

Local Planning Committee

Agenda

Date: Thursday, August 22, 2019
 Time: 10:00 am - 2:00 pm
 Location: Electronic meeting, Public venue
 Islands Trust
 200-1627 Fort Street
 Victoria, BC V8R 1H8

	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>May 23, 2019</u>	3 - 6
3.1.2 <u>July 17th Special Meeting</u>	7 - 8
3.2 Resolutions Without Meeting	
None	
3.3 Follow-up Action List	9 - 9
4. WORK PROGRAM ITEMS	
4.1 Development Approval Information Bylaw - Briefing	10 - 27
4.2 2019 LTC Fees Review - Project Charter	28 - 29
That the Local Planning Committee approve the 2019 LTC Fees Review Project Charter.	
5. BUSINESS	
5.1 Review of Draft #1 Strategic Plan 2018-2022 - Briefing	30 - 57
5.2 Follow-up from Trust Programs Committee climate emergency meeting - Briefing	58 - 68

6. NEW BUSINESS

6.1 Coastal Douglas-fir and Associated Ecosystems Mapping - RFD

69 - 71

That the Local Planning Committee direct staff to spend up to \$20,000 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).

7. LOCAL PLANNING COMMITTEE - WORK PROGRAM

72 - 73

8. NEXT MEETING

November 13, 2019 - Victoria Boardroom

9. ADJOURNMENT



Local Planning Committee Minutes of a Regular Meeting

Date: May 23, 2019
Location: Coast Bastion Hotel
11 Bastion Street, Nanaimo, BC

Members Present: Laura Busheikin, Chair
Kees Langereis, Local Trustee
David Maude, Local Trustee (by conference call)
Laura Patrick, Local Trustee (by conference call)
Timothy Peterson, Local Trustee
Kate-Louise Stamford, Local Trustee (by conference call)
Jane Wolverton, Local Trustee (by conference call)
Peter Luckham, Ex Officio Member

Members Absent: Jeanine Dodds, Local Trustee

Staff Present: David Marlor, Director, Local Planning Services
Lisa Wilcox, Senior Policy Advisor
Robert Barlow, Recorder

1. CALL TO ORDER

Chair Busheikin called the meeting to order at 10:13 a.m. and acknowledged that the meeting was being held in the traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

6.1 Verbal report from the Agricultural Land Commission meeting.

8.1 Electronic meeting participation

By general consent the agenda as amended was approved.

3. ADOPTION OF MINUTES/COORDINATION

3.1 Minutes of Meetings

3.1.1 Local Planning Committee Minutes of February 6, 2019

By general consent the Local Planning Committee minutes of February 6, 2019 were approved.

3.2 Resolutions Without Meeting

None

3.3 Follow-up Action List

There were no items on the list.

4. WORK PROGRAM ITEMS

4.1 Development Approval Information Bylaw

Director Marlor providing a verbal briefing.

4.2 LTC Model Fees Bylaw - RFD

The Request for Decision was reviewed.

LPC-2019-006

It was MOVED and SECONDED,

that Local Planning Committee request Staff to draft a Fees Review project charter which includes First Nation site visits and report back to Local Planning Committee in August, 2019.

CARRIED

5. BUSINESS

5.1 Trust-wide review and compliance with provincial guidelines for updates to setbacks from the natural boundary of the sea and flood construction levels - Briefing

The Briefing was reviewed.

LPC-2019-007

It was MOVED and SECONDED,

that Local Planning Committee recommend Trust Council include a Trust-wide review to identify options to ensure federation-wide compliance with recent provincial guidelines to building setbacks and flood construction levels in coastal areas in the Strategic Plan.

CARRIED

5.2 Draft Reconciliation Action Plan – Briefing

Senior Policy Advisor Wilcox presented the Briefing.

5.3 2018-19 Annual Report - LPC Contribution – RFD

Director Marlor presented the RFD.

LPC-2019-008

It was MOVED and SECONDED,

that Local Planning Committee approve the summary of work undertaken by the Local Planning Committee in Fiscal Year 2018/19 for the Annual Report.

CARRIED

The committee recessed from 11:55 a.m. and reconvened at 12:22 p.m. Trustee Patrick left the meeting at 11:55 a.m.

5.4 Sea Level Rise Workshop Recommendations – Briefing & Report

Director Marlor presented the briefing and the report.

5.5 LPS Review – Verbal Briefing

Director Marlor provided a verbal briefing.

5.6 Local Planning Committee Function

Chair Busheikin opened the discussion.

6. NEW BUSINESS

6.1 Agricultural Land Commission meeting – Verbal Report

LPC-2019-009

It was MOVED and SECONDED,

that Local Planning Committee request Staff to investigate options for requesting an increase in fees for Agricultural Land Commission applications.

CARRIED

7. LOCAL PLANNING COMMITTEE - WORK PROGRAM

7.1 Top Priority and Projects List

The lists were presented and discussed.

LPC-2019-010

It was MOVED and SECONDED,

that Local Planning Committee remove #3 Domestic Wind Power and #4 Blue Dot Campaign from the Projects List.

CARRIED

8. NEXT MEETING

8.1 Electronic Meeting Participation

DRAFT

Trustee Luckham would like everyone to use video when participating in an electronic meeting.

The next meeting is an electronic meeting on Thursday, August 22, 2019, 10:00 a.m. to 2 p.m.

9. ADJOURNMENT

By general consent the meeting was adjourned at 1:29 p.m.

