

Local Planning Committee

Agenda

Date: Wednesday, May 20, 2020
 Time: 10:00 am - 2:00 pm
 Location: Victoria Boardroom
 #200 - 1627 Fort Street, Victoria BC

	Pages
1. CALL TO ORDER	10:00 AM - 10:05 AM
2. APPROVAL OF AGENDA	
3. ADOPTION OF MINUTES/COORDINATION	
3.1 Minutes of Meetings	
3.1.1 <u>February 12, 2020</u>	3 - 8
3.2 Resolutions Without Meeting	
None	
3.3 Follow-up Action List	9 - 9
4. WORK PROGRAM ITEMS	
4.1 Application Processing Policy and Model Fee Bylaw - RFD	10 - 40
4.1.1 <u>Request from Salt Spring Island LTC - Briefing</u>	41 - 41
To consider reduced application fees for temporary use permits for residential uses that increase the availability of affordable housing.	
4.1.2 <u>Application Processing Procedures in Relation to Trust Council Policy - Briefing</u>	42 - 44
4.1.3 <u>Development Application Volumes – April 9, 2020 – May 8, 2020 - Briefing</u>	45 - 46
4.2 Saltwater Intrusion Mapping - Verbal Update	
Senior Freshwater Specialist Shulba will provide a verbal update	
4.3 Freshwater Management Strategy - RFD	47 - 51
Strategic Plan Item #7	

5.	STRATEGIC PLAN	
5.1	Matrix of Climate Change Land Use Tools - RFD	52 - 56
	Strategic Plan Item #12	
5.2	Groundwater Mapping Strategy - Verbal Update	
	Strategic Plan Item #8	
	Senior Freshwater Specialist Shulba will provide a verbal update.	
5.3	Coastal Douglas-fir Mapping - RFD	57 - 88
	Strategic Plan Item #1	
5.4	Eelgrass Mapping - discussion	89 - 90
	Strategic Plan Item #5	
5.5	Affordable Housing - Floor Area Ratio - Discussion	
	Strategic Plan Item #16 (ii)	
6.	NEW BUSINESS	
6.1	Protecting Cultural Heritage Resources - Briefing	91 - 92
	TPC Resolution 2020-009, February 10, 2020:	
	That Trust Programs Committee request that Local Planning Committee consider options for protecting cultural heritage resources, in the short term, due to the extended timeline of the Policy Statement Amendment Project.	
6.2	Change Name of Local Planning Committee to Regional Planning Committee - Discussion	
6.3	2019/20 Annual Report - LPC Section	93 - 93
	that the Local Planning Committee approve the attached text [as amended, if required] for inclusion in the 2019/20 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs and Housing.	
7.	LOCAL PLANNING COMMITTEE - WORK PROGRAM	94 - 96
8.	NEXT MEETING	
	Wednesday, July 29, 2020	
	Coast Bastion Hotel in Nanaimo	
9.	ADJOURNMENT	2:00 PM - 2:00 PM

Local Planning Committee Minutes of Regular Meeting

Date: February 12, 2020
Location: Electronic meeting, Public venue
Islands Trust
200 – 1627 Fort Street
Victoria BC V8R 1H8

Members Present: Laura Busheikin, Chair (via electronic)
David Maude, Vice Chair (via telephone)
Jeanine Dodds, Local Trustee (via telephone)
Kees Langereis, Local Trustee (via electronic)
Laura Patrick, Executive Committee Representative (via electronic)
Timothy Peterson, Local Trustee (via electronic)
Kate-Louise Stamford, Local Trustee (in person)
Jane Wolverton, Local Trustee (via electronic)
Peter Luckham, Ex Officio Member (via electronic)

Staff Present: David Marlor, Director, Local Planning Services
Narissa Chadwick, Island Planner
William Shulba, Senior Freshwater Specialist (via telephone)

1. CALL TO ORDER

The meeting was called to order at 10:00 a.m. Chair Busheikin acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:
4.1.2 Results of Budget Consultation

By general consent the Committee approved the agenda as amended.

The order of business on the agenda was varied to address items 4.3, 5.2, 5.3 and 5.4 after item 3.3 and before item 4.1.

3. ADOPTION OF MINUTES/COORDINATION

3.1 Minutes of Meetings – Draft Minutes of November 13, 2019

By general consent the Local Planning Committee Minutes of November 13, 2019, were approved as presented.

3.2 Resolutions Without Meeting

None.

3.3 Follow-Up Action List

The Follow-up Action List was reviewed.

4. WORK PROGRAM ITEMS

4.1 Model Development Approval Information Bylaw and Model Fee Bylaw - RFD

Director Marlor provided an overview of the Request For Decision including reviewing the attached Model Fee Bylaw and the Model Development Approval Information Bylaw. Discussion included some minor edits required for clarification and other amendments including: revising identified fees and including fees for community benefit, varying fees for different scales of development, improving the readability of the Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policy

The committee recessed from 12:47 p.m. and reconvened at 1:16 p.m.

LPC-2020-003

It was MOVED and SECONDED,

that Local Planning Committee endorse the Model Fee Bylaw in principle as amended.

CARRIED

Opposed by Trustee Patrick.

LPC-2020-004

It was MOVED and SECONDED,

that Local Planning Committee endorse the Development Approval Information Bylaw in principle as amended.

CARRIED

LPC-2020-005

It was MOVED and SECONDED,

that Local Planning Committee endorse the revised Application Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policy in principle as amended.

CARRIED

LPC-2020-006

It was MOVED and SECONDED,

that Local Planning Committee request staff report back to the Local Planning Committee at the meeting of May 20, 2020, with a finalized Application Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policy

incorporating the Model Fee Bylaw and Model DAI bylaw, with the addition of a Communications Plan.

CARRIED

4.1.1 Email from Eric Booth to Financial Planning Committee (FPC) - Application Processing Questions

The email was discussed.

4.1.2 Results of Budget Consultation

Not discussed.

4.2 Coastal Douglas-fir Ecosystems Mapping – verbal update from Director Marlor

Director Marlor noted that the Local Planning Committee has allocated \$15k towards this project. The Coastal Douglas-fir Ecosystems Partnership has also provided \$10k for a total of \$25k for the project. Request for Proposals has gone out on BC Bid. Proponents have come forward with some proposals which have been vetted by IT Conservancy staff. The plan is to award the contract to the preferred bidder today and the deliverable is for the current fiscal year but might be the next fiscal year.

The Islands Trust Conservancy will use the mapping for regional conservation planning and the information will be available as a mapping layer on Tapis and MapIT. The Committee may wish to consider permits or bylaws to protect the Coastal Douglas-fir Ecosystems once they are mapped.

4.3 Saltwater Intrusion Mapping – verbal update from Senior Freshwater Specialist Shulba

Senior Freshwater Specialist Shulba indicated that the project team has addressed the concerns that Islands Trust staff brought forward in regards to the modelling of saltwater intrusion. It is now a more refined and realistic model. It is a two year project although the plan is to complete it in the first year. The data will be owned by the provincial Ministry of Environment, will be public and will be incorporated into Tapis, Mapit and iMAP BC.

5. BUSINESS

5.1 Waste Management

Trustee Patrick asked the committee if there a desire for LPC members to be involved in a project to study waste management in the Islands Trust Area. Discussion involved noting the variety of waste management arrangements presently working In the Islands Trust area.

5.2 Freshwater Management Strategy - discussion

Director Marlor discussed timing of a project for the next fiscal year of a \$4,000 budget for a facilitator to create one or two roundtable meetings of individuals who can help with establishing a framework and next steps/goals with a Freshwater Management Strategy.

TPC-2020-001

It was MOVED and SECONDED,

that the Local Planning Committee request staff to bring forward a project charter for the Freshwater Management Strategy.

CARRIED

5.3 Groundwater Sustainability Strategy – verbal update from Senior Freshwater Specialist Shulba

The goal of the Strategy is to create a tool that provides a groundwater report for any PID for planning purposes. The project is going well. Senior Freshwater Specialist Shulba would like a review of the resulting product but that may not occur in this fiscal year. He is working on defining groundwater regions which will be harmonized with CRD watershed mapping. The regions, essentially collections of watersheds, will be the management unit. He is also working on developing terrestrial ecosystem mapping for groundwater recharge which will be a good way to show how ecosystems work and how they are affected. The tool can be used for various planning purposes and for conservation education. The Saltwater Intrusion Mapping is a part of the Groundwater Sustainability Strategy.

5.3.1 Email from Doug Fenton to FPC - Removal of Water Studies Data

Financial Planning Committee has asked for a clarification of the business case from Senior Freshwater Specialist Shulba as to the significance of the groundwater studies.

5.4 Matrix of climate change land use tools - referral from Trust Programs Committee

Director Marlor described the referral. Trust Programs Committee is requesting a document which shows the land use tools that are available for each climate change issue and to indicate which ones have been used by individual Local Trust Committees. A document was provided to Trust Council last year, albeit not in a matrix format, that provided the first part of the request. The purpose of the document is for education and to identify available or potential actions.

TPC-2020-002

It was MOVED and SECONDED,
that Local Planning Committee request staff to create a plain language matrix of climate change issues and tools and include talking points for trustees.

CARRIED

Opposed by Trustee Langereis.

The Committee recessed at 11:18 a.m. and reconvened at 11:27 a.m.

6. NEW BUSINESS

6.1 LPC Members Roundtable

Members shared information about current issues in their Local Trust Areas. Trustees will send their comments to Chair Busheikin in regards to the value of this agenda item.

7. LOCAL PLANNING COMMITTEE – WORK PROGRAM

7.1 Consideration of Strategic Plan items in Projects List

Director Marlor recommend adding items in the Strategic Plan to the Projects List

LPC-2020-007

It was MOVED and SECONDED,
that Local Planning Committee amend the Projects list by removing items 1, 2, 3 and 4, and adding Strategic Plan 2018-2022 items 1, 2, 5, 6, 7, 8, 9, 11 and 16 to the Projects List.

CARRIED

7.2 Work Program

LPC-2020-008

It was MOVED and SECONDED,
that Local Planning Committee add Strategic Plan item 7 *Regional Freshwater Management Framework* to the Top Priorities List.

CARRIED

LPC-2020-009

It was MOVED and SECONDED,
that Local Planning Committee move item 2 *Coastal Douglas-fir Ecosystems Mapping* from Top Priorities List to Projects List.

CARRIED

8. NEXT MEETING – Wednesday, May 20, 2020 (electronic meeting).

8.1 Any need for more than the scheduled four business meetings this year?

No other business meetings were added.

9. ADJOURNMENT

By general consent the meeting was adjourned at 2:11 p.m.

Laura Busheikin, Chair

Certified Correct:

Robert Barlow
Recorder

Follow Up Action Report

Local Planning Committee

12-Feb-2020

Activity	Responsibility	Dates	Status
1 Staff to report back to the Local Planning Committee at the meeting of May 20, 2020, with a finalized Application Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policy incorporating the Model Fee Bylaw and Model DAI bylaw, with the addition of a Communications Plan.	David Marlor Narrisa Chadwick	Target: 20-May-2020	Completed
2 Staff to bring forward a project charter for the Freshwater Management Strategy.	David Marlor Narrisa Chadwick	Target: 20-May-2020	Completed
3 Staff to create a plain language matrix of climate change issues and tools and include talking points for trustees.	David Marlor Narrisa Chadwick	Target: 20-May-2020	Completed



REQUEST FOR DECISION

To: Local Planning Committee **For the Meeting of:** May 20, 2020
From: Narissa Chadwick
Island Planner **Date Prepared:** May 14, 2020
SUBJECT: Application Processing Policy and Model Fee Bylaw

RECOMMENDATION:

That the Local Planning Committee request staff to finalize the Model Fee Bylaw.

That the Local Planning Committee request staff to finalize the Development Approvals Information (DAI) Bylaw.

That the Local Planning Committee request staff to finalize the revised Application Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policy.

That the Local Planning Committee request staff to report back to the Local Planning Committee at the meeting of July 29th, 2020, with a finalized Application Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policy incorporating the Model Fee Bylaw and Model DAI bylaw.

1 PURPOSE:

To provide updates on the Model Fee Bylaw, Development Approvals Information (DAI) Bylaw, and consolidated Application Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policies.

2 BACKGROUND:

At the February 12th, 2020 meeting, the Local Planning Committee endorsed in principle as amended the Model Fee Bylaw, Development Approval Information Bylaw and the consolidated Application Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policy.

The requested amendments included: revising identified fees and including fees for community benefit; varying fees for different scales of development; and improving the readability of the Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policy.

Application Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policy

The Application Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policy, which integrated three previously independent policies, has been substantially edited to improve readability and clarity.

Model Fees Bylaw

To determine fees reflective of actual application processing costs, a substantial review of staff time (identified in model fee bylaw as general service costs) and average direct external costs (identified in the model fee bylaw as estimated direct costs) was undertaken. This review included consultation with planning staff including all three regional planning managers.

An appendix breaking down the average costs of each service has been created. This breakdown will assist with identifying refunds for application processes that may be stopped partly through processing. It will also assist the Executive Committee in identifying which parts of the process they would be interested in sponsoring should an application for fee sponsorship be received.

As indicated in Appendix 1, the waiving of fees for parts of the development permit application process has been suggested as a way of reducing the total fee to encourage applications that have environmental benefit.

The Local Planning Committee indicated interest in including alternative fees for community benefit. The Regional Planning Managers agree that this is best dealt with through application fee sponsorship (Islands Trust Policy 4.1.13).

The Local Planning Committee also indicated interest in varying fees for different scales of development. This was identified by Regional Planning Managers to be potentially cumbersome. As the application processing costs are not affected by the scale of development, the varying of fees has not been included in the model fee bylaw.

Staff recommend the fee amounts be further reviewed before finalizing the model fee bylaw and application processing cost appendix.

Model Development Approval Information Bylaw

Given there were no requests from the Local Planning Committee for changes regarding the Model Development Approval Information Bylaw, it is considered finalized. No further work has been done on the Model Development Approval Information Bylaw since the February 12th, 2020 Local Planning Committee meeting.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Further revisions to the model fees bylaw will address outstanding questions related to proposed fee amounts.

FINANCIAL:

There will be a cost of the legal review of the model fee bylaw.

POLICY:

The Application Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policies will be combined and aligned with a Model Fee Bylaw and Model Development Information Bylaw.

IMPLEMENTATION/COMMUNICATIONS:

Once updated, the consolidated application processing policy and model bylaws will be provided to the Local Planning Committee on July 29th 2020, for the consideration of making recommendations to Trust Council.

FIRST NATIONS:

None.

OTHER:

None.

4 RELEVANT POLICY(S):

Application Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policy.

5 ATTACHMENTS:

1. Draft consolidated Application Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policy
2. Draft Model Fee Bylaw
3. Draft Model Development Approval Information Bylaw

RESPONSE OPTIONS**Recommendation:**

That Local Planning Committee request staff to finalize the Model Fee Bylaw.

That the Local Planning Committee request staff to finalize the revised Application Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policy.

That the Local Planning Committee request staff to finalize the revised Development Approval Information Bylaw.

That Local Planning Committee request staff to report back to the Local Planning Committee at the meeting of July 29th, 2020 with a finalized Application Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policy incorporating the Model Fee Bylaw and Model DAI bylaw.

Alternative:

1. That the Local Planning endorse only one or some, but not all, of the recommendations and provide alternative direction to staff to follow up on for the July 29th, 2020 meeting.
2. That the Local Planning Committee endorse none of the recommendations and provide alternative direction to staff to follow up on for the July 29th, 2020 meeting.

NEXT STEPS

1. Staff will incorporate Local Planning Committee input into revisions of a draft model fee bylaw, draft model Development Information Approvals bylaw and consolidation of the application processing Policies.
2. Staff will report back to Local Planning Committee at the July 29th, 2020 meeting with revised Model Fee, Model Development Information Approvals Bylaws and consolidated Application Processing Policy.

Prepared By: Narissa Chadwick, MCIP, RPP

Reviewed By/Date: David Marlor, MCIP, RPP, Director, Local Planning Services/May 8, 2020



Policy:	5.6.1
Approved By:	Trust Council
Approval Date:	March 13, 1993
Amendment Date(s):	June 13, 2002; June 10, 2004 _____, 2020
Policy Holder:	Director of Local Planning Services

APPLICATION PROCESSING SERVICES AND DEVELOPMENT APPROVAL INFORMATION POLICY

Purpose

This policy is intended to identify the services provided by the Islands Trust and the different levels of costs associated with these services. It provides direction for the preparation of Fee Bylaws and Schedules by different Local Trust Committees.

This policy also includes direction related to development approval information required to be submitted as part of the application process.

Application Processing Services and Costs Defined

Application Processing Services include:

Bylaw Amendments to an official community plan, zoning bylaw, subdivision bylaw or other land use bylaws.

Development Application Requests for Development Permits, Development Variance Permits, Temporary Use Permits, Soil Removal and Deposit Permits, Heritage Alteration Permits, Board of Variance orders, Liquor Licensing Permits, Cannabis Licensing Permits and Siting & Use Permits, Land Use Contracts

Agency Referral Responses and Comments on applications referred from other agencies

Services Levels include:

Information Service which involves providing an information service to applicants and the general public at no cost, as a public service, and funded by property taxation revenues (see 1.1)

Processing Service which involves providing a specific service to applicants as a direct response to an application, whether directly to the Islands Trust or through a referral from another agency, and primarily funded by established fees paid by an applicant (see.1.3)

Extraordinary Processing Service is a service provided to the applicant that is beyond the standard processing service with funding provided by the applicant as a deposit with the application fee or through a cost recovery agreement (see 2)

Costs:

General Service Costs include staff time needed to process the application.

Estimated Direct Costs include: advertisements, delivery of notices, hall rentals, minute taking at public hearings and community information meetings, staff travel to attend public hearings and community information meetings.

Extraordinary Processing Costs include costs beyond the standard processing service such as additional community information meetings, review of technical reports provided by specialists hired by the applicant and specific legal services such as the preparation and registration of legal documents and the acquisition of legal advice.

1. Standard Application Processing Services

Applicants are responsible for paying different rates based on the level of service. The details involved in each levels of a standard application processing service are identified below.

1.1 Information Service – No Fee Required

Information services are considered a public service. Information services include:

- 1.1.1 ***providing information*** on application process requirements including a meeting with staff
- 1.1.2 ***providing assistance*** to complete an application
- 1.1.3 ***determination*** of applicable fees
- 1.1.4 ***identification*** of easily identifiable issues to be addressed.

1.2. Initial Application – Application Fee Required

For rezoning applications, temporary use permit applications, development variance, development permit, liquor and cannabis retail license application and strata conversion applications, the application fee covers the following services:

- 1.2.1 comprehensive staff assessment
- 1.2.2 staff reports
- 1.2.3 discussion between planners and applicant throughout process

1.3 Processing Service – Application Fee Required

Listed below are specific processing services that will be provided to an applicant who has paid an application fee:

- 1.3.1 comprehensive staff assessment including site visit where required
- 1.3.2 one staff report (for applications with an initial application fee, this is in addition to a staff report under that fee)

- 1.3.3 discussion between planners and application throughout process
- 1.3.4 staff referral to other agencies, advisory planning commissions, and analysis of their comments
- 1.3.5 bylaw or resolution drafting, including review for compatibility with Trust Object and policies and the relevant Official Community Plan
- 1.3.6 staff report with recommendation for local trust committee (LTC) approval consideration
- 1.3.7 processing bylaws through Executive Committee for approval consideration, if necessary
- 1.3.8 forwarding to Minister of Municipal Affairs and Housing for approval consideration, if necessary
- 1.3.9 adoption of all bylaws or issuing of permits as required

1.4 Public Hearing – Application Fee Required

Services related to Public Hearing that will be provided to an applicant who has paid an application fee includes:

- 1.4.1 conducting one public hearing with staff present (includes staff time, staff travel costs and estimated direct costs such as meeting place rental, newspaper notice of public hearing, minute taker fee, delivery of notices when needed)

1.5 Community Information Meeting – Application Fee Required

Services that will be provided to an applicant who has paid an application fee include:

- 1.5.1 conducting one community information meeting with staff present (includes staff time, staff travel costs and estimated direct costs such as meeting place rental, and delivery of notices when needed)

2. Extraordinary Processing Services Identification and Fees

Extraordinary Processing Services are services provided to the application that are beyond the standard processing services identified in 1.1- 1.5. Applicants are responsible for paying fees for extraordinary processing services.

2.1 Role of LTC in Determining Necessity for Extraordinary Services

Local trust committees (LTC) can determine the necessary requirements for processing applications. These requirements may necessitate extraordinary processing services, where:

- 2.1.1 the actual or estimated processing service level costs are in excess of the costs of a standard application fee for a similar process because of additional requirements such as: additional public consultation, complex covenant requirements or extensive staff time; or
- 2.1.2 the processing requirements include services that require services obtained from professions outside the Islands Trust such as special technical assistance and/or specific legal services.
- 2.1.3 the processing requirements include First Nations site visit(s)
- 2.2 The Regional Planning Manager is responsible for assisting LTCs in identifying and costing extraordinary processing service requirements and advising the LTCs of the options available to handle these requirements.
- 2.1.3 The Regional Planning Manager is responsible for ensuring that complex service requirements include terms of reference which outline detailed criteria and parameters for the extraordinary services that are required.

