



Lasqueti Island Local Trust Committee Regular Meeting Agenda

Date: October 23, 2023
Time: 11:00 am
Location: Judith Fisher Centre
#1 China Cloud Bay Road
Lasqueti Island, BC

Pages

- | | | |
|-----------|--|---------------------|
| 1. | CALL TO ORDER | 11:00 AM - 11:05 AM |
| | Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change." | |
| 2. | APPROVAL OF AGENDA | |
| 3. | REPORTS | 11:05 AM - 11:20 AM |
| | 3.1 Trustee Reports | |
| | 3.2 Chair's Report | |
| | 3.3 Electoral Area Director's Report | |
| 4. | TOWN HALL | 11:20 AM - 11:30 AM |
| 5. | MINUTES | 11:30 AM - 11:35 AM |
| | 5.1 Local Trust Committee Minutes dated July 26, 2023 - for adoption | 3 - 12 |
| | 5.2 Section 26 Resolutions-Without-Meeting Report - none | |
| | 5.3 Advisory Planning Commission Minutes dated April 20, 2023 - for receipt | 13 - 15 |
| | The Advisory Planning Commission (APC) meeting on April 20, 2023 did not follow open meeting and/or notification policy, resulting in it not being considered a meeting. | |
| 6. | BUSINESS ARISING FROM MINUTES | 11:35 AM - 11:45 AM |
| | 6.1 Follow-up Action List dated October 13, 2023 | 16 - 20 |
| 7. | APPLICATIONS AND REFERRALS - none | |
| 8. | LOCAL TRUST COMMITTEE PROJECTS | 11:45 AM - 11:55 AM |

8.1	Minor Project: Correction to Lasqueti Island Local Trust Committee Meeting Procedure Bylaw - Staff Report	21 - 30
9.	DELEGATIONS - none	
10.	CORRESPONDENCE	11:55 AM - 12:00 PM
	<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>	
10.1	Email dated August 23, 2023 regarding United Way Better at Home Program from C. Baldwin	31 - 31
11.	NEW BUSINESS - none	
12.	REPORTS	12:00 PM - 12:30 PM
12.1	Trust Conservancy Report dated - none	
12.2	Applications Report dated October 13, 2023	32 - 32
12.3	Trustee and Local Expense Report dated August, 2023	33 - 33
12.4	Adopted Policies and Standing Resolutions	34 - 36
12.5	First Nations Report	
12.6	Local Trust Committee Webpage	
12.7	Model Strategy for Antenna Systems - Amendment to include Standing Resolution language on First Nations engagement - Staff Report	37 - 39
13.	WORK PROGRAM	12:30 PM - 12:40 PM
13.1	Active Projects Report dated October 13, 2023	40 - 41
13.2	Future Projects Report dated October 13, 2023	42 - 43
14.	UPCOMING MEETINGS	
14.1	Next Regular Meeting Scheduled for Monday, December 11, 2023 at 11:00 am and will be held electronically	
15.	ADJOURNMENT	12:40 PM - 12:45 PM



Lasqueti Island Local Trust Committee

Minutes of Regular Meeting

Date: July 26, 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

Staff Present: Stephen Baugh, Planner 2
 Taryn Plater, Coop Student
 Katherine Vogt, Recorder by Zoom

Others Present: There were approximately four (4) members of the public and no members of the media in attendance.

1. CALL TO ORDER

Chair Elliott called the meeting to order at 11:03 am. She acknowledged that the meeting was being held on the territory of the Coast Salish First Nations; and, that the Lasqueti Island Local Trust Committee was committed to Reconciliation and acknowledgement of Indigenous place and history. She introduced herself, Trustees, Staff, and Recorder; and welcomed members of the public.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. REPORTS

3.1 Trustee Reports

Trustee Peterson reported on the following:

- Recent Trust Council highlights include extending the Strategic Plan to 2024-25; working with the new corporate planning process; engaging First Nations regarding referral response best practices; and providing for a new Accessibility Committee as mandated by the Province.

- Speakers from the Gabriola Land Stewards Society are coming to Lasqueti Island on August 24, 2023 to present on their Community Land Trust which focuses on affordable housing, local food production, and small-scale economic development.

Trustee Lironi reported on the following:

- In the June 2023 edition of the local newspaper, Trustee Lironi asked locals if housing was an issue for them on Lasqueti. Many responses were received and will be summarised.
- Attended a wildfire fighting training session.

3.2 Chair's Report

Chair Elliott reported on the following:

- Attending an Executive Committee and Islands Trust Conservancy annual liaison meeting on July 18, 2023 at which there was discussion on having an ecosystem specialist on staff for better land use decision-making.
- Reviewing shoreline protection and foreshore jurisdiction issues.
- The Regional Planning Committee is focused on the proposed Housing Toolkit of 13 optional tools for use by Local Trust Committees to possibly include in their Land Use Bylaws (LUB)s and Official Community Plans (OCP)s to give greater flexibility for landowners to provide extra housing.

3.3 Electoral Area Director's Report

None.

3.4 First Nations Report

LA-LTC-2023-024

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request staff to include a First Nations Report section in all future regular Lasqueti Island Local Trust Committee business meeting agendas.

CARRIED

Chair Elliott announced that she was very pleased to report that staff have completed letters of introduction to all First Nations in the Trust Area; and these letters should be going out shortly.

Chair Elliott announced that she was very pleased to report that the Islands Trust had recently hired Robyn Kefi for the position of Senior Indigenous Relations Advisor.

A Trustee clarified that there were 13 or 14 First Nations that have interest in the Lasqueti area.

4. PUBLIC COMMENTS

Members of the public spoke on or asked the following:

- Why has the phrase “Town Hall” been changed to “Public Comments” in the regular Local Trust Committee (LTC) agendas? “Town Hall” should be reinstated.
- The comments on housing given to Trustee Lironi should be made public.
 - Trustee Lironi responded that the 12 pages of comments would be summarised into a cohesive document.
 - Chair Elliott added that the comments would need to go through staff and have identifiers redacted before being presented to the public.
- 24 hours public notification is insufficient for a Local Trust Committee (LTC) meeting.
 - Chair Elliott responded that this issue would be discussed later in the agenda.
- Why is the longstanding OCP review project not going forward?
- Regarding an email received from Trustee Lironi about lost stuff.
 - Trustee Lironi responded that the administrator for the Judith Fisher Centre could email the pertinent information.
- Should the recent Advisory Planning Commission (APC) minutes of April 20, 2023 be struck from the record since there was no public notice given for the meeting?
 - Trustee Peterson responded that the Director of Legislative Services had clarified that since the only decision made at the APC meeting was elections, the minutes were valid. What is uncertain is if the APC minutes should have gone directly back to the APC and not been included in the current agenda.
- Would Chair Elliott ask the planner who was present at that APC meeting why she was able to take on the role of chair until a new chair was elected, but not take on the role of secretary and provide public notification of the meeting? This task used to be taken on by staff in the absence of an elected APC.
 - Trustee Peterson noted that it was an oversight that notice of the APC meeting was not given; and he will check with Legislative Services regarding the status of the APC minutes.
- Twenty four hours of notice for LTC meetings is inadequate; the LTC meetings should be given five days notice.
- The most recent LTC draft minutes do not specify which LTC members, Staff, Recorder, and others have attended in person or electronically. This specification used to be required and is important for historical record.
 - Chair Elliott responded that it did not seem pertinent that a person’s presence at a meeting be recorded as electronic or in person.
- The LTC budget seems inadequate for the current rate of LTC spending.
 - Chair Elliott noted that some LTCs run over budget due to unforeseen meeting expenses. Budgets are a proposed approximation.
- Regarding the announcement of the Livingstone Covenant and the donors’ statement about mitigating climate change published in a recent Trust Conservancy press release; this contradicts the Islands Trust concerns with vetting information for scientific accuracy.
 - Chair Elliott responded that she believed it was the right of a donating property owner to make their own statements of intention with respectful non-interference by the Islands Trust.