Laura Busheikin, Chair

CERTIFIED CORRECT:

Robert Barlow, Recorder



DRAFT

Local Planning Committee Minutes of Special Meeting

Date: July 17, 2019
Location: Electronic meeting, public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

Members Present Laura Busheikin, Chair, Denman Island Local Trustee
David Maude, Mayne Island Local Trustee
Jeanine Dodds, Mayne Island Local Trustee
Kees Langereis, Gabriola Island Local Trustee
Laura Patrick, Salt Spring Island Local Trustee
Timothy Peterson, Lasqueti Island Local Trustee
Kate-Louise Stamford, Gambier Island Local Trustee
Jane Wolverton, Galiano Island Local Trustee
Peter Luckham, Thetis Island Local Trustee, Ex Officio Member

Staff Present: David Marlor, Director Local Planning Services
William Shulba, Fresh Water Specialist
Lori Foster, Executive Coordinator/Recorder
Lesley Valor, Acting Policy Advisor

1. **CALL TO ORDER**
Chair Busheikin called the electronic meeting to order at 3:32 PM and acknowledged the meeting was being held on Coast Salish territory.
2. **APPROVAL OF AGENDA**
By General Consent, the agenda was approved as presented.
3. **BUSINESS**
 - 3.1 **Saltwater Intrusion Risk Mapping Project – RFD**
Fresh Water Specialist Shulba presented the request for decision.
LPC-2019-010
It was Moved and Seconded,
That the Local Planning Committee add “Saltwater Intrusion Risk Mapping” to the work program as a top priority.

CARRIED

Discussion followed:

- How are these maps going to be used for land use planning,
- Keep on agenda as standing item for updates.

LPC-2019-011

It was Moved and Seconded,

That the Local Planning Committee authorize an allocation of \$10,000 from the Local Planning Committee projects budget to the "Saltwater Intrusion Risk Mapping" project.

CARRIED

4. NEXT MEETING

The next meeting of the Local Planning Committee will be an electronic call-in on August 22, 2019.

5. ADJOURNMENT

By General Consent, the meeting was adjourned at 4:53 PM

Laura Busheikin, Chair

Certified Correct:

Lori Foster, Executive Coordinator/Recorder



Follow Up Action Report

Local Planning Committee

Director, Local Planning Services

Activity	Responsibility	Dates	Status
1 Add Salt Water intrusion mapping to work program as a priority	David Marlor	Meeting: 17-Jul-2019 Target: 22-Aug-2019	Completed
2 Allocated \$10,000 towards salt water intrusion risk mapping - advise Senior Freshwater Specialist	David Marlor	Meeting: 17-Jul-2019 Target: 22-Aug-2019	Completed
3 Draft a fees review project charter that includes fees to cover First Nations site visit.	David Marlor	Meeting: 23-May-2019 Target: 22-Aug-2019	Completed
4 that Local Planning Committee recommend Trust Council include a Trust-wide review to identify options to ensure federation-wide compliance with recent provincial guidelines to building setbacks and flood construction levels in coastal areas in the Strategic Plan. - draft for Trust Council consideration.	David Marlor	Meeting: 23-May-2019 Target: 22-Aug-2019	Completed
5 that Local Planning Committee approve the summary of work undertaken by the Local Planning Committee in Fiscal Year 2018/19 for the Annual Report. - advise communications officer	David Marlor	Meeting: 23-May-2019 Target: 22-Aug-2019	Completed
6 that Local Planning Committee request Staff to investigate options for requesting an increase in fees for Agricultural Land Commission applications.	David Marlor	Meeting: 23-May-2019 Target: 22-Aug-2019	In Progress
7 that Local Planning Committee remove #3 Domestic Wind Power and #4 Blue Dot Campaign from the Projects List.	David Marlor	Meeting: 23-May-2019 Target: 22-Aug-2019	Completed

To:	Local Planning Committee	For the Meeting of:	August 14, 2019
From:	Stefan Cermak; RPM, Salt Spring Island	Date Prepared:	August 8, 2019
SUBJECT:	Development Approval Information (DAI) Bylaws		

PURPOSE:

The purpose of this briefing is to provide information regarding Development Approval Information (DAI) Bylaws including which Local Trust Committees have an existing (or draft) DAI Bylaw.

BACKGROUND:

On February 6, 2019 the Local Planning Committee (LPC) passed the following resolution:

LPC-2019-004

It was MOVED and SECONDED, that Local Planning Committee remove the current two top priorities, “Community Housing Needs” and “Protect Coastal Douglas-fir and Associated Ecosystems”, and designate the project “Development Approval Information Model Bylaw” as the number one top priority. CARRIED

The current activity is to provide the LPC with the most recent DAI Bylaw. That Bylaw, although not yet adopted, was first drafted in 2018 for the Salt Spring Island Local Trust Committee (Appendix 1).

DISCUSSION:

What is a Development Approval Information (DAI) Bylaw?

A DAI Bylaw is a land-use planning tool a Local Trust Committee (LTC) can use to implement strategic policy – especially with respect to addressing the impact of proposed developments. A DAI Bylaw is an administrative bylaw that will enable the Local Trust Committee to require information from an applicant of a development permit, rezoning or temporary use permit, as to the impacts of the proposed developments. The aim of a DAI Bylaw is to establish a clear and transparent standard for the request of this information. Without a DAI Bylaw, this type of information is often still requested of applicants because it may be necessary for properly evaluating an application, but there is no clear and standard process and provision of such materials could be considered voluntary.

Local Government Act (LGA)

The LGA (s. 484 and 485) enables a local government to establish a DAI bylaw in order to acquire information regarding the *anticipated impact* of a proposed development or activity on the community. These provisions are in addition to and complementary to those that address development permit area guidelines, particularly as set out in LGA s. 490 (2) (“*the authority under subsection (1) must be exercised only in accordance with the applicable guidelines specified under section 488 in an official community plan or zoning bylaw*”). Key benefits of a DAI bylaw are establishing authority for a local government to

request information regarding anticipated impacts and providing greater procedural clarity for an applicant by establishing more certainty and consistency in the content and nature of the reports needed to support a development application.