2.2 Provision of Extraordinary Processing Services

- 2.2.1 Extraordinary processing services can be provided:
 - 2.2.1.1 directly by the applicant as an additional amount provided to the Islands Trust above the applicable standard fee or,
 - 2.2.1.2 by the Islands Trust via a cost recovery agreement, with costs to be paid by the applicant, in addition to the applicable standard fee.
- 2.2.2 With respect to both options noted above, a resolution of the LTC, following the recommendation of the regional planning manager is required to proceed.
- 2.3.3 When extraordinary processing service requirements have been identified, the applicant should be advised by staff that the application cannot be processed until additional funds are provided by the applicant or a cost recovery agreement with the Islands Trust is signed and a security deposit has been received.

3. Extraordinary Services Cost Recovery Agreements

3.1 Extraordinary Services Cost Recovery Agreement Policy

The Extraordinary Services Cost Recovery Policy is intended to provide the principles by which cost recovery for extraordinary services beyond the standard fee can be negotiated and agreed to by an applicant and a local trust committee (LTC).

- 3.1.1 Cost Recovery Agreements are voluntary on the part of the applicant.

- 3.1.2 Cost recovery reflects a service level which includes the extraordinary services needed to undertake the approval process for a complex application.
- 3.1.2 Agreements will endeavour to recover all costs of processing that exceed the standard costs of processing services.
- 3.1.3 The existence of a Cost Recovery Agreement will not fetter a LTC's discretion with respect to an application before the committee.
- 3.1.4 Authority for negotiating Cost Recovery Agreements is provided within the respective LTC fees bylaws.
- 3.1.5 Cost Recovery Agreements will proceed only by resolution of the LTC after consultation with the Regional Planning Manager, except in situations where an applicant is seeking to discuss an issue directly with Islands Trust legal advisors, in which case the Director of Local Planning Services may approve the cost recovery agreement.
- 3.1.6 The cost recovery agreement letter will be submitted, together with the recommendation of the Regional Planning Manager and the LTC resolution, for approval by the Director of Local Planning Services (or designate) prior to final agreement with the applicant.

3.2 Services Requiring Extraordinary Services Cost Recovery Agreement

The service identified below are services considered to be beyond the scope of a standard processing service. These services require payment, in addition to standard application fees established in the Fee Bylaw, of additional fees based on a cost recovery agreement between the Islands Trust and an applicant:

- 3.2.1 Staff time required for covenant development (note some covenants have existing templates generally vetted by legal counsel)
- 3.2.3 Staff time to attend more public consultation meetings including community information meetings, advisory planning commission meetings and public hearings then that already covered by the standard application fee
- 3.2.4 Technical assessments or studies as required by the local trust committee
- 3.2.5 Retaining special technical assistance required by the local trust committee
- 3.2.6 Additional legal counsel services required for the application not covered under the estimated direct costs of the fee bylaw
- 3.2.7 Process agreement negotiation

- 3.2.8 First Nations site visits
- 3.2.9 Other resources and/or services required by the local trust committee to process the application not covered by the fee bylaw

4. Funding Basis and Fee Adjustments

- 4.1 Application processing services are funded primarily through fees, as per a LTC's Fees Bylaw. Local trust committee should adopt a Fee Bylaws consistent with the model fee bylaw in attachment 1.
- 4.2 Standard fees in Fee Bylaw are to be based on average processing costs, as per Section 462 of the *Local Government Act*, Section 41 of the *Liquor Control and Licensing Act*, Section 35 of the *Cannabis Control and Licensing Act*. Standard fees are calculated as the product of staff labour costs multiplied by processing time (including Planner and administrative support). Standard application fees include estimated direct costs.
- 4.3 A local trust committee may enact variances to Trust Council's Model Fee Schedule of up to 20% when adopting a local trust committee fees bylaw. The following criteria must be considered when evaluating a fee variance:
 - 4.3.1 The level of community/environmental benefit offered by the type of application;
 - 4.3.2 Variances in direct costs (e.g. hall rental)
 - 4.3.3 An amendment to an approved application occurring within 6 months of the approval date.
- 4.4 Variance to a fees bylaw must be adopted by bylaw amendment. All LTC fees bylaws and fees bylaw amendments must be approved by the Executive Committee before adoption by a LTC.

5. Application Fee Sponsorship

- 5.1 If eligible, as identified in Islands Trust Policy 4.1 xii, the applicant may apply to the Trust Council Executive for development application fee sponsorship. This opportunity exists for:
 - 5.1.1 Non-profit organization
 - 5.1.2 Organizations seeking to establish, expand or modify a facility for the benefit of the community at large and consistent with the goals of the Official Community Plan (OCP)

- 5.1.3 An established or establishing institution supported by taxpayers that is seeking to establish, expand or modify a community facility
- 5.1.4 An applicant seeking to implement specific objectives of an OCP with broad community benefits

6. Development Approval Information

- 6.1 The Development Approval Information Bylaw (DAI) provides a mechanism to ensure that the local trust committee receives appropriate reports and documentation from applicants to support rezoning, temporary use permit and development permit applications.
 - 6.1.1 DAI bylaws reduce operational costs by ensuring that applications are complete, and the information provided is appropriate.
 - 6.1.2 Local trust committee should adopt a development approval bylaw consistent with the model development permit information bylaw in Attachment 2.

Legislated References

Local Government Act, S.462

Local Government Act, S.486

Liquor Control and Licensing Act, S.41

Cannabis Control and Licensing Act, S.35

Attachments

- 1. Model Fee Bylaw
- 2. Model Development Approval Information Bylaw

**XXX LOCAL TRUST COMMITTEE
BYLAW NO. XX**

A BYLAW TO PRESCRIBE FEES FOR AMENDING BYLAWS, ISSUING PERMITS, EXAMINING APPLICATIONS FOR
SUBDIVISION, AND EXAMINING OTHER REFERRALS AND APPLICATIONS

WHEREAS Section 462 of the *Local Government Act* provides that a local government may, by bylaw, impose fees related to applications and inspections and Section 41 of the *Liquor Control and Licensing Act* and Section 35 of the *Cannabis Control and Licensing Act* provides that a local government may, by bylaw, impose fees on an applicant for a license under that Act.

NOW THEREFORE the XXX Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the XXX Local Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

1. Citation

1.1 This bylaw may be cited as the "XXX Local Trust Committee Fees Bylaw, XXX".

2. Interpretation

2.1 In this bylaw:

"Applicant" means:

- 2.1.1 the person authorized under the _____ Island Local Trust Committee Procedures Bylaw No. _____ to make an application in respect of a bylaw or permit under the *Islands Trust Act* or Part 14 or Part 15 of the *Local Government Act*;
- 2.1.2 an applicant for a license under the *Liquor Control and Licensing Act* in respect of which the Local Trust Committee is requested or required to provide comments or recommendations;
- 2.1.3 an applicant for a license under the *Cannabis Control and Licensing Act* in respect of which the Local Trust Committee is requested or required to provide comments or recommendations;
- 2.1.3 an applicant for subdivision review under the *Land Title Act* or the *Strata Property Act*;
- 2.1.4 an applicant for the conversion of a previously occupied building to strata lots under the *Strata Property Act*;

2.1.5 an applicant for a soil deposit permit or soil removal permit issued pursuant to a bylaw enacted under Part 14 of the *Local Government Act*; or

2.1.6 an applicant to a board of variance established under Part 14 of the *Local Government Act*.

“Application Processing Fee” means the monetary amount payable to the “Islands Trust”.

“General Service Cost” means the average cost of staff time for processing, inspection, advertising and administration of an application.

“Estimated Direct Costs” means the Islands Trust’s estimate of its actual average cost of disbursements associated with the processing of an application, including newspaper advertising, notifications, postal and delivery costs of statutory notifications, rental of premises for meetings or hearings, contract minute-taker costs recording or preparation of minutes of meetings or public hearings and staff travel expenses.

“Islands Trust” means the Director of Local Planning Services or the Director of Local Planning Services authorized representative.

3. Application Fees

- 3.1 Prior to the processing of an application listed in Column 1 of Table 1, Table 2, Table 3 or Table 4 the applicant must deliver to the Islands Trust the corresponding application processing fee in the amount shown in Column 2. The application fee includes general service costs and estimated direct costs (see Appendix 1 for breakdown).

TABLE 1 –Bylaw Amendments (OCP and Zoning Bylaw)_	
Column 1 Type of Application	Column 2: Fee
Major (e.g. change to density or land use designation)	\$7,500
Minor (e.g. policy change without changing density or land use designation)	\$4,500

TABLE 2 – Permits	
Column 1: Development Permit in Respect of	Column 2: Fee
Protection of Natural Environment, Ecosystems and Biological Diversity	\$1,000
Protection of Development from Hazardous Conditions	\$1,000
Protection of Farming	\$1,000

Commented [NC1]: This amount is not reflective of average cost. The reduction acknowledges that the benefit of the DPA. Cost of application initiation and permit issuance is waived.

Objectives for Form and Character	\$1,700
Objectives to Promote Energy Conservation	\$1,000
Objectives to Promote Water Conservation	\$1,000
Objectives to Promote the Reduction of Greenhouse Gas Emissions	\$1,000
Development Permit Amendment	\$1,000
Type of Development Variance Permit	Fee Amount
Development variance permit (commercial, industrial or institutional development)	\$1900
Development variance permit (residential development)	\$1900
Type of Temporary Use Permits	Fee Amount
Temporary Use Permit (residential/commercial/industrial)	\$2150
Temporary Use Permit for STVR? Seasonal?	
Temporary use permit renewal	\$1150
Other Permits	Fee Amount
Siting and Use Permit	\$1,250
Heritage Alteration Permit	\$1,700
Combination Applications	
Development Permit in respect of a protection areas or water and energy conservation in combination with a companion application for a Development Variance Permit	\$2,500
Development Permit in respect of form and character in combination with a companion application for a Development Variance Permit	\$3,000

Commented [NC2]: Reflective of cost

Commented [NC3]: Process similar to DP for Form and Character

Commented [NC4]: There are questions about whether we should include combination applications

TABLE 3 – Column 1: Subdivision Referrals	Column 2: Fees
Application for Subdivision Review – base fee	\$1,000
Application for Subdivision Review – parcel line adjustments only, creating no additional parcels	\$500

TABLE 4 – Other Applications	
Column 1: Type of Application	Column 2: Fees

1.	Board of Variance	\$2,200??
2.	Land Use Contract amendment	\$2,000
3.	Liquor & Cannabis Regulation Branch – Retail Licence Application and Process	\$1,500
4.	Liquor & Cannabis Regulation Branch – Temporary License Change	\$500???
5.	Strata Conversions	\$1,500

Commented [NC5]: More than DVP because of a bit more admin time to get Board of Variance together.

4. Collection and Refund of Application Processing Fee Amounts

- 4.1 The total application processing fee must be received before the processing of the application can begin.
- 4.2 An application administration fee of \$100.00, a portion of the fee referred to in Table 1, is not refundable in any event.
- 4.3 An application administration fee of \$50.00, a portion of the fee referred to in Table 2, Table 3, and Table 4, is not refundable in any event.
- 4.4 If an application is withdrawn before staff undertakes any planning work on the application, the Islands Trust must refund to the applicant the Application Fee less the non-refundable administration fee portion.
- 4.5 If an application process is started but not completed, fees associated with the parts of the process that have not been executed will be refunded in accordance with Appendix 1.

5. Extraordinary Service Costs (ESC)

- 5.1 Extraordinary Services Costs will be paid:
 - 5.1.1 By the applicant as an amount paid to the Islands Trust in addition to the application processing fee; or
 - 5.1.2 By the applicant through a cost recovery agreement entered into with the Islands Trust, in addition to the application processing fee.

- 5.2 Where legal work is required for the preparation of covenants, registration of covenant at Land Title Offices, registration of notice of a permit or housing agreement at the Land Title Office or for other purposes related to the application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 100% of this estimate.
- 5.3 Where site visits involving First Nations are required for the processing of an application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 100% of this estimate.
- 5.4 Where there may be need for additional community information meeting or public hearing not covered by the application processing fee, staff will provide an estimate of costs. The Applicant will pay a deposit of 100% of this estimate.
- 5.5 Where other additional costs beyond the general service costs and estimated direct costs not specified above that are required for processing of an application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 100% of this estimate.
- 5.6 If the amount paid by the Islands Trust in respect of Extraordinary Service Costs is less than the deposit provided to the Islands Trust, the Islands Trust shall provide the Applicant with the amount and the application shall pay the amount upon receipt. The local trust committee may withhold the consideration of issuance of any permit or hold the consideration of adoption of any bylaw in abeyance until the amount has been paid.
- 5.7 The Islands Trust must refund the unused portion of any Extraordinary Service Costs deposit to the applicant if it is unused for any reason.

6. Annual Fee Increases

- 6.1 Application fees will increase by 2% on April 1st of each year following the date of adoption of the bylaw.
- 6.2 Should the annual rate of inflation be under 2%, the increase in application fees will be made to match the rate identified by Canadian Consumer Price Index (CCPI).

7. Application Fee Sponsorship

- 7.1 Pursuant to Islands Trust Policy 4.1 xii, an applicant may apply to the Executive Committee of the Islands Trust for development application fee sponsorship.

8. Severability

8.1 In the event a portion of this bylaw is set aside by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the bylaw remains in force and in effect.

9. Repeal

9.1 _____ Island Local Trust Committee Fees Bylaw No. _____, is repealed upon adoption of this bylaw.

9.2 Any application for which a fee has been fully paid at the time this bylaw comes into force shall be processed to completion in accordance with the fee provisions of the repealed bylaw.

READ A FIRST TIME THIS XTH DAY OF XXXX , XXXX

READ A SECOND TIME THIS XTH DAY OF XXXX , XXXX

READ A THIRD TIME THIS XTH DAY OF XXXX , XXXX

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
 XTH DAY OF XXXX , XXXX

ADOPTED THIS XTH DAY OF XXXX , XXXX

Chairperson

Secretary

ATTACHMENTS

- 1. Appendix 1: Application Processing Costs

Appendix 1: Application Processing Costs

Appendix 1 provides the estimates of the average costs of processing, inspection, advertising and administration of applications. The table shall be used to calculate refunds pursuant to section 4.5 of the Fees Bylaw.

Bylaw Amendments (includes rezoning, minor amendments)

Application Processing Fee Estimates	
Service	Average Cost
Application administration, initial review and communication with planner	\$500
Site visit	\$250
Staff Report X 5 (\$500 per staff report)	\$2500 (minor=1x\$500)
Drafting of bylaw (includes review for compatibility with IT Policy Statement and relevant OCP policies)	\$250
Bylaw referrals	\$250
Statutory notification	\$250
Two newspaper notices	\$400
Community Information meetings (2, one in conjunction with Public Hearing)	\$1000 (minor= \$0)
Public Hearing	\$1500
Post Public Hearing (PH) Application Processing Fee Estimates (for applications requiring PH)	
Referral to Executive Committee, First Nations and other agencies	\$200
Referral to Minister of Municipal Affairs	\$200
Bylaw adoption	\$200
Total	\$7500 (minor =\$4,500)

Temporary Use Permit/ Development Variance Permit

Item	Estimated Cost
Application Processing Fee Estimates	
Application Initiation	\$500 (renewal \$250)
Site visit	\$250 (renewal \$0)
Staff Report	\$500 (renewal \$250)
Draft Permit	\$250 (renewal \$0)
Statutory notification	\$250
Newspaper Notice (TUP only)	\$200
Issuance of permit	\$200
Total (TUP)	\$2150 (renewal \$1,150)
Total (DVP)	\$1900 (renewal \$950)

Development Permit

In order to encourage the application for development permits associated with environmental benefit some parts of the general service costs can be waived as indicated.

Item	Estimated Cost
Application Processing Fee Estimates	
Application Initiation	\$500 (environmental benefit \$0)
Site visit	\$250
Staff Report	\$500
Draft Permit	\$250
Issuance of Permit	\$200 (environmental benefit \$0)
Total	\$1700
Total (environmental benefit)	\$1000

Costs Associated with Community Information Meetings and Public Hearings

The tables below provide a breakdown of the costs associated with community information meetings and public hearings.

Costs Associated with Community Information Meeting

Item	Estimated Deposit Values
Newspaper notice (per publication)	\$200
Hall Rental	\$100
Minute Taker	\$200
Staff Travel Costs to attend meeting that is not part of a regular Local Trust Committee meeting.	\$500
Total	\$1000

Costs Associated with Public Hearing

Item	Estimated Deposit Value
Newspaper notice in Gulf Islands Driftwood X 2	\$1000
Notice in local publications	\$200
Hall rental	\$100
Minute taker	\$200
Total	\$1500

Model Development Approval Information Bylaw

ISLANDS TRUST COUNCIL

BYLAW NO. ____

A Bylaw to Establish Procedures and Policies for Requiring Development Approval Information for the
_____ Island Local Trust Area

WHEREAS the _____ Island Local Trust Committee, pursuant to ss. 484 and 485 of the *Local Government Act*, has specified in an official community plan areas and circumstances for which development approval information may be required;

NOW THEREFORE the Islands Trust Council, pursuant to sections 486 of the *Local Government Act* and s. 29(3.1) of the *Islands Trust Act*, enacts as follows:

PART 1 TITLE

1. This bylaw may be cited for all purposes as "_____ Island Local Trust Committee Development Approval Information Bylaw No. ____, 20__".

PART 2 PURPOSE

2. The purpose of this bylaw is to allow the Local Trust Committee to obtain information on the anticipated impact of proposed activities or development on the community.

PART 3 DEFINITIONS

3. In this Bylaw, the following definitions shall apply:

"Agriculture Impact Assessment" means an assessment and identification of potential impacts on agricultural activities or water supplies on adjacent land that is zoned for agriculture or located within the Agricultural Land Reserve (ALR), and includes a summary of the methodology used to assess pre-development conditions, potential post-development impacts as well as recommended mitigation measures.

"Business Day" means a day that is not Saturday or Sunday or a public holiday in the province of British Columbia.

"Conservation Assessment" means an evaluation to identify environmentally valuable features on or near the proposed development based on current best practices, such as, but not limited to, the "Resources Information Standards Committee Standards for Describing Terrestrial Ecosystems in the Field" and "Best Management Practices for Raptor Conservation during Urban and Rural Land Development in British Columbia."

"Development Application" means an application for:

- (a) amendments to a bylaw of the _____ Island Local Trust Committee enacted under section 479 of the *Local Government Act*;
- (b) a development permit; or,
- (c) a temporary use permit,

if the activity or development that is the subject of the application is a circumstance or an area specified for the provision of development approval information in _____ Island Official Community Plan Bylaw No. _____, 20____ (the “Official Community Plan”)

“DAI Report” means a report that contains the information and assessments required for a decision on the approval of a *Development Application*.

“Impact Mitigation Measures” means recommended measures to limit, mitigate and manage the impacts of the proposed development on terrestrial, aquatic, and marine habitats, as well as geomorphic, hydrological and coastal processes, and includes a description of mitigation measures and their anticipated effectiveness in maintaining the health, form and function of environmentally valuable features.

“Lighting Assessment” means an assessment and identification of lighting impacts due to spillage and includes a summary of the methodology for assessing pre-development light levels and for estimating post-development light impacts and recommended mitigation measures.

“Monitoring Requirements” means any recommended *monitoring requirements*, identifying actions that will be taken to ensure all proposed activities are completed as described, including a monitoring schedule and process for resolving any non-compliance.

“Noise Assessment” means an assessment and identification of noise generated by the proposed development, and includes a summary of the methodology used to measure pre-development noise levels and to estimate post-development noise levels impacts and recommended mitigation measures.

“Preliminary Water Supply Study” means a preliminary water supply study prepared by a professional (civil) engineer to assess whether sufficient groundwater supply is available through an approved well water license to support all water demand types for the proposed development in accordance with the requirements of the regional health authority. Where the total water demand for a proposed development exceeds approved groundwater supply, as set out in the provincial *Design Guidelines for Rural Residential Community Water Systems*, the preliminary water supply study shall:

- (d) identify all proposed water sources;
- (e) identify how each type of water demand will be serviced;
- (f) estimate the total number of occupants the available groundwater will support based on the sustainable yield of the well (as approved in the well water license) and use of supplementary water sources (e.g., greywater, rainwater); and
- (g) estimate how many dwelling units the proposed water supply system would service based on occupancy rates consistent with regional health authority rates.

“Professionally certified” means a professional certification by a Qualified Environmental Professional that they are qualified to carry out the assessment and that appropriate assessment methods have been followed in the preparation of a professional opinion in an evaluation and impact assessment report.

“Restoration Assessment” means an assessment with recommended actions to restore or enhance ecosystem functions or habitat that have been degraded prior to development or that would be impacted by the proposed development.

“Site Background Analysis” means a *site background analysis* that is based on applicable databases such as, but not limited to, the Species and Ecosystems Explorer Tool and the Sensitive Ecosystem Inventory from the Ministry of Environment, and the Wildlife Tree Stewardship Atlas from the Community Mapping Network, and includes a description of the context of the site, including the use of adjacent lands and proximity to protected areas and a check for water licenses, and the results from a site assessment for observed species and ecosystems at risk, and a site assessment for the presence of raptor and heron nests and the presence of fish-bearing watercourses.

“Site Impact Assessment” means an assessment of the nature and extent of the impact of the proposed development, in particular, anticipated impacts on identified site conditions, including but not limited to:

- marine
- aquatic habitat;
- terrestrial habitat;
- site hydrology;
- marine sediment transport;
- aquatic sediment transport; and,
- public access to and along the foreshore,

and includes impacts stemming from the construction phase, the intended long-term use of the site, and any cumulative impacts of development in the area, and the identification of potential impacts on adjacent sites and proximate sensitive areas.