- Trustee Peterson noted that past discussion about scientific accuracy at the Trust Programs Committee and Trust Council had focused on informational statements on the Islands Trust website.
- If a Trustee is doing public business, should that activity not be subject to public scrutiny?
 - Chair Elliott responded that public officials have a right to be a community member and to not be recorded.

LA-LTC-2023-025

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request staff, that in future, in the agendas of the Lasqueti Island Local Trust Committee, that the “Public Comment” section be named “Town Hall.”

CARRIED

LA-LTC-2023-026

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request staff to identify in the meeting minutes if attendees are present in person or electronically, for future minutes.

CARRIED

5. MINUTES

5.1 Local Trust Committee Minutes dated May 8, 2023 - for adoption

A Trustee noted that the APC minutes specified attendee presence by teleconference, while the LTC minutes did not; so, there was inconsistency.

By general consent the minutes of the Lasqueti Local Trust Committee Meeting of May 8, 2023 were adopted as presented.

5.2 Section 26 Resolutions-Without-Meeting Report – dated July 25, 2023

Received.

5.3 Advisory Planning Commission Minutes dated April 20, 2023 - for receipt

Chair Elliott deferred the APC minutes to the next regular business meeting of the LTC. Trustee Peterson indicated that, for benefit of transparency and public confidence, he would seek clarification from the Director of Legislative Services regarding possible protocol consequences for the Advisory Planning Commission (APC) meeting of April 20, 2023 being held without proper public meeting notice been given, noting that the only decisions made at that meeting were for elections of chair, vice-chair, and secretary.

6. BUSINESS ARISING FROM MINUTES

6.1 Follow-up Action List dated July 18, 2023

The Planner updated the LTC on completed and in-progress items in the Follow-up Action List.

Chair Elliott noted that activity item 4. "Schedule meeting between the LA LTC and Snaw-naw-as First Nation to discuss OCP Bylaw No. 98," is contained as a request in the introductory letter set to go out next week to Snaw-naw-as First Nation; and, that this answers to the member of the public who expressed concern in the "Public Comments" portion of the meeting regarding the very slow progress of the Lasqueti OCP Review Project.

6.2 Standing Resolution for First Nations Consultation for Proposed Antenna Systems - Staff Report

The Planner presented the staff report that provides analysis of the Salt Spring Island standing resolution on First Nations consultation for antenna systems, noting that the Salt Spring standing resolution addresses the First Nations engagement gap in the Model Cell Tower Strategy adopted by the LTC in 2021.

LA-LTC-2023-027

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee adopt the following standing resolution with respect to First Nations consultation in accordance with the "Strategy for Antenna Systems" in the Local Trust Area:

- a. The proponent will consult with the Local Trust Area representative during the preconsultation phase to determine proximity of the proposed antenna system to known archaeological sites and/or areas of archaeological potential and obtain a list of First Nations rights and title holders;
- 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;
- c. The proponent will obtain and provide a BC Archaeological Information request response from the BC Archaeology Branch to confirm proximity of the proposed antenna system to known archaeological sites and/or areas of archaeological potential including permit requirements under the Heritage Conservation Act;
- d. The proponent will obtain and provide an Archeological Impact Assessment for antenna systems proposed to be sited on or within 100 metres of a known archaeological site of cultural/sacred site identified by a First Nations cultural knowledge holder; and
- e. The proponent will provide written notice – including, if applicable, the Archeological Impact Assessment – sent by regular mail or hand delivered to all First Nations rights and title holders identified during the pre-consultation phase.

CARRIED

LA-LTC-2023-028

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request staff to report back on including the language in the standing resolution as an amendment to the Model Cell Tower Strategy.

CARRIED

6.3 Lasqueti Island Freedom of Information and Protection of Privacy Bylaw No. 101, 2023 - for adoption

Chair Elliott noted that the updating bylaw had been through three readings and had been received by the Executive Committee. The final step for the LTC was adoption.

LA-LTC-2023-029

It was MOVED and SECONDED,

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 adopted.

CARRIED

By general consent, the meeting was recessed at 12:14 pm and reconvened at 12:45 pm.

7. APPLICATIONS AND REFERRALS - none

8. LOCAL TRUST COMMITTEE PROJECTS

8.1 Minor Project: Meeting Procedures Bylaw - Staff Report

The Planner presented the staff report that updates the LTC on options for public notification of meeting changes to times, dates, or venues; and, timing for submissions of delegations' materials, noting the following:

- The Lasqueti Island Meeting Procedures Bylaw allows that two trustees may call a special meeting with forty-eight hours public notice, which conflicts with the standing resolution to give five days public notification.
- Planning staff is recommending that the existing standing resolution be rescinded; and that the Meeting Procedures Bylaw be amended to require twenty-four hours public notification of LTC meetings.
- The Meeting Procedures Bylaw minor project is left over from a time when multiple minor projects per LTC were allowable.

Trustee Peterson clarified the following:

- If one LTC member can be present at an LTC meeting, the other members may attend electronically; so, the venue is not changed.
- Although Section 43 of the Meeting Procedures Bylaw says that only one trustee may attend electronically, Section 45 waives that requirement.
- If a regular LTC meeting is canceled, it can be held later as a special meeting.

Chair Elliott noted the following:

- Five days notification means five business days.
- LTC agendas are drafted twelve business days before a regular LTC meeting, are reviewed and amended, then are published five business days ahead of the meeting.

LA-LTC-2023-029

It was MOVED and SECONDED,

that Lasqueti Island Local Trust Committee amend Bylaw No. 100, cited as “Lasqueti Island Local Trust Committee Meeting Procedures Bylaw, 2022”, as follows:

a. Section 4, is amended by adding the following:

“For any changes in regular business meeting start times, dates, and/or venues that are decided after an agenda is posted (5 business days in advance of the meeting)-notice of these changes shall be reposted as soon as possible but, a minimum of 48 hours 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.”

CARRIED

LA-LTC-2023-030

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee rescind standing resolution 2022-022.