Key provisions of the Act are:

- If a local government wishes to adopt a DAI bylaw, the Official Community Plan (OCP) must designate areas and describe the specific conditions or objectives that justify the designation.
- Development approval information may be required to support applications for zoning amendments, development permits, or temporary use permits. NOTE: the LGA does not authorize requiring DAI for development variance permits.
- A DAI bylaw can address the following matters but are not limited to, transportation patterns and traffic flow, infrastructure, public facilities, community services, and the natural environment.
- The bylaw must establish procedure and policies for requiring development approval information.
- The bylaw may establish that the LTC would determine the scope of information required for each application. Alternatively, it may authorize a public official(s) to require the development approval information and in doing so, the bylaw must establish procedures for reconsideration by the local government at no charge to the applicant.
- When an official is authorized to determine whether and to what extent development approval information is required, they must communicate the requirement to the applicant in writing within a timeframe specified in the bylaw.
- An applicant may request that the LTC reconsider the extent of development approval information required by an official.
- Development approval information is to be provided at the applicant's expense.
- A proposed activity or development that is a reviewable project under the *Environmental Assessment Act* is not required to provide development approval information.

The Local Government Act underwent major amendments (2015) including revisions to the sections dealing with the designation of development permit areas. It added three new purposes for which a development permit area can be designated (energy conservation, water conservation and reduction of GHG emissions).

Issues

A DAI bylaw provides numerous potential benefits:

- It is the legal mechanism for the LTC to obtain information on the potential *impacts* of a proposed activity or development at the applicant's expense. This is especially pertinent for development permit applications where the LTC has limited discretion in refusing an application. It may then be faced with approving an application with only limited understanding of potential impacts.
- Provides increased certainty and consistency for applicants, staff and LTC regarding the information required to assess the potential impact of a development proposal.
- Ensures that reports are provided by qualified consulting professionals or otherwise by persons with demonstrated appropriate experience and knowledge.
- Provides comfort to LTC that reasonable precautions have been taken to identify potential impacts before making a decision on an application.
- Increases the efficiency of the decision-making process because it relies upon a thorough identification of information needed to address anticipated impacts prior to an application proceeding and clear communication of those requirements to applicants early in the application process.

A DAI bylaw may also result in numerous potential disadvantages:

- Information required under a DAI to assess the potential impact of a proposal may be confused with that required to evaluate how well a development permit application addresses specific development permit area (DPA) guidelines. Implementation of a comprehensive communications and education strategy is important to ensure that planning staff, applicants and local trustees are clear about the specific purposes of the DPA guidelines and the DAI bylaw and about the decision-making processes that each entails. A draft checklist for DAI requirements for development permit applications has been developed.
- The bylaw would need to address applications for a range of developments that vary in scale and scope and potential impacts. Applications for minor developments may have to provide costly reports that are not necessary. The draft Salt Spring Island Local Trust Committee DAI bylaw (Attachment 1, s.9) mitigates this possibility by allowing the authorized official to exercise discretion in requiring all of the information based on the specifics of an application. Section 24 of the draft Salt Spring Island Local Trust Committee DAI bylaw also gives the official discretion in accepting submission of information from a person having different qualifications than those listed as consulting professionals provided they have demonstrated relevant experience and qualifications. Further, the Act requires that provision be made for an applicant to request consideration by the LTC of a request from an official regarding the extent of information required to support the application.
- Information required to support an application is to be identified early in the application process. Sometimes the need arises for additional information especially after consultation with other agencies and the public. The official may request additional information in such cases as per s.25 of the draft bylaw provided it be *“reasonably required to comply with the bylaw”*.
- Some applicants may be hesitant to provide impact information without some indication of a favourable outcome. However, this is a normal risk associated with making a development application.
- The DAI Bylaw may need to be amended and/or updated when amendments are made to the OCP or when the OCP is replaced with an updated version. This situation is a normal factor in administering bylaws that relate to one another.
- DAI bylaw may trigger the need to amend the LTCs development procedures bylaw and the OCP to ensure consistency and eliminate duplication of information requirements.

Consultation

DAI Bylaws are administrative bylaws and so there is no requirement for a public hearing, formal notification, consultation or approval by a minister.

Policy

In accordance with the *Islands Trust Act* s. 29(3.1), a DAI bylaw is adopted by Trust Council on behalf of a LTC. Trust Council Policy 2.1.viii (1998) Development Approval Information Bylaw Procedures lays out Trust Council procedures for considering DAI Bylaws. A sample bylaw was also prepared at that time. The substantial elements of the Trust Council policy include the following:

- Each DAI bylaw may vary according to LTC needs.
- The criteria for Trust Council approval include financial, procedural and policy considerations.
- The LTC is responsible for initiating the creation of the bylaw.
- The purpose for the bylaw must be stated in the bylaw.
- The bylaw must be in the general form of the model bylaw.
- The assigned planner will prepare the substance of the bylaw.
- The LTC must give notice to Trust Council that it intends to forward a bylaw to it for adoption.
- Application for approval will be in the form of an RFD.
- Consideration by Trust Council will be at a regular quarterly meeting.

- The LTC may address Trust Council for a period not exceeding 5 minutes.
- If the bylaw is not approved it will be returned to the LTC with reasons.

In March 2013, Trust Council passed Resolution TC 11—2013 “That the Islands Trust Council encourage local trust committees to consider adoption of Development Approval Information Bylaws”

Local Trust Committees with Existing of Drafted DAI Bylaws

Islands Trust Council has approved DAI bylaws for the following Local Trust Areas (hyperlinks are embedded):

- [Ballenas-Winchelsea Islands Local Trust Area](#) (2016)
- [Hornby Island](#) (2015)
- [Gabriola Island](#) (2014)
- [North Pender Island](#) (2009)
- [Denman Island](#) (1998);

Draft DAI Bylaws:

Salt Spring Island (est. 2019) (attached)

ATTACHMENT(S):

1. Draft Islands Trust Council bylaw No. 175 (Salt Spring Island Local Trust Area DAI Bylaw)

FOLLOW-UP:

As directed by the Local Planning Committee.