“Site Inventory” means a *site inventory* providing information on the following:

- existing plant communities;
- marine habitats;
- aquatic habitats;
- terrestrial habitat;
- current on-site and adjacent land uses;
- slope stability;
- erosional processes;
- hydrology;
- topography;
- aquatic sediment transport
- and marine sediment transport.

The *site inventory* may require the involvement of several suitably qualified professionals.

“Site Plan” means *site plan* prepared by a BC land surveyor or other professional as approved by the officer, at an appropriate scale, delineating the proposed development and associated features, including:

- topographic features showing natural slope contours at appropriate contour intervals;
- significant natural features;
- the development permit area boundary;
- current and proposed buildings, structures, signage, and all supporting infrastructure;

- roads, driveways, vehicular and bicycle parking areas, and loading areas;
- proposed site grading and post development contours.

“Vegetation Assessment” means an assessment and identification of vegetative screening for adjoining lands, including agricultural land, parking lots, loading docks and service infrastructure; potential impacts to viewsheds of neighbouring properties, harbours and/or uplands, and includes a summary of the methodology used to assess pre-development conditions and for identifying post-development impacts and recommended mitigation measures.

“Watercourse Assessment” means an identification and assessment of any proposed changes to existing natural and human made watercourses, as well as potential drainage hazards to the surface and groundwater that may affect the subject site and neighbouring properties, and includes a summary of the methodology and the level of field work, statements demonstrating that pre and post development flows remain constant, inclusion of any off-site drainage hazards mitigation, and identification of maintenance requirements.

PART 4 APPLICATION

4. This Bylaw applies to all *Development Applications*, subject to the exceptions listed in this Bylaw.
5. Any application for an activity or development that is a reviewable project under the *Environmental Assessment Act* is exempted from this Bylaw.

PART 5 PROCEDURE

6. An official assigned from time to time to provide planning services to the _____ Island Local Trust Committee is the official for the purposes of this bylaw.
7. Where a *DAI Report* is required, the information for the *DAI Report* shall be provided to the official by the applicant and at the applicant’s cost.
8. The applicant shall provide the *DAI Report* to the official in the format specified by the official. The official may determine that all or part of the *DAI Report* shall be provided in digital form.
9. The official may, on a case-by-case basis and at their sole discretion, amend, alter or delete specific requirements for a particular *DAI Report*. Any amendments to the requirements for a particular *DAI Report* must be communicated by the official to the applicant in writing.
10. Within 30 *Business Days* of receipt of a complete application, the official shall determine to what extent a terms of reference and/or development approval information will be required in accordance with this bylaw and shall communicate the requirement to the applicant in writing.
11. An applicant may only request that the Local Trust Committee reconsider a decision of an official under this bylaw within 30 *Business Days* of the date on which the official’s decision is communicated to the applicant.

12. A request for reconsideration must be delivered in writing to the Legislative Clerk and must set out the grounds on which the applicant requests a reconsideration of a decision and what, if any, requirement the applicant considers the Local Trust Committee ought to substitute.
13. The Legislative Clerk must place the request for reconsideration on the agenda of the next meeting of the Local Trust Committee following the date on which the request for reconsideration was delivered, provided the request is received at least 10 *Business Days* prior to that meeting.
14. The Legislative Clerk must reasonably notify the applicant and any other person who the Legislative Clerk reasonably considers may be affected by the reconsideration, of the date of the meeting at which the reconsideration will occur.
15. At the meeting, the Local Trust Committee may either confirm the requirement or decision of the official or substitute its own requirement or decision.

PART 6 DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

16. For *Development Applications* that require **construction of a water supply system**, the official may require a *Preliminary Water Supply Study*.
17. For *Development Applications* in respect of **Development Permit Area __ – _____**, as designated in the Official Community Plan and in accordance with sections 488 of the Local Government Act, the *DAI Report* shall contain the following information:
 - (a) Description of the proposed development including illustrations drawn to an appropriate scale that show building siting, massing, scale and modulation.
 - (b) *Site Plan*
 - (c)
18. For *Development Applications* in respect of **Development Permit Area __ – Riparian Areas**, as designated in the Official Community Plan and in accordance with section 488 (1)(a) of the *Local Government Act* for protection of the natural environment, the *DAI Report* shall contain the following information:
 - a. Description of the proposed development detailing construction methodology, cut and fill, blasting, road or driveway construction, vegetation clearing, alteration to hydrological systems, alterations affecting the watercourse, sewage disposal system installation, landscaping, or other land alteration during or after the development phase, as well as identification of alternative development option;
 - b. *Site Plan* that contains the following additional information:
 - the development area boundary;
 - the locations of the top of bank and high water marks;
 - Streamside Protection and Enhancement Areas (SPEA) widths;
 - Site profiles and cross sections demonstrating terrain conditions prior to disturbance and intended conditions post development shall be included.
 - c. *Site Inventory* that includes additional information about the biological function of the riparian zone, including species of fish that frequent the waterbody, stream magnitude and values of connected downstream habitat;

- d. For any impacted streams, as defined under the *Riparian Areas Regulation*, an assessment of the nature and extent of the impact of the proposed development that includes the following information:

- (i) the results of a riparian assessment using a detailed or simple assessment as indicated in *the Riparian Areas Regulation*, and establishing the SPEA width for the subject parcel as well as a description of all measures that will be taken to maintain and protect the SPEA from development, including, where appropriate, assessment and treatment of danger trees, windthrow, slope stability, tree protection during construction, encroachment, sediment and erosion control, as well as appropriate stormwater management techniques as a development-related measure.

- e. *Monitoring Requirements* that contain the following additional information: actions to ensure that all SPEA protective measures are implemented appropriately;

- (i) A monitoring schedule to ensure compliance can be assessed and to allow for modifications to occur, as appropriate, to ensure adequate protection of the SPEA; and,
(ii) A process for resolving any non-compliance.

- f. *Restoration Assessment*;

- g. For any impacted streams, as defined under the *Riparian Areas Regulations* professionally *certified* opinion that, if the development is implemented as proposed:

- (i) there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area; or,
(ii) the measures identified in the *DAI Report* are adequate to protect fish life processes in the affected area from the development;
(iii) If the streamside protection and enhancement areas identified in the *DAI Report* are protected from the development and the measures identified in the report as necessary to protect the integrity of those areas from the effects of the development are implemented by the developer, there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area.

19. Where a particular type of information is required for a *DAI Report*, as identified in sections 16 through ___ (section previous to this one) of this Bylaw, that information must be prepared by a consulting professional with qualifications listed in the table below, or as otherwise approved in writing by the official.

TYPE OF INFORMATION	CONSULTING PROFESSIONAL
Agriculture	- Agrologist (Registered with BC Institute of Agrologists)
Anthropological Study	- Post-graduate degree in anthropology
Archaeological Assessment	- Registered Professional Consulting Archaeologist (BC Association of Professional Archaeologists)
<i>Conservation Assessment</i>	- Registered Professional Biologist (College of Applied Biology)

Environmental Assessment	- Registered Professional Biologist (College of Applied Biology)
Geological Hazard	- Geotechnical Engineer (Registered with Engineers and Geoscientists BC) - Professional Geoscientist (Registered with Engineers and Geoscientists BC)
Groundwater Assessment	- Geotechnical Engineer (Registered with Engineers and Geoscientists BC) - Professional Geoscientist (Registered with Engineers and Geoscientists BC)
Heritage Assessment	- Registered Planning Professional (Planning Institute of BC) - Registered Architect or Architectural Technician (Architectural Institute of BC) - Full Member BC Association of Heritage Professionals
Landscape Plan	- Registered Landscape Architect (BC Society of Landscape Architects)
Land Use	- Register Professional Planner (Planning Institute of BC)
Legal Survey	- Land Surveyor (Registered with the Association of British Columbia Land Surveyors)
Raptor Nest	- Registered Professional Biologist (College of Applied Biology)
Riparian Areas	- Qualified Environmental Professional (Biologist, Agrologist, Forester, Geoscientist, Engineer, or Technologist registered with an appropriate BC professional association)
Sensitive Ecosystem	- Registered Professional Biologist (College of Applied Biology)
Sewage disposal system Systems	- Professional Civil Engineer (Registered with Engineers and Geoscientists BC)
Shoreline and Marine	- Geotechnical/hydrological and marine considerations; - Geotechnical Engineer (Registered with Engineers and Geoscientists BC) - Professional Geoscientist (Registered with Engineers and Geoscientists BC) - Biological/environmental considerations: - Registered Professional Biologist (College of Applied Biology)
Shoreline Stabilization	- Geotechnical Engineer (Registered with Engineers and Geoscientists BC)
<i>Site Background Analysis</i>	- Registered Professional Biologist (College of Applied Biology)
<i>Site Plan</i>	- Land Surveyor (Registered with the Association of British Columbia Land Surveyors) - Professional Civil Engineer (Registered with Engineers and Geoscientists BC) - Registered Architect or Architectural Technician (Architectural Institute of BC)
Spill Containment	- Professional Civil Engineer (Registered with Engineers and Geoscientists BC)

Stormwater Drainage	- Professional Civil Engineer (Registered with Engineers and Geoscientists BC)
Traffic Impact Assessment	- Professional Civil Engineer (Registered with Engineers and Geoscientists BC) - Transportation Planner (Post-graduate degree in urban planning or a related discipline)
Tree & Native Vegetation Protection	- Registered Professional Biologist (College of Applied Biology) - Registered Professional Forester (Association of BC Forest Professionals)

20. If the official is not satisfied that the impact information provided by the applicant is sufficient to comply with the requirements of this Bylaw, either in scope, level of detail, accuracy or in any other respect, or does not address any particular information requirements that are identified in or arise from any applicable guidelines in the Official Community Plan, the official may require the applicant to provide, at the applicant's expense, further information reasonably required to comply with the bylaw.

PART 7 TERMS OF REFERENCE

21. For a *Development Application* involving amendments to a bylaw of the _____ Island Local Trust Committee enacted under s.479 of the *Local Government Act*, or a temporary use permit, the official may require an applicant to provide Terms of Reference for the preparation of the *DAI Report*.
22. Where Terms of Reference are required, the applicant shall provide to the official, Terms of Reference that consider the following information:
- information requirements identified in or that arise from any applicable guidelines in the Official Community Plan;
 - information requirements specified in this bylaw;
 - that the information in the *DAI Report* will be prepared by a person having professional expertise and relevant experience in the matters included in the Terms of Reference;
 - the identity, qualifications and experience of the person or persons who the applicant proposes to engage to prepare the *DAI Report*;
 - the date by which the *DAI Report* is to be provided to the official; and,
 - the form and the number of copies in which the *DAI Report* will be provided.
23. Where Terms of Reference are required, the applicant shall provide to the official, Terms of Reference that identify the scope of the information that is to be prepared in the *DAI Report*, to the extent that the proposed activity or development can be reasonably expected to have an appreciable impact on any of the following matters:
- the natural environment of the area affected, including sensitive ecosystems and the habitat of rare or threatened species, including surrounding terrestrial, marine or freshwater habitats impacted by the development activity;
 - hazards, including geological, flood, stormwater, and wildfire hazards;
 - greenhouse gas emissions, climate change impacts, anticipated energy usage, and carbon emissions;

- d. freshwater resources, including groundwater;
 - e. local infrastructure, including highways, ferry, water supply and sewage systems, fire protection systems, solid waste disposal and recycling facilities, utilities, local parking facilities and any other affected public infrastructure;
 - f. local public or community facilities;
 - g. local commercial services;
 - h. supply and demand for local commercial space;
 - i. local and off-island employment opportunities;
 - j. affordable and seniors housing needs;
 - k. agricultural reserve lands and agricultural and forestry uses in the vicinity of the development;
 - l. cultural heritage resources including resources of historical, cultural, archaeological, paleontological or architectural significance whether on land or underwater; and
 - m. aesthetic values including the visual appearance of the development from adjacent properties, public lands, or the sea, and the effect of any artificial lighting proposed.
24. For every matter within the scope of section ___ (section previous to this section) of this Bylaw that is included in the Terms of Reference, the applicant shall:
- a. identify relevant baseline information for existing conditions and document the nature of the resource or other matter on which the proposed activity or development may have an impact;
 - b. identify and describe the potential and likely impacts of the activity or development, including any cumulative effects when combined with other projects proposed or under development;
 - c. evaluate the impacts in terms of their significance and the extent to which and how they might be mitigated;
 - d. make recommendations as to conditions of approval that may be appropriate to ensure that undesirable impacts are minimized or avoided; and
 - e. make recommendations as to measures that may restore or enhance natural functions or features that have been damaged or degraded prior to development or that would be impacted by the proposed development,
- all in accordance with generally accepted impact assessment methodology.
25. The applicant may include in the Terms of Reference any additional matter which the applicant considers information that ought to be provided to the Local Trust Committee to permit a full understanding of the impact of the proposed activity or development on the island community affected.
26. The official may require that the Terms of Reference or a *DAI Report* provide additional information on the relationship between the proposed activity or development, and
- a. the object of the Islands Trust set out in the *Islands Trust Act*;
 - b. the Islands Trust Policy Statement;
 - c. the Regional Conservation Plan; and,
 - d. in the case of a proposed amendment to a bylaw enacted under s. 479 of the *Local Government Act*, the official community plan of the Local Trust Committee.

27. Within 20 *Business Days* of receipt of the Terms of Reference, the official must indicate in writing to the applicant that
- a. the Terms of Reference submitted by the applicant are acceptable;
 - b. the Terms of Reference submitted by the applicant are acceptable if additional matters specified by the official and within the scope of section 23 of this bylaw are included;
 - c. the Terms of Reference submitted by the applicant are acceptable if a person other than one who has been proposed by the applicant in the Terms of Reference, whose selection has been approved in writing by the official, prepares the impact information; or,
 - d. the Terms of Reference are unacceptable and may be replaced by the applicant.
28. For the purposes of section 27(b), when accepting Terms of Reference the official may advise the applicant of other projects proposed or under development in the area that may be affected by the applicant's proposed activity or development.
29. If the official does not provide information pursuant to section 27 within 20 *Business Days*, the official is deemed to have accepted the proposed Terms of Reference.
30. Upon receipt of notice accepting the Terms of Reference, or where the Terms of Reference have been deemed to be accepted, the applicant must prepare, at its sole expense, the impact information in accordance with the accepted Terms of Reference and must provide it to the official within the time specified in the Terms of Reference.
31. If Terms of Reference approved under section 27 specifies professional expertise in the preparation of impact information, prior to authorizing the preparation of the information by any person, the applicant must deliver to the official information specifying the identity, qualifications and experience of the person who the applicant proposes to engage to prepare the information, unless that information was included in the approved Terms of Reference.
32. Within 10 *Business Days* of receipt of the information pursuant to section 31, the official must advise the applicant whether the proposed person is acceptable, and if the person is not acceptable the official must advise the applicant in writing of the reason and may propose one or more alternative acceptable persons. If such advice is not provided by the end of the tenth day, the official is deemed to have accepted the proposed person.
33. If the official is not satisfied that the impact information provided by the applicant is sufficient to comply with the Terms of Reference, either in scope, level of detail, accuracy or in any other respect, the official may request the applicant to provide, at the applicant's expense, further information reasonably required to comply with the Terms of Reference.

PART 8 INDEPENDENT REVIEW

34. If the official considers that the impact information provided by the applicant, or any portion of it, requires an independent review prior to being considered by the Local Trust Committee, the official may require the applicant to provide such a review of the information including the methodology used in its preparation.
35. The official may specify that the independent review be conducted by a member of the relevant professional association and may specify terms of reference for the review.

36. The applicant must arrange for the independent review to be conducted and submitted in writing to the official, at the applicant's expense, and within the time specified by the official.

PART 9 PROPRIETARY RIGHTS IN INFORMATION

37. The information that is provided to the official pursuant to this bylaw is required by the Local Trust Committee in the exercise of its powers under the *Local Government Act* and the *Islands Trust Act*. Every report or other document provided to the official pursuant to this bylaw must accordingly contain an express grant of permission to the Islands Trust to use and reproduce the information contained in the report or other document for non-commercial purposes.

READ A FIRST TIME this day of , 2018.

READ A SECOND TIME this day of , 2018.

READ A THIRD TIME this day of , 2018.

ADOPTED this day of , 2018.

Secretary

Chair



BRIEFING

To:	Local Planning Committee	For the Meeting of:	May 20, 2020
From:	Salt Spring Island Local Trust Committee	Date Prepared:	March 2, 2020
SUBJECT:	Reduce Application Fees for Affordable Housing		

PURPOSE:

The purpose of this briefing is for the Local Planning Committee to consider reducing application fees for applications that increase the availability of affordable housing.

BACKGROUND:

On November 26, 2019, the Salt Spring Island Local Trust Committee (SSILTC) advanced Special Project: Proposed Bylaw No. 471 – Temporary Use Permits for Secondary Suites and Cottages. Bylaw No. 471 focuses primarily on opportunities to use Temporary Use Permits to provide staff housing for local businesses and services, and potentially to permit tiny homes on wheels on residential properties. Bylaw No. 471 also allows the SSILTC to retain the ability to consider other temporary residential forms such as temporary full-time residential use of secondary suites and seasonal cottages.

During deliberation, the SSILTC discussed applications fees and the impact they have on affordable housing applications. After discussion, the SSILTC passed the following resolution:

2019-243

That the Local Trust Committee write to Islands Trust Local Planning Committee (LPC) requesting that the LPC, in its development of a model fees bylaw, consider reduced application fees for temporary use permits for residential uses that increase the availability of affordable housing.

ATTACHMENT(S): none

FOLLOW-UP: none required

Prepared By: Stefan Cermak, Regional Planning Manager, Salt Spring team

Reviewed By/Date:

To: Executive Committee **For the Meeting of:** May 13, 2020

From: David Marlor, MCIP, RPP **Date Prepared:** April 28, 2020
Director, Local Planning Services

SUBJECT: **Application Processing Procedures in Relation to Trust Council Policy**

PURPOSE:

To provide an update on application processes in Local Planning Services

BACKGROUND:

At its regular meeting in March 2020, Trust Council passed the following resolution:

TC-2020-034

Request that staff prepare a report for Executive Committee and Financial Planning Committee outlining the Trust Policies relating to processing planning applications and whether or not those are being followed.

There are three Trust Council policies that guide staff in processing applications. They are:

- 5.6.1 Application Processing Services
- 5.6.2 Cost Recovery Agreements
- 5.6.3 Extraordinary Processing Services Guidelines

The Applications Processing Services policy outlines the work that will be undertaken for the application fee. These services are:

- comprehensive staff assessment;
- staff referral to other agencies, advisory planning commissions, and analysis of their comments;
- discussions between planners and applicant throughout process as required;
- bylaw or resolution drafting, including review for compatibility with Trust Object and policies and the relevant Official Community Plan;
- one community information meeting with planning staff present;
- notification of public hearing, including cost of placing ad;
- conducting one public hearing with staff present;
- staff report with recommendation for local trust committee (LTC) approval consideration;
- processing bylaws through Executive Committee for approval consideration, if necessary;
- forwarding to Minister of Municipal Affairs and Housing for approval consideration, if necessary;
- adoption of all bylaws or issuing of permits as required.

The Applications Processing Services policy establishes the following as extraordinary costs that are not covered by the fee:

- Covenant development;
- Continuous dedicated staffing;
- Additional public consultation including community information meetings, advisory planning commission meetings and public hearings;
- Technical assessments or studies as required by the LTC;
- Retaining special technical assistance required by the LTC;
- Legal counsel services required for the application;
- Process agreement negotiation;
- Other resources and/or services required by the LTC to process the application;
- Accelerated timeframe to process the application.

Policy 5.6.2 Cost recovery Agreements and Policy 5.6.3 Extraordinary Processing Services Guidelines outline the processes to undertake when using cost recovery agreements and extraordinary processing service fees.

Fee Bylaws:

All local trust committees have a fees bylaw. This bylaw establishes fees for each type of application and referral as permitted by legislation. The fee bylaws are based on a model that was created by Trust Council in the early 2000s.

The fees bylaw includes a section on Extraordinary Cost Charges that states:

In the event the costs of processing, inspection, advertising and administration in respect of an application are estimated by the Islands Trust to exceed 150% (percent) of the applicable fee, the Applicant shall pay to the Islands Trust prior to the processing of the application the estimated actual costs of processing, site inspection, advertising and administration.

This section can only be used at the start of the application process and requires a comprehensive understanding of the application and work required to be effective. It is not used mid-stream in applications, where circumstances require additional staff reports or additional staff time. Response back from the Regional Planning Managers on this clause in the bylaw is that it is impractical as there is no ability nor enough understanding of complexities for a comprehensive consideration of the work needed per application upon receipt. The application and fee is received and processed by the planning team assistants, who have very little discretion.

Without a clear understanding of what the expected costs of processing and inspection are, it is nearly impossible to estimate 150%. Moreover, monitoring staff time per application is generally not done; instead, processing of applications is lumped together when monitoring how staff time is spent.

It is virtually impossible at the beginning of processing an application to justify additional soft costs (staff processing time) to an applicant in any objective way. Most additional costs arise as the result of local trust committees imposing additional process mid-stream. Covenants, legal fees, extra hearings or community information meetings that arise in the course of processing are funded through cost recovery agreements.

Part of the fees review being undertaken by the Local Planning Committee is to address this and propose a more robust approach to fee recovery.

Staff is following the policies in relation to application processing services and requiring cost recovery for those items identified as required to be funded by such. The Fee bylaw is being followed in relation to the initial fee, but we are not reviewing the fee against the actual staff cost of processing at the start of the process for reasons provided above.