CARRIED

Trustees considered that delegations’ information material submissions be submitted 10 days rather than 14 days in advance of an LTC meeting.

LA-LTC-2023-031

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee amend Bylaw No. 100, cited as “Lasqueti Island Local Trust Committee Meeting Procedures Bylaw, 2022,” as follows:

a) Section 21, is amended by replacing “fourteen (14) calendar days” with “ten (10) calendar days.”

CARRIED

LA-LTC-2023-032

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee Bylaw No. 100, cited as “Lasqueti Island Local Trust Committee Meeting Procedures Bylaw, 2022,” as amended, be given first reading.

CARRIED

LA-LTC-2023-033

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee Bylaw No. 100, cited as “Lasqueti Island Local Trust Committee Meeting Procedures Bylaw, 2022” be given second reading.

CARRIED

LA-LTC-2023-034

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee Bylaw No. 100, cited as “Lasqueti Island Local Trust Committee Meeting Procedures Bylaw, 2022,” be given third reading.

CARRIED

LA-LTC-2023-035

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee Bylaw No. 100, cited as “Lasqueti Island Local Trust Committee Meeting Procedures Bylaw, 2022,” be forwarded to the Executive Committee for approval.

CARRIED

9. DELEGATIONS – none

Chair Elliott clarified for members of the public that total time allotted for delegations is fifteen minutes in the agenda; and five minutes may be allotted to each delegation for up to three delegations. She advised that delegations submit their information material at least ten days before a regular LTC business meeting.

10. CORRESPONDENCE

10.1 Department of Fisheries and Oceans Consultation - Schedule 1 of the Species at Risk Act—Received.

10.2 Correspondence from M. Auerbach dated June 11, 2023 regarding Marine Zoning
The LTC reviewed the letter which references the Marine Park surrounding Squitty Bay and the recent BC Parks Foundation purchase of property adjacent to this area. Trustee Peterson explained that the correspondent was asking that the additional protected terrestrial shoreline be considered for zoning change from Marine General (M2) to Marine Conservation (M1) and added to the OCP/LUB Review Project.

LA-LTC-2023-036

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee amend the OCP/LUB Project Charter by adding to the in-scope section consideration of expanding the Marine Conservation (M1) zones to appropriate areas.

CARRIED

11. NEW BUSINESS

11.1 Findings from Community on Housing - Trustee Lironi - verbal update

Trustee Lironi shared that her recent survey of the community on housing, conducted in the June 2023 local paper with an online version, received public responses that expressed concern that the population increase on Lasqueti of approximately hundred people, as noted in the recent census, is straining resources.

The LTC considered that the collection of email responses received, unattached to a current project, can be vetted, edited, published as correspondence, and included in a summary report.

12. REPORTS

12.1 Trust Conservancy Report dated June, 2023

Chair Elliott announced the significant new Livingstone Forest conservation covenant of 11.35 hectares of forest and wetland on Lasqueti Island placed by longstanding conservation stewards Christine Ferris and Doug Hopwood.

Trustee Peterson added that it was the first conservation covenant on Lasqueti Island done through the Islands Trust's Natural Area Protection Tax Exemption Program (NAPTEP).

Chair Elliott announced an upcoming celebration of the covenant proposed for August 30, 2023.

12.2 Applications Report dated July 18, 2023

Received.

12.3 Trustee and Local Expense Report dated May, 2023

Received.

12.4 Adopted Policies and Standing Resolutions

Received.

12.5 Local Trust Committee Webpage

Chair Elliott thanked Trustees for their frequent posting of updates on the website.

13. WORK PROGRAM

13.1 Active Projects Report dated July 18, 2023

Chair Elliott noted that the "Meeting Procedures Bylaw" minor project could now be taken off the list.

13.2 Future Projects Report dated July 18, 2023

Trustee Peterson expressed concern that the permitting of only one minor project and one major project per LTC is having the unintended consequence of unfairness to LTCs that do not have an expensive enough project to meet the criteria of a major project; thus, shorting that LTC with the resources for only one minor project that may be delayed for reasons beyond staff constraints.

Recorder Vogt was electronically separated from the meeting at 2:27 pm due to technical difficulties.

LA-LTC-2023-037

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee request that planning staff report back with a high level technical analysis of the latest draft of the Lasqueti OCP (version 3, 4.0, 4.1), and the scope of the potential land use bylaw amendments that would be required.

CARRIED

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for Monday, October 23, 2023 at 11:00 am at Judith Fisher Centre, #1 China Cloud Bay Road, Lasqueti Island, BC

15. ADJOURNMENT

By general consent the meeting was adjourned at 2:31 pm.

Tobi Elliott, Chair

Certified Correct:

Katherine Vogt, Recorder



Minutes of the Lasqueti Island Advisory Planning Commission

Date: April 20, 2023
Location: Judith Fisher Centre
 #1 China Cloud Bay Road, Lasqueti Island, BC

Members Present: Shelly Garside, Chair
 Pachiel Smith, Vice-Chair
 Shawna Karras, Secretary
 David Rogers, Member
 Gail Sorenson, Member By Teleconference

Staff Present: Sonja Zupanec, Island Planner
 Stephen Baugh, Planner 2
 Katherine Vogt, Recorder by Teleconference.

Others Present Timothy Peterson, Trustee

Regrets: Philippe Taillefer

1. **CALL TO ORDER**

The Planner called the meeting to order at 4:12 pm. She acknowledged that the meeting was being held in the territory of the Coast Salish First Nations. She welcomed Advisory Planning Commission (APC) members, Staff, Recorder, and Trustee Peterson. She noted that she would be acting as Chair until elections were completed at the current meeting. She invited APC members to conduct a roundtable introduction.

2. **APPROVAL OF AGENDA**

Trustee Peterson noted that a second Local Trust Committee (LTC) referral to the APC regarding the Ministry of Forests, Lands Natural Resources Operations and Rural Development (FLNRORD) objections to certain proposed amendments to the Official Community Plan (OCP) would be considered on a future agenda.

The following additions to the agenda were presented for consideration:

- Add Vice-Chair after Chairperson to the Title of Agenda Item 3.

By general consent the agenda was adopted as amended.

3. **ELECTION OF CHAIRPERSON, VICE-CHAIR AND SECRETARY**

The Planner described the roles of chairperson, vice-chair, and secretary, noting that some APCs rotate their chair role. APC members could nominate themselves or another member for the positions.

By general consent Shawna Karras was elected as secretary; Pachiel Smith was elected as vice-chair; and Shelly Garside was elected as chairperson of the Lasqueti Island Advisory Planning Commission.

The Planner passed the chairperson meeting duties to newly elected Chair Garside.

4. **NEXT MEETING DATE**

There was no specific next meeting date determined; APC members discussed optimal days and times for each member to meet.

By general consent 4:00 pm on a Tuesday or Wednesday is an optimal APC meeting date.