Prepared By: Stefan Cermak; Regional Planning Manager
Salt Spring Island

Reviewed By/Date: David Marlor, Director, Local Planning Services/August 16, 2019

**Development Permit Requirements and
Terms of Reference for Rezoning and Temporary Use Permits**

**ISLANDS TRUST COUNCIL
BYLAW NO. 175**

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

WHEREAS the Salt Spring 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 "Salt Spring Island Local Trust Committee Development Approval Information Bylaw No. 175, 2018".

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 the subject or adjacent land that are 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 Salt Spring 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 Salt Spring Island Official Community Plan Bylaw No. 434, 2008 (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 the provincial *Design Guidelines for Rural Residential Community Water Systems* or the BC census.

“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;
- pedestrian pathways or sidewalks
- 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 Salt Spring 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 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 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 each 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**, including *Development Applications* under Part 7, the official may require a *Preliminary Water Supply Study*.
17. For *Development Applications* in respect of **Development Permit Area 1 – Island Villages**, as designated in the Official Community Plan and in accordance with sections 488 (1)(b), (c) and (f) of the *Local Government Act* for protection of development from hazardous conditions, protection of farming, and form and character of commercial, industrial or multi-family residential development, 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) *Noise Assessment*
 - (d) Solar Assessment, which is an assessment and identification of solar orientation or any obstructions of solar gain and includes a summary of the methodology used to assess the potential for solar gain and recommended mitigation measures, if needed.
 - (e) *Lighting Assessment*
 - (f) *Vegetation Assessment*
 - (g) *Agricultural Impact Assessment*
 - (h) For developments with greater than 280 m² of impervious surface, a *Watercourse Assessment*
 - (i) Viewshed Assessment, which is an identification of views of harbors and uplands from neighbouring properties and public roads and lands and an assessment of the impact of the proposed development on views
18. For *Development Applications* in respect of **Development Permit Area 2 – Non-Village Commercial and Industrial**, as designated in the Official Community Plan and in accordance with sections 488

(1)(c) and (f) of the *Local Government Act* for protection of farming, and form and character of commercial and industrial development, 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) *Vegetation Assessment*;
- (d) *Noise Assessment*;
- (e) *Agriculture Impact Assessment*;
- (f) *Lighting Assessment*;;
- (g) *Watercourse Assessment*.

19. For *Development Applications* in respect of **Development Permit Area 3 – Shoreline**, as designated in the Official Community Plan and in accordance with sections 488 (1) (a), (b) and (f) of the *Local Government Act* for protection of natural environment, protection of development from hazardous conditions, and form and character of commercial and industrial development, the *DAI Report* shall contain the following information:

- (a) Description of the proposed development including information regarding construction, timing of development activity, lighting, signage, cut and fill, blasting, road or driveway construction, boat ramps, parking lots, vegetation clearing or trimming, dredging, alteration to underwater bathymetry, hydrological systems, shoreline stabilization works, bulkheads, alterations affecting the marine foreshore, sewage disposal system installation, landscaping, and non-toxic and inert construction materials;
- (b) *Site Plan*, with the following additional information included:
 - ;
 - (i) site profiles and cross sections demonstrating terrain conditions prior to disturbance and intended post-development conditions;
 - (ii) existing and proposed clearances of piers from the natural boundary;
 - (iii) dock clearances from the foreshore;
- (c) *Site Inventory*;
- (d) For land based developments, a *Site Background Analysis*;
- (e) *Conservation Assessment*;
- (f) *Site Impact Assessment*;
- (g) *Impact Mitigation Measures*;
- (h) *Monitoring Requirements*;
- (i) *Restoration Assessment*;
- (j) *Lighting Assessment*;
- (k) A description of how the proposed development will mitigate and adapt to potential impacts of climate change, including but not limited to sea level rise, storm surges and severe weather events.

20. For *Development Applications* in respect of **Development Permit Area 4 – Lakes, Streams, and Wetlands**, as designated in the Official Community Plan and in accordance with section 488 (1)(a) of the *Local Government Act* for protection of natural environment, the *DAI Report* shall contain the following information:

- (a) A description of the proposed development;

- (b) *Site Plan* that contains the following additional information that is based on a current legal survey:
 - (i) Location of existing and proposed sewage installation
 - (ii) location of the top of bank; and,
 - (iii) location of natural boundary of the lake(s), stream(s) and wetlands;
- (c) *Site Inventory*;
- (d) For land based developments, a *Site Background Analysis*;
- (e) *Conservation Assessment*;
- (f) *Site Impact Assessment*;
- (g) *Impact Mitigation Measures*;
- (h) *Monitoring Requirements*;
- (i) *Restoration Assessment*;
- (j) A *Professionally certified* opinion that, if the development is implemented as proposed, there will be no harmful alteration, disruption or destruction of environmentally valuable features, functions and conditions.

21. For applications in respect of **Development Permit Area 5 – Community Well Capture Zones**, as designated in the Official Community Plan and in accordance with section 488 (1)(a) of the *Local Government Act* for protection of natural environment, the *DAI Report* shall contain the following information:

- (a) A description of the proposed development;
- (b) A *Site Plan* that includes the following additional information:
 - (i) location of sewage disposal system installations; and
 - (ii) location of fuel tank installations;
- (c) Exposed soil management plan, which means an estimate of the amount of exposed bare soil and a stormwater management plan if more than 280m² of bare soil is proposed to be exposed;
- (d) Groundwater impact assessment, which means an assessment of impacts to groundwater, and mitigation measures including a spill containment plan for non-residential buildings that propose to store materials that could impact groundwater.