Staff has long recognized that the fees paid do not reflect the actual average cost to the organization. Work to review fees bylaws and options is underway by the Local Planning Committee.

FOLLOW-UP:

The Local Planning Committee is currently working on a new model fee bylaw and revisions to the application services processing, cost recovery and extraordinary application processing services guidelines policies.

Staff will forward this report to the Financial Planning Committee as requested by Trust Council.

Prepared By: David Marlor, MCIP, RPP, Director, Local Planning Services

Reviewed By/Date: Stefan Cermak, Regional Planning Manager/May 8, 2020
Robert Kojima, Regional Planning Manager/May 8, 2020
Heather Kauer, Regional Planning Manager/May 8, 2020

BRIEFING

To:	Executive Committee	For the Meeting of:	May 13, 2020
From:	David Marlor, MCIP, RPP Director, Local Planning Services	Date Prepared:	May 8, 2020
SUBJECT:	Development Application Volumes – April 9, 2020 – May 8, 2020		

PURPOSE: To update the Executive Committee on the volume of development applications over the past six weeks.

BACKGROUND:

Development applications are entered into the Trust Area Property Information System (TAPIS) on receipt. This systems allows Staff to track applications, and allows us to run reports for any point in time.

From April 9, 2020 to May 8, 2020 we have received 30 applications. Of these, 20 are referrals such as building permits, Crown land, liquor and cannabis referrals, or siting and use permit applications. We have received two rezoning applications, four development variance permit applications, two development permit applications, one Agricultural Land Commission application and one temporary use permit application.

As of the date of printing the attached report, there were a total of 195 open applications (files that staff are working on) including the 30 new applications.

The attached report shows the breakdown by local trust area and type of application for the period April 9, 2020 to May 8, 2020.

By comparison, for the same period in 2019 (April 9, 2019 to May 8, 2019) we had received 37 applications, 26 were referrals such as building permits, Crown land, liquor and cannabis referrals, or siting and use permit applications. In the same period in 2019 we also received two development variance permit applications, two development permit applications, one agricultural land reserve application, one rezoning application, two temporary use permit application, one Board of Variance application, and one other type of application (not specified).

ATTACHMENT(S):

1. Application Statistic – April 9, 2020 to May 8, 2020

Note that in the attachment:

/FTE means number of applications per full-time equivalent (planner)

FOLLOW-UP:

None.

Prepared By: David Marlor, DLPS

Reviewed By/Date: Russ Hotsenpiller, CAO



Islands Trust

Application Statistics

Applications Received: April 9, 2020 to May 8, 2020

	NORTHERN TEAM									SALT SPRING		SOUTHERN TEAM							TOTAL	
Application	EX	DE	GB	GM	HO	LA	TH	SUM	/FTE	SS	/FTE	GL	MA	NP	SA	SP	SUM	/FTE	SUM	/FTE
ALR	0	0	0	0	1	0	0	1	0.20	0	0.00	0	0	0	0	0	0	0.00	1	0.08
BOV	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0.00	0	0.00
CL/BP/SUP/LCB	0	1	1	2	1	0	0	5	1.00	6	1.50	2	5	1	0	1	9	2.25	20	1.54
DP	0	0	1	0	0	0	0	1	0.20	1	0.25	0	0	0	0	0	0	0.00	2	0.15
DVP/FPE	0	0	1	0	0	0	0	1	0.20	1	0.25	0	0	2	0	0	2	0.50	4	0.31
HAP	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0.00	0	0.00
OTH	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0.00	0	0.00
RZ	0	0	0	0	0	2	0	2	0.40	0	0.00	0	0	0	0	0	0	0.00	2	0.15
SC	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0.00	0	0.00
SDP	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0.00	0	0.00
SRP	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0.00	0	0.00
SUB	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0.00	0	0.00
TUP	0	0	0	0	0	0	0	0	0.00	0	0.00	1	0	0	0	0	1	0.25	1	0.08
TOTAL	0	1	3	2	2	2	0	10	2.00	8	2.00	3	5	3	0	1	12	3.00	30	2.31

FTE = # of planner positions (North = 5, SS = 4, South = 4)

Application	EX	DE	GB	GM	HO	LA	TH	SUM	FTE	SS	FTE	GL	MA	NP	SA	SP	SUM	FTE	SUM	FTE
CL,BP,SUP,LCB	0	1	1	2	1	0	0	5	1.00	6	1.50	2	5	1	0	1	9	2.25	20	1.54
Permits/Referrals	0	0	2	0	1	0	0	3	0.60	2	0.50	1	0	2	0	0	3	0.75	8	0.62
RZ	0	0	0	0	0	2	0	2	0.40	0	0.00	0	0	0	0	0	0	0.00	2	0.15
TOTAL	0	1	3	2	2	2	0	10	2.00	8	2.00	3	5	3	0	1	12	3.00	30	2.31

Application	EX	DE	GB	GM	HO	LA	TH	SUM	FTE	SS	FTE	GL	MA	NP	SA	SP	SUM	FTE	SUM	FTE
OPEN	0	24	23	13	22	3	5	90	18	63	16	13	8	15	6	0	42	11	195	15



REQUEST FOR DECISION

To: Local Planning Committee **For the Meeting of:** May 20, 2020
From: Narissa Chadwick
Island Planner **Date Prepared:** May 14, 2020
SUBJECT: Freshwater Sustainability Strategy (FWSS) - Stage 1 Project Charter

RECOMMENDATION:

That the Local Planning Committee change the name of the “Freshwater Management Strategy” to the “Freshwater Sustainability Strategy (FWSS)”.

That the Local Planning Committee endorse the Project Charter for the *Freshwater Sustainability Strategy - Stage One: Identifying Options and Opportunities*.

DIRECTOR COMMENTS: Freshwater sustainability is a strategic priority for the Islands Trust. Focused analysis of where Islands Trust currently is with addressing this priority, where scientific and policy gaps exist, challenges to be addressed and options and opportunities to move forward is critical to the development of a robust and enduring strategy for long-term freshwater sustainability.

1 PURPOSE:

To seek approval from the Local Planning Committee (LPC) for the *Freshwater Sustainability Strategy-Stage 1: Identifying Options and Opportunities* Project Charter.

2 BACKGROUND:

Islands Trust policy states that islands should be self-sufficient in their supply of freshwater. In order to strengthen commitment to freshwater sustainability, the 2018-2022 Strategic Plan identifies freshwater stewardship as a top priority.

At the February 12, 2020, Local Planning Committee Meeting:

“It was MOVED and SECONDED,
that the Local Planning Committee request staff to bring forward a project charter for the Freshwater Management Strategy”.

\$20,000 has been designated to support the development of this Strategy in the 2020/2021 fiscal year. The Project Charter identifies how this amount will be used to support the *Freshwater Sustainability Strategy (FWSS) – Stage One: Identifying Options and Opportunities*.

The proposed **FWSS: Stage One** is a critical step in identifying and evaluating options and opportunities to support existing Islands Trust work with Local Planning Services (LPS) applications and implement new approaches to support freshwater sustainability in the Islands Trust Area into the future.

In keeping with the Province of British Columbia’s water sustainability legislation (*see italics below*) and Islands Trust commitment to climate change, Islands Trust has taken steps to understand freshwater sustainability conditions in the Trust Area. As indicated in the timeline below, this has included the hiring of a Senior Freshwater Specialist and engaging in research related to water quality and quantity.

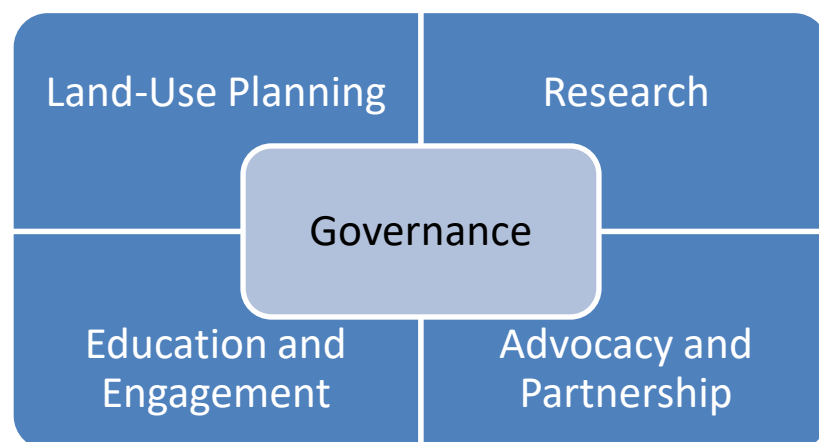
Timeline

2004 – *Riparian Areas Act and Regulation Enacted*
 2008 – *British Columbia’s Water Plan was developed*
 2016 – *Water Sustainability Act and Groundwater Protection Regulation Enacted*
 2017 – Islands Trust hires temporary Senior Freshwater Specialist
 2019 – *Riparian Areas Protection Act and Regulation enacted*
 2019 – Islands Trust Council declares a Climate Emergency
 2020 – Senior Freshwater Specialist position made permanent
 2019/2020 – Groundwater Sustainability Strategy Project
 Phase 1-3 - Groundwater recharge mapping, regional groundwater budgets and climate change assessments (work currently being done)
 Phase 4 – Groundwater Sustainability Strategy Toolkit for Islands Trust Local Planning Services (work has not started)
 2020 – Funding (\$20,000) allocated by the Islands Trust toward the development of a “Freshwater Management Strategy”

Freshwater Sustainability Strategy Areas of Focus

The Freshwater Sustainability Strategy will need to consider research, land use planning, education and engagement, advocacy and partnerships, and governance. Research helping understand challenges and opportunities will be critical to identifying goals and targets and informing land use planning. An effective and enduring strategy will require community education and engagement. Engaging with a variety of stakeholders, partnering agencies, and water champions will be important in order to advocate for, and take advantage of, programs and policies that are outside the Islands Trust jurisdiction. An open, transparent and integrated multi-jurisdictional governance approach will help guide and strengthen implementation in all areas.

Table 1: FWSS Areas of Focus



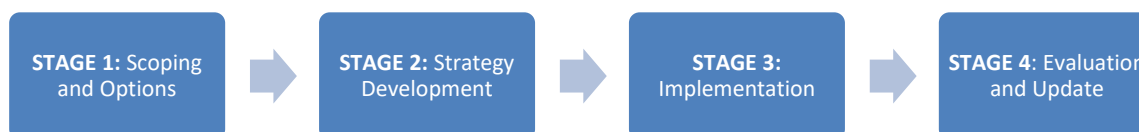
FWSS – Stage One Objectives

As identified in the Project Charter, in each area of focus, the **FWSS - Stage One** will:

- identify/clarify goals and targets
- examine where Islands Trust is with supporting freshwater sustainability in the Trust Area
- examine where other jurisdictions (Federal, Province, Regional Districts, First Nations) are at with supporting Islands Trust freshwater sustainability
- identify knowledge and data gaps
- identify policy gaps
- identify best practices in other jurisdictions
- identify and evaluate options (to include estimating costs of next stages including webpage development)

FWSS - Stage One will help inform subsequent stages of the development and implementation of the FWSS (as identified in Table 2). Different areas of focus (as identified in Table 1) may have different timelines depending on the interest of Local Trust Committees and the Islands Trust as a whole. **FWSS - Stage One** will ensure that all areas of focus are addressed in an integrated way.

Table 2: Freshwater Sustainability Strategy Draft Stages



FWSS - Stage One will involve detailed engagement with staff in all Islands Trust service areas as well as elected officials, water sustainability experts, water champions within Islands Trust communities and those involved in the development of water related policies and programs at the provincial, federal, First Nations, and regional district level. A procurement process will identify a consultant, with expertise in water sustainability and watershed protection strategy development, to be contracted to facilitate the development and evaluation of options and opportunities for the Islands Trust Freshwater Sustainability Strategy.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

FWSS - Phase One will provide an opportunity for Islands Trust services that are connected to Freshwater Sustainability and climate change strategies to be more effectively integrated. This will increase the understanding for staff, trustees and Islands Trust Area residents of the relationship, importance and overall impact of an integrated approach and provide essential connections for coordination with water champions throughout British Columbia.

FINANCIAL:

The Local Trust Committee has allocated \$20,000 to the Freshwater Sustainability Strategy for the 20/21 fiscal year. This funding will be used for **FWSS - Stage One**. The main deliverables of FWSS – Stage One will be an estimation of the scope of work in each area of focus, timelines, and associated budgets of subsequent phases of the FWSS.

POLICY:

FWSS - Stage One will help inform the Islands Trust Policy Review, Climate Adaptation Direct, Official Community Plan Reviews, Land-Use Bylaws modernization, and the development of regulations enhancing support for freshwater stewardship in each Local Trust Area.

IMPLEMENTATION/COMMUNICATIONS:

It is intended that a draft of the FWSS options and opportunities report be ready by September 2020 to inform next steps including budget considerations for the 2020/2021 fiscal period. Local Trust Committees will be informed of the **FWSS – Stage One** process. Updates on all Stages of FWSS development and implementation will be made on the Islands Trust website on a dedicated webpage. This webpage is currently being developed as part of the Islands Trust website upgrade.

FIRST NATIONS:

The Islands Trust’s Senior Intergovernmental Policy Advisor will be consulted on the development of an approach to First Nations engagement and consultation.

OTHER:

The FWSS will endeavor to strengthen relationships with the Province and regional districts to ensure that their programs and policies will contribute to the goals of the freshwater sustainability strategy.

4 RELEVANT POLICY(S):

Islands Trust Policy Statement, Strategic Plan, Climate Action Policy, Official Community Plans, Land use Bylaws.

5 ATTACHMENT(S):

1. Project Charter

RESPONSE OPTIONS

Recommendation:

That the Local Planning Committee change the name of the “Freshwater Management Strategy” to the “Freshwater Sustainability Strategy (FWSS)”.

That the Local Planning Committee endorse the project charter for the Freshwater Sustainability Strategy: Phase One.

Alternatives:

1. That the Local Planning Committee endorse both recommendations with proposed amendments and provide direction to staff to follow up for the July 29th, 2020 meeting.
2. That the Local Planning Committee endorse none of the recommendations and provide alternative direction to staff to follow up for the July 29th, 2020 meeting.

NEXT STEPS

1. Engagement of relevant staff in initial scoping analysis.
2. Drafting of Terms of Reference and Request for Expression of Interest.
3. Hiring of Consultant.

Prepared By: Narissa Chadwick, MCIP, RPP, Island Planner/May 12, 2020

Reviewed By/Date: David Marlor, MCIP, RPP, Director, Local Planning Services/May 13, 2020
William Shulba, P.Geo, Senior Freshwater Specialist, Islands Trust/May 12, 2020

Freshwater Sustainability Strategy (FWSS)- Stage 1: Identifying Options and Opportunities

Local Planning Committee

Date: May 20, 2020

Purpose: The Freshwater Sustainability Strategy: Stage 1 will facilitate the identification and evaluation of options and opportunities to support existing Islands Trust initiatives and implement new approaches to supporting the long-term sustainability of freshwater in the Islands Trust Area.

Background: Islands Trust policy states that islands should be self-sufficient in their supply of freshwater. Freshwater sustainability has been a concern of the Islands Trust for decades. It is further threatened by climate change. In order to strengthen commitment to freshwater sustainability the 2018-2022 Strategic Plan identified freshwater stewardship as a top priority. \$20,000 from the 2020/21 budget has been designated to support the development of a freshwater sustainability strategy .

Objectives

- To identify and evaluate options and opportunities for the development and implementation of a freshwater sustainability strategy
- To identify best practices in other jurisdictions that can help to inform FWSS direction

In Scope

- identifying/clarifying goals and targets
- examining where Islands Trust is at with supporting freshwater sustainability in the Trust Area
- examining where other jurisdictions are at with supporting Islands Trust freshwater sustainability
- identifying knowledge and data gaps
- identifying policy gaps
- identifying best practices in other jurisdictions
- identifying and evaluating options (to include estimating costs of next stages including webpage development)

Out of Scope

- Detailed technical work
- Detailed strategy development

Workplan Overview

Deliverable/Milestone	Date
Project Charter endorsed by Local Planning Committee	May 20, 2020
Initial scoping analysis with Islands Trust Staff	June, 2020
Terms of Reference and Request for Expressions of Interest created	June, 2020
Hiring Consultant	July, 2020
Research process	July-Sept, 2020
Options and Opportunities Draft Report	September, 2020
Final Report	February, 2020

Project Team

Narissa Chadwick, Island Planner	Project Manager
William Shulba, Freshwater Specialist	Technical Advisor
David Marlor, Director LPS	Project Sponsor
TBD	Consultant
Approval: David Marlor Date: May 13/2020	LPC Endorsement: Resolution #: Date: xxx

Budget

Budget Sources: LPC \$20,000		
Fiscal	Item	Cost
20/21	Consultant Work	\$19,000
20/21	Contingency	\$1,000
20/21	Total	\$20,000



REQUEST FOR DECISION

To: Local Planning Committee

For the Meeting of: May 20, 2020

From: Narissa Chadwick
Island Planner

Date Prepared: May 14, 2020

SUBJECT: Matrix of Climate Change Land Use Tools

RECOMMENDATION:

That the Local Planning Committee support the collection of information and creation of communications pieces that will connect land use planning policies and tools to areas of action and examples of implementation.

DIRECTOR COMMENTS:

The creation of communications pieces linking land use planning policies, tools and examples of implementation will increase understanding of what local trust committees can do to support climate change mitigation and adaptation in their trust areas. It is important that this communication be integrated with website work and other Islands Trust initiatives related to climate change mitigation and adaptation.

1 PURPOSE:

To seek approval from the Local Planning Committee for staff to engage in an integrated process involving Local Planning Services, and others, in the development of communications pieces that will connect land use planning policies and tools to areas of action and examples of implementation. This work will take place over the period of a year and be informed by, and connected with, other Islands Trust work related to climate action communications.

2 BACKGROUND:

In March, 2019, the Islands Trust declared a Climate Emergency. In the interest of defining this commitment [key messages with a background](#) were prepared by Trustee Morrison (Trust Programs Committee [TPC] Chair) and Trustee Colbourne (TPC Vice-Chair) and posted on the Islands Trust website in early 2020.

At the February, 2020 TPC meeting, a request was made to have the Local Planning Committee oversee the development of a document that would identify planning tools available to address climate change issues and include examples of how these planning tools have been used by individual Local Trust Committees.

At the February 12, 2020 Local Planning Committee meeting, the following resolution was passed:

“That Local Planning Committee request staff to create a plain language matrix of climate change issues and tools and include talking points for trustees”.

Staff see the LPC's request for a "plain language matrix" as a need for "climate policies, tools and actions communications pieces" that can help trustees better understand and communicate about how planning tools can be used to mitigate climate change and address climate change impacts in specific areas of focus (e.g. transportation, water, natural areas and ecosystems). This request connects with the Strategic Plan 2018-2022 goal to amend official community plans and land use bylaws to foster climate change resilience. Staff are also aware of the opportunity to connect these communications pieces with the rebuild of the Islands Trust website.

In the interests of connecting with work supporting Strategic Plan Climate Change goals and the rebuild of the climate change website staff recommend that the LPC:

- Reframe their request for a "plain-language matrix" to support for the development of "climate tools, policy and actions communication pieces" (format TBD)
- Allow time for the development of "climate tools, policies and action communications pieces" to be coordinated with website development and other work related to climate mitigation and adaptation.
- Allow time for the gathering of input from Islands Trust planners familiar with the different policies and action in different trust areas (Attachment 1 contains an example of a template for gathering information).

3 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL:

- Integration with other Island Trust work related to Climate Change

FINANCIAL:

- No financial impact.

POLICY:

- Connects with Strategic Plan goals to amend official community plans and land use bylaws to foster climate change resilience.

IMPLEMENTATION/COMMUNICATIONS:

- Will be integrated with website rebuild.

FIRST NATIONS:

- Communications piece will be reviewed by the Islands Trust's Intergovernmental Policy Advisor.

4 RELEVANT POLICY(S):

Islands Trust Policy Statement, Official Community Plans, Land Use Bylaws

5 ATTACHMENT:

1. Climate Policies, Tools and Actions Communications Piece – Information Collection Matrix Examples

RESPONSE OPTIONS

Recommendation:

That the Local Planning Committee support the collection of information and creation of communications pieces that will connect land use planning policies and tools to areas of action and examples of implementation.

Alternatives:

1. That the Local Planning Committee endorse the recommendations with proposed amendments.
2. That the Local Planning Committee not endorse the recommendations and provide alternative direction to staff.

NEXT STEPS.

1. Staff to work on gathering information for the climate tools, policies and action communications piece.
2. Staff to co-ordinate climate action communications efforts.

Prepared By: Narissa Chadwick, MCIP, RPP, Island Planner/May 12, 2020

Reviewed By/Date: David Marlor, MCIP, RPP, Director, Local Planning Services/May 13, 2020

Attachment 1: Climate Policies, Tools and Actions Communications Piece – Information Collection Matrix Examples

MITIGATION: Low to Zero Emission Transportation

Challenge: Transportation is a key source of greenhouse gas emissions in the Trust Area.

Target: To reduce the use of fossil fuel vehicles by increasing the accessibility, convenience and desirability of alternatives such as active transportation modes (e.g. walking and biking), transit and electric vehicles.

LTC Role: While the responsibility for roads on the islands lies with the provincial government and service lies with the CRD, local trust committees can influence transportation choices through land use, advocacy and partnerships.