5. **REFERRAL FROM THE LASQUETI LOCAL TRUST COMMITTEE REGARDING OCP DEFINITION OF "COMMUNITY BENEFIT"-attached.**

The Planner spoke on the memorandum contained in the APC agenda package that provides background information for the LTC referral; and requests that the APC define "community benefit" in the Official Community Plan (OCP) as it relates to Temporary Use Permits (TUP)s; or recommend a process by which the LTC could define "community benefit." She noted the following:

- There is a category in the Fees Bylaw for TUP applications for residential or commercial use that may get a reduced fee for providing some portion of a presently undefined "community benefit."
- The "community benefit" amenity may be the primary activity applied for in the TUP, or an adjunct activity to a primary commercial or residential reason for the TUP. A TUP application may be strengthened by the addition of a "community benefit" portion to it.
 - Trustee Peterson added that a TUP has a 3-year term which can be renewed once. This allows for a testing of the waters. If the TUP has been a successful fit for the community, a permanent zoning amendment could be applied for.
 - The Planner noted that TUPs could also legitimately be applied for actual temporary use situations or operations of 3 to 6 years.
- The APC could generate a list of "community benefit" amenities for the rural context of Lasqueti Island. Most OCPs have such a list.
- Examples of amenities considered of "community benefit" in Vancouver Island and Sunshine Coast jurisdictions have included any natural, historical, heritage, cultural, architectural, environmental, wildlife, or plant life features that are valued by the community for protection; and also publicly accessible community meeting spaces, not-for-profit office spaces, recreational or cultural civic societies, affordable housing, childcare centres, public access trails or easements, wildlife corridors, parks, and environmental restoration.
- TUPs have been used on Denman Island for secondary dwellings. If affordable housing is added as a "community benefit," there can be a housing agreement that maintains the affordability of the housing unit.

Planner Zupanec left the meeting at 5:19 pm.

Planner Baugh left the meeting at 5:35 pm.

APC members noted or asked the following:

- There has already been a huge amount of community consultation; and each APC member could further consult with neighbours and other locals.
- Is it appropriate to apply “community benefit” to a competing business that breaks a monopoly?
- There could be a requirement of proof of need in the community as well as benefit.
- An applicant’s creative or unusual claim of “community benefit” outside of the OCP list of amenities should be given the opportunity to go through a community input process amenities that the present APC will not anticipate.
- “Community benefit” requirements should not be too cumbersome.
- The following broad list of services and amenities could be considered a “community benefit” provided that they did not harm the existing environment or archaeological sites: restaurants, food services, construction services, stores, artisan facilities, manufacturing, plant nurseries, repair shops, spas, beauty salons, barber shops, childcare facilities, other care facilities, education, cultural, and entertainment facilities, car or bicycle sharing centres, charging stations, spiritual centres, churches, affordable housing, laundromats and other supportive infrastructure and industries.
- Affordable housing may be better addressed separately.
- A “community benefit” amenity should contribute to quality-of-life benefit; should provide proof of need and benefit; should be environmentally sensitive and adhere to the rural living aspect of Lasqueti Island; should have harmonious hours of operation; and should be aesthetic and not unsightly to neighbours.
- The legal definition of “community benefit” seems to be whatever is approved in the OCP.
- A “community benefit” adjunct portion of an application should not override a primary activity that is environmentally harmful.

Chair Garside articulated a draft definition of “community benefit” that would be emailed to APC members and the Planner.

6. **ADJOURNMENT**

There was no specific next meeting time set. It was considered that a new meeting could be called within the month.

7. **ADJOURNMENT**

By general consent the meeting was adjourned at 6:22 pm.

Shelly Garside, Chair

Certified Correct:

Katherine Vogt, Recorder

Follow Up Action Report

Lasqueti Island

11-Apr-2022

Activity	Responsibility	Dates	Status
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. UPDATE: As of September 23, 2022 no response has been received by FLNRORD UPDATE: As of January 23, 2023 the LTC is deferring a referral to APC on this matter until FN consultation is completed.			In Progress

23-Jan-2023

Activity	Responsibility	Dates	Status
1 The LTC request staff to clarify the LTCs responsibility to provide accommodation for persons with disabilities during public meetings.	Renee Jamurat		In Progress

20-Mar-2023

Activity	Responsibility	Dates	Status
1 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. UPDATE May 11, 2023 - CAO letter reviewed and sent.	Lori Foster Russ Hotsenpiller Stephen Baugh		Completed

Follow Up Action Report

Lasqueti Island

08-May-2023

Activity	Responsibility	Dates	Status
1 Send Interim OCP referral status update to FNs with interest in the Lasqueti LTA	Stephen Baugh		In Progress
2 Schedule meeting between the LA LTC and Snaw-naw-as First Nation to discuss OCP Bylaw No. 98.	Stephen Baugh		In Progress

26-Jul-2023

Activity	Responsibility	Dates	Status
1 Add "First Nations Report" section to all future regular business meeting agendas and rename "Public Comment" section of the agenda to "Town Hall."	Nadine Mourao		Completed

Follow Up Action Report

Lasqueti Island

26-Jul-2023

Activity	Responsibility	Dates	Status
2 The following standing resolution was adopted with respect to First Nations consultations on Antenna Systems: <i>That the Lasqueti Island Local Trust Committee adopt the following standing resolution with respect to First Nations consultation in accordance with the 'Strategy for Antenna Systems' in the Local Trust Area:</i> <i>a. The proponent will consult with the Local Trust Area representative during the preconsultation phase to determine proximity of the proposed antenna system to known archaeological sites and/or areas of archaeological potential and obtain a list of First Nations rights and title holders;</i> <i>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;</i> <i>c. The proponent will obtain and provide a BC Archaeological Information request response from the BC Archaeology Branch to confirm proximity of the proposed antenna system to known archaeological sites and/or areas of archaeological potential including permit requirements under the Heritage Conservation Act;</i> <i>d. The proponent will obtain and provide an Archeological Impact</i>	Nadine Mourao		Completed



Follow Up Action Report

Lasqueti Island

26-Jul-2023

Activity	Responsibility	Dates	Status
<i>Assessment for antenna systems proposed to be sited on or within 100 metres of a known archaeological site or cultural/sacred site identified by a First Nations cultural knowledge holder; and</i> <i>e. The proponent will provide written notice - including, if applicable, the Archeological Impact Assessment - sent by regular mail or hand delivered to all First Nations rights and title holders identified during the pre-consultation phase.</i>			
3 Staff report back on how the standing resolution language on First Nations consultation for Antenna Systems could be included in the model cell tower strategy.	Ian Cox		In Progress
4 Bylaw No. 101 cited as "Lasqueti Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 101. 2023" was adopted.	Nadine Mourao		Completed
5 Standing Resolution 2022-22 was rescinded, update standing resolutions list.	Nadine Mourao		Completed
6 Meeting Procedures Bylaw No. 100 was amended and given 1st, 2nd and 3rd readings. Update proposed bylaw and forward to EC for approval.	Nadine Mourao Stephen Baugh		In Progress
7 Add "Expanding M1 zone to appropriate areas" to the in-scope section of the OCP/LUB review project charter.	Stephen Baugh		Completed

Follow Up Action Report

Lasqueti Island

26-Jul-2023

Activity	Responsibility	Dates	Status
8 Staff report back with a high level technical analysis of the latest draft of the Lasqueti OCP, and the scope of the potential land use bylaw amendments that would be required.	Stephen Baugh		In Progress
9 Include APC Minutes in agenda for the next LTC meeting.	Nadine Mourao		Completed
10 Identify in the meeting minutes whether people attended the meeting in-person or electronically.	Chloe Straw Nadine Mourao		Completed



DATE OF MEETING: October 23, 2023

TO: Lasqueti Island Local Trust Committee

FROM: Stephen Baugh, Planner 2
Northern Team

SUBJECT: Correction to Lasqueti Island LTC Meeting Procedures Bylaw – For Bylaw Readings

RECOMMENDATION

1. That the Lasqueti Island Local Trust Committee Bylaw No. 102, cited as “Lasqueti Island Local Trust Committee Meeting Procedure Bylaw, 2022, Amendment No. 1, 2023”, be read a first time.
2. That the Lasqueti Island Local Trust Committee Bylaw No. 102, cited as “Lasqueti Island Local Trust Committee Meeting Procedure Bylaw, 2022, Amendment No. 1, 2023”, be read a second time.
3. That the Lasqueti Island Local Trust Committee Bylaw No. 102, cited as “Lasqueti Island Local Trust Committee Meeting Procedure Bylaw, 2022, Amendment No. 1, 2023”, be read a third time.
4. That the Lasqueti Island Local Trust Committee Bylaw No. 102, cited as “Lasqueti Island Local Trust Committee Meeting Procedure Bylaw, 2022, Amendment No. 1, 2023”, be forwarded to the Executive Committee for approval.

REPORT SUMMARY

This report is to inform the Lasqueti Island LTC (LTC) of a staff error in the readings of the Lasqueti Island LTC Meeting Procedure Bylaw amendments that were passed by resolution at the July LTC meeting and provide the correct bylaw readings to affect the LTC directed changes to the bylaw.

The proposed wording for Section 4 of the Meeting Procedure Bylaw has also been altered to reflect best practices for bylaw drafting and correct grammar, the meaning of the of the bylaw amendment is not affected by these changes. Minor grammatical errors in the Meeting Procedure Bylaw as shown in Attachment 2 will also be corrected, similarly, these fixes do not change the meaning of the bylaw.

BACKGROUND

At the July 26, 2023 LTC meeting staff brought forward a report with potential amendments to the Meeting Procedure Bylaw. The LTC passed resolutions to amend the bylaw with the intent to ensure the public is informed of changes in LTC meeting times or locations and to allow delegations to provide materials 10 days before an LTC meeting instead of 14.

Prior to forwarding the bylaw to executive committee for approval staff found an error with the way the bylaw was formatted. Instead of being in the form of an amendment bylaw, it was only shown as a track changes document illustrating the proposed amendments. Staff have re-drafted the bylaw, and added a bylaw number and citation as shown in Attachment 1. The track changes document showing how the proposed amendment will change the current Meeting Procedure Bylaw is also included as Attachment 2.

Staff are recommending draft Amendment Bylaw No. 102 be given first, second and third reading and forwarded to Executive Committee for approval.

ALTERNATIVES

The LTC currently has an active minor project to review the OCP. If the LTC does not want to proceed with amending the Meeting Procedure Bylaw at the October 23, 2023 meeting, further work on the meeting procedures bylaw will need to be identified as a minor project on the future projects list. This is due to the limited staff time currently available and Trust Council Policy 6.2.1 which states that an LTC can have up to one active minor project at a time. Although the bylaw was considered at the October meeting, the bylaw is returning to the LTC due to a staff error.

1. Receive for information

The LTC may receive the report for information. If this option is selected, the Meeting Procedure Bylaw will not be amended.

NEXT STEPS

The bylaw would be forwarded to the Executive Committee for approval if staff recommendations are agreed to.

Submitted By:	Stephen Baugh, Planner 2	August 24, 2023
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	September 6, 2023

ATTACHMENTS

1. Lasqueti Island Local Trust Committee Meeting Procedure Bylaw, 2022, Amendment No. 1, 2023
2. Track Changes version of the Lasqueti Island Meeting Procedure Bylaw

DRAFT

LASQUETI ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 102

A BYLAW TO AMEND THE LASQUETI ISLAND LOCAL TRUST COMMITTEE MEETING PROCEDURE BYLAW, 2022

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

1. Citation

This bylaw may be cited for all purposes as “Lasqueti Island Local Trust Committee Meeting Procedure Bylaw, 2022, Amendment No. 1, 2023”.

2. Lasqueti Island Local Trust Committee Bylaw No. 100, cited as “Lasqueti Island Local Trust Committee Meeting Procedure Bylaw, 2022” is amended as shown on Schedule No. 1 attached to and forming part of this bylaw.

READ A FIRST TIME THIS DAY OF — , 202X

READ A SECOND TIME THIS DAY OF — , 202X

READ A THIRD TIME THIS DAY OF — , 202X

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

DAY OF — , 202X

ADOPTED THIS DAY OF — , 202X

Chair

Secretary

LASQUETI ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 102

Schedule No. 1

1. **Section 4**, is amended by adding the following text after “local trust area.”:

“For any changes to regular business meeting start times, dates, and venues that are made after an agenda is posted, notice of these changes shall be reposted as soon as reasonably possible. Notice shall be reposted a minimum of 48 hours prior to the meeting time on the Islands Trust website, on a publically accessible notice board on island, and at the building entrance of the original and new venue if the venue is being changed.”

2. **Section 21**, is amended by deleting the words “fourteen (14) calendar days” and replacing them with “ten (10) calendar days.”

LASQUETI ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 100, 2022

A bylaw to establish procedures for meetings of the Local Trust Committee

The Lasqueti Island Local Trust Committee, being the ~~L~~ocal ~~t~~rust ~~e~~Committee having jurisdiction in respect of the Lasqueti Island local trust area under the *Islands Trust Act*, enacts as follows:

SHORT TITLE

1. This bylaw may be cited as “Lasqueti Island Local Trust Committee Meeting Procedure Bylaw, 2022”.

MEETINGS AND NOTICE OF MEETINGS

2. The first regular meeting of the Local Trust Committee shall be held on a date to be determined by the Local Trust Committee by Resolution Without Meeting following a general local election.
3. At the first regular meeting and at the last regular meeting of the first, second, and third year following a general election, or by Resolution Without Meeting, the Local Trust Committee shall establish a schedule of the date, time and place of regular Local Trust Committee meetings for the following calendar year, of which there shall be at least two, and the schedule shall be posted on a notice board on island that is accessible to the public and in the Northern Office of the Islands Trust.
4. Public notice of the availability of the regular meeting schedule at the place specified in Section 3 shall be given at least once a year by publication in a newspaper circulating in the local trust area. For any changes to regular business meeting start times, dates, and venues that are made after an agenda is posted, notice of these changes shall be reposted as soon as reasonably possible. Notice shall be reposted a minimum of 48 hours prior to the meeting time on the Islands Trust website, on a publically accessible notice board on island, and at the building entrance of the original and new venue if the venue is being changed.
5. Advance public notice of a regular or special meeting that is to be conducted electronically shall include the way in which the meeting is to be conducted by means of electronic or other communication facilities, the place where the public may attend to hear the proceedings that are open to the public and be posted at the places specified in Section 3 and in accordance with Section 6. Notice of a special meeting which is to be conducted electronically must be delivered to the trustee in accordance with Section 7;
6. Each local trustee shall provide to the Secretary of the Islands Trust a telephone number, email, and mailing address for the purpose of receiving notices of Local Trust Committee meetings, and notice shall be deemed to have been sufficiently given to the local trustee if the notice is delivered to the trustee’s mailing or email address or given to the trustee in person.
7. Any two members of the Local Trust Committee may call a special meeting by giving notice of the day, time, place and purpose of the meeting to the third member of the Committee by telephone or written notice delivered to the trustee at least 48 hours before the time of the meeting, and by posting the notice at the place specified in Section 3, except that notice to Local Trust Committee members may be waived by unanimous vote.

8. If the Chairperson is not one of the members calling the special meeting, the members calling the special meeting shall, prior to doing so, advise the Chairperson of the calling of the meeting and consider the Chairperson's representations, if any, regarding the calling of the meeting.
9. Regular and special meetings of the Local Trust Committee shall be open to the public, except where the Committee has stated by resolution in open meeting that the meeting or portion of the meeting is to be closed to the public, and has stated the statutory basis on which it is to be closed.
10. A quorum of the Local Trust Committee is two members.
11. In the event that neither the Chairperson nor the Alternate Chair of the Local Trust Committee appointed by the Chair of the Trust Council is present within one half hour of the scheduled time of a regular or special meeting, the Director of Local Planning Services, or his or her designate, shall call the meeting to order and the remaining trustees shall determine which of them shall act as Chairperson. In an in-person meeting, if the chair is unable to attend in-person, another Trustee may be chosen to Chair the meeting at the physical location.

MINUTES

12. The Director of Local Planning Services or his or her designate shall legibly record the minutes of the meetings of the Local Trust Committee, and shall record any resolutions without meeting. After the minutes of a meeting have been adopted, the Director or his or her designate shall certify the minutes as correct and the Chairperson or other trustee who presided at the meeting shall sign the minutes.
13. The minutes shall record every resolution of the Committee, and the mover, including every resolution closing a meeting to the public, the reading and adoption of every bylaw, and every declaration made in relation to a conflict of interest.

MEETING PROCEDURE, RESOLUTIONS AND BYLAWS

14. Any question of meeting procedure that is not provided for in this Bylaw, the *Islands Trust Act*, the *Local Government Act*, the *Community Charter*, or regulations under either of those statutes, shall be resolved in accordance with the most current edition of *Robert's Rules of Order*.
15. Resolutions may be in writing, and may be moved by any member of the Local Trust Committee.
16. Bylaws shall be in writing, may be read by title only, provided that each member of the Local Trust Committee is in possession of a complete copy of the proposed bylaw at the meeting, and may be adopted on a motion to that effect at a regular or special meeting. Bylaws may be read a first time, and may be adopted, by resolution without meeting.
17. The Chairperson of the Local Trust Committee or other trustee who presided at the meeting at which it was adopted, and the Secretary of the Islands Trust shall sign every bylaw adopted by the Local Trust Committee, and the Secretary shall keep a certified copy of the bylaw at the principal office of the Islands Trust.

DELEGATIONS

18. A Delegation period, limited to fifteen (15) minutes in duration, may be scheduled for each

regular meeting of the Local Trust Committee and may be extended by unanimous vote of the members present.

19. An individual, or a representative of an organization, may request the opportunity to address the Local Trust Committee as a delegation. A delegation requesting permission to appear before the Local Trust Committee shall submit a written request to address the members of the Local Trust Committee. The subject of the written request and the presentation must fall within the jurisdiction of the Local Trust Committee, or address an item within the jurisdiction of the Islands Trust Council.
20. The written request must specify the subject matter of the presentation and include either a copy of the presentation or an overview of the information to be presented. The written request must also include the name and address of the person(s) speaking.
21. All written requests to appear before the Local Trust Committee must be received by the Deputy Secretary by 12:00 noon ~~fourteen (14) calendar days~~ ten (10) calendar days prior to the meeting.
22. Each address shall be limited to five (5) minutes unless a longer period is agreed to by unanimous vote of those Local Trust Committee members present.
23. Any video presentations used as part of a delegation's address to the Local Trust Committee will count toward the time limit permitted for the delegation.
24. In the event of a delegation presenting a petition, the petition shall contain each petitioner's signature and printed name and address.
25. Where written requests have not been received by the Deputy Secretary as prescribed in section 20, an individual may address the meeting in the Public Participation period, as outlined within this bylaw.
26. The Local Trust Committee must not permit a delegation to address a meeting of the Committee regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
27. The Deputy Secretary may schedule delegations to another Local Trust Committee meeting according to the subject matter of the delegation.
28. The Deputy Secretary may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of the Local Trust Committee or address an item within the jurisdiction of the Islands Trust Council. If the delegation wishes to appeal the Deputy Secretary's decision, the information must be distributed under separate cover to the Local Trust Committee for their consideration.

ORDER AND DECORUM

29. The Chair is to preserve order at every meeting of the Local Trust Committee and has the power to make such rulings as are necessary to do so, including the power to rule on all points of order and may deny any individual or a delegation the right to address a meeting if, in the Chair's opinion, the individual or the delegation:
 - 29.1 ~~M~~akes defamatory remarks about any person or speaks disrespectfully of any person;

- 29.2 ~~A~~addresses issues not contained within the written application of the individual or delegation, as prescribed in sections 19 and 20; or,
 - 29.3 ~~I~~mmoderately raises his or her voice, or uses profane, vulgar or offensive language, gestures or signs.
30. Individuals and delegations will not be heard at regular meetings of the Local Trust Committee on the following:
- 30.1 ~~T~~he promotion of commercial products or services which have no connection to the business of the Local Trust Committee;
 - 30.2 ~~M~~matters on which the Local Trust Committee has approved commencement of prosecution and on which judgment has not been rendered;
 - 30.3 ~~P~~ublicly tendered contracts or proposal calls for the provision of goods and services for the Local Trust Committee, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by the Local Trust Committee or Islands Trust staff; or
 - 30.4 Topics which are normally dealt with by Islands Trust staff as a matter of routine.
31. A Local Trust Committee member may ask or answer questions of a member of the public who is addressing the Local Trust Committee. Debate with, or by any member of the Local Trust Committee or staff is not permitted.
32. The Chair or person presiding may expel and exclude a person from a meeting of the Local Trust Committee for improper conduct.

INVITED PRESENTATIONS

- 33. Members of the Lasqueti Island Local Trust Committee may, with the Chair's approval, invite a person, persons, or organizations(s) to make a presentation to the Local Trust Committee. Time permitting, the Deputy Secretary shall include the subject of the presentation and the designated speaker on the meeting agenda.

PUBLIC PARTICIPATION

- 34. A public participation period, limited to fifteen (15) minutes in duration, may be scheduled for each regular meeting of the Local Trust Committee and may be extended by majority vote of the Local Trust Committee members present.
- 35. A member of the public may have three (3) minutes to address the Local Trust Committee during the public participation period, unless extended by unanimous vote of the Local Trust Committee members present.
- 36. Persons wishing to address the Local Trust Committee will be asked to state their name and topic involved.
- 37. Subjects must relate strictly to matters under the jurisdiction of the Local Trust Committee, or items within the jurisdiction of the Islands Trust Council, unless the Local Trust Committee waives this requirement by majority consent.

38. Subjects must be on topics which are not normally dealt with by Islands Trust staff as a matter of routine.
39. Subjects must be brief and to the point.
40. The order of priority in which speakers will be heard during the duration of the public participation period will be determined as follows: first, those addressing items on the Local Trust Committee agenda; second, those addressing items within the jurisdiction of the Local Trust Committee; and third, those addressing items within the jurisdiction of the Islands Trust Council.

ELECTRONIC MEETINGS

41. Regular or special meetings of the Local Trust Committee may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the Local Trust Committee have agreed by resolution that the meeting may be conducted in this way and provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
42. An individual Local Trust Committee member who is not at the physical location of a Local Trust Committee meeting that is held in-person may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
43. Not more than one Local Trust Committee member may participate by means of electronic communication facilities when the meeting has been scheduled for an in-person meeting.
44. An individual member of the Local Trust Committee may not participate by means of electronic or other communication facilities in two consecutive regular meetings of the Local Trust Committee that are held in-person.
45. The Local Trust Committee may waive the restrictions in sections 43 and 44 by unanimous resolution.
46. Local Trust Committee members who use electronic communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.
47. Members of the Local Trust Committee may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.
48. Where members of the Local Trust Committee are participating in a meeting through electronic communication facilities, the facilities must enable all meeting participants to hear, or watch and hear, each other and must provide notice when participants join or leave the meeting.
49. Where members of the Local Trust Committee are participating in a meeting through electronic communication facilities, the facilities must enable the public to hear, or watch and hear, all meeting participants at a place specified in the meeting notice, unless the meeting has been properly closed to the public.

50. For the duration of an electronic meeting that is open to the public, a designated staff member must attend at the place specified in the meeting notice for the public to hear, or watch and hear, the participants.
51. If communication is lost to one or more electronic participants during a meeting:
 - 51.1 ~~T~~he participant affected will attempt to reestablish the link and, in the interim, will be deemed to have left the meeting and this will be recorded in the minutes;
 - 51.2 ~~I~~f there is not a quorum, the Local Trust Committee Chair or person presiding will call a recess until the link is reestablished; and
 - 51.3 ~~I~~f, after 45 minutes, a link cannot be reestablished and there is not a quorum of Local Trust Committee members, the meeting will be deemed adjourned and the item under discussion at the time of loss of communication will be added to the next agenda.

EXECUTION OF DOCUMENTS

52. The Chairperson and one other member of the Local Trust Committee may execute any document on behalf of the Local Trust Committee once the Committee has authorized the execution of the document.
53. “Lasqueti Local Trust Committee Meeting Procedures Bylaw No. 74, 2004” is repealed.

READ A FIRST TIME THIS	==	DAY OF	==	, 2023
READ A SECOND TIME THIS	==	DAY OF	==	, 2023
READ A THIRD TIME THIS	==	DAY OF	==	, 2023
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS				
	—	DAY OF	—	, 2023
ADOPTED THIS	—	DAY OF	—	, 2023

CHAIRPERSON

SECRETARY

From: Cheryl Baldwin (United Way) <CherylB@uwbc.ca>
Sent: Wednesday, August 23, 2023 10:25 AM
To: Lasqueti Island Local Trust Committee <LasquetiIslandLocalTrustCommittee@islandtrust.bc.ca>
Subject: United Way Better at Home program
Importance: High

Hello,

My name is Cheryl Baldwin and I work for United Way BC. We are attempting to expand the senior's program, Better at Home to Lesquiti Island as was requested. I unfortunately have not been able to make contact with anyone to start this process. I was hoping you could put me in contact with interested parties in order to begin the community consultation process. Unfortunately, time is an important factor and we are behind in this process. I would sincerely appreciate any guidance you could offer.

Kind regards,
Cheryl

Cheryl Baldwin | she, her, hers
Regional Community Developer, Government Relations & Government Programs
(Main) 250.591.8731 | (Direct) 236.427.4215
United Way British Columbia | Central & Northern Vancouver Island
9-327 Prideaux Street, Nanaimo, BC V9R 2N4
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United Way
British Columbia

Working with communities in BC's
Interior, Lower Mainland, Central
& Northern Vancouver Island

United Way British Columbia acknowledges the homelands of the Indigenous Peoples of this place we now call British Columbia, and honours the many territorial keepers of the Lands on which we work.

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. If you received this in error, please contact the sender and delete the material from any computer.

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.
Planner: Sonja Zupanec			
Planning Status			
Status Date: 23-Jul-2019			
Referral response sent to MOTI			

Islands Trust

LTC EXP SUMMARY REPORT F2024

Invoices posted to Month ending August 2023

640 Lasqueti	Invoices posted to Month ending August 2023	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-640	LTC "Trustee Expenses"	59.00	0.00	59.00
LTC Local				
65200-640	LTC - Local Exp - LTC Meeting Expenses	392.00	986.65	-594.65
65210-640	LTC - Local Exp - APC Meeting Expenses	333.00	248.65	84.35
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>1,246.00</u>	<u>1,235.30</u>	<u>10.70</u>
Projects				
73001-640-2015	Lasqueti OCP/LUB	4,000.00	0.00	4,000.00
		<u>4,000.00</u>	<u>0.00</u>	<u>4,000.00</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 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.

No	Meeting Date	Resolution No.	Issue	Policy
5.	February 25, 2019	LA-2019-IC-003	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.
6.	February 24, 2020	LA-2020-003	First Nations Reconciliation	It was MOVED and SECONDED, 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.	July 26, 2023	LA-2023-027	First Nations Consultation	that the Lasqueti Island Local Trust Committee adopt the following standing resolution with respect to First Nations consultation in accordance with the "Strategy for Antenna Systems" in the Local Trust Area: a. The proponent will consult with the Local Trust Area representative during the pre-consultation phase to determine proximity of the proposed antenna system to known archaeological sites and/or areas of archaeological potential and obtain a list of First Nations rights and title holders; b. The proponent is recommended to undertake consultation during the pre-

No	Meeting Date	Resolution No.	Issue	Policy
				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; c. The proponent will obtain and provide a BC Archaeological Information request response from the BC Archaeology Branch to confirm proximity of the proposed antenna system to known archaeological sites and/or areas of archaeological potential including permit requirements under the Heritage Conservation Act; d. The proponent will obtain and provide an Archeological Impact Assessment for antenna systems proposed to be sited on or within 100 metres of a known archaeological site of cultural/sacred site identified by a First Nations cultural knowledge holder; and e. The proponent will provide written notice – including, if applicable, the Archeological Impact Assessment – sent by regular mail or hand delivered to all First Nations rights and title holders identified during the pre-consultation phase.

File No.: Project - First Nations
Consultation for Antenna
Systems

DATE OF MEETING: October 23, 2023
TO: Lasqueti Island Local Trust Committee
FROM: Ian Cox, Planner 2
Northern Team
COPY: Renée Jamurat, Regional Planning Manager
SUBJECT: Revisions to the Model Strategy for Antenna Systems – For Direction

RECOMMENDATION

1. **That the Lasqueti Island Local Trust Committee request staff to prepare revisions to the Model Strategy for Antenna Systems in consideration of adoption by including the language used in standing resolution LA-LTC-2023-027.**

REPORT SUMMARY

At its regular business meeting on July 26th, 2023, the Lasqueti Island Local Trust Committee (the “LTC”) passed a resolution requesting staff to report back about the potential of including the language in its standing resolution on First Nations consultation for antenna systems, as an ‘amendment’ or revision to the Model Strategy for Antenna Systems (the “Strategy”) which it adopted in 2021. “Revision” will be used throughout this report as the term “amendment” is associated with bylaws which the Strategy is not. This report provides information on the ability of the LTC to integrate the language in the Strategy and recommends requesting staff to prepare a revised version for consideration.

BACKGROUND

In accordance with resolution, LA-LTC-2023.008, staff presented a [Memorandum](#) at the LTC regular business meeting on July 26th, 2023, which included background information and analysis about how the Salt Spring Island LTC standing resolution aligns with the Strategy, federal and provincial government consultation requirements, and the existing process for First Nations engagement. The Memorandum identified the option to adopt a standing resolution as the Salt Spring Island LTC had done. Following discussion, the LTC passed standing resolution LA-LTC-2023-027, and additionally passed the following:

LA-LTC-2023-028

It was MOVED and SECONDED,

That the Lasqueti Island Local Trust Committee request staff to report back on including the language in the standing resolution as an amendment to the Model Cell Tower Strategy.

ANALYSIS

Model Strategy vs. Standing Resolution

The Strategy was developed in 2018 by the Islands Trust Local Planning Committee as a model document which LTCs could adopt in order to guide proponents in their public consultation and engagement processes for installation of antenna systems in a given Local Trust Area (“LTA”). As explained in the introduction to the document, the Strategy was “...prepared to help Local Trust Areas (LTAs) effectively and efficiently assess antenna system proposals within their own unique contexts. The document provides a description of ISED’s [Innovation Science and Economic Development Canada] default public consultation process, a model public consultation protocol, model siting criteria, model Official Community Plan policies, and definitions. The model protocol may be adopted in its current form as a stand-alone document; or it may be customized for local considerations.”

The Salt Spring Island LTC standing resolution which the Lasqueti Island LTC subsequently adopted, was intended as an interim measure to meet Trust-wide commitments to reconciliation as outlined and adopted through the [Islands Trust Reconciliation Declaration](#), until the Strategy could be updated to include similarly robust policy language related to First Nations consultation. A revision to the Strategy has been identified as a future work program item for the Regional Planning Committee (the “RPC”) and Regional Planning Team (the “RPT”), but the project does not yet have an associated priority or timeline.

In future, potential versions of the Strategy revised by individual LTCs may need to be rescinded pending the outcome of the RPC project and a newer Trust-wide version adopted. However, staff recommend that at this time, the LTC should proceed with revising the Strategy as desired to reflect LTA concerns, since it is unknown when the RPC project will be completed.

Integrating the Standing Resolution

Staff considers integrating the standing resolution language into to the Strategy to be a relatively straight forward task. It is within the LTC’s ability to do so per the stated intent of the document itself and also within the power to augment the consultation process granted to Land Use Authorities (“LUAs”) and local governments by Industry Canada to:

- Specify application requirements in detail;
- Require pre-consultation;
- Specify a desired format for public consultation beyond information packages;
- Increase required notification area;
- Identify specific groups to notify; and/or
- Establish siting criteria.

The Federal Government [Guide to Assist Land-use Authorities \[LUA\] in Developing Antenna System Siting Protocols](#) provides, “Thanks to their local knowledge, LUAs are well qualified to explain to proponents the particular amenities, cultural or environmental sensitivities, planning priorities and other relevant characteristics of their area. The LUA may also be aware of potential Aboriginal or treaty rights or land claims that may be affected by a proposed installation. Further, “Through protocols, an LUA can highlight its local knowledge and expertise related to area sensitivities, including environmental or cultural concerns, and land-use compatibility” and “...advise the proponent of historic and environmental land-use sensitivities including any related to potential Aboriginal or treaty right or land claim”.

As identified in the staff Memorandum of July 26, 2023, standing resolution *LA-LTC-2023.008* fits within these criteria and therefore integrating the language into the Strategy is also considered feasible and within the LTC's jurisdiction. Integrating the standing resolution would not be simply a "copy/paste" exercise, as the Strategy will need to be adjusted to ensure congruency throughout, from the table of contents to required notification and documentation. Adequate staff resources will need to be allocated to complete this work.

CONSULTATION

No formal public consultation, third party, or outside agency referral is required for the LTC to revise the Strategy and approve the modified version.

RATIONALE FOR RECOMMENDATION

The creation of the RPC and RPT was intended to allow work to be carried out on projects which have Trust-wide applicability and in doing so, create consistency in approach to policy across the federation. To support this, staff would under normal circumstances recommend waiting to adopt policies developed for Trust-wide use by the RPC. However, staff consider that the most expedient approach at this time is for individual LTCs to revise the Strategy to address their Local Trust Area concerns since the RPC project does not yet have its priority identified.

Therefore staff recommend preparing revisions to the Model Strategy for Antenna Systems using the language in standing resolution *LA-LTC-2023-027*.

ALTERNATIVES

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

1. Receive for information

The LTC may receive the report for information and take no further action.

NEXT STEPS

Should the LTC select the recommendation found on page 1 of this report, staff will prepare draft revisions to the Strategy for consideration of adoption at the next available opportunity.

Submitted By:	Ian Cox, Planner 2	September 28, 2023
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	October 5, 2023

Active Projects Report

Lasqueti Island

1. OCP/LUB Review

Responsible

Dates

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.

Stephen Baugh

Rec'd: 08-Jan-2018

2. Amend the Meeting Procedures Bylaw

Responsible

Dates

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.)

Stephen Baugh

Rec'd: 06-Jun-2022



Print Date: October 13, 2023

Follow Up Action List

Active Projects Report

Lasqueti Island

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