22. For *Development Applications* with respect to **Development Permit Area 6 – Unstable Slopes and Soil Erosion**, as designated in the Official Community Plan and in accordance with sections 488 (1)(a) and (b) of the *Local Government Act* for protection of the natural environment and protection of development from hazardous geological conditions, the *DAI Report* shall contain the following information:

- (a) A *Site Plan* that contains the following additional information:
 - (i) an estimate of the area of bare soil resulting from vegetation removal; and
 - (ii) site profiles and cross sections demonstrating terrain conditions prior to disturbance and intended conditions post development;
- (b) A description of the proposed development detailing construction, cut and fill, blasting, road or driveway construction, vegetation clearing, including the identification of trees to be removed that are greater than 20 cm diameter, alterations to hydrological systems, alterations affecting the marine foreshore, sewage disposal system installation, landscaping, or other land alteration during or after the development phase;

- (c) A geotechnical assessment, which means an assessment prepared by a professional engineer or geoscientist of potential geotechnical hazards that may affect the subject site and neighbouring properties including all issues related to site drainage, surface or deep seated soil slippage, rock fall hazards, seismic constraints, site clearing and vegetative retention, and includes a summary of the hazard analysis methodology and the level of field work;
- (d) An assessment of whether the proposed development would result in an accepted probability of a geotechnical hazard, accompanied by a supporting rationale;
- (e) Where an unacceptable level of hazard is identified, recommendations for measures to reduce hazards on the subject site and neighbouring properties;
- (f) Where applicable, the report must meet the Guidelines for Legislated Landslide Assessments for Proposed Residential Development in British Columbia, May 2010, including submission of Schedule D (Landslide Assessment Assurance Statement); and,
- (g) *Monitoring Requirements*.

23. For *Development Applications* in respect of **Development Permit Area 7 – 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(s);
- b. *Site Plan* that contains the following additional information:
 - (di) the locations of the top of bank and high water marks;
 - (dii) Streamside Protection and Enhancement Areas (SPEA) widths;
 - (diii) 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:
 - (i) actions to ensure that all SPEA protective measures are implemented appropriately;
 - (ii) 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,
 - (iii) 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.

24. Where a particular type of information is required for a *DAI Report*, as identified in sections 16 through 23 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)

25. 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

26. For a *Development Application* involving amendments to a bylaw of the Salt Spring 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*.
27. Where Terms of Reference are required, the applicant shall provide to the official, Terms of Reference that consider the following information:
- a. information requirements identified in or that arise from any applicable objectives, policies and guidelines in the Official Community Plan;
 - b. information requirements specified in this bylaw;
 - c. 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;
 - d. the identity, qualifications and experience of the person or persons who the applicant proposes to engage to prepare the *DAI Report*;
 - e. the date by which the *DAI Report* is to be provided to the official; and,
 - f. the form and the number of copies in which the *DAI Report* will be provided.
28. 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:
- a. 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;
 - b. hazards, including geological, flood, stormwater, and wildfire hazards;
 - c. 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
 - n. the use or enjoyment of residential property.
29. For every matter within the scope of section 28 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.
30. 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.
31. 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, the official community plan of the Local Trust Committee.
32. 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 26 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 must be replaced by the applicant.

33. For the purposes of section 28(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.
34. If the official does not provide information pursuant to section 32 within 20 *Business Days*, the official is deemed to have accepted the proposed Terms of Reference.
35. 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.
36. If Terms of Reference approved under section 32 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.
37. Within 10 *Business Days* of receipt of the information pursuant to section 36, 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.
38. 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 require the applicant to provide, at the applicant's expense, further information reasonably required to comply with the Terms of Reference.

PART 8 INDEPENDENT REVIEW

39. 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.
40. 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.
41. 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

42. 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



2019 Local Trust Committee Fees Review

Project Charter

Creation Date: August 14, 2019 Last Updated: August 16, 2019

	Name	Approval	Approval Date
Project Sponsor	Local Planning Committee	Resolution: _____	August 22, 2019
Project Manager	David Marlor, Director, Local Planning Services		
Project planner	TBA	n/a	n/a

Purpose

To recommend a strategy for adjusting local trust committee development application fees.

Background

Under the *Islands Trust Act*, each local trust committee has authority to set fees for its development applications. Historically, Trust Council has provided recommended fee structure, and through its Executive Committee approves all local trust committee bylaws.

Objectives

1. Ensure fees charged for each development application is appropriate given cost to process and need to preserve and protect the environment.
2. Include appropriate fees to cover costs of First Nation site visits for applications in keeping with Trust council declaration of reconciliation.

In Scope

- Staff report including a review of existing fees charged by local trust committees for each development application, high level review of average actual costs for each type of application, review of options for charging fees and recommendation of a model fee structure.
- Review of costs of various components of application processing, and options to recover those costs.
- Consideration of fees for site visits by First Nations.
- Presentation to the LPC of the findings and recommendations, and facilitation of discussion and feedback
- Final report with fee policy amendment recommendations to go to Trust Council, including a model fee bylaw.

Out-of-Scope

- Bowen Island Municipality fee bylaws.
- Review of fees in other jurisdictions.
- Agricultural Land Reserve Fees.
- Drafting of local trust committee amendment fee bylaws.

Project Timeline and Budget

Date	Details	Budget
Sept to Oct 2019	Compilation of LTC fees and current structure	In house
Sept to Oct 2019	Review of actual planner time in current planning	In house
Oct to Nov 2019	Staff Report with analysis, options and recommendations	In house
Nov 2019	Review by LPC	In house
Nov to Jan 2020	Revisions, development of model bylaws/revised policy	In house
Jan 2020	Legal review of model bylaw (if required)	\$3,000
Feb 2020	LPC review and forward to Trust Council	In house

Critical Success Factors

- Adoption of a new model fee bylaw and fee policy by Trust Council and circulation to local trust committees by March 2019.
- Inclusion of fees to cover costs of site visits by first Nations.
- Project completes on time.

Links and Dependencies

- None

Project Team Resources

Name	Project Role	Organization	Duration	FTE Hours
David Marlor	Project Manager	LPS	6-months	5%
Mike Richards	Research	LPS	6-months	20%
TBA	Planner	LPS	6-months	15%

Stakeholders

Stakeholder	Represented by	Interests, expectations, concerns
Local Trust Committees	LPC	• Impact of fees on local community, Feedback on fees and proposed structure as it would relate on local islands.
Planners Admin Staff	DLPS	• Potential impact of fee structure on work load, ability to charge fees, ease of fee calculation and collection.
Administrative Services	DAS	• Impact of model fee bylaw on Trust Council budget

BRIEFING

To:	Trust Programs Committee/ Local Planning Committee	For the Meeting of:	August 22, 2019
From:	Executive Committee	Date Prepared:	August 14, 2019
SUBJECT:	Review of Draft #1 Strategic Plan 2018-2022		

PURPOSE: To provide Trust Programs Committee and Local Planning Committee with the draft 2018-2022 Strategic Plan for comment.

BACKGROUND: At June 2019 Trust Council, a second strategic planning session was held with Alison Habkirk facilitating. The purpose of the session was to focus upon the individual strategies that constitute the bulk of the work of the proposed strategic plan. Trustees were organized into groups, presented with a range of potential objectives and strategies and then asked to comment and rank their preferences. A summary report of the results of the session is attached here as Appendix A.

The summary report uses a 'dotmocracy' approach to communicate the outcomes of the session with:

- i. green circles representing general agreement on an objective or strategy,
- ii. yellow circles indicating uncertainty on behalf of Trust Council, and
- iii. red circles indicating a desire to not move forward with a given objective or strategy.

Given the results of the session, staff then made amendments to the draft strategic plan which is provided here as Appendix B. Finally, a new draft Strategic Plan was created which includes all of the changes and is attached as Appendix C. The new draft has been reformatted since trustees last worked with the document to provide better organization and ease of reading.

In summary, this report is best considered by:

1. Review of Appendix A: Summary Report from Alison Habkirk, titled Islands Trust Strategic Planning Workshop Report, dated June 19, 2019.
2. Review of Appendix B: Amendments to the Strategic Plan following Trust Council Session #2
3. Review of Appendix C: Updated Draft Strategic Plan

The draft plan was reviewed by the Executive Committee on August 14, 2019. As requested, staff then amended the draft plan which was directed for referral to the Trust Programs Committee, Local Planning Committee and non-committee trustees.

The proposed format moves away from presenting the strategic plan solely through the lens of the three Policy Statement goals, given that Trust Council is currently amending the Policy Statement and because the plan needs to include current issues which the Policy Statement does not contemplate.

The document is organized in a way that is hopefully more intuitive and readable and identifies key areas of activity of the Trust: land stewardship, marine and freshwater stewardship, climate change, community and communication, and governance.

Trust Programs Committee/Local Planning Committee may wish to consider the following as they review the draft plan:

1. Does the plan include all of the initiatives that Trust Council identified, are any missing that should be included?
2. Is the plan too lengthy or ambitious in terms of resources and the number of issues addressed?

At the June planning session, trustees repeatedly commented that they wished to see a modest and simple strategic plan that was commensurate with the ability and resources of the organization. Those comments have been incorporated into the draft Strategic Plan attached to this report.

ATTACHMENT(S):

1. Appendix A: Summary Report from Alison Habkirk, titled Islands Trust Strategic Planning Workshop Report, dated June 19, 2019.
2. Appendix B: Amendments to the Strategic Plan following Trust Council Session #2
3. Appendix C: Updated Draft Strategic Plan

FOLLOW-UP: It is proposed that the draft Strategic Plan be presented to Trust Council in September on Bowen Island for adoption. The following process is recommended to achieve that goal.

1. September 4, 2019. Executive Committee will receive an RFD regarding TPC/LPC comments and an amended draft of the Strategic Plan. Executive Committee will provide further direction if required.
2. September 17, 2019. Introduction of Strategic Plan to Trust Council via RFD. Staff will provide an overview, respond to questions and facilitate any discussion. Ms. Habkirk remains as an advisor to the process.

Please note that the document design is itself draft and the final document may have different colors, title page and map. Also, an Implementation Plan, which augments the Strategic Plan, is being developed that includes costs, budgeting and performance goals. The Implementation Plan will be presented more fully and be part of the presentation to Trust Council in September.

Prepared By: R. Hotsenpiller

Reviewed By/Date: August 14, 2019

Islands Trust Strategic Planning Workshop Report



June 19, 2019

Prepared by A.M Habkirk BA MA MPA MCIP

BACKGROUND

This report documents the Islands Trust Council and Staff Strategic Planning Workshop held June 18, 2019.

The purpose of the June workshop was to:

- Get Trust Council feedback on the proposed Strategic Plan objectives and Strategies, and
- Hear from Trust Council if there are objectives and Strategic missing from the proposed lists.

The Workshop agenda is included Appendix 1 of this report.

WORKSHOP PROCESS, DISCUSSIONS AND CONCLUSIONS

Trust Council was divided into four groups (See Appendix 2) and were asked:

Have we got the objectives and strategies right?

Are the objectives listed valid/supportable?
Yes/No

What do you recommend to Trust Council?

Are the strategies listed with the objectives valid/supportable? Yes/no

Are there strategies not listed that you think should be listed?

What do you recommend to Trust Council?

INSTRUCTIONS:

Each group will work through each goal (A, B, C, & D)

Objectives (total 12)

Proposed Strategies (total 36)

And indicate with a ✓ or an X on the printed flipcharts if they support or not each one

When we reconvene the spokesperson for each of the four groups will be asked to come to the front of the room and place a red (don't support) or green (support) dot on each of the objectives and proposed strategies.

No cheating allowed – I will count the dots!

For those that are not supported we will have a discussion about why and what is needed.

At the end of the small group discussions the group spokespersons were asked to note the results of their group's discussion on a "plenary" flip chart indicating support with a green dot and no support with a red dot; see table below

When this task was complete the Groups reformed in plenary and the overall results were discussed.

A complete set of flipchart results and notes is included in Appendix 3 to this report.

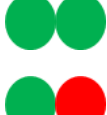
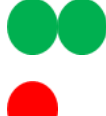
NEXT STEPS

It was agreed that the CAO would take the Trust Council observations and recommendations and reconstitute a draft strategic plan which would be presented to Trust Council at its September meeting.

Overall Results (green dot supported red dot not supported)

Goal	Objective	Results	POTENTIAL Strategy	Results	Comments
...derived from Policy Statement...	...identified at March 2019 Strategic Planning session and combined with previous strategic objectives...		...strategies proposed by staff based upon previous direction of Trust Council, ongoing issues or professional expertise...		
A. Foster the preservation and protection of Trust Area Ecosystems	1. Mitigate and adapt to climate change impacts		1) Amend the Islands Trust Policy Statement to add climate change mitigation directive policies establishing Trust-wide targets for greenhouse gas emission reduction.		
			2) Amend Islands Trust Policy Statement to add climate change adaptation directive policies.		
			3) To develop model OCPs and Land Use Bylaws to establish setbacks consistent with the Provincial recent provincial guidelines.		
			4) As per request from Bowen Island, "to advocate for the electrification of the BC Ferries fleet."		Group 2 move elsewhere Sec 7
	2. Preserve, protect and advocate for forest, coastal and marine ecosystems		5) Map contiguous tracks of the Coastal Douglas-fir zone and associated ecosystems.		Group 2 – combine 5 & 6?
			6) Develop model development permit areas for the protection of Coastal Douglas-fir zone and associated ecosystems.		
			7) Amend OCPs and LUBs to include density bonus in exchange for CFD protection by way of conservation covenant, identify CDF as an amenity to be offered during zoning and designate zones for CDF protection.		Group 1 – refer to incentives rather than density bonus
			8) Undertake review of foreshore policies and regulatory bylaws and develop model policy and regulatory bylaws for the protection of the foreshore. YAY		

			9) Trust Council support ITCs 5 Year Plan and to promote the application of NAPTEP.		Add strategy re: advocacy for marine anchorage & oil spill secretariat Group 1 conservation plan rather than 5 yr. plan Group 2 done – add marine, advocacy for freighter anchorages, herring moratorium, aquaculture practices, oil spill, coordination role - secretariat
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Goal	Objective		POTENTIAL Strategy		Comments
B. Ensure that human activity and the scale, rate and type of development in the Trust Area are compatible with maintenance of the integrity of Trust Area ecosystems.	3. Support agriculture and food systems consistent and compatible with sustaining ecosystems and wildlife habitat		10) Amend OCPs and LUBs to support agriculture and food systems consistent and compatible with sustaining ecosystems and wildlife habitat. (Staff would seek further direction from Trust Council to achieve this objective)		Group 2 – add an objective Re: measuring and reducing the impact of tourism
	4. Proactively plan for and regulate development in the Trust Area to be compatible with preservation and protection of the environment, natural amenities, resources and community character.	 (no-dealt with elsewhere in the plan)	11) Review and develop model OCP language for protection of Trust Area ecosystems while addressing scale, rate and type of development.		Group1 unclear
			12) Advocate to reduce impacts of freighter anchorage activities.		Move objective & strategy elsewhere Add objective re: stewardship education program Group 1 add stewardship education program strategy Group 3 move to A2
	5. Protect quality and quantity of		13) Map and develop water budgets for groundwater aquifers in the Islands Trust Area.		

	freshwater resources of the Trust Area.	 Group 2 – add educate residents to be better stewards			
			14) Adopt OCP policies and regulations using groundwater mapping and water budgets.	 	
			15) Use land use planning tools to promote water conservation, such as through rainwater catchment and greywater recycling.	 	Add objective re: develop water management planning Group 1 add strategy: identify tools to foster comprehensive water management

Goal	Objective		POTENTIAL Strategy		Comments
C. Sustain island character and healthy communities	6. Implementation of land use planning tools to improve the availability, and accessibility of affordable housing.	 	16) Maintain housing assessments program to LTCs and Bowen Island.	 	
			17) Salt Spring Island Local Trust Committee update its Housing Needs Report to be consistent with new Provincial legislation.	 	
			18) Develop recommended application procedures to "Fast track" or provide priority to affordable housing approvals.	 	
			19) Implement the high priority actions outlined in the Affordable Housing in the Trust Area: Strategic Actions for Islands Trust previously referred by Trust Council	 	
	7. Adoption of equitable		20) Advocate for 'active transportation' planning and investment in the Trust Area.		Group 3 add "low carbon"

	climate mitigation strategies to lessen automobile use, densify communities and incentivize green building forms.	 			
			21) Consideration of amenity zoning to incentivize green building forms.		Add strategy re: enhance internet connectivity Group 3 add “: including smaller local farm production”

D. Effective, efficient and collaborative governance	8. Improve community engagement and participation in Islands Trust work.	 	22) Implementation of broadcasting of public meetings for LTCs, Committees and Council	 	
			23) Adoption of public engagement policy and practice	 	Group 3 add “and communication”
			24) Create new website and initiate social media program	 	Group 3 change to “digital communications strategy”
			25) Implementation of Islands Trust signage at ferry terminals/access points.	 	Add objective Group 2 IT as an expert eco based planning system Group 3 add strategy “restructure strategic plan to communicate re land, intertidal/shoreline marine
			26) For the Islands Trust to make a reconciliation declaration		

	9. Strengthen relations with First Nations Group 3 add “and engage in collaborative governance”				
			27) Adopt and implement a Reconciliation Action Plan	 	
			28) Develop a Trust wide archaeological impact strategy	 	Group 3 Add objective collaborate with other agencies Group 3 add “including First nations lens on all on all IT activities” Group 3 create secretariat function to support collaboration
	10. Harmonize appropriate LTC and TC policies Group 3 “clarity about LTC and TC harmonization of policies and projects”	 	29) Update application fees	 	No related to “data base alignment” Group 3 “data base of TC”
	11. Amend Islands Trust Act	 	30) Allowance for entry warrants	 	

			31) Authority to use municipal ticketing for development permit enforcement	 	
			32) Adoption of development approval information bylaws by local trust committee	 	
			33) Add First Nations to the list of bodies with whom the Trust works in cooperation.	 	
			34) Delegation to staff the issuance of development permits	 	
			35) Clarification of foreshore zoning authority	 	
			36. Develop corporate practice and policy associated with climate change adaptation and mitigation including: a. Development of appropriate data and information to facilitate reductions in carbon from corporate and community sources. b. Updating of the Islands Trust Climate Action Plan	 	Group 3 add objective “work with other agencies about mitigation and adaptation to climate change”
	12. Mitigate and adapt to climate change impacts	 		 	
				 	

APPENDIX 1: MEETING AGENDA



Islands Trust
Strategic Planning Session
Instructions & information
Galiano Island
June 12, 2019
2:15 pm – 5:30 pm

2:15 pm – 2:25 pm	Background – how did we get here?	Russ Hotsenpiller, CAO
2:25 pm – 2:30 pm	This afternoon's task	Allison Habkirk, Facilitator
2:30 pm – 3:20 pm	Group discussion 1 Goals A & B A. Foster the preservation and protection of Trust Area Ecosystems B. Ensure that human activity and the scale, rate and type of development in the Trust Area are compatible with maintenance of the integrity of Trust Area ecosystems. Have we got the objectives and strategies right? Are the objectives listed valid/supportable? Yes/No What do you recommend to Trust Council? Are the strategies listed with the objectives valid/supportable? Yes/no Are there strategies not listed that you think should be listed? What do you recommend to Trust Council?	
3:20 pm – 3:40 pm	Working Break and move to new group	
3:40 pm – 4:30 pm	Group discussion 2 Goals C & D C. Sustain island character and healthy communities D. Effective, efficient and collaborative governance Have we got the objectives and strategies right? Are the objectives listed valid/supportable? Yes/No What do you recommend to Trust Council? Are the strategies listed with the objectives valid/supportable? Yes/no Are there strategies not listed that you think should be listed? What do you recommend to Trust Council?	
4:30 pm – 5:25 pm	Report out & agreeing on strategies	
5:25 pm – 5:30 pm	What's next?	

APPENDIX 2: MARCH 13, 2019 WORKSHOP HANDOUT

Discussion 1 2:30 pm – 3:20 pm Goals A & B	
INSTRUCTIONS: Sort yourselves into the groups noted below. Choose a spokesperson who will take notes of the discussion and report out to the larger group (IT Council) Please use 50 minutes to discuss the following questions and come to some conclusions amongst your group members that you will report out on. For this discussion focus your attention on goals A and B detailed on the following pages: A. Foster the preservation and protection of Trust Area Ecosystems B. Ensure that human activity and the scale, rate and type of development in the Trust Area are compatible with maintenance of the integrity of Trust Area ecosystems. Have we got the objectives and strategies right? Are the objectives listed valid/supportable? Yes/No What do you recommend to Trust Council? Are the strategies listed with the objectives valid/supportable? Yes/No Are there strategies not listed that you think should be listed? What do you recommend to Trust Council? At the end of the afternoon your group will be asked to present its conclusions and recommendations to the larger group.	
Group 1 Kees Langeris, Gabriola Island David Maude, Mayne Island Steve Wright, South Pender Island Paul Brent, Saturna Island Doug Fenton, Thetis Island Laura Patrick, Salt Spring Island Group 3 Peter Grove, Salt Spring Island Deb Morrison, North Pender Island Tahirih Rockafella, Galiano Island Peter Luckham, Thetis Island Timothy Peterson, Lasqueti Island Laura Busheikin, Denman Island	Group 2 Kate-Louise Stamford, Gambier Island Michael Kaile, Bowen Island Municipality Dan Rogers, Keats Island Lee Middleton, Saturna Island David Critchley, Denman Island Jeanine Dodds, Mayne Island Scott Colbourne, Gabriola Island Group 4 Benjamin McConchie, North Pender Island Peter Johnston, Lasqueti Island Cameron Thorn, South Pender Island Sue Ellen Fast, Bowen Island Municipality Jane Wolverton, Galiano Island Alex Allen, Hornby Island

Discussion 2 3:40 pm – 4:30 pm Have we got the objectives and strategies, right?	
INSTRUCTIONS: Sort yourselves into the groups noted below. Choose a spokesperson who will take notes of the discussion and report out to the larger group (IT Council) Please use 50 minutes to discuss the following questions and come to some conclusions amongst your group members that you will report out on. Focus your attention on the goals C and D detailed on the following pages: A. Sustain island character and healthy communities B. Effective and efficient collaborative governance Have we got the objectives and strategies right? Are the objectives listed valid/supportable? Yes/No What do you recommend to Trust Council? Are the strategies listed with the objectives valid/supportable? Yes/No Are there strategies not listed that you think should be listed? What do you recommend to Trust Council? At the end of the afternoon your group will be asked to present its conclusions and recommendations to the larger group.	
Group 1 Paul Brent, Saturna Island Kees Langeris, Gabriola Island Doug Fenton, Thetis Island David Maude, Mayne Island Timothy Peterson, Lasqueti Island Tahirih Rockafella, Galiano Island Group 3 Kate-Louise Stamford, Gambier Island Peter Grove, Salt Spring Island Deb Morrison, North Pender Island Peter Johnston, Lasqueti Island Laura Busheikin, Denman Island Jeanine Dodds, Mayne Island Sue Ellen Fast, Bowen Island Municipality	Group 2 Michael Kaile, Bowen Island Municipality Laura Patrick, Salt Spring Island Dan Rogers, Keats Island Lee Middleton, Saturna Island David Critchley, Denman Island Scott Colbourne, Gabriola Island Jane Wolverton, Galiano Island Group 4 Peter Luckham, Thetis Island Cameron Thorn, South Pender Island Alex Allen, Hornby Island Jane Wolverton, Galiano Island Benjamin McConchie, North Pender Island Steve Wright, South Pender Island

APPENDIX B: Amendments to the 2018-2022 Islands Trust Council Strategic Plan following Strategic Planning Session #2, June 2019

Goal	Objective	POTENTIAL Strategy	NