
- Traditionally, members of the public have been given 5 minutes to speak, not 3 minutes.
- The Rural Housing Initiative is very good because so little attention has been paid to rural housing.
- When will our Official Community Plan (OCP) review move forward?
  - Trustee Peterson noted the updated OCP Project Charter for consideration in the current agenda; and the LTC is anticipating a communications breakthrough with Snaw-naw-as First Nation.
- Did the Chair consult with the Trust legal department about members of the public recording at the LTC meetings? Section 184 of the Canadian Criminal Code says it is illegal to record if one is not a party to the conversation; but if you are a party to the conversation, you can record without having to get permission, unless there is a reasonable expectation of confidentiality. A public LTC meeting should have no expectation of confidentiality. Do we need the Chair's permission? The previous Chair advised that permission be asked for. The LTC should not put itself above the Criminal Code of Canada.
  - The Chair noted that the issue was being considered as a policy discussion at Trust Council. In the absence of a policy, it would be respectful to ask for each person's permission to record.

- Regarding past reports from the OCP Review, Trustees and Staff should work with the APC on a better public e-communications strategy because a past report was not mailed out.
  - Trustee Peterson noted that the LTC did post copies of the report in public spaces; but was unsure if there was a mail-out. More copies of this report could be made available, as well as re-posted and sent out.
- The telephone problem on Lasqueti is one of safety for medical emergencies. Telus has been unresponsive to my communications.
  - A Trustee noted that this issue would be discussed under Agenda Item 12.

**6. MINUTES**

**6.1 Local Trust Committee Minutes dated January 23, 2023 - for adoption**

**By general consent** the minutes of the Lasqueti Local Trust Committee Meeting of January 23, 2023 were adopted as presented.

**6.2 Section 26 Resolutions-Without-Meeting Report - none**

**6.3 Advisory Planning Commission Minutes - none**

**7. BUSINESS ARISING FROM MINUTES**

**7.1 Follow-up Action List dated March 13, 2023**

Received.

**7.2 Model Strategy for Antenna Systems - for discussion**

Trustee Peterson presented his recent email of January 11, 2023 that asks that the LTC consider the recently passed Salt Spring Island Tower Protocol Standing Resolution which requires Antenna Systems applicants to conduct broad First Nations consultation as part of their application process.

Staff noted that the federal protocol does include First Nations consultation; but that the Salt Spring Island Resolution gives the LTC access to that information; and that the following Item B of the Standing Resolution is substantially extra to the Federal protocol: 'b. The proponent is recommended to undertake consultation during the pre-consultation phase with the Islands Trust and a First Nations cultural knowledge holder for the siting of the proposed antenna system as it relates to cultural and sacred sites;'

A trustee suggested that the term 'recommended' in item b. would preferably be changed to 'will.'

**LA-LTC-2023-008**

**It was MOVED and SECONDED,**

that the Lasqueti Island Local Trust Committee request staff to analyse the language in the Salt Spring Island Local Trust Committee Standing Resolution on "Strategy for Antenna Systems" and report back to the Lasqueti Island Local Trust Committee.

**CARRIED**

**8. APPLICATIONS AND REFERRALS - none**

**9. LOCAL TRUST COMMITTEE PROJECTS**

**9.1 Official Community Plan (OCP) Review Project Status Update - Staff Report**

Staff presented the staff report that asks Trustees to consider approving the updated OCP Review Project Charter, noting the following:

- The project is now considered minor; the new fiscal year begins April 1, 2023; Planner Baugh is the new project planner; and the project recently expanded to include an update to the minimum lot sizes at subdivision.
  - The Chair clarified that \$3000.00 had been approved for the project.
- A referral to the new APC should be going out soon; a status report on Land Use Bylaw (LUB) alignment with proposed OCP amendments is forthcoming; a work plan for the budget will be brought to the LTC for next meeting; and the website will be updated with the new Project Charter information.
- Future funds for implementing the draft protocol agreement between Trust Council and Snaw-naw-as First Nation (SFN) would not be able to be used to fund First Nation engagement regarding the Lasqueti OCP review.
- The planning staff project activity to 'Incorporate First Nation perspectives and recognition of Tla'amin Treaty rights into policy/regulatory options' is extra to the regular First Nations/LTC referral process.
- There has been recent administrative staff turnover.

**LA-LTC-2023-009**

**It was MOVED and SECONDED,**

that the Lasqueti Island Local Trust Committee approve the updated Lasqueti Official Community Plan Project Charter version 4.5 dated March 2023.

**CARRIED**

**By general consent** the meeting was recessed at 12:26 pm and reconvened at 1:02 pm.

**10. DELEGATIONS - none**

**11. CORRESPONDENCE - none**

**12. NEW BUSINESS**

**12.1 Freedom of Information and Protection of Privacy Bylaw - Request for Decision**

Trustees received the staff report from Director of Legislative Services that asks Trustees to consider adopting "Lasqueti Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No.101, 2023" for the purpose of updating the existing bylaw with current legislation and Schedule of Fees.

A Trustee wanted to compare the new bylaw with the existing one.

**LA-LTC-2023-010**

**It was MOVED and SECONDED,**

that the Lasqueti Island Local Trust Committee defer decision regarding the new Freedom of Information and Protection of Privacy Bylaw to the next Local Trust Committee meeting; and add the existing bylaw to the next agenda package.

**CARRIED**

**12.2 Draft protocol Agreement between Trust Council and Snaw-naw-as First Nation-Briefing**

Planner Zupanec presented the briefing from Trust Area Services that advises Trustees of the new draft protocol agreement and asks for their comments for Trust Council's consideration, noting the following:

- The Islands Trust Council can enter into agreements with First Nations on its own behalf or on behalf of a Local Trust Committee to set out how parties will work together in the future.
- There are already protocol agreements with Snuneymuxw and Lyackson First Nation.
- Snaw-naw-as First Nation's Chief and Council reviewed the draft agreement on March 15, 2023; they are requesting that the Lasqueti LTC conclude considerations of the agreement by the end of this month.
- It is anticipated that a working group of members would be created by Trust Council for attendance at protocol agreement meetings in 2023 and 2024.

**LA-LTC-2023-011**

**It was MOVED and SECONDED,**

that the Lasqueti Island Local Trust Committee endorse the draft protocol agreement with Snaw-naw-as First Nation and request staff to forward it to Executive Committee for consideration by Trust Council.

**CARRIED**

**12.3 Consideration of Local Trust Committee drafting a letter for Telus regarding problems with local telephone service.**

A trustee noted that the main issue is the lack of adequate obligatory telephone service being provided to Lasqueti, which is a major safety concern.

**LA-LTC-2023-012**

**It was MOVED and SECONDED,**

that the Lasqueti Island Local Trust Committee request Staff and the Chair to prepare a letter to Telus concerning telephone service on Lasqueti Island.

**CARRIED**



Trustee Peterson offered to share background information with Staff and the Chair, including information of Telus' responsibilities under the Canadian Radio-television and Telecommunications Commission (CRTC) Act; a previous letter to Telus from the qRD; and an update on some of the long-term outages that have been occurring on Lasqueti.

**12.4 Consideration of request for the Islands Trust Chief Administrative Officer (CAO) to write a letter to the Manager of the Ministry of Transportation and Infrastructure (MOTI) concerning next steps on the barge ramp.**

Trustee Peterson noted that the Lasqueti LTC had recently met with representatives from the qRD and had discussed how to make the barge ramp legally conforming to the roadway.

**LA-LTC-2023-013**

**It was MOVED and SECONDED,**

that the Lasqueti Island Local Trust Committee request the Chief Administrative Officer to write the Ministry of Transportation and Infrastructure Regional Manager requesting a joint meeting with the Lasqueti Local Trust Committee and the qathet Regional District concerning the barge ramp access.

**CARRIED**

**By general consent,** the following addition to the agenda was approved:

- Item 12.5: Discussion of Inviting a First Nations Elder to Open a Lasqueti LTC Meeting.

**12.5 Discussion of Inviting a First Nation's Elder to Open a Lasqueti LTC meeting.**

The Chair noted that a First Nations' Elder had opened the LTC meeting on Gabriola in the New Year and had provided a traditional welcome to the territory.

A Trustee noted that many First Nations had interests in Lasqueti Island so it would be difficult to conduct such an invitation in a fair and respectful manner. Further information would be needed to proceed thoughtfully.

The Chair offered that the new mid-level administrative position recently approved by Trust Council and the filling of the Senior Intergovernmental Policy Advisor position would allow greater capacity for timely and respectful communications with First Nations.

**13. REPORTS**

**13.1 Trust Conservancy Report dated February 15, 2023**

The Chair, as a member of the Trust Conservancy Board, expressed appreciation of the work the board was doing. She noted that as more lands are donated to the Conservancy, more expenditures must go toward staff and legal fees regarding management plans and ecosystem monitoring and mapping.

**13.2 Applications Report dated March 13, 2023**

Planner Zupanec provided an update that Subdivision File LA-SUB-2019.1 was awaiting a letter from the applicant that would finalize their subdivision plan.

**13.3 Trustee and Local Expense Report dated January, 2023**

The Chair noted that the new rented sound equipment for enhanced LTC meeting hearing accessibility would be coming out of the LTC local expenses budget.

Trustee Peterson noted that a printer had been previously purchased for the LTC due to difficulties with off-island printing; so only paper would need to be purchased for communications going forward.

**13.4 Adopted Policies and Standing Resolutions**

Received.

**13.5 Local Trust Committee Webpage**

**14. WORK PROGRAM**

**14.1 Active Projects Report dated March 13, 2023**

Trustee Peterson requested that staff clarify the status of the following active minor project for next meeting:

'Updated August 29, 2022: Staff to bring a report back on options for submission for delegation materials and meeting notice for new meetings consistent with Standing Resolution 2022-022 in the meeting procedure bylaw. (Submission of documents before agenda package is published or at the meeting.)'

**14.2 Future Projects Report dated March 13, 2023**

Received.

**15. UPCOMING MEETINGS**

**15.1 Next Regular Meeting Scheduled for Monday, May 8, 2023 at 11:00 am at Judith Fisher Centre, #1 China Cloud Bay Road, Lasqueti Island, BC**

**16. ADJOURNMENT**

**By general consent** the meeting was adjourned at 1:38 pm.

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Tobi Elliott, Chair

Certified Correct:

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Katherine Vogt, Recorder

## Follow Up Action Report

### Lasqueti Island

#### 11-Apr-2022

Activity	Responsibility	Dates	Status
<p>1 Referral of FLNRORD comments on the OCP to the APC to make a recommendation as to whether the policies of concern should be retained, removed, or amended.</p> <p>UPDATE: As of September 23, 2022 no response has been received by FLNRORD</p> <p>UPDATE: As of January 23, 2023 the LTC is deferring a referral to APC on this matter until FN consultation is completed.</p>			In Progress

#### 23-Jan-2023

Activity	Responsibility	Dates	Status
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## Follow Up Action Report

### Lasqueti Island

23-Jan-2023

Activity	Responsibility	Dates	Status
<p>1 LTC request staff to prepare a status update report on the OCP review project and preliminary analysis of the scope of possible amendments that may need to be considered to update the LUB so that it is aligned with the OCP if adopted as presented at 1st reading. - Staff report on April agenda (COMPLETED APRIL 2023)</p> <p>LTC request staff to send a referral to APC to either define 'community benefit' for the OCP project as it relates to TUPs or have APC recommend a process by which the LTC could define community benefit. (COMPLETED MARCH 2023)</p> <p>The LTC request staff to update the OCP Project Charter in-scope section to include adjusting references of minimum lot sizes at subdivision in the OCP and LUB to 10 acre (4.04 ha). (COMPLETED MARCH 2023)</p>			Completed
<p>2 The LTC request staff to clarify the LTCs responsibility to provide accommodation for persons with disabilities during public meetings.</p>	Renee Jamurat		In Progress

20-Mar-2023

Activity	Responsibility	Dates	Status
<p>1 Request staff to analyze the SSI language for FN requirements for antenna systems and report back to the LTC on how it aligns with the protocol and the federal/provincial requirements and existing process for FN engagement.</p>	Stephen Baugh		In Progress

## Follow Up Action Report

### Lasqueti Island

20-Mar-2023

Activity	Responsibility	Dates	Status
2 OCP project charter v4.5 adopted - post to web and remove all highlighting.	Sonja Zupanec		Completed
3 Defer item March 20 item 12.1 to the May agenda for LTC consideration of the FOIPP bylaw - add existing FOIPP bylaw to the agenda for LTC comparison.	Nadine Mourao Stephen Baugh		Completed
4 LA LTC endorses the draft protocol agreement with SNFN. Advise Director Cermak it can be forwarded to EC for consideration by TC.	Sonja Zupanec		Completed
5 LA LTC Requests CAO of Islands Trust write to Regional Manager of MOTI requesting joint meeting with LTC and qathet RD regarding barge ramp access issues on Lasqueti Island.	Lori Foster Stefan Cermak Stephen Baugh		In Progress
6 Staff to check to see if a meeting procedures bylaw report from Heather Kauer was completed and is ready to move ahead to LTC and report back to the LTC in May; prioritize the OCP report analysis for the May LTC meeting if possible.	Renee Jamurat Stephen Baugh		In Progress



## REQUEST FOR DECISION

**To:** Local Trust Committees **For the Meeting of:** Various  
**From:** David Marlor, Director, Legislative Services **Date Prepared:** March 6, 2023  
**SUBJECT:** Freedom of Information and Protection of Privacy Bylaw

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### RECOMMENDATION:

1. That Lasqueti Island Local Trust Committee Bylaw No. 101, cited as “Lasqueti Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 101, 2023” be given first, second and third reading.
2. That the Lasqueti Island Local Trust Committee Bylaw No. 101, cited as “Lasqueti Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 101, 2023” be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

**DIRECTOR OF PLANNING SERVICES COMMENTS:** The draft Freedom of Information and Protection of Privacy bylaw is in line with current legislation and Schedule of Fees.

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### 1 PURPOSE:

To adopt the new Freedom of Information and Protection of Privacy bylaw and model bylaw to bring them in line with updated legislation.

### 2 BACKGROUND:

On November 25, 2021, the Government of British Columbia enacted Bill 22 bringing into force significant amendments to the *Freedom of Information and Protection of Privacy Act*. The *Act* governs how public bodies collect, use and disclose the personal information of individuals.

The current local trust committee freedom of information and protection of privacy bylaws have been unchanged since they were adopted in 1994. Since that time, amendments have been made to the *Act*, as well as fees updated.

At its regular business meeting June 21 to 23, 2022, Trust Council adopted a model Freedom of Information and Protection of Privacy Bylaw, and passed the following resolution:

*That Trust Council request all local trust committees to consider adoption of a new Freedom of Information and Protection of Privacy bylaw based on the model bylaw.*

Staff has drafted a new Freedom of information and Protection of Privacy Bylaw for each Island Local Trust Committee based on the adopted model bylaw.

### **3 IMPLICATIONS OF RECOMMENDATION**

#### **ORGANIZATIONAL:**

Minimal staff time to update material on the website.

#### **FINANCIAL:**

Fees incurred can be charged current amounts for actual costs and reflect charges for various media formats, including digital records.

#### **POLICY: N/A**

#### **IMPLEMENTATION/COMMUNICATIONS:**

Staff would update the Islands Trust website with the new bylaws.

#### **FIRST NATIONS:**

There is no impact on First Nations on the adoption of the new Freedom of Information and Protection of Privacy bylaw and model bylaw.

#### **OTHER:**

There are no other implications of the recommendation.

### **4 RELEVANT POLICY(S): N/A**

### **5 ATTACHMENT(S):**

#### **1. Lasqueti Island Local Trust Committee – Freedom of Information and Protection of Privacy Bylaw No. 101**

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#### **Alternative:**

1. That draft Bylaw No. 101 be amended, and be read a first, second and third time. In this case, any amendments not consistent with the model would be reviewed by the Executive Committee to ensure they do not cause a financial burden to the organization.
2. That this report be referred back to staff for additional information.

Submitted By:	David Marlor, Director, Legislative Services	March 6, 2023
Concurrence:	Renée Jamurat, Regional Planning Manager	March 7, 2023

**LASQUETI ISLAND LOCAL TRUST COMMITTEE  
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY  
BYLAW NO. 101**

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A Bylaw to designate the head of the Lasqueti Island Local Trust Committee for the purposes of, and to set fees under, the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended.

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**GIVEN THAT:**

- A. Section 77(a) of the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended (the "Act"), gives the Lasqueti Island Local Trust Committee the authority to designate a person as the head of the Lasqueti Island Local Trust Committee for the purposes of the Act, and
- B. Section 77(c) of the Act gives the Lasqueti Island Local Trust Committee the authority to set any fees the Lasqueti Island Local Trust Committee requires to be paid under section 75 of the Act,

THE LASQUETI ISLAND LOCAL TRUST COMMITTEE ENACTS AS FOLLOWS:

**Citation**

- 1. This bylaw may be cited as "Lasqueti Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 101, 2023".

**Definitions and Interpretation**

- 2. In this Bylaw:

"Act"	means the <i>Freedom of Information and Protection of Privacy Act</i> , RSBC 1996, Chapter 165, as amended.
"Commercial Applicant"	means a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit.
"Head"	means the person designated under Section 3 of this Bylaw as the head of the of the Lasqueti Island Trust Committee for the purposes of the Act.
"Request"	means a request for information under Section 5 of the Act.
"Records"	includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.



### **Designation of Head**

3. The person from time to time appointed to the position of Secretary of the Islands Trust is designated as the Head of the Lasqueti Island Local Trust Committee for the purposes of the Act.
4. The person from time to time appointed to the position of Deputy Secretary of the Islands Trust and the person from time to time appointed to the position of Deputy Treasurer of the Islands Trust, each are authorized to perform any duty or exercise any function of the Head who is designated under Section 3.

### **Policies and Procedures**

5. The Heads authorized to perform the duties of the Head shall operate in accordance with the Act and the Freedom of Information and Protection of Privacy policies, guidelines, and procedures, as set by the Islands Trust Council from time to time.

### **Fees**

6. The fees that are payable by applicants under the Act are those set out in Schedule A to this bylaw.

### **Interpretation**

7. Any word or expression used in this bylaw that is not defined in this bylaw has the meaning given to it in the Act on the date of final adoption of this bylaw.

### **Repeal**

8. "Lasqueti Island Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 49, 1994", is hereby repealed and replaced by this bylaw.

READ A FIRST TIME this \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

READ A SECOND TIME this \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

READ A THIRD TIME this \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

RECONSIDERED AND FINALLY ADOPTED THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

**Lasqueti Island Local Trust Committee**  
**Freedom of Information and Protection of Privacy**  
**Bylaw No. 101 - Schedule 'A'**

**Schedule of Maximum Fees**

Item	Description of Services		Fees
1	(a)	Application Fee	\$10.00 (non-refundable)
	(b)	An applicant's request for his/her own personal information is not subject to any fees.	
2	For applicants other than commercial applicants:		
	(a)	for locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours
	(b)	for producing a record manually	\$7.50 per ¼ hour
	(c)	for producing a record from a machine readable record from a server or computer	\$7.50 per ¼ hour for developing a computer program to produce the record
	(d)	for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour
	(e)	for shipping copies	actual costs of shipping method chosen by applicant
	(f)	for copying records	
	(i)	floppy disks	\$2 per disk
	(ii)	CDs and DVDs, recordable or rewritable	\$4 per disk
	(iii)	computer tapes	\$40 per tape, up to 2 400 feet
	(iv)	microfiche	\$3 per fiche
	(v)	microfilm duplication	\$25 per roll for 16mm microfilm \$40 per roll for 35mm microfilm
	(vi)	microfiche or microfilm to paper duplication	\$0.50 per page (8.5" x 11")
	(vii)	photographs, colour or black and white	\$5 to produce a negative \$12 each for 16" x 20" photograph \$9 each for 11" x 14" photograph \$4 each for 8" x 10" photograph \$3 each for 5" x 7" photograph
	(viii)	photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")
	(ix)	dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(x)	dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(xi)	scanned electronic copy of a paper record	\$0.10 per page
	(xii)	photomechanical reproduction of 105 mm cartographic record/plan	\$3 each
	(xiii)	slide duplication	\$0.95 each
	(xiv)	audio cassette tape (90 minutes or fewer)	\$5 per cassette plus \$7 per ¼ hour of

			duplication	recording
		(xv)	video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per ¼ hour of recording
3	For commercial applicants for each service listed in Item 2			the actual cost to the public body of providing that service

**ISLANDS TRUST**  
**Lasqueti Island Trust Committee**  
**Freedom of Information and Protection of Privacy**  
**Bylaw No. 49, 1994**

\*\*\*\*\*

A Bylaw to designate the head of the Lasqueti Island Trust Committee for the purposes of, and to set fees under, the *Freedom of Information and Protection of Privacy Act*, S.B.C. 1992, c. 61, as amended.

\*\*\*\*\*

**GIVEN THAT:**

- A. Section 76.1 of the *Freedom of Information and Protection of Privacy Act*, S.B.C. 1992, c. 61, as amended ("Act"), gives the Lasqueti Island Trust Committee the authority to designate a person as the head of the Lasqueti Island Trust Committee for the purposes of the Act and to authorize any person to perform any duty or exercise any function under the Act of the person designated as the head of the Lasqueti Island Trust Committee, and
- B. Section 76.1 of the Act also gives the Lasqueti Island Trust Committee the authority to set any fees the Lasqueti Island Trust Committee requires to be paid under the Act,

THE LASQUETI ISLAND TRUST COMMITTEE ENACTS AS FOLLOWS:

**Designation of Head**

- 1. The person from time to time appointed to the position of Secretary of the Islands Trust is designated as the head of the Lasqueti Island Trust Committee for the purposes of the Act.

**Authorization of Assistance for Head**

- 2. The person from time to time appointed to the position of Deputy Secretary of the Islands Trust and the person from time to time appointed to the position of Deputy Treasurer of the Islands Trust, each are authorized to perform any duty or exercise any function of the head who is designated under Section 1.

**Policies and Procedures**

- 3. The head or persons authorized to perform the duties of the head shall operate in

accordance with Freedom of Information and Protection of Privacy policies, guidelines, and procedures, as set by the Islands Trust Council from time to time.

### **Fees**

4. The fees that are payable by applicants under the Act are those set out in Schedule A to this bylaw.

### **Interpretation**

5. Any word or expression used in this bylaw that is not defined in this bylaw has the meaning given to it in the Act on the date of final adoption of this bylaw.

6. **Citation**

This bylaw may be cited as "Lasqueti Island Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 49, 1994".

READ A FIRST TIME this 25th day of August, 1994.

READ A SECOND TIME this 29th day of September, 1994.

READ A THIRD TIME this 29th day of September, 1994.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS 4th day of October, 1994.

RECONSIDERED AND FINALLY ADOPTED this 6th day of October, 1994.

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Chairperson

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Secretary

**ISLANDS TRUST**  
**Lasqueti Island Trust Committee**  
**Freedom of Information and Protection of Privacy**  
**Bylaw No. 49 - Schedule 'A'**

**Schedule of Maximum Fees**

1. An applicant's request for his/her own personal information is not subject to any fees.
2. For applicants other than \*commercial applicants:
  - (a) for locating and retrieving a record \$7.50 per 1/4 hour after the first 3 hours,
  - (b) for producing a record manually \$7.50 per 1/4 hour,
  - (c) for producing a record from a machine readable record \$16.50 per minute for cost of use of central mainframe processor and all locally attached devices plus \$7.50 per 1/4 hour for developing a computer program to produce the record,
  - (d) for preparing a record for disclosure and handling a record \$7.50 per 1/4 hour,
  - (e) for shipping copies actual costs of shipping by method chosen by applicant,
  - (f) for copying records
    - (i) photocopies and computer printouts \$.25 per page (8.5 x 11, 8.5 x 14), \$.30 per page (11 x 17),
    - (ii) floppy disks \$10.00 per disk,
    - (iii) computer tapes \$40.00 per tape, up to 2400 feet,
    - (iv) microfiche \$10.00 per fiche,
    - (v) 16 mm microfilm duplication \$25.00 per roll,
    - (vi) 35 mm microfilm duplication \$40.00 per roll,
    - (vii) microfilm to paper duplication \$.50 per page,
    - (viii) photographs (colour or black and white) \$5.00 to produce negative  
 \$12.00 each for 16" x 20"  
 \$9.00 each for 11" x 14"  
 \$4.00 each for 8" x 10"  
 \$3.00 each for 5" x 7",  
 \$12.50 each,
    - (ix) photographic print of textual, graphic or cartographic records (8" x 10" black and white) \$12.50 each,
    - (x) hard copy laser print, B/W, 300 dots/inch \$.25 each,

(xi)	hard copy laser print, B/W, 1200 dots/inch	\$ .40 each,
(xii)	hard copy laser print, colour	\$1.65 each,
(xiii)	photomechanical reproduction of 105 mm cartographic record/plan	\$3.00 each,
(xiv)	slide duplication	\$ .95 each,
(xv)	plans	\$1.00 per square metre,
(xvi)	audio cassette duplication	\$10.00 plus \$7.00 per 1/4 hour of recording,
(xvii)	video cassette (1/4" or 8 mm) duplication	\$11.00 per 60 minute cassette plus \$7.00 per 1/4 hour of recording; \$20.00 per 120 minute cassette plus \$7.00 per 1/4 hour of recording,
(xviii)	video cassette (1/2") duplication	\$15.00 per cassette plus \$11.00 per 1/4 hour of recording, and
(xix)	video cassette (3/4") duplication	\$40.00 per cassette plus \$11.00 per 1/4 hour of recording.

3. For \*commercial applicants

for each service listed in item 2

the actual cost of providing that service.

\* "commercial applicant" means a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit.



File No.: Lasqueti OCP/LUB Review Project

6500 LTC Work Program

DATE OF MEETING: May 8, 2023  
TO: Lasqueti Island Local Trust Committee  
FROM: Stephen Baugh, Planner 2  
Northern Team  
SUBJECT: Lasqueti OCP/LUB Review Project Update

## RECOMMENDATION

1. That the Lasqueti Island Local Trust Committee approve the Project Charter Version 5.0, including a new work plan, for the Lasqueti Island OCP/LUB Review Project.
2. That the Lasqueti Island Local Trust Committee direct staff to schedule a meeting between the Lasqueti Island Local Trust Committee and Snaw-naw-as First Nation to discuss the proposed OCP Bylaw No. 98.

## REPORT SUMMARY

This report summarizes the steps taken on the Lasqueti OCP/LUB Review Project since it was initiated in 2018, provides an update on the current status of the project, presents a new work plan for LTC approval and flags outstanding tasks to be completed before the bylaw is adopted.

Staff recommend that the LTC endorse the revised work plan (Attachment 2) including the next steps, future project milestones and a timeline with target dates for key milestones. This will ensure the project objectives, as described in the project charter, are achieved. Staff also recommend direction from the LTC for the next steps on a meeting with Snaw-naw-as First Nation.

## BACKGROUND

At their meeting on January 23, 2023, the Lasqueti Island Local Trust Committee (LTC) passed the following resolution requesting a status update report on the Official Community Plan (OCP) Review Project:

**LA-LTC-2023-003**

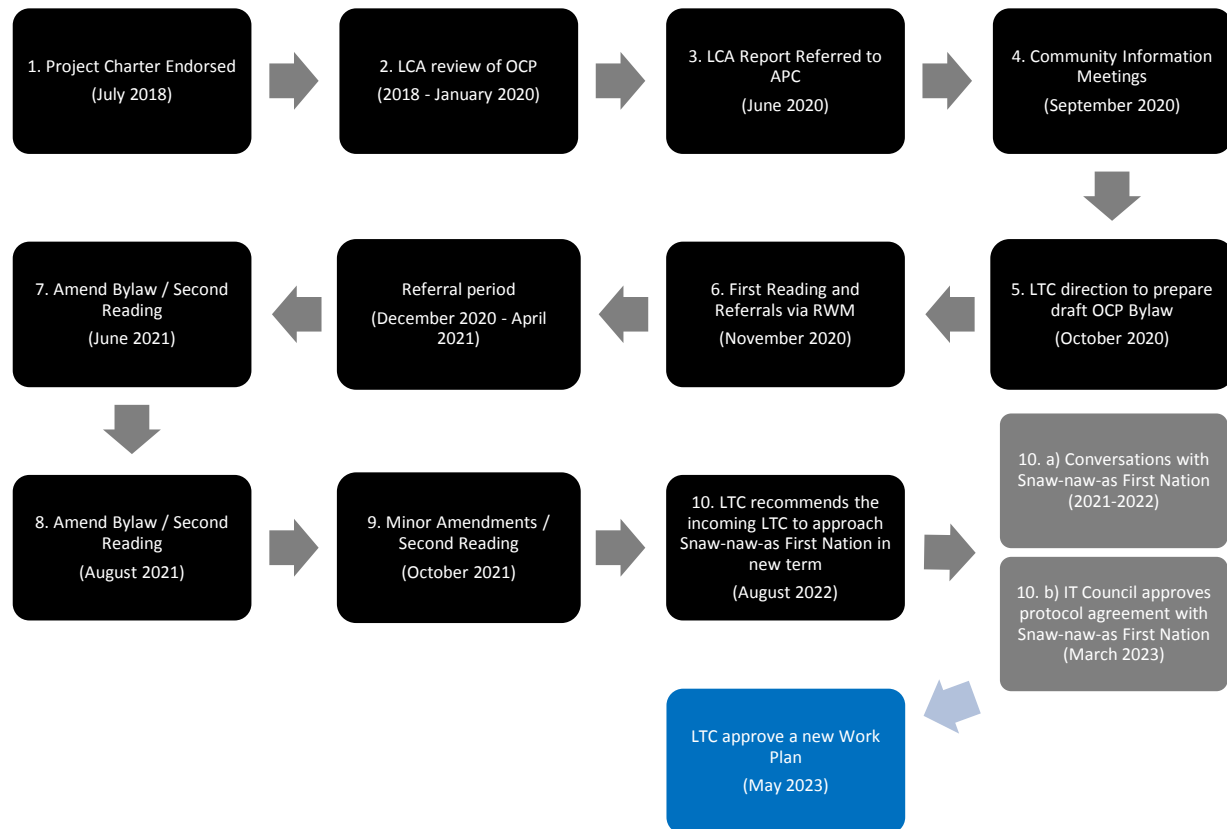
***It was MOVED and SECONDED,***

***that the Lasqueti Island Local Trust Committee request staff to prepare a status update report on the 1st Reading draft format of the Official Community Plan Review Project and provide a preliminary analysis of Land Use Bylaw alignment with it.***



Staff have prepared this report to update the LTC on the OCP/LUB Review Project and are presenting a new work plan that includes next steps, future project milestones, and a timeline. One of the future steps to be undertaken in the course of the project will be an analysis of the Land Use Bylaw (LUB) alignment with the proposed OCP.

## Project Milestones



1. The initial project charter for the Lasqueti OCP/LUB Review Project was endorsed in July of 2018.
2. The Lasqueti Community Association (LCA) was asked to prepare a summary document of community engagement sessions that occurred in 2018/2019, this report was completed in January of 2020.
3. In June of 2020, the LCA report was referred to the Advisory Planning Commission (APC).
4. Two Community Information Meetings were held in September, 2020. One was held in person and one was an electronic meeting.
5. October 2020, the LTC directed Staff to draft a bylaw for consideration of First Reading.
6. In November 2020, the LTC gave First Reading to OCP Bylaw No. 98 and sent the bylaw for referrals to First Nations, other local governments and several agencies.
7. The LTC amended OCP Bylaw No. 98 and gave it Second Reading in June 2021. At this time the bylaw was sent out for referrals once again since significant amendments were made.
8. In August 2021, Second Reading was rescinded, the bylaw was amended and the bylaw was given Second Reading again.
9. In October 2021, minor amendments to the bylaw were made and the bylaw was given Second Reading again. The bylaw has not been amended since this date, and stands at Second Reading as given on October 4, 2021.
10. In August 2022, Bylaw No. 98 was brought to the LTC to consider further amendments and to schedule a public hearing. At that time the LTC stated a desire to reach out to Snaw-naw-as First Nation and did not amend the bylaw. The proposed bylaw currently stands at Second Reading.

- a. From 2021 to 2022, the LTC and Snaw-naw-as First Nation were in communication concerning the proposed OCP Bylaw, however no decisions have been made regarding changes to the proposed bylaw.
- b. In March of 2023, Islands Trust Council approved a protocol agreement with Snaw-naw-as First Nation and referred it to the Ministry of Municipal Affairs for approval.

## **ANALYSIS**

Staff understand that there is a desire for further engagement with Snaw-naw-as First Nation on OCP Bylaw No. 98 prior to advancing the project. The results of this engagement will help form the bylaw into a version that the LTC will consider for final changes and adoption. In addition to this engagement, there are other important considerations that will shape the proposed bylaw. The headings below identify these other factors and provide a brief outline of each. The work plan developed by staff incorporates these factors, clarifies the sequence of events and will help the project proceed on a steady trajectory towards completion.

### ***1) Project Charter – update to work plan***

The project charter describes the goals of the project and defines what is within or out of scope for the project. This document provides direction for staff and timelines to complete the tasks contained within the project and is a reminder of what the end product of the project will be. The objectives remains the same in the project charter and under the current version of the project charter (Attachment 1) there is a policy and regulatory review which may drive possible changes to the proposed bylaw so that it is consistent with the Regional Conservation Plan and the Coastal Douglas-Fir and Associated Ecosystems Toolkit. Staff are recommending this review take place in Phase 4 of the work plan and not within the OCP review that is currently underway.

### ***2) Community Interest***

From the start of this project, members of the Lasqueti Island community have had a high degree of involvement through engagement sessions held by the Lasqueti Community Association, Community Information Meetings and referrals to the Advisory Planning Commission (APC). Any additional engagement with the community should be identified for future phases of the project as part of the future work plan.

### ***3) Referral Responses – to be completed; revisions anticipated***

Referrals were sent to First Nations, Local Governments and a number of agencies in 2020 and in 2021. The proposed Bylaw No. 98 was amended after Second Reading because of comments included in the referral responses. The Ministry of Forests, Lands and Natural Resource Operations and Rural Development (FLNRORD) indicated concerns with some drafted policies which remain unresolved. The Snaw-naw-as First Nation has also expressed concerns with some aspects of the proposed bylaw and it is hoped that the new Protocol Agreement between Islands Trust and Snaw-naw-as First Nation will provide opportunities for further dialog about land use planning matters. Staff are seeking direction to schedule a meeting with Snaw-naw-as First Nation to discuss the proposed OCP Bylaw No. 98.

### ***4) Islands Trust Policy Statement***

The LTC passed a resolution affirming that the proposed Bylaw No. 98 is not contrary to or at variance with the Islands Trust Policy Statement. Any further revisions to the proposed bylaw will also need to be consistent with the Islands Trust Policy Statement, and so another review prior to the next Bylaw Reading consideration may be required.

### **5) *Local Government Act – to be completed; revisions anticipated***

Section 473 of the *Local Government Act* contains requirements for content that must be included within all Official Community Plans that are adopted across the province. Proposed Bylaw No. 98 must contain these legislated requirements and so a review must be completed which may drive further bylaw changes.

### **6) *Land Use Bylaw (LUB) – to be completed; revisions anticipated***

To this point, the project has focused on updating the Lasqueti OCP, however, OCP policies are implemented through regulatory bylaws such as an LUB. An LUB update is within the scope of the current project charter. Specifically within the scope of this project are, a technical analysis of the LUB, updating subdivision regulations related to proof of water and public access to the foreshore, and updating references to minimum lot sizes at subdivision. Once a new OCP is adopted, the LUB should also be updated to implement OCP policies and to ensure the amended LUB is consistent with the OCP. The new work plan identifies this happening in Phase 3 after the adoption of the OCP.

### **Work Plan**

Staff have drafted a new work plan (Attachment 2) which provides a roadmap to complete the OCP review in two phases. Phase 1 of the project has been completed. The second, and current, phase will complete an OCP review which would be followed by an update of the Lasqueti Land Use Bylaw in Phase 3.

The next step in Phase 2 of the project is to:

1. Resolve the outstanding referral comments that were received from Snaw-naw-as First Nation and FLNRORD
2. Review OCP Bylaw No. 98 for consistency with project charter objectives, Local Government Act requirements, and the Islands Trust Policy Statement
3. Amend OCP bylaw No. 98 and give Second Reading

Staff are seeking specific direction from the LTC in regards to the referral comments received from Snaw-naw-as First Nation. Although steps have been taken to develop a stronger relationship with Snaw-naw-as First Nation through a protocol agreement, at this point there has not been a meeting to discuss possible amendments to the OCP. With direction from the LTC, staff could reach out to schedule a meeting with Snaw-naw-as First Nation to discuss the proposed OCP Bylaw No. 98.

The updated work plans includes a review of the OCP for consistency with the Regional Conservation Plan and Coastal Douglas-Fir and Associated Ecosystems Toolkit as Phase 4. If the LTC wishes to include these steps in the current (Phase 1) OCP review the work plan could be amended at this time. However, a result of this will be an extended time frame for the current OCP review which may not be completed within this 2023/2024 fiscal year.

### **Next Steps**

The Lasqueti OCP/LUB Review Project has been underway for almost five years. During that time a new LTC has been formed and there has been staff turnover resulting in multiple project managers. Given that it is the beginning of a new term and assigned staff are new to the project, it is an appropriate time to recap and thoughtfully confirm the next steps to ensure project charter objectives are achieved, legislative and policy requirements are met, that the community is informed of the project and ways in which they can participate, and to progress the project (phases 1 and 2) so it will be completed with this fiscal year.

**Rationale for Recommendation**

Staff recommend the LTC approve the work plan included as Attachment 2 next steps and direct staff to schedule a meeting between the LTC and Snaw-naw-as First Nation to discuss proposed OCP Bylaw No. 98. This will ensure the project objectives, as described in the project charter, are achieved.

**ALTERNATIVES**

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

**1. Request further information**

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

*That the Lasqueti Island Local Trust Committee request staff provide [insert information].*

**2. Receive for information**

The LTC may receive the report for information.

**NEXT STEPS**

Describe the next steps in the process, if applicable.

Submitted By:	Stephen Baugh Planner 2	April 27, 2023
Concurrence:	Renée Jamurat, RPP MICP Regional Planning Manager	April 27, 2023

**ATTACHMENTS**

- 1. Project Charter
- 2. New Work Plan

**Purpose:** To review and update the Lasqueti Official Community Plan (OCP) policies and Land Use Bylaw (LUB) regulations in three phases 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, are overarching priorities for this review.

## Objectives

- Conduct a technical analysis of the OCP and LUB;
- incorporate the results of 2018 engagement sessions held by the Lasqueti Community Association;
- determine where policy/regulatory changes may be required to be consistent with First Nations relations and perspectives; the Local Government Act, and Object of the Islands Trust and Islands Trust Policy Statement; Islands Trust Conservancy ‘Regional Conservation Plan 2018-2027’ goals and priorities, Protection of the Coastal Douglas-fir and Associated Ecosystems Toolkit (2018); and
- Develop an ‘OCP/LUB Engagement Strategy’ to prioritize engagement topics and methodology to be undertaken in Phase 2; and
- Update subdivision regulations related to proof of water and public access to the foreshore.

## Phase 2, 3 and 4 Objectives

- Undertake community engagement on engagement topics determined in Phase 1.
- Develop, review, adopt draft amending bylaws to update the OCP and LUB based on Phase 1 analysis and Phase 2 community engagement.

## In Scope

### Phase 1 In-Scope

- Establish opportunities for inter-governmental collaboration for effective decision making respecting Treaty and First Nations rights throughout both phases of the OCP/LUB review. PENDING
- Planning staff to conduct a comprehensive technical analysis of the OCP and LUB and present findings for LTC consideration. PENDING
- Lasqueti Community Association OCP steering committee to prepare a summary document and presentation to the LTC on the results of the 2018/19 community engagement sessions. COMPLETED

### Phase 2 In-Scope

- Update the Project Charter to reflect Phase 2 Scope of Project. COMPLETED
- Work with the Advisory Planning Commission to develop a ‘OCP/LUB Engagement Strategy’ to clarify Phase 2 engagement topics and methodology based on technical analysis and community input to date. COMPLETED
- Implement the ‘OCP/LUB Engagement Strategy’. COMPLETED
- Incorporate First Nation perspectives and recognition of Tla’amin Treaty rights into policy/regulatory options. PENDING
- Develop draft amending bylaws for the Official Community Plan incorporating the Lasqueti Community Association OCP steering committee recommendations. PENDING
- Legislative review, referrals and bylaw adoption of OCP updates PENDING

### Phase 3 In-Scope

- Update subdivision regulations related to proof of water and public access to the foreshore.
- Update OCP and LUB with updated references to minimum lot sizes at subdivision to be 10 acres (4.04 ha).
- Legislative review, referrals and bylaw adoption.

### Phase 4 In-Scope

- Update OCP in regards to Consistency with the Regional Conservation Plan, Coastal Douglas-Fir Toolkit, and explore remainder topics as recommended by the Lasqueti Community Association OCP Steering Committee

## Out of Scope

- Cannabis regulations
- Review of consistency with Housing Needs Assessment
- Review of consistency with Agricultural Land Commission Act

Workplan Overview	
Deliverable/Milestone	Date
Phase 1: LTC endorses revised project charter	May 2019 COMPLETED
Phase 1: Planning presentation on summary of technical analysis of OCP and LUB; LCA Presentation;	February, 2020 COMPLETED
Phase 2: Development of draft bylaws, referrals and community engagement related to LCA Steering Committee recommendations for OCP	2020-2022 COMPLETED
Phase 2: Legislative review, referrals and bylaw adoption of OCP amendments.	PENDING
Phase 3: Development of draft bylaws, referrals and community engagement related to subdivision regulations	PENDING
Phase 3: Subdivision Legislative review, referrals and bylaw adoption	PENDING
Phase 4: Review of specified topic areas previously not addressed	PENDING

Project Team	
Regional Planning Manager	Project Manager / Project Sponsor
Planner 2	Planner
Legislative Clerk	Legislative Process / Bylaw Review
Senior Policy Advisor	IT First Nations Liaison
Tla'amin First Nation	Intergovernmental Collaboration
Advisory Planning Commission/Community Groups	Community Representatives
<b>RPM Approval:</b> Date: July 23, 2018; Dec 17, 2018; May 14, 2019; Oct 28, 2019; Feb 24, 2020; April 27, 2020; March 2023	<b>LTC Endorsement:</b> Resolution #: 2018-037, 2018-066, 2019-003, 2019-033, 2019-034, 2020-002, 2020-007, 2023-009

Budget		
Budget Sources:		
Fiscal	Item	Cost
2019-2020	Technical analysis of OCP and LUB; development of OCP/LUB engagement strategy; MoA water analysis	\$1,000
2020-2021	Community consultation; legislative process (community information meetings; public hearing; advertising) related to OCP amendments	\$3,000
2021-2022	Community consultation; legislative process (community information meetings; public hearing; advertising) related to Subdivision regulations	
2023 – 2024	Community consultation; legislative process (community information meetings; public hearing; advertising) related to Subdivision regulations	\$3,000
	Total	\$7,000

PROJECT CHARTER WORK PLAN OVERVIEW			
Meeting	Deliverable/Milestone	Target Date	Cost
N/A	Phase 1: Defining project scope; LCA review; MoA report; Staff technical Review	February 24, 2020 COMPLETED	\$1,000
April 27, 2020	LTC Endorses Phase 2 Project Charter;	April 27, 2020 COMPLETED	
June 22, 2020	Staff provide draft bylaws for 1 <sup>st</sup> Reading and referral, and draft consultation plan to be referred to APC	June 22, 2020 COMPLETED	
August 10, 2020	APC referral response; Staff report on agency referral response	August 10, 2020 COMPLETED	
August – September, 2020	Legal Review of bylaws	COMPLETED	\$1,000
August – September 2020	Public engagement	August – September	\$1,000
October 5, 2020	Staff provide report regarding results of consultation and make recommendation for draft bylaws	October 5, 2020 COMPLETED	
	CIM and Public Hearing; LTC considers 3 <sup>rd</sup> Reading	TBD	\$1,000
	Executive Committee consideration of bylaws	TBD	
	Ministry consideration of bylaws	TBD	
	Final Adoption of Phase 2 Bylaws via Resolution Without Meeting	TBD	
Phase 3	Same process as above without Ministry consideration	TBD	\$3,000
Phase 4	TBD	TBD	TBD
<b>TOTAL</b>			<b>\$ 7,000</b>

# OCPLUB Review Project - Charter v5.0

Lasqueti Island Local Trust Committee

Date: May 2023

**Purpose:** To review and update the Lasqueti Official Community Plan (OCP) policies and Land Use Bylaw (LUB) regulations in three phases 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, are overarching priorities for this review.

## Objectives

- Conduct a technical analysis of the OCP and LUB;
- incorporate the results of 2018 engagement sessions held by the Lasqueti Community Association;
- determine where policy/regulatory changes may be required to be consistent with First Nations relations and perspectives; the Local Government Act, and Object of the Islands Trust and Islands Trust Policy Statement; Islands Trust Conservancy ‘Regional Conservation Plan 2018-2027’ goals and priorities, Protection of the Coastal Douglas-fir and Associated Ecosystems Toolkit (2018); and
- Develop an ‘OCP/LUB Engagement Strategy’ to prioritize engagement topics and methodology to be undertaken in Phase 2; and
- Update subdivision regulations related to proof of water and public access to the foreshore.

## Phase 2, 3 and 4 Objectives

- Undertake community engagement on engagement topics determined in Phase 1.
- Develop, review, adopt draft amending bylaws to update the OCP and LUB based ON Phase 1 analysis and Phase 2 community engagement.

## In Scope

### Phase 1 In-Scope

- Establish opportunities for inter-governmental collaboration for effective decision making respecting Treaty and First Nations rights throughout both phases of the OCP/LUB review. PENDING
- Planning staff to conduct a comprehensive technical analysis of the OCP and LUB and present findings for LTC consideration. PENDING
- Lasqueti Community Association OCP steering committee to prepare a summary document and presentation to the LTC on the results of the 2018/19 community engagement sessions. COMPLETED

### Phase 2 In-Scope

- Update the Project Charter to reflect Phase 2 Scope of Project. COMPLETED
- Work with the Advisory Planning Commission to develop a ‘OCP/LUB Engagement Strategy’ to clarify Phase 2 engagement topics and methodology based on technical analysis and community input to date. COMPLETED
- Implement the ‘OCP/LUB Engagement Strategy’. COMPLETED
- Incorporate First Nation perspectives and recognition of Tla’amin Treaty rights into policy/regulatory options. PENDING
- Develop draft amending bylaws for the Official Community Plan incorporating the Lasqueti Community Association OCP steering committee recommendations. PENDING
- Legislative review, referrals and bylaw adoption of OCP updates PENDING

### Phase 3 In-Scope

- Update subdivision regulations related to proof of water and public access to the foreshore.
- Update OCP and LUB with updated references to minimum lot sizes at subdivision to be 10 acres (4.04 ha).
- Legislative review, referrals and bylaw adoption.

### Phase 4 In-Scope

- Update OCP in regards to Consistency with the Regional Conservation Plan, Coastal Douglas-Fir Toolkit, and explore remainder topics as recommended by the Lasqueti Community Association OCP Steering Committee

## Out of Scope


- Cannabis regulations
- Review of consistency with Housing Needs Assessment
- Review of consistency with Agricultural Land Commission Act



Project Team	
Regional Planning Manager	Project Manager / Project Sponsor
Planner 2	Planner
Legislative Clerk	Legislative Process / Bylaw Review
Senior Policy Advisor	IT First Nations Liaison
Tla'amin First Nation	Intergovernmental Collaboration
Advisory Planning Commission/Community Groups	Community Representatives
<b>RPM Approval:</b> Date: <b>July 23, 2018; Dec 17, 2018; May 14, 2019; Oct 28, 2019; Feb 24, 2020; April 27, 2020; March 2023; May 2023</b>	<b>LTC Endorsement:</b> Resolution #: <b>2018-037; 2018-066; 2019-003; 2019-033; 2019-034; 2020-002; 2020-007; 2023-009</b>

Budget		
Budget Sources:		
Fiscal	Item	Cost
2019-2020	Technical analysis of OCP and LUB; development of OCP/LUB engagement strategy; MoA water analysis	\$1,000
2020-2021	Community consultation; legislative process (community information meetings; public hearing; advertising) related to OCP amendments	\$3,000
2021-2022	Community consultation; legislative process (community information meetings; public hearing; advertising) related to Subdivision regulations	
2023 – 2024	Community consultation; legislative process (community information meetings; public hearing; advertising) related to Subdivision regulations	\$3,000
	Total	\$7,000

Lasqueti Island OCP/LUB Review Project Work Plan			
Category	Milestone/Deliverable	Completed/Targeted Date	Estimated Cost
Phase 1			
Project Planning	Initial Project Charter Endorsed	July 2018	\$1000
Engagement	Lasqueti Community Association Review of OCP	2018-January 2020	
Project Planning	LTC Endorses Phase 2 Project Charter	April 27, 2020	
Phase 2 – OCP Bylaw			
Engagement	Lasqueti Community Association Report referred to Advisory Planning Committee	June 2020	
Engagement	Two Community Information Meetings	September 2020	\$1000
Legislative Process	First Reading of OCP Bylaw No. 98	November 2020	
Legislative Process	Bylaw referred to First Nations, Local Governments, and other Agencies	November 2020-June 2021	
Legislative Process	Second Reading of Bylaw No. 98	June 2021, August 2021, October 2021	
WE ARE HERE (May 8, 2023) – NEXT STEPS:			
Project Planning	LTC Endorses Revised Work Plan	May 8, 2023	
Technical	Resolve outstanding referral comments and amend bylaw as required	For LTC Direction Summer 2023 (TBC)	
Legislative Process	LTC consider Bylaw Amendments for second reading	*Special Meeting August/September 2023	
Legislative Process	LTC consider Bylaw referral to agencies impacted by amendments	*Special Meeting August/September 2023	
Technical	Legal Review of Proposed OCP Bylaw	October 2023	\$2000
Engagement	Community Information Meeting and Public Hearing	December 2023	\$1000
Legislative Process	Third Reading	December 2023	
Legislative Process	Refer to Executive Committee	December 2023	
Legislative Process	Ministry Approval	Early 2024	

Legislative Process	OCP Bylaw Adoption	Early 2024	
Future Phase 3 – LUB Bylaw Update (Minor Project)			
Project Planning	LTC Endorses Phase 3 Project Charter and Work Plan	2024-2025 Fiscal Year	
	Implement Work Plan		
Future Phase 4 – Targeted OCP Review (For consistency with Regional Conservation Plan and CDF Toolkit)			
Project Planning	LTC Endorses Phase 4 Project Charter and Work Plan		
	Implement Work Plan		

## Applications

### Subdivision

File Number	Applicant Name	Date Received	Purpose
LA-SUB-2019.1	KGL Freight Services Ltd. (T.G. Hoyt)	25-Jun-2019	PIDs: 025-448-811 and 005-600-081. Parcel line adjustment. Lasqueti Island Hotel, Weldon Road, Lasqueti Island, BC.
<b>Planner:</b> Sonja Zupanec			
<b>Planning Status</b>			

**Status Date:** 23-Jul-2019

Referral response sent to MOTI

File Number	Applicant Name	Date Received	Purpose
LA-SUB-2020.1	Fern Road Consulting Ltd. - Rachel Hamling	28-Aug-2020	PIDs: 026-666-464 and 000-232-335 Five lot subdivision. Civic address: Rockey and Weldon Roads, Lasqueti Island, BC
<b>Planner:</b> Stephen Baugh			
<b>Planning Status</b>			

**Status Date:** 04-Apr-2023

Revised referral response sent.

**Status Date:** 03-Apr-2023

received revised plans from applicant.

**Status Date:** 27-Mar-2023

Revised referral response sent in response to PLR extension.

# ***Islands Trust***

## LTC EXP SUMMARY REPORT F2023

Invoices posted to Month ending February 2023

640 Lasqueti	Invoices posted to Month ending February 2023	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-640	LTC "Trustee Expenses"	62.00	132.69	-70.69
LTC Local				
65200-640	LTC - Local Exp - LTC Meeting Expenses	976.00	1,519.05	-543.05
65210-640	LTC - Local Exp - APC Meeting Expenses	333.00	61.90	271.10
65220-640	LTC - Local Exp - Communications	250.00	0.00	250.00
65230-640	LTC - Local Exp - Special Projects	271.00	0.00	271.00
TOTAL LTC Local Expense		<u>1,830.00</u>	<u>1,580.95</u>	<u>249.05</u>
Projects				
73001-640-2015	Lasqueti OCP/LUB	3,000.00	0.00	3,000.00
		<u>3,000.00</u>	<u>0.00</u>	<u>3,000.00</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 <b>MOVED</b> and <b>SECONDED</b> , 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	<b>It was MOVED and SECONDED</b> , 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	<p><b>It was MOVED and SECONDED</b> that the Lasqueti Island Local Trust Committee adopt the following standing resolution with respect to the processing of non-medical cannabis retail license applications:</p> <ul style="list-style-type: none"> <li>• Proposed or amended licenses for non-medical cannabis retail establishments require an application to the local trust committee.</li> <li>• 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.</li> <li>• The public consultation process shall be determined by the local trust committee after initial review of the proposal.</li> <li>• 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: <ul style="list-style-type: none"> <li>○ Name of the applicant and a description of the proposal in general terms</li> <li>○ The location of the proposed establishment and the subject site.</li> <li>○ The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered.</li> <li>○ The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application.</li> <li>○ How public comments may be submitted to the local trust committee.</li> </ul> </li> </ul>
4.	December 17, 2018	LA-2018-062	Notice of Intention to Apply for Federal Cannabis License	<b>It was MOVED and SECONDED</b> 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.

No	Meeting Date	Resolution No.	Issue	Policy
5.	February 25, 2019	LA-2019-IC-003	Staff & Trustee at APC meetings	<b>It was MOVED and SECONDED</b> 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.
6.	February 24, 2020	LA-2020-003	First Nations Reconciliation	<b>It was MOVED and SECONDED,</b> that the Lasqueti Island Local Trust Committee adopt the following standing resolution with respect to First Nations in the Local Trust Area:  Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples, Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to: a) Annually, write a letter to First Nations, (re)introducing trustees and staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as, provide an update of current projects and advocacy activities; b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory; c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, community education on Coast Salish and local First Nations' cultural heritage and history; d) Work with First Nation governments on engagement principles for inclusive land use, marine use and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols; e) Establish and maintain government to government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights and First Nations' traditional territories within the Islands Trust Area.
7.	June 6, 2022	LA-2022-022	Meeting notification	<b>It was MOVED and SECONDED,</b> that Lasqueti Island Local Trust Committee adopt the following standing resolution with respect to public notification of changes in Local Trust Committee meeting times, dates, or venues: Changes in meeting start times, dates, and/or venues shall be posted five business days prior to the meeting time on the Islands Trust website, on a notice board on island that is accessible to the public, and on a building entrance of the original and new venue if the venue is being changed.

## REQUEST FOR DECISION

**To:** Lasqueti Island LTCs                      **For the Meeting of:** May 8, 2023

**From:** Trust Area Services                      **Date Prepared:** April 19, 2023

**SUBJECT:** 2022/23 ANNUAL REPORT – APPROVAL OF LASQUETI ISLANDS LTC SECTION

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**RECOMMENDATION:** That the Lasqueti Island LTC approves the attached text for inclusion in the 2022/23 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.

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- 1 PURPOSE:** Committees are provided with their draft sections of the annual report for review and approval so that Trust Council is able to easily approve its annual report in June 2023 without further editing from staff or trustees at the Trust Council meeting.

**BACKGROUND:** Preparation of the Islands Trust Annual Report is undertaken by Trust Area Services Communications staff, reporting to the Executive Committee and consistent with Trust Council's [Annual Report Policy 6.10.1](#). The Executive Committee approved the format and outline of the 2022/23 Annual Report at its meeting on February 22, 2023.

**2 IMPLICATIONS OF RECOMMENDATION**

**ORGANIZATIONAL:** Under Trust Council's Policy, all LTCs and Council committees are expected to review and approve their sections at regular meetings in order to have the report approved by Trust Council at its June 27- 29, 2023 meeting.

**FINANCIAL:** None.

**POLICY:** No implications for existing policy

**IMPLEMENTATION/COMMUNICATIONS:** The process for development of the Annual Report is outlined in Trust Council's Annual Report policy 6.10.1. Once each committee has approved its section, staff will create a draft Annual Report for review by the Executive Committee and then Trust Council consideration of approval in June. Upon approval by Trust Council, staff will send the Annual Report to the Minister of Municipal Affairs and circulate it as indicated in Trust Council's policy.

**FIRST NATIONS:** Information about First Nations relations may be included within committee reports.

**OTHER:** None.

- 3 RELEVANT POLICY(S):** Trust Council's Annual Report policy 6.10.1; *Islands Trust Act*



**RESPONSE OPTIONS**

**Recommendation:** That the Lasqueti Island LTC approves the attached text for inclusion in the 2022/23 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.

**Alternative:** That the Lasqueti Island LTC approves the attached text for inclusion in the 2022/23 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Municipal Affairs.

**Prepared By:** Morgana van Niekerk, A/Communications Specialist

**Reviewed By/Date:** Renée Jamurat, RPP MCIP, Regional Planning Manager

## **Lasqueti Island Local Trust Committee**

The Lasqueti Island Local Trust Committee (LA LTC) held five regular business meetings in the 2022/23 fiscal year.

The Lasqueti LTC worked on key projects including the continuation of a comprehensive Official Community Plan review, which was initiated in 2018, and amending the Meeting Procedures Bylaw. Work for this period also focused on advancing the Lasqueti LTC priorities, including building positive relationships with Snaw-naw-as First Nation.

From April 1, 2022 to March 31, 2023, the Lasqueti LTC did not receive any applications.

## Active Projects Report

### Lasqueti Island

#### 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)

LTC endorsed the OCP/LUB Review Project Charter v.2 (May 27, 2019).

LTC endorsed revised OCP/LUB Review Project Charter v.4.4 (April, 2020).

Added April 11, 2022: Add a definition of 'community benefit' to the project.

Added June 6, 2022: Consider new or updated zoning that would allow 'community use' and specifically the renting out of meeting space as a permitted use.

Staff to research and report back on options to make the current uses associated with the barge ramp legal.

Responsible

Heather Kauer

Dates

Rec'd: 08-Jan-2018

#### 2. Amend the Meeting Procedures Bylaw

Amend Meeting Procedures Bylaw 100 by adding language on notification of changes in meeting dates, times, and venues, consistent with the standing resolution, and by amending Section 21 regarding delegations.

Updated August 29, 2022: Staff to bring a report back on options for submission for delegation materials and meeting notice for new meetings consistent with standing resolution 2022-022 in the meeting procedure bylaw. (Submission of documents before agenda package is published or at the meeting.)

Responsible

Heather Kauer

Dates

Rec'd: 06-Jun-2022



Print Date: April 28, 2023

Follow Up Action List

## Active Projects Report

## Future Projects Report

### Lasqueti Island

#### 1. *Advocacy and Communications*

Responsible

Date Received

Apply for Community to Community grant funding to support a relationship-building event with First Nations with interests in the Lasqueti Local Trust Area.

29-Aug-2022

#### 2. *LUB*

Responsible

Date Received

#### 3. *OCP*

Responsible

Date Received

#### 4. *OCP & LUB*

Responsible

Date Received

Shoreline Management Plan:

- Develop a plan for managing mooring buoys and road access to the shoreline in Scottie

Bay;

- Community mapping of values along the shorelines of Lasqueti Island.

29-Aug-2022

#### 5. *Administrative*

Responsible

Date Received

## Future Projects Report

### Lasqueti Island

#### 6. *Bylaw Enforcement*

Responsible

Date Received