Policy	Planning Tools	Trust Area/Other Area Examples
OCP Policies, zoning regulations, and build-out plans that discourage automobile use and encourage the use of alternative transportation	Zoning, Development Permit Area	Gabriola - LUB (parking regulations and Village DPA guidelines) amended to encourage public transit, smaller vehicles, non-polluting vehicles, permeable parking surfaces and increase walkability.
Encouraging bicycle and walking trails as a community amenity where density transfer is being used.	Density Bonus	
Encouraging and supporting the development of electric vehicle charging stations accessible to the public.	Density Bonus, Development Permit Area, Partnership	Transition Saltspring
Reducing vehicle parking requirements and requiring alternate transportation amenities (e.g. bike racks) in new commercial development.	Variance?/ DPA/	
Requiring, where applicable, existing parking requirements to be provide in the form of cash-in lieu for use in developing walkways, bicycle paths, public transit, and other alternative transportation infrastructure.	Variance	
Supporting/encouraging transit, bicycle paths/lanes, connecting trails, car stops, car share initiatives, bike share initiatives, anti-idling bylaws bylaws, reducing speed limits.	Advocacy, Partnership	Car Stops: Mayne, Pender, Salt Spring Community bus service: Gabriola Truck Share: Uclulet
Supporting the development of effective internet services to support home based remote working.	Advocacy, Partnership	
Working with the CRD to develop and identify priorities for a transportation	Advocacy, Partnership	

commission/commissions for Islands Trust areas.		
Working with the Ministry of Transportation to ensure that all road works consider future development of active transportation infrastructure.	Advocacy, Partnership	
Working with the Ministry of Transportation to reduce speed limits to active transportation.	Advocacy, Partnership	

MITIGATION: Land Use - Compact, Complete and Connected

Challenge: The rural nature of the Islands in the Islands Trust, where residential lots tend to be large and often located at a distance from community amenities, encourages motor vehicle dependence. Scattered development in rural areas can also lead to increased impact on natural areas and agricultural land.

Target: Where possible, encourage compact, complete, and connected settlement patterns which focus on development of amenity/commercial nodes, mixed residential-commercial zones and clustering of development.

Islands Trust Role: Local trust committee through zoning can have a significant impact on land use.

Policy	Tools	Examples
Ensuring that existing policies, zoning regulations, and build-out plans support and do not discourage compact, complete, and connected development.	Zoning	
Guidelines and criteria for assessing rezoning applications that reflect the principles of compact, complete, and connected communities.		

Natural Areas and Ecosystems: Carbon Sink Preservation and Restoration

Energy Use and Production - Building Efficiency and Renewable Energy Systems

Local Food System Support

Water

REQUEST FOR DECISION

To: Local Planning Committee **For the Meeting of:** May 20, 2020

From: David Marlor, Director, Local Planning Services **Date Prepared:** May 14, 2020

SUBJECT: Contiguous Forest Mapping Project

RECOMMENDATION:

1. That the Local Planning Committee request that Staff develop a Project Charter, budget, scope and timeline creation of model development permit areas for Local Trust Committee-Bowen Island Official Community Plans bylaws to protect Coastal Douglas-fir zones throughout the Trust Area.
2. That the Local Planning Committee forward the “Contiguous Forest Mapping in the Islands Trust Area Report” prepared by Cabin Forestry Ltd, and the “Map Book, Forest Ecosystems in the Islands Trust” to Trust Council with a recommendation to circulate to local trust committees and Bowen Island Municipality for information.

DIRECTOR COMMENTS:

This work is undertaken at the direction of the Local Planning Committee and in cooperation with the Islands Trust Conservancy, and the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP). The completion of this work fulfils Trust Council Strategic Plan Strategy No. 1, and provides material for undertaking Strategy No. 2.

1 PURPOSE:

To present the results of the contiguous forest mapping project requested and funded by the Islands Trust Local Planning Committee.

2 BACKGROUND:

The Islands Trust and Islands Trust Conservancy (ITC) are working to advance Coastal Douglas-fir (CDF) protection throughout the Islands Trust Area, and to prioritize protection of remaining areas of contiguous forest cover.

In August, 2019, the Local Planning Committee passed resolution 2019-016:

That the Local Planning Committee direct staff to spend up to \$15,000 to map contiguous tracks of the Coastal Douglas-fir zone and its associated ecosystems in partnership with the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP).

Islands Trust staff worked with Islands Trust Conservancy Staff to contract, through a competitive process, Cabin Forestry Ltd. to conduct this work. The project objective was to map patches of connected forest across the full extent of the Islands Trust Area, including all islands and islets, with a goal of identifying important areas of contiguous forest for protection.

The A/Manager and A/Ecosystem Protection Specialist worked closely with planning staff and the contractor to develop appropriate methodology to identify contiguity and to determine ‘quality’ or ability of patches to provide ecosystem functions. At draft stages planners were engaged to

ensure that the final map products are suitable to inform their work and to meet the needs of the Local Planning Committee.

The final product consists of a report, a series of maps, and spatial data that can be integrated with our existing TAPIS mapping, to be used by planners and other Islands Trust and ITC staff.

This work completes Trust Council Strategic Plan Strategy No 1:

Map contiguous tracks of the Coastal Douglas fir zone (CDF) and associated ecosystems to aid in protection of that zone and its associated ecosystems.

The work also informs Trust Council Strategic Plan Strategy No. 2:

Create a model development permit for Local Trust Committee-Bowen Island Official Community Plans bylaws to protect Coastal Douglas fir zones throughout the Trust Area

This work was envisioned to occur in Fiscal Year 2021/22, and as such a budget and Project Charter has not been created for this work.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

No implications.

FINANCIAL:

Consideration of budget for FY2021/22 to include work on Strategic Plan Strategy No. 2

POLICY:

Consistent with Islands Trust Council Strategic Plan.

IMPLEMENTATION/COMMUNICATIONS:

No implications.

FIRST NATIONS:

No implications.

OTHER:

No other implications.

4 RELEVANT POLICY(S):

- 2.3.1 Council Committees policy
- 2.3.2 Local Planning Committee Terms of Reference
- 6.2.1 Priority Setting/Review guidelines

5 ATTACHMENT(S):

- 1 *Contiguous Forest Mapping in the Islands Trust Area*, report prepared by CABIN Forestry Ltd, March 2020
- 2 Map Book, *Forest Ecosystems in the Islands Trust*, containing maps for each Trust Area

RESPONSE OPTIONS

Recommendation:

1. That the Local Planning Committee request that Staff develop a Project Charter, budget, scope and timeline creation of model development permit areas for Local Trust Committee-Bowen Island Official Community Plans bylaws to protect Coastal Douglas fir zones throughout the Trust Area.
2. That the Local Planning Committee forward the “Contiguous Forest Mapping in the Islands Trust Area Report” prepared by Cabin Forestry Ltd, and the “Map Book, Forest Ecosystems in the Islands Trust” to Trust Council with a recommendation to circulate to local trust committees and Bowen Island Municipality for information.

Alternative:

As directed by the Local Planning Committee.

Prepared By: **David Marlor, Director, Local Planning Services**

Reviewed By/Date:

Contiguous Forest Mapping in the Islands Trust Area

Prepared by:

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1.0 Executive Summary

Cabin Resource Management was hired by the Islands Trust to map contiguous forest patches in consultation with the Islands Trust Conservancy (ITC). The goal of the mapping exercise was to identify contiguous forest patches within the Islands Trust Area in order to provide the Islands Trust with information to underpin policy, regulatory and legal conservation tools that protect Coastal Douglas-fir forests and their associated ecosystems. This mapping was identified as an essential step in the Islands Trust's report titled ["Protecting the Coastal Douglas-fir Zone & Associated Ecosystems: An Islands Trust Toolkit."](#)

After the initial proposal of using overlays of Terrestrial Ecosystem Mapping (TEM) and disturbance layers in a Geographic Information System (GIS), various subsequent analyses were evaluated by the project team and members of the ITC staff. Consultation with ITC staff was focused on the identification of ecological values and careful consideration of the geographic scale of the planning activities that would be informed by the resulting product. Following the identification of the ecological parameters, Islands Trust staff provided input on the draft mapping products and these products were adjusted to reflect planning needs. The resulting maps and data sets show the distribution of forested ecosystems in the Islands Trust Area, differentiating between established forests and forested ecosystems in earlier structural stages; a stand quality rating was calculated considering low or high intensity of effects based on road density and structure locations.

2.0 Background Information

The Islands Trust and the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership have emphasized the protection of Coastal Douglas-fir (CDF) and associated ecosystems in order to maintain their unique ecological value and the numerous ecosystem services they provide. Mapping of the CDF and associated ecosystems is essential to the establishment of conservation priorities and the administration of regulatory tools such as zoning and Development Permit Areas (DPAs) which can serve to protect these values.

3.0 Approach and Rationale

Through consultation with the ITC, a constraints mapping and inventory approach¹ was taken to identify and map contiguous forest patches. The patches were subsequently ranked by the presence and the type of disturbance within the forested area. The consultation

¹ Constraints mapping is used in land use planning to minimize negative effects to a landscape and to identify areas of high or low sensitivity. Areas of constraint are present when there is higher potential for environmental impact or where there are high value natural resources (e.g. older forest).

process focused strongly on accurate problem definition and avoiding the incorporation of implicit biases in the model design.

TEM polygons were chosen as the basic spatial unit of the analysis. Each TEM polygon has a defined spatial boundary and unique attributes. The individual polygons provide spatially explicit information that describes the distribution of ecological features on the landscape. These TEM polygons can be aggregated to larger patch sizes composed of sets of polygons which share common attributes. Where these attributes define a forested ecosystem, the aggregated set of adjacent units may form a contiguous area where boundaries are shared. At the landscape level, defined by islands, the aggregated patch size is an informative metric. For instance, this can tell us how much recruitment stage forest is present versus established forest for an island. While large aggregated polygons may store a quantitative summary of their individual TEM components, any variation within the patch cannot be shown on the maps. The value of maintaining TEM polygons as intact spatial units is that their boundaries and attributes are defined by a standard process and the attributes can be queried to provide more information than is symbolized in map layouts.

In ranking contiguous forest patches, proposed approaches included evaluation of patch size, and defining interior versus edge affected patches. Much of the relevant literature regarding contiguity and continuity of forested ecosystems focuses on large fauna, most of which are absent from the Islands Trust study area. The chosen approach did not use contiguity criteria from any specific animal species to limit the spatial distribution of forested ecosystems as the use of such criteria risked de-valuing or excluding patches that did not meet the criteria for that particular species. For instance, it was recognized during modelling parameter discussions that if a minimum patch size criterion was set, it would discount small patches that otherwise provide important refuge for many wildlife species. Likewise, a similar result would be realized if only "interior forest" patches set back from the forest edge were considered high-quality or included in the final data set.

The following analyses were undertaken to describe the forested components of the Islands Trust land base:

1. Use of Terrestrial Ecosystem Mapping: TEM was acquired by the ITC between 2007 and 2011 and was updated in 2017. The TEM formed the basis of both the disturbance layers generated in this analysis and the classification of contiguous forest patches. TEM polygons are based on air-photo interpretation at 1:10,000 to 1:20,000 scale and field sampling. Each polygon has attributes that indicate the ecosystems types (site units) within the polygons, their relative representation and attributes such as structural stage. Anthropogenic features are also attributed as unique Map Codes in the TEM (*Standard for Terrestrial Ecosystem Mapping in British Columbia*, 1998).

2. Incorporation of disturbances into analyses: Provincial road and structure location data sets were used to augment the information contained in the TEM. Because of the significant investment in TEM mapping made by the Islands Trust and the ecological merits of the data, it was intended that the integrity of that data set be preserved in any data products resulting from the subsequent analysis. As such, information was added to the polygon framework of the TEM without modifying the TEM polygons spatially. The approach was first subtractive, removing anthropogenically modified sites on the landscape. The threshold for anthropogenic disturbance was set at 20%. The assumption was made that above this threshold the value of ecological communities would decrease in response to losses of habitat availability. This threshold is consistent with the low-risk target for maintaining habitat representation across a Coastal Douglas-fir landscape described in *Conservation Planning in the Coastal Douglas-fir Ecosystem* (Holt, 2007). Natural non-forest ecosystems were then removed from the data set, and impacts on the remaining forested area were identified.

Road presence was determined to be a negative impact on the score of patch quality where it occurred above a linear density threshold. Unless they were greater than 20% of a polygon in the original TEM, roads were not considered to break contiguity of forest patches. The presence of roads is generally considered to affect both plant and animal communities. The impacts may include the avoidance of roads by certain species, direct mortality of species, as well as negative effects associated with the use of roads by humans and the increased colonization of habitat by invasive plant species. The general effects of roads on large vertebrate population at the landscape scale is well supported, however site-level effects on specific species may be more difficult to generalize (USFS, 2001). The threshold at which road density affects animal populations varies widely by species, with estimates ranging from 0.36 - 1.9 km/km² for large mammals and avoidance distances ranging from 35 m for salamanders and 300 m for deer (Robinson et al, 2010). These effects may be due to either presence of the infrastructure or motor vehicle traffic. Road features that were considered infrequently used by the public, or that were designated for non-motorized use only, were excluded from the analysis. Polygons with road densities greater than 1 km/km² were considered high road density polygons, and this layer was included in patch quality analysis.

Structure location point density was classified using the Jenks natural breaks classification method. Where structure location points occurred at high densities in TEM polygons, the TEM polygons were classified as anthropogenic non-forest sites. At low structure densities, the forest ecological quality of TEM polygons was reduced. This procedure attempted to fill gaps in the disturbance mapping present in the TEM.

The potential edge effects created by structures location points were not quantified because they did not bisect polygons and were not always visible in aerial photos. The low-density structures were not considered to have equivalent effects to road edges but may still cause lesser edge effects which are not accounted for in the analysis.

3. "Naturalness" was classified: Forest patches were described using a three-class system representing their relative "naturalness". All forest ecosystems were retained in the analysis.
4. Identification of areas with restoration potential: The final forest polygon layer was divided into early and late structural stage classes. The purpose of this was to identify polygons that have not matured into the "young forest" stage but have the potential to increase in structural complexity as they age.

4.0 Analysis Procedure

1. TEM Disturbance Mapping
 - a) Non-forest polygons were identified in the TEM. Non-forest attributes are indicated by a '00' code in the Site Series field. Polygons which represented 20% or greater non-forest area were identified.
 - b) Non-forest polygons with 20% or greater anthropogenic disturbance were identified. Polygons with Map Codes corresponding to the following definitions were flagged: 'Cultivated Field', 'Cultivated Orchard', 'Cultivated Vineyard', 'Exposed Soil', 'Golf Course', 'Gravel Pit', 'Industrial', 'Pasture', "Reservoir", 'Road Surface', 'Rural Development', 'Transmission Line', 'Urban/Suburban'.
2. Additional Disturbance Calculation
 - a) The Structure Point data set from the BC Wildfire Service was used to identify structures which were not present in the TEM data used above.
 - i. The structure density per TEM polygon was calculated as the number of structures within each polygon boundary divided by the polygon area in hectares. The resulting data were classified using Jenks breaks, rounded to the nearest whole number.

Range	Class	Non-Forest Polygon
<=1	1	NO
>1, <=4	2	NO

>4, <=9	3	YES
>9, <=21	4	YES
>21, <=86	5	YES

- ii. Polygons with a structural density of Class 3 or higher were considered to have anthropogenic modification equivalent to the anthropogenic map codes identified above and were removed from the forested area. Class 2 was considered to have a lesser influence on the forested ecosystem and were considered in the classification of forest ecosystem quality below. Class 1 was considered to have a negligible effect.
- b) Roads from the Digital Road Atlas were used to identify additional linear disturbance not represented in the TEM.
 - i. Roads that were classified as 'driveway', 'pedestrian', 'recreation', 'restricted' and 'resource' were removed from the analysis.
 - ii. The linear density of roads within each polygon was calculated by dividing the total length of all road segments within each polygon by the area of the enclosing polygon.
 - iii. The resulting data were grouped into two classes – 'High' and 'Low' where road density was greater than 1 km / km² and less than or equal to 1 km / km². The polygons with high road density classes were considered to have an influence on forested ecosystems and were not excluded from the forested area but were used in rating forest ecosystem quality.

3. Forest Patch Classification

- a) Forested polygons were divided into two classes. For each TEM polygon 'Established Forest' was identified where the Structural Stage was greater than 4 in at least 50% of the combined deciles of the polygon. The remaining forested polygons were classified as 'Recruitment Forest'.
- b) The 'naturalness' of each forested polygon was rated using the following criteria ranking disturbance:

Disturbance	Modifier
No Disturbance	0
Road Class High	-1
Road Class Low	0
Structure Class 2	-1

Structure Class 1	0
-------------------	---

- c) The cumulative disturbance scores were represented by the following patch quality classes:

Map Class	Disturbance Level	Score
3	Low	0
2	Moderate	-1
1	High	-2

5.0 Results

Forest mapping in the Islands Trust reveals highly variable spatial patterns of forest distributions between islands. Visual interpretation of the data shows corridors between larger contiguous patches, the dominance of stands in the recruitment stage of their growth, and different matrices of forest patches and disturbances. For instance, the mapping of Bowen Island shows corridors between large established forest patches with relatively undisturbed interiors (Figure 1). Whereas the mapping of northern portion of Salt Spring Island shows a more diffuse distribution of smaller patches of different quality and structural stage classes (Figure 2). Another unique pattern is observed on North Pender where Class 1 mature forest is sparsely distributed within an anthropogenically dominated landscape (Figure 3). Many islands show a combination of these patterns. Complete map layouts for the local trust areas are appended to this document and are available in digital form.

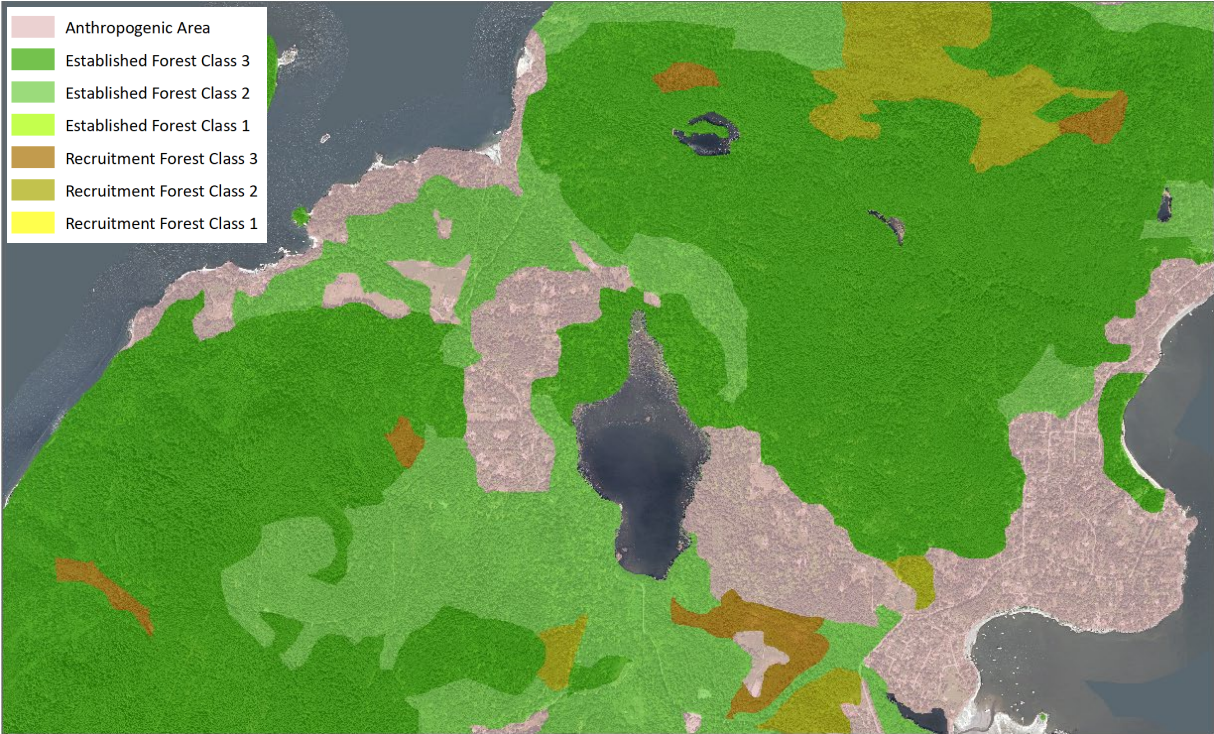


Figure 1. Corridors connecting large established forest areas on Bowen Island.



Figure 2. Diffuse patches of forested ecosystems in different structural stages on Salt Spring Island.

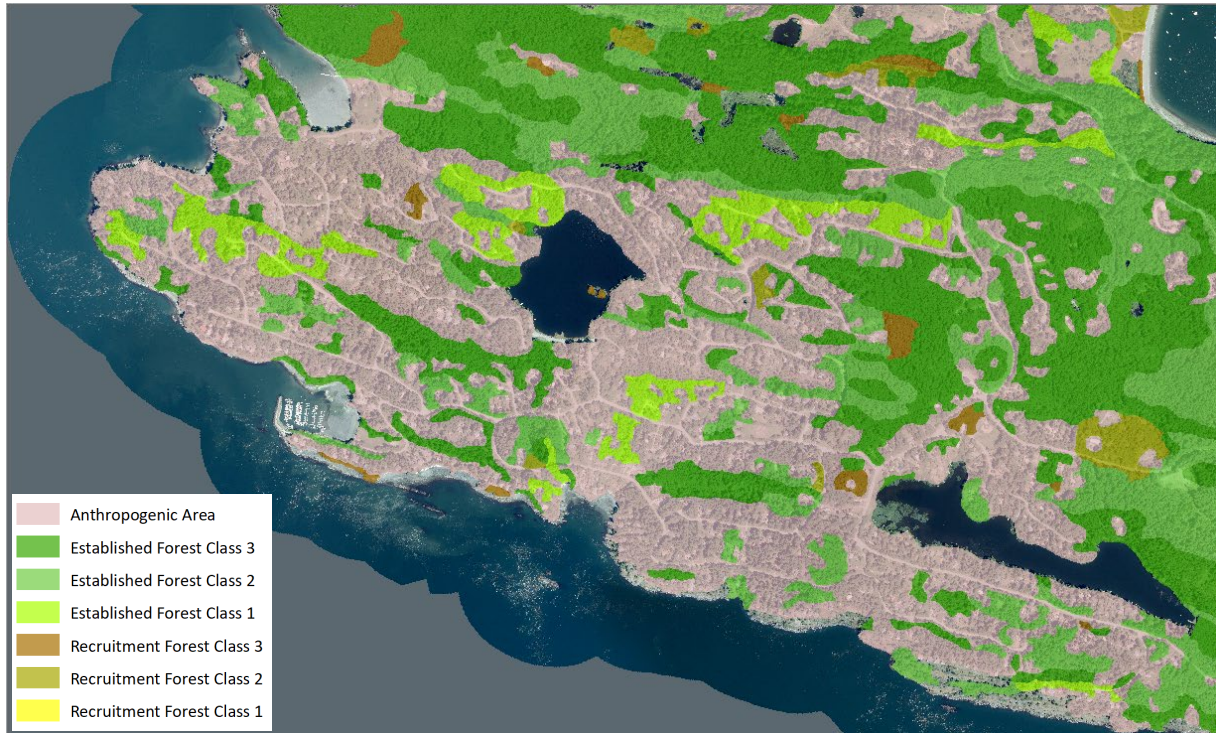


Figure 3. Small mature patches embedded in matrix of anthropogenic landscape features on North Pender.

6.0 Interpretation and Use

Using the provided mapping, management decisions can be contextualized in the forested, non-forest, and anthropogenic landscape. The data provided here can be used to inform the planning of Development Permit Areas (DPA) or recommend zoning restrictions in some areas, provided site-level ground truthing is completed. However, the key utility of this product is to help planners understand the wider spatial context in which those specific decisions are being made and to emphasize the unique patterns in each local trust area which bear on those decisions.

The variability observed in the spatial organization and size distribution of the patches between islands, as well across islands, provides an important context for site-level management decisions. However, the degree of variability described by this mapping places the weight of decision making on a case-by-case interpretation of the results.

Interpretation of these map products to define conservation goals, particular to each island or local trust area, will help inform key management decisions. For instance, restoration efforts could be focused on areas where early succession forests are dominant. Likewise, where the forested landscape is composed of small isolated patches of established forest, protection measures may be appropriate to increase connectivity between patches, to



protect this scarce resource. The provided map products can be used to identify areas of connectivity between forest patches, prioritize their protection from development pressures, or identify areas of potential connectivity towards which restoration can be focused. Some combination of these strategies should be utilized in each trust area, but the balance and emphasis of management actions must rest on a detailed assessment of the needs and values of each local trust area and incorporate a variety of data, local and traditional knowledge. Local trust area specific GIS models or decision support systems may have utility, but a detailed synthesis of available knowledge and an articulation of values is critical to this process.

It is recognized that logging occurs on private land in the Islands Trust. It may be difficult to anticipate these activities as parcels change ownership and the values of the owners change over time. It may be prudent to encourage the long term, sustainable management of private forests and the incorporation of public values into this management. The mapping tools currently available to the Islands Trust can be useful in developing measures which take into consideration the existing level of fragmentation of the forested ecosystems. For instance, existing road openings and forest edges and can be used to minimize the creation of new disturbances. Alternative silviculture systems such as single tree or small patch selection could also be used to maintain canopy cover over the landscape.

7.0 Limitations

The most challenging limitation inherent in this type of analysis is the scale and accuracy of the underlying mapping. Since primary data collection was outside the scope of this project, it relied on the previously collected TEM data. This was mapped at the 1:10,000-1:20,000 scale, depending on the island. This level of precision means that decisions which require highly detailed mapping should employ a measure of "ground truthing" to verify the accuracy of TEM boundaries and attributes in the field. While considerable effort was made within the scope of this project to ensure the TEM data attributes followed conventional standards, errors and omissions may be present which would require additional field work to correct. Some of these errors may have been introduced by land use changes which occurred after the completion of this initial field work. Likewise, the identification and mapping of contiguous forest was generalized, as it was not specific to any species habitat and therefore avoided over specifying the model. Relevant ecological questions might become evident at finer scales that are not addressed here. These mapping products should be used to contextualize site-level decisions within the forested landscape but not be relied on to execute them.



8.0 Considerations for Future Work

Constraints mapping and inventory of forested ecosystems in the Islands Trust may form the basis of further analysis or provide context for other types analysis of the Trust's forest ecosystems.

Trust Area Specific Modelling and Mapping: The present model could be further developed to reflect the conservation planning goals of each trust area and the development challenges they face. This could resemble a refinement of the patch quality ratings to incorporate conservation values which have been identified per island.

LiDAR Analysis of Forest Resources: LiDAR could be used to update the present analysis with greater precision and accuracy. This will identify both recent openings and small openings in the canopy that are not presently accounted for in the TEM, and would provide a more accurate inventory of forest resources. Furthermore, the identification of veteran trees from this data set may have value for planning around natural heritage values. Additionally, LiDAR may be used in some cases to expedite the ground-truthing of DPA or zoning sites.

Resiliency and Climate Change: This inventory of forest resources in the Islands Trust could be improved by an assessment of the resiliency of stands to a changing climate and modelling compositional changes of forest ecosystems. These models can help inform long-term, multi-generational decision-making.

Carbon: Using a detailed forest inventory, the current and potential storage and sequestration rates of forest carbon can be calculated under different management scenarios. As the carbon economy matures, these models may become critical to responsible management of forest resources and provide an economic incentive for sustainable forest management.

9.0 References

Holt, R.F. (2007). *Conservation Planning and Targets for the Coastal Douglas Fir Ecosystem. A Science Review and Preliminary Approach*. Integrated Land Management Bureau, Nanaimo.

Resources Inventory Committee, Province of British Columbia. (1998). *Standards for Terrestrial Ecosystem Mapping in British Columbia*. Publication No. 7680000609.

Robinson, C., Duinker, P.N., Beazley, K.F. (2009). *A Conceptual Framework for Understanding, Assessing and Mitigating Ecological Effects of Forest Roads*. NRCan Research Press.



United States Department of Agriculture Forest Service. 2001. *Forest Roads: A Synthesis of Scientific Information*. General Technical Report PNW-GTR-509.

10.0 Appendices

A. Decision criteria for constraints and forest mapping.

Map Feature	Objective	Analysis	Decision criteria
Anthropogenic Non-forest	Identify anthropogenically modified polygons	TEM data classification	>= 20 % non-forest polygon (Site Series = '00') and TEM Map Code represents anthropogenic landscape feature. (Holt, 2001).
Natural Non-forest	Identify natural non-forest polygons	TEM data classification	>= 20 % non-forest and TEM map code represents natural non-forest features such as rock outcrops, open water, etc.
Roads	Model disturbance caused by roads	Density analysis	Road density is over or under a threshold of 1 km / km ² . (USDA, 2001).
Structures	Model disturbance caused by structures	Density analysis	Structure density is classified by Jenks breaks. Higher classes represent disturbances not captured in TEM but observed in ortho photography.
Structural stage	Distinguish between structurally complex mature forest and early succession forests.	TEM data classification	Established Forest has TEM Structural Stage > 4 in >= 50 % of polygon. The remainder are Recruitment Forest stands in early succession.

B. Summary of forested TEM units by local trust area.

STRUCTURAL STAGE CLASS		Established Forest			Recruitment Forest			Total (ha)
PATCH QUALITY CLASS		1	2	3	1	2	3	
TRUST AREA	BM		1,162	2,543		148	93	3,947
	DE		729	674		1,162	421	2,986
	EX			29			14	43
	GB	17	2,094	517		821	79	3,528
	GL		2,594	910	3	1,456	220	5,183
	GM	8	1,641	6,312	18	366	460	8,803
	HO		568	835		2	371	1,776
	LA		1,392	4,551		34	151	6,129
	MA	15	673	869		61	92	1,709
	NP	34	1,184	2,171	2	174	152	3,717
	SA	14	1,336	1,565	2	98	163	3,178
	SP	2	301	387		35	17	742
	SS	14	3,360	5,273		1,827	2,825	13,300
	TH		1,205	1,947		366		3,518
Total (ha)		105	18,239	28,583	24	6,549	5,059	58,559



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Prepared By:

A handwritten signature in black ink, appearing to be "Liam Quan".

Liam Quan, FIT
Resource Analyst
Cabin Resource Management

Reviewed By:



Mike Crone, RPF
Partner
Cabin Resource Management

May 4, 2020

"I certify that the work described herein fulfills the standards expected of a member of the Association of British Columbia Forest Professionals and that I did personally supervise the work."



Trust Area **BM**

Forest Ecosystems In The Islands Trust

- Private Road/Driveway
- Road
- Anthropogenic Area
- Established Forest Class 3
- Established Forest Class 2
- Established Forest Class 1
- Recruitment Forest Class 3
- Recruitment Forest Class 2
- Recruitment Forest Class 1
- Federal/Provincial Parks, Nature Reserves And Protected Areas
- Trust Area Boundary

This map series shows forested ecosystems in the Islands Trust. It contrasts these against anthropogenically modified landscape features to illustrate the matrix of forest patches of different types across the landscape.

"Recruitment Forest" designates stands in early structural stages and includes forests in stages of development up to the pole/sapling stage.
"Established Forest" designates young to old forests.

Preliminary analysis removed Anthropogenic (heavily disturbed) areas as well as Natural, Non-Forest areas. For each forested polygon, the level of disturbance was assessed based on road and structure density.

- Class 3: undisturbed or minor disturbance
- Class 2: moderate disturbance
- Class 1: high disturbance

Refer to the associated report, *Contiguous Forest Mapping in the Islands Trust Area*, Cabin Resource Management, 2020.

Projection: UTM 10N, NAD 1983
Data Sources: All data provided by the Islands Trust and the Government of British Columbia (Copyright 2020, The Province of British Columbia, used under license)
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March 31, 2020
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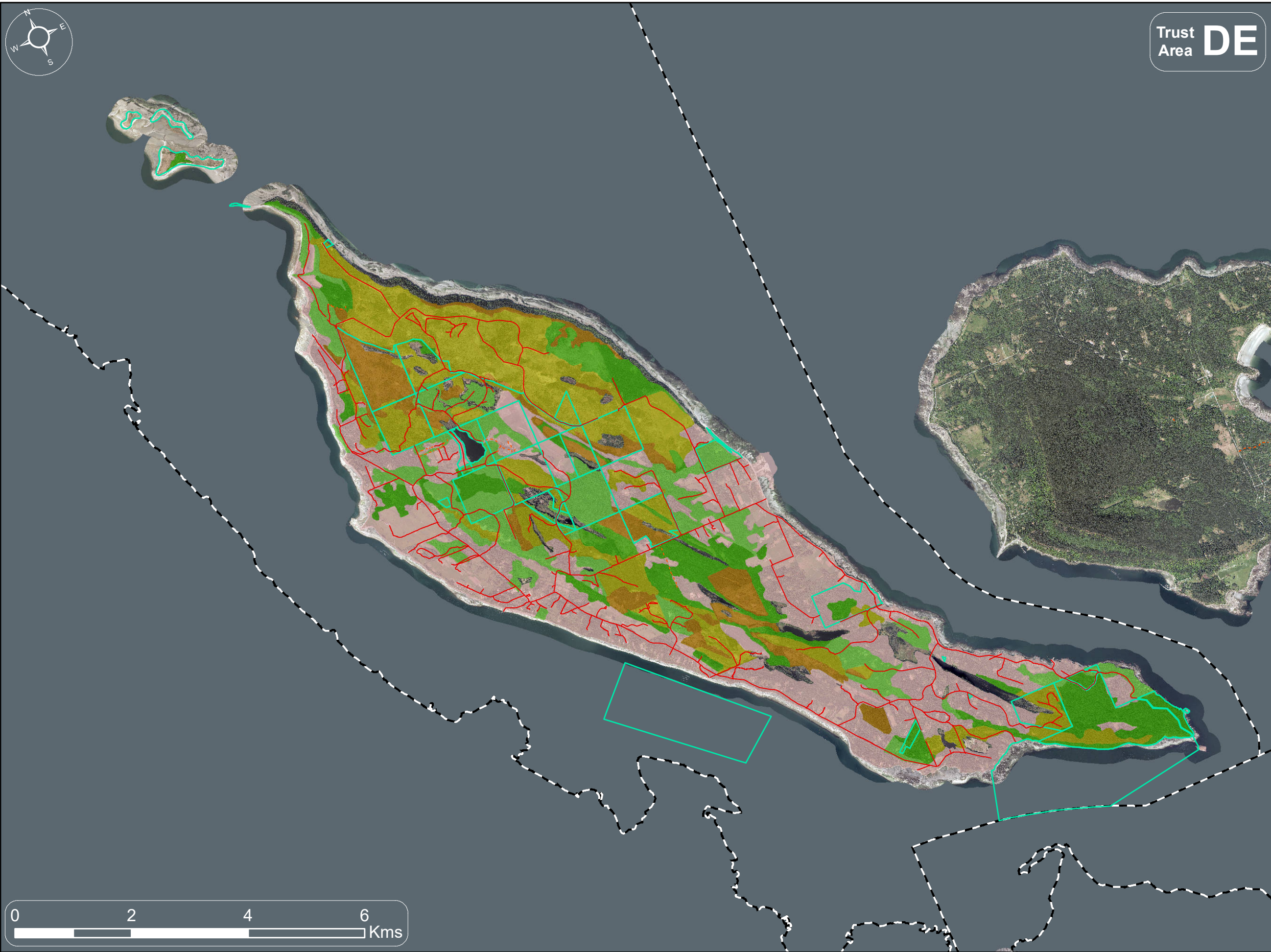


Islands Trust

CABIN

RESOURCE MANAGEMENT





Trust Area **DE**

Forest Ecosystems In The Islands Trust

- Private Road/Driveway
- Road
- Anthropogenic Area
- Established Forest Class 3
- Established Forest Class 2
- Established Forest Class 1
- Recruitment Forest Class 3
- Recruitment Forest Class 2
- Recruitment Forest Class 1
- Federal/Provincial Parks, Nature Reserves And Protected Areas
- Trust Area Boundary

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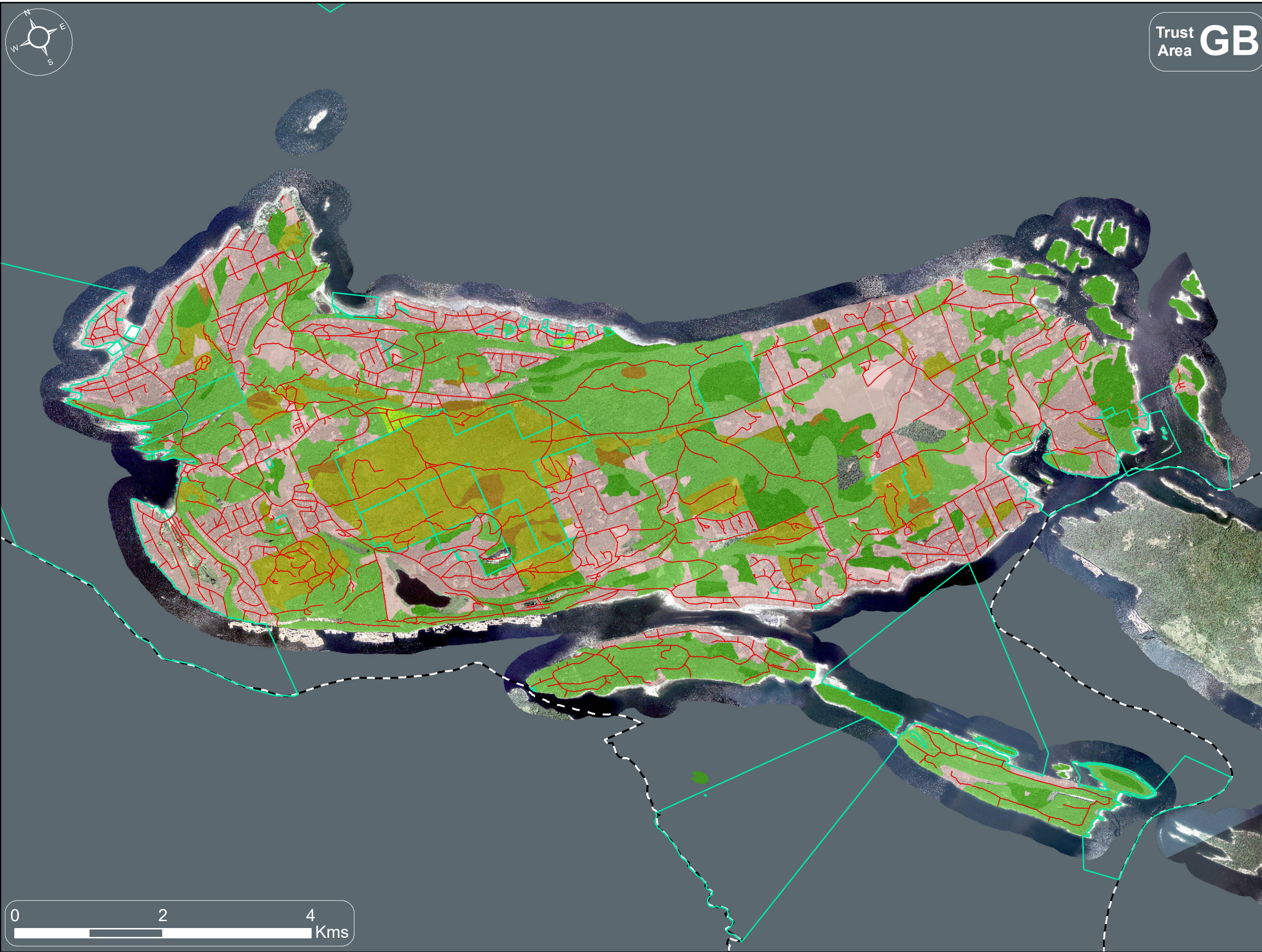
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Islands Trust

CABIN

RESOURCE MANAGEMENT



Trust Area **GB**

Forest Ecosystems In The Islands Trust

- Private Road/Driveway
- Road
- Anthropogenic Area
- Established Forest Class 3
- Established Forest Class 2
- Established Forest Class 1
- Recruitment Forest Class 3
- Recruitment Forest Class 2
- Recruitment Forest Class 1
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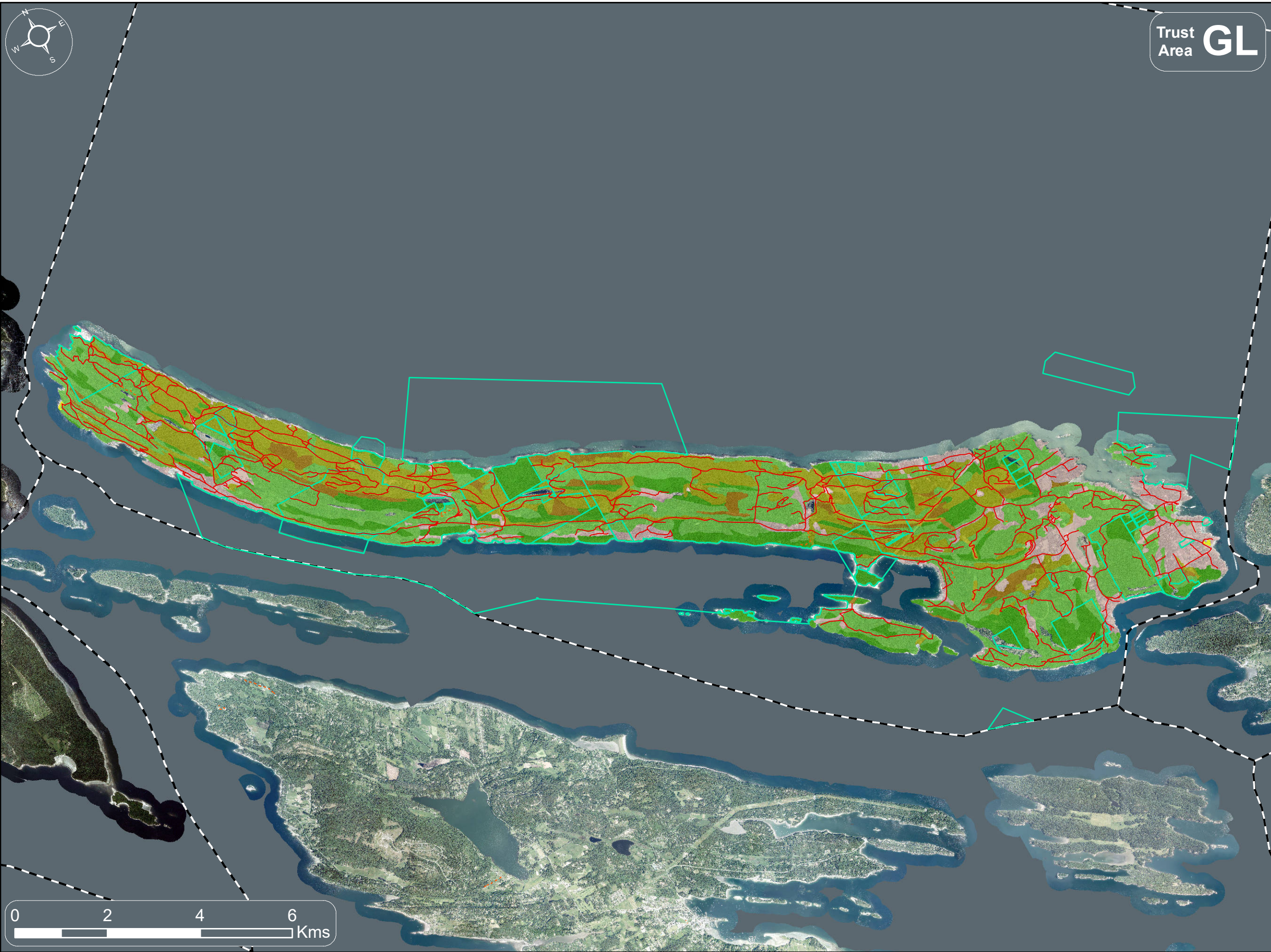
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Islands Trust

CABIN

RESOURCE MANAGEMENT



Trust Area **GL**

Forest Ecosystems In The Islands Trust

- Private Road/Driveway
- Road
- Anthropogenic Area
- Established Forest Class 3
- Established Forest Class 2
- Established Forest Class 1
- Recruitment Forest Class 3
- Recruitment Forest Class 2
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Islands Trust

CABIN

RESOURCE MANAGEMENT



Forest Ecosystems In The Islands Trust

- Private Road/Driveway
- Road
- Anthropogenic Area
- Established Forest Class 3
- Established Forest Class 2
- Established Forest Class 1
- Recruitment Forest Class 3
- Recruitment Forest Class 2
- Recruitment Forest Class 1
- Federal/Provincial Parks, Nature Reserves And Protected Areas
- Trust Area Boundary

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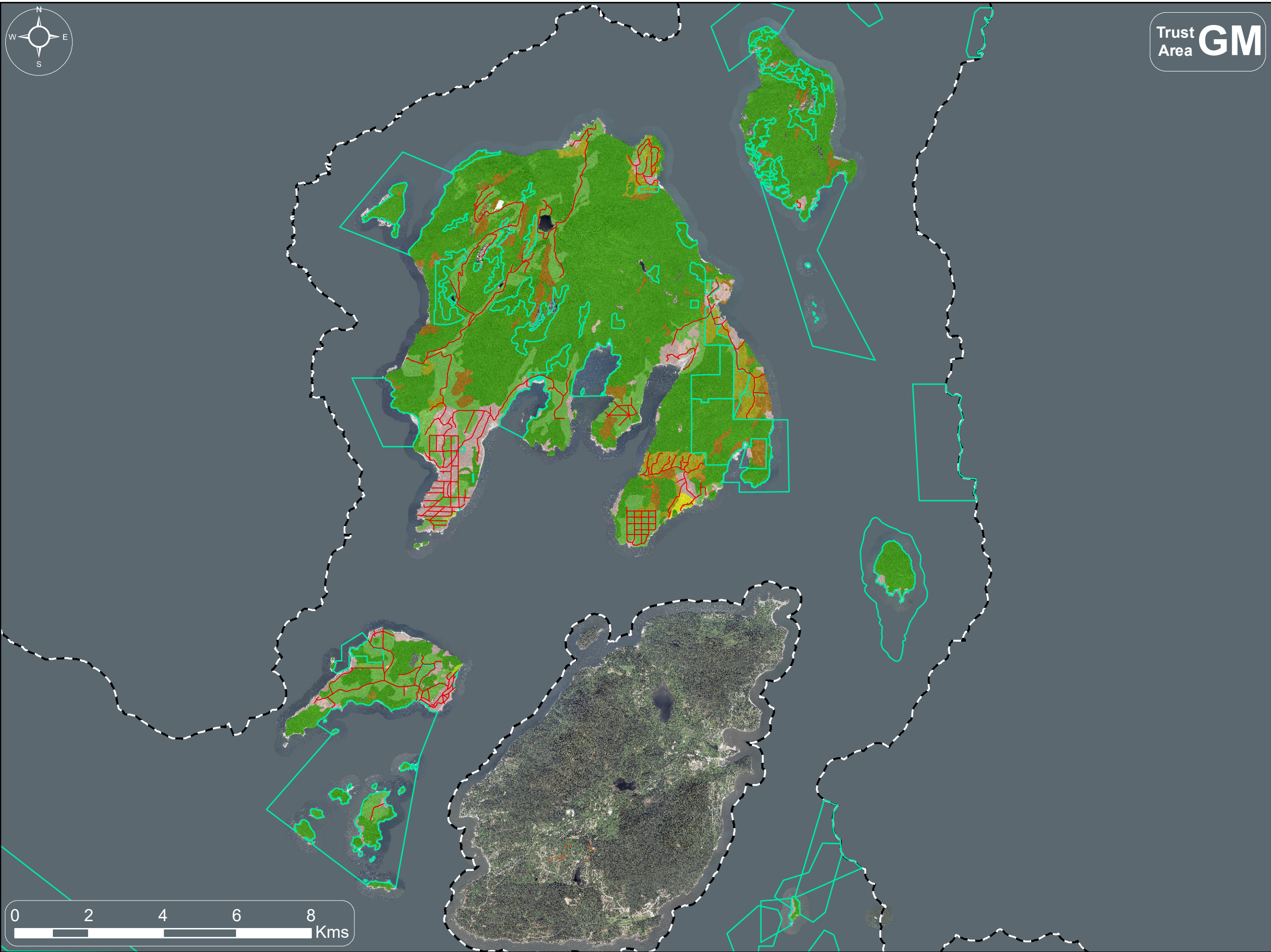
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Islands Trust



RESOURCE MANAGEMENT





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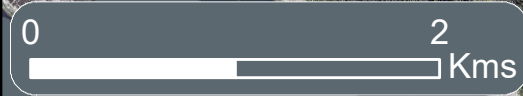
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Islands Trust



RESOURCE MANAGEMENT





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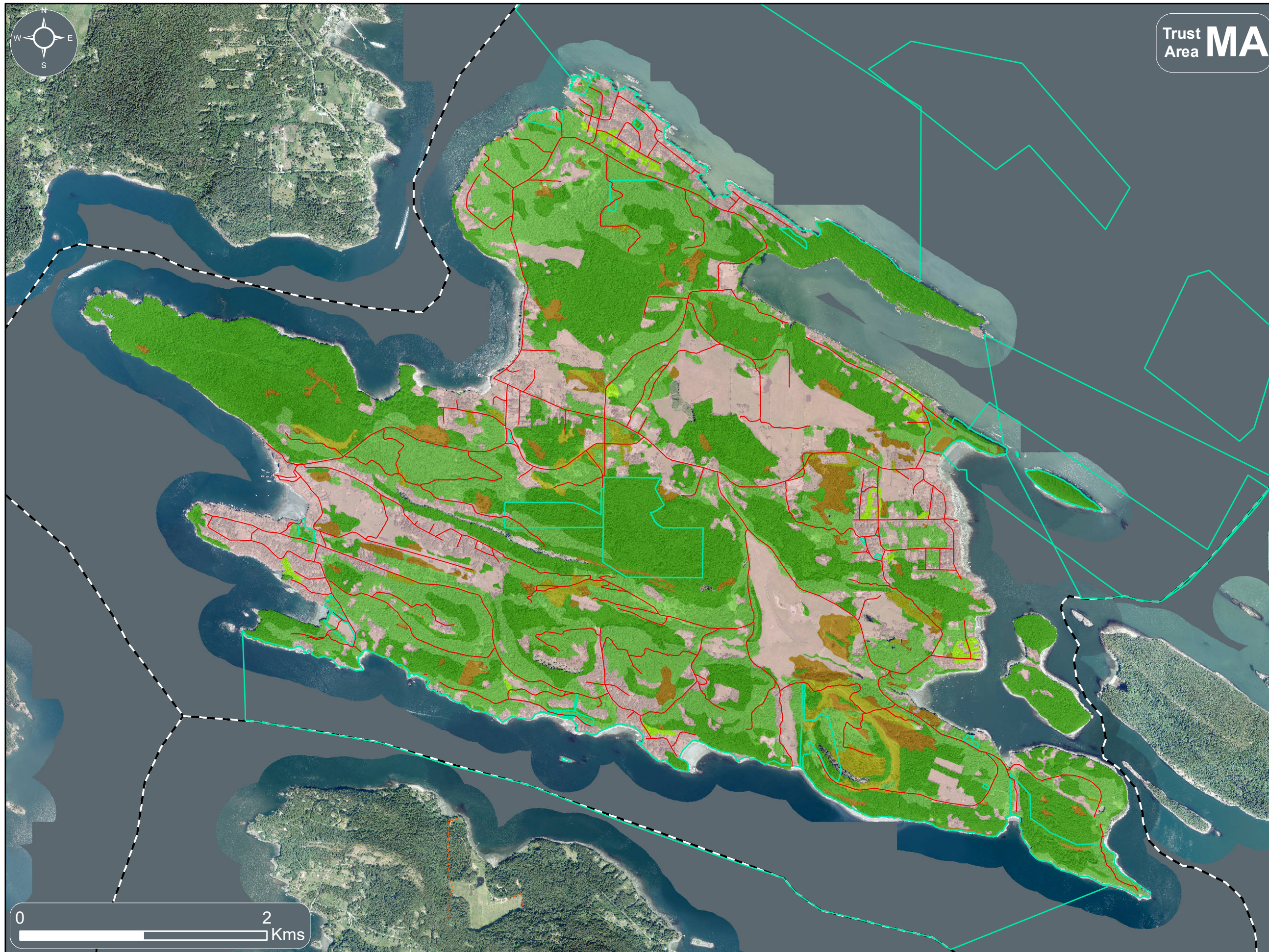


Islands Trust



RESOURCE MANAGEMENT





Trust Area **MA**

Forest Ecosystems In The Islands Trust

- Private Road/Driveway
- Road
- Anthropogenic Area
- Established Forest Class 3
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Islands Trust

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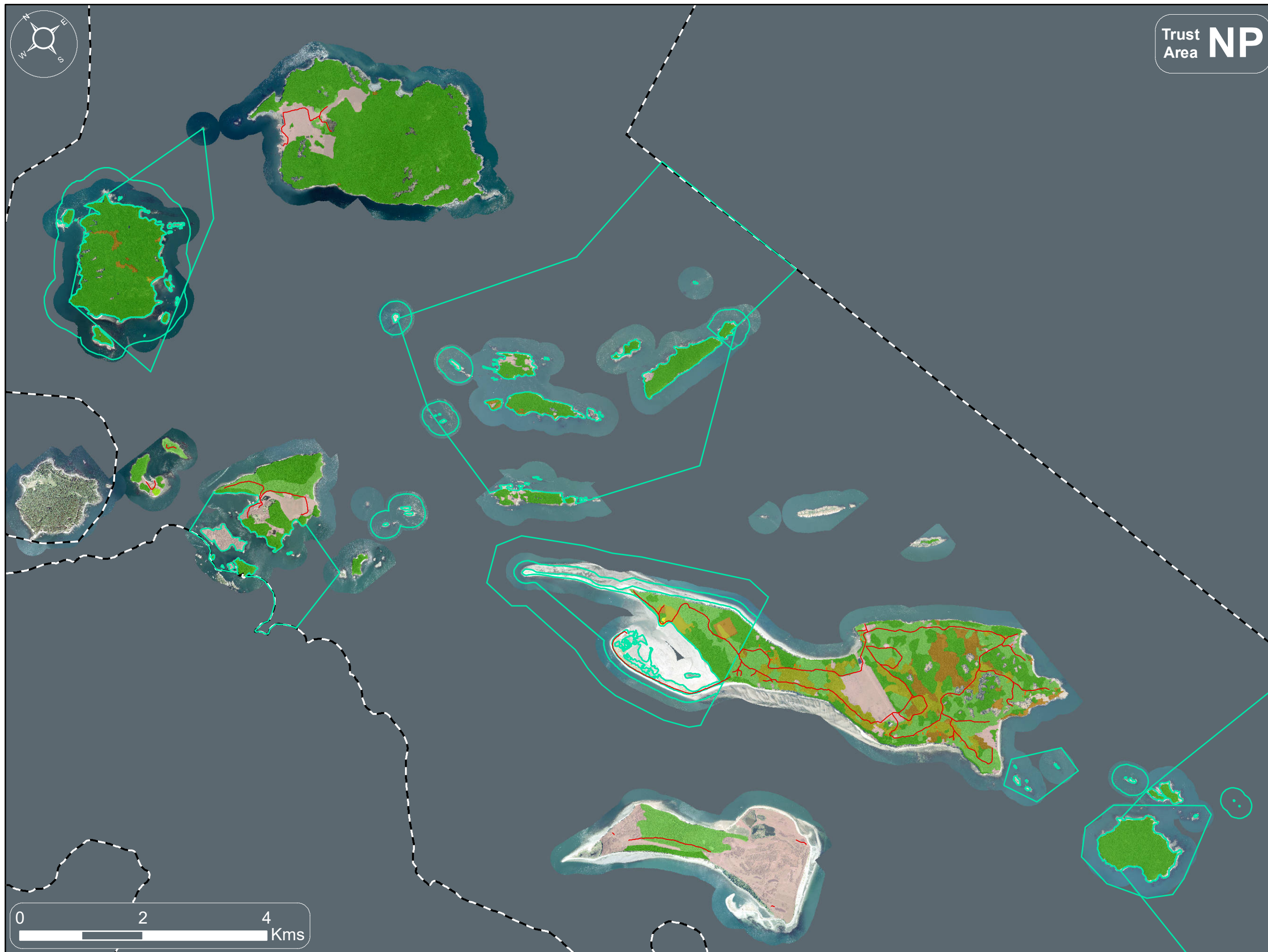
RESOURCE MANAGEMENT



Islands Trust

CABIN

RESOURCE MANAGEMENT



Trust
Area **NP**

Forest Ecosystems In The Islands Trust

- Private Road/Driveway
- Road
- Anthropogenic Area
- Established Forest Class 3
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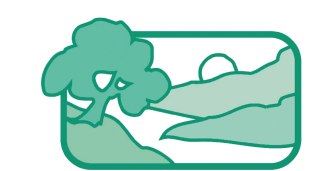
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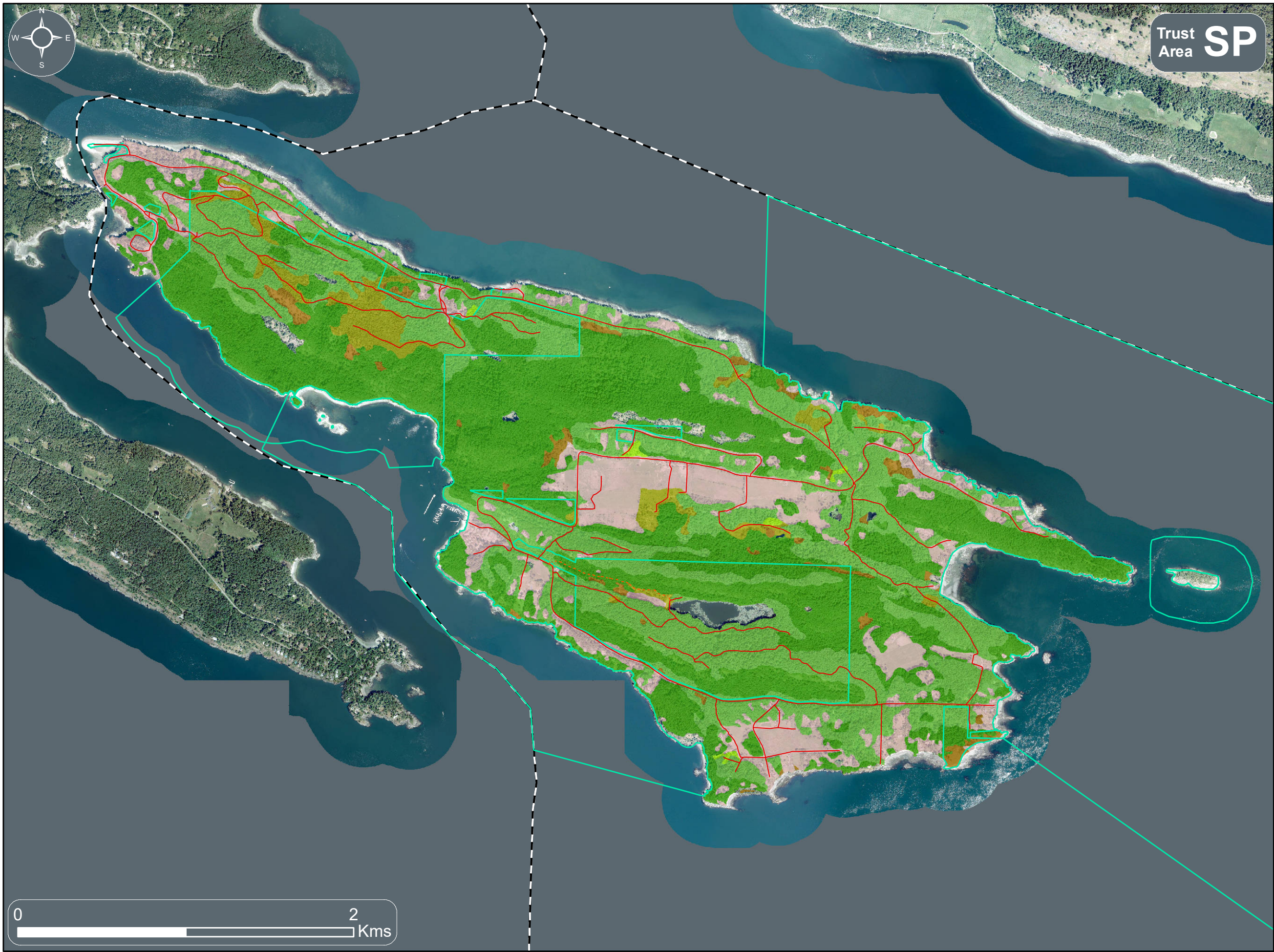
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Islands Trust

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RESOURCE MANAGEMENT



Trust Area **SP**

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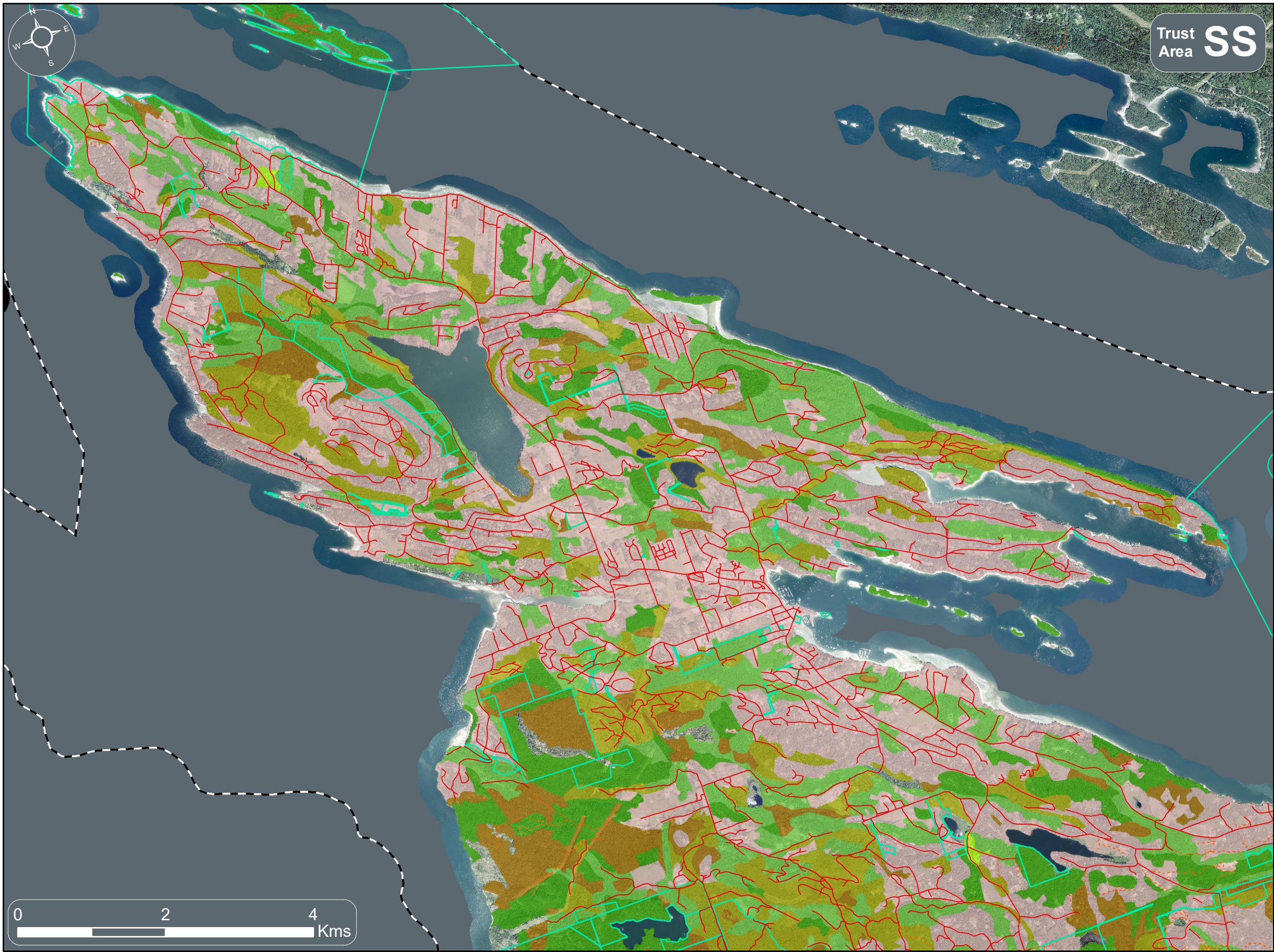
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Islands Trust



RESOURCE MANAGEMENT



Trust Area **SS**

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Islands Trust

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RESOURCE MANAGEMENT



Trust Area **SS**

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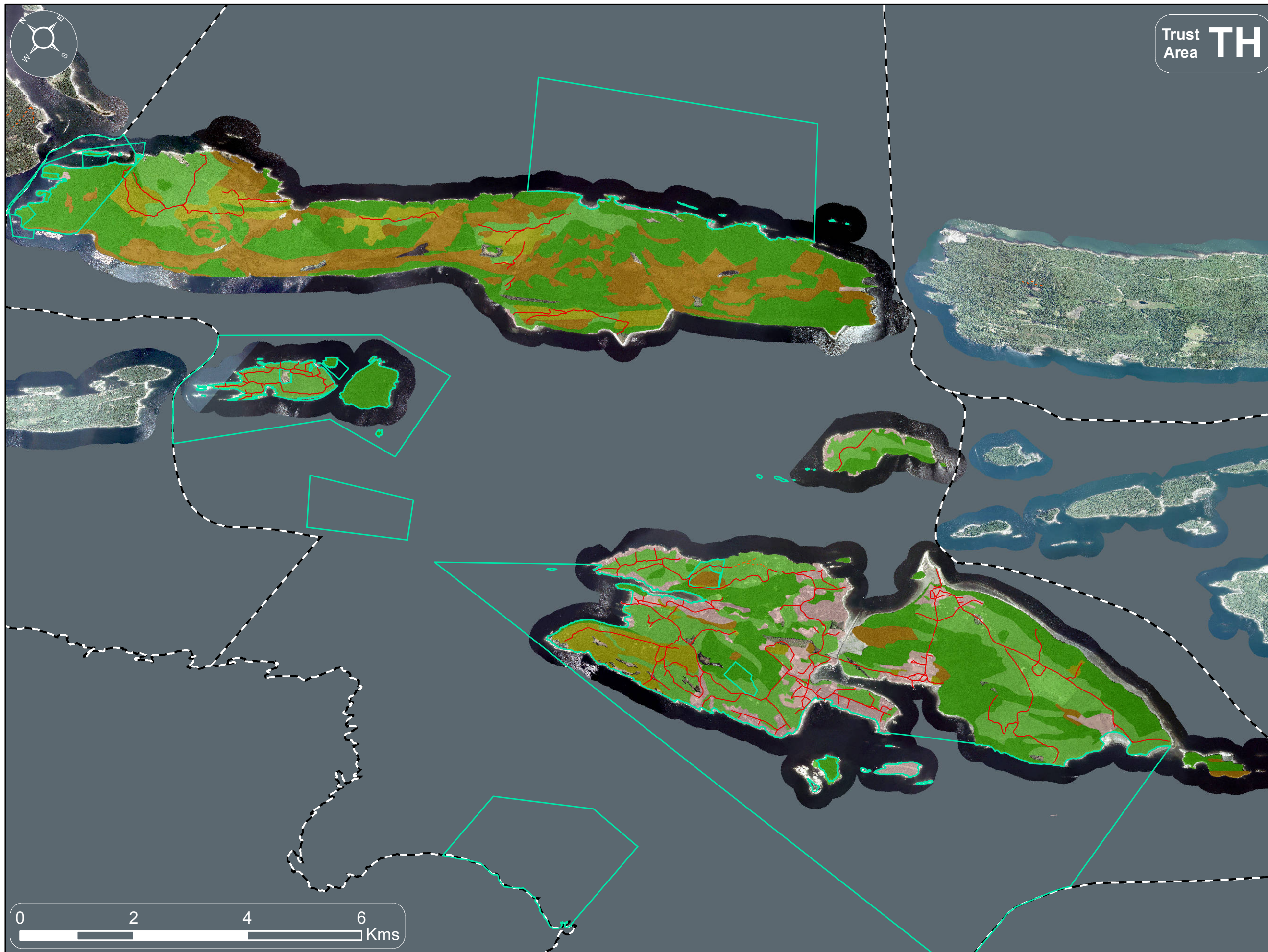
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Islands Trust

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RESOURCE MANAGEMENT



Trust Area **TH**

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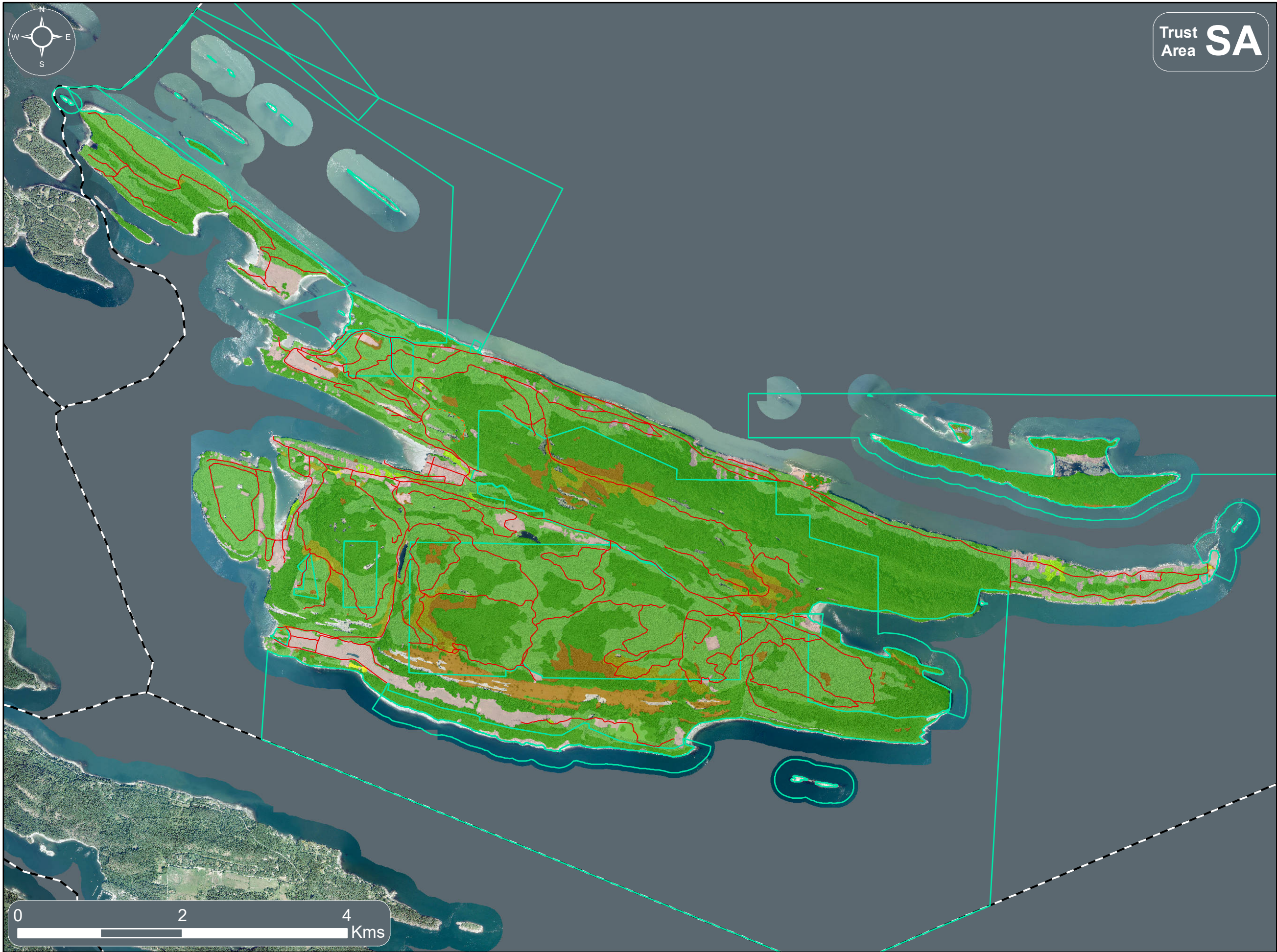
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Islands Trust

CABIN

RESOURCE MANAGEMENT



Trust Area **SA**

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Islands Trust

CABIN

RESOURCE MANAGEMENT

Robert Barlow

Subject: FW: eel grass mapping

From: Kate Emmings <kemmings@islandstrust.bc.ca>

Sent: Friday, March 20, 2020 1:53 PM

To: Steve Wright <stwright@islandstrust.bc.ca>

Cc: David Marlor <dmarlor@islandstrust.bc.ca>; Laura Busheikin <lbusheikin@islandstrust.bc.ca>

Subject: RE: eel grass mapping

Hello Steve,

Apologies for the delayed response – it's been quite a week here!

Thanks for getting in touch regarding the eelgrass mapping. As the project is an initiative of the Local Planning Committee (LPC), I have copied Laura Busheikin (Chair) and David Marlor. A potential shift in project scope might be something for the LPC to consider as it embarks on this project in the next fiscal year.

I hope you are keeping well in this time of uncertainty and that the Pender community is staying positive.

Warm regards,
Kate

Kate Emmings | A/Manager

Islands Trust Conservancy

250-405-5191, Toll free via Service BC Contact Centre: in Vancouver (604) 660-2421, Elsewhere in BC 1-800-663-7867



www.islandstrustconservancy.ca

Protecting Canada's Islands in the Salish Sea

Please consider the environment before printing this e-mail

I am humbly thankful that I live and work in the territory of the BOKÉĆEN, Cowichan, Halalt, Homalco, K'ómok, Klahoose, Lake Cowichan, Lekwungen, Lyackson, MÁLEXET, Penelakut, Qualicum, Scia'new, selílwitulh, SEMYOME, Shíshálh, Snaw-naw-as, Snuneymuxw, Skwxwú7mesh, STÁUTW, Stz'uminus, SXIMEŁŁŁ, T'Sou-ke, Tla'amin, Tsawwassen, We Wai Kai, Wei Wai Kum, WJOŁŁŁP, WSIKEM, and x m θk y m.

Disclaimer: Territorial acknowledgements are just one small part of reconciliation. Please take a moment to think of other ways you can enact reconciliation.

From: Steve Wright <stwright@islandstrust.bc.ca>

Sent: Monday, March 16, 2020 5:31 PM

To: Kate Emmings <kemmings@islandstrust.bc.ca>

Subject: eel grass mapping

Hello Kate,

I spoke with Nikki about the mapping project being deferred until next year due to SeaChange not receiving their funding. I asked whether some aspects of the work could be completed with the Trust's funds that were put aside as I, and many other trustees, believe eel grass is an important issue with the advent of climate change. I wondered whether

it might be more advantageous to use the funds for purchasing seedlings and plant them in risk areas that were identified in the mapping during 2012 -2014. Nikki thought this was a good suggestion as the impacts on eel grass are mounting particularly with the increased number of storm surges and erosion. She suggested I speak with you, and so I'm asking you for your thoughts. I will add that while I recognize mapping has its place in the overall strategy of preserving eel grass beds, I feel if we don't do something on the ground such as re-planting, we may end up mapping areas to establish where eel grass has disappeared.

If you believe this would be a practical and reasonable option, and with SeaChange's support and guidance, I would be willing to present the idea to Council.

Thanks in advance for your thoughts.

Steve Wright
South Pender

BRIEFING

To: Local Planning Committee **For the Meeting of:** May 20, 2020

From: Clare Frater, Director, Trust Area Services **Date Prepared:** May 13, 2020

SUBJECT: Request from Trust Programs Committee for consideration of options for interim protection of cultural sites

PURPOSE:

The purpose of this report is to inform Local Planning Committee about a request from Trust Programs Committee concerning the need for consideration of interim measures to protect cultural sites while the Policy Statement Amendment Project is underway.

BACKGROUND:

On February 20, 2020, the Trust Programs Committee discussed the revised timelines for the Policy Statement project and that the amendments are unlikely to be voted on until the Fall of 2022. They discussed that there is a need to ensure that cultural sites (also known as cultural heritage) are protected throughout the region. They discussed that cultural heritage sites may encompass more than just an identified archeological site but encompass the interconnectedness of all the land such as the foreshore, and areas yet to be identified.

TPC-2020-009

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

that Trust Programs Committee request that Local Planning Committee consider options for protecting cultural heritage resources, in the short term, due to the extended timeline of the Policy Statement Amendment Project.

Staff note that cultural sites are not just archaeological sites but also encompass traditional and current use sites throughout the landscape such as sacred sites, gathering and harvesting sites, and sites of oral history and knowledge or areas used for spiritual or cultural purposes.

ATTACHMENT(S):

1. Policy Statement Amendment Project Charter, V2

FOLLOW-UP: Staff will convey Local Planning Committee's response to this request to Trust Programs Committee, as appropriate.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Deb Morrison, Trust Programs Committee Chair
Lisa Wilcox, Senior Intergovernmental Policy Advisor

Policy Statement Amendment Project- Project Charter V2

Purpose To support a Policy Statement Amendment process that encompasses First Nations and public engagement and that leads to a bylaw approved by Trust Council and the Minister.

Background Trust Council has assigned Executive Committee, with involvement from Trust Programs Committee as appropriate, to coordinate a review of the Policy Statement, specifically the Introduction, Part I, Part II and Schedule 1 - Definitions sections, and climate and housing policies, and to undertake meaningful engagement with First Nations in the process. With the project in progress, the 2020/21 budget will be used for engagement with First Nations, public engagement, referrals to agencies/First Nations, and legal review.

Objectives

- Updated preamble and definitions
- Acknowledgement of First Nations treaty and traditional territory/TRC/ UNDRIP principles
- Addition of climate and housing policies and other topics raised by First Nations
- Engagement with First Nations on policy amendments
- Re-familiarization of all parties and public with amendment processes

In Scope

- FN/community engagement / intergovernmental advisory group
- Policy analysis
- Drafting
- Legal review
- Referral process and public input
- 1st/2nd /3rd/4th Readings by Trust Council
- Refer to Minister
- Implementation plan

Out of Scope

- Treaty or territorial negotiations
- Consequential amendments to OCPs and LUBs

Workplan Overview

Major Deliverable/Milestone	Date
Public engagement Report on public engagement; FN engagement; policy analysis; write engagement report Draft amendments to Policy Statement; get legal review	June 2019 to January 2020 January – December 2020 January 2021 – February 2021
1st Reading Refer proposed bylaws with amended Policy Statement to agencies and First Nations Engage public on proposed amendments via online survey; statutory advertising	March 2021 March – August 2021 April - May
Trust Council considers input; redraft as needed; legal review, referral to First Nations 2nd and 3rd Reading by Trust Council; refer bylaw to Minister with engagement report	September 2021 December 2021 or March 2022
4th Reading by Trust Council; post Policy Statement to website; write implementation plan	June or Sept. 2022

Project Team

TPC/EXEC	Project Champions
Clare Frater	Project Manager
Dilani Hippola	Policy Analysis
Lisa Wilcox	FN engagement
Gillian Nicol	Coordinator

Approved by:

Clare Frater, Director, TAS

Endorsement:

EC: Feb 26,2020

Budget 2019-2022 (19/20 est. \$45k, 20/21 \$45K)

Item	Cost
FN engagement	\$30,000
Public engagement	\$35,000
Graphic design	\$5,000
Legal review	\$10,000
Statutory advertising	\$10,000
Total activity costs:	\$90,000

Local Planning Committee

Role

The Local Planning Committee (LPC) provides policy and planning advice to Trust Council by identifying and reporting on emerging issues related to the committee's areas of responsibility: development management, community planning, and sustainable community. The committee also develops guidelines, policies, and models for use by staff and local trust committees.

Members

Serving at the start of the 2018–2022 term

Laura Busheikin, Denman Island (Chair)

David Maude, Mayne Island (Vice-Chair)

Jeanine Dodds, Mayne Island

Kees Langereis, Gabriola Island

Timothy Peterson, Lasqueti Island

Kate-Louise Stamford, Gambier Island

Jane Wolverton, Galiano Island

Laura Patrick, Salt Spring Island (Executive Committee Representative)

Peter Luckham, Thetis Island, Chair Trust Council (Ex Officio Member)

2019/20 Highlights

In the 2019/20 fiscal year, the Local Planning Committee (LPC) supported "Saltwater Intrusion Risk Mapping". The data will be owned by the provincial Ministry of Environment, will be public and will be incorporated into Tapis, Mapit and iMAP BC. It will contribute to the development of a Ground Water Sustainability Strategy.

Building on the previous year's development of a coastal Douglas-fir and associated ecosystems toolkit, the LPC committed funding to map contiguous tracks of the Coastal Douglas-fir zone and its associated ecosystems in partnership with the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP). The Islands Trust Conservancy will use the mapping for regional conservation planning and the information will be available as a mapping layer on Tapis and MapIT.

The LPC also began working on the development of a Model Fee and Development Approvals Information Bylaw which involves a review of current fees and estimate of fees based on cost recovery.



Top Priorities Report

Local Planning Committee

1. *Application Processing Services Update*

CURRENT: Combine policies 5.6.1, 5.6.2 and 5.6.3, add Model Fee Bylaw and model DAI Bylaw - draft back to LPC for May 2020
PLANNED: RFD to Trust Council on revised policy and model fees

Responsible

Narrisa Chadwick

Dates

Rec'd: 22-Aug-2019
 Target: 20-May-2020

2. *Saltwater Intrusion Mapping*

CURRENT: Funding of \$10,00 approved - work being undertaken by Province, with support from Islands Trust Senior Freshwater Specialist.

PLANNED: Receipt of completed report on completion by end of Fiscal 2019/20

Responsible

William Shulba

Dates

Rec'd: 17-Jul-2019
 Target: 31-Mar-2020

3. *Protect quality and quantity of fresh water resources of the Trust Area.*

Freshwater Management Strategy:
 Develop a regional freshwater management strategy that addresses responsibilities under the *Water Sustainability Act*, identifies water resources throughout the Trust Area, integrates water resource management into land use decision-making, and accounts for the impacts of climate change on island water resources (2018-2022 Strategic Plan item 7).

Responsible

Narrisa Chadwick

Dates

Rec'd: 12-Feb-2020
 Target: 20-May-2020

Projects Report

Local Planning Committee

1. *Shoreline Marine Planning*

Responsible

Date Received

Trust Council - 2015-2018 Strategic Plan Item

09-Nov-2017

Conduct a working group session to brainstorm possible directions.

2. *Preserve, protect and advocate for forest and terrestrial ecosystems*

Responsible

Date Received

1. Map contiguous tracks of the Coastal Douglas-fir zone (CDF) and associated ecosystems to aid in protection of that zone and its associated ecosystems (underway by contractor for completion March 31, 2020) (2018-2022 Strategic Plan item 1).

12-Feb-2020

2. Create a model development permit area for Local Trust Committee-Bowen Island Official Community Plans bylaws to protect Coastal Douglas-fir zones throughout the Trust Area (2018-2022 Strategic Plan item 2).

3. *Preserve and protect marine ecosystems*

Responsible

Date Received

1. Map the extent of eelgrass and kelp beds throughout the Trust Area (2018-2022 Strategic Plan item 5).

12-Feb-2020

2. Undertake a review of Local Trust Committee- Bowen Islands Municipality foreshore policies and regulatory bylaws and develop model policy and regulatory bylaws for the protection of the foreshore and nearshore (2018-2022 Strategic Plan item 6).

4. *Protect quality and quantity of fresh water resources of the Trust Area*

Responsible

Date Received

Projects Report

Local Planning Committee

1. Map and develop water budgets for groundwater aquifers in the Trust Area (2018-2022 Strategic Plan item 8)
2. Develop a model land use regulation regarding freshwater sustainability including groundwater, rainwater catchment and greywater recycling (2018-2022 Strategic Plan item 9).

12-Feb-2020

5. *Strengthen housing affordability throughout the Islands Trust Area*

Responsible

Date Received

Implement the high priority actions outlined in the Affordable Housing in the Trust Area: Strategic Actions for Islands Trust previously referred by Trust Council:

12-Feb-2020

1. Develop model bylaws that use floor area ratio as a density metric for consideration of implementation in local trust area land use bylaws (2018-2022 Strategic Plan item 16).
2. Develop model density bonus bylaws for consideration of implementation in local trust area land use bylaws (2018-2022 Strategic Plan item 16).
3. Develop model bylaws to address the use of building stratas as a tool for affordable housing (2018-2022 Strategic Plan item 16).

6. *Mitigate and adapt to climate change impacts*

Responsible

Date Received

1. Amend Official Community Plans and land use bylaws to foster climate change resilience, including measures to protect Coastal Douglas fir, foreshore and nearshore environments and groundwater. (2018-2022 Strategic Plan item 11).

12-Feb-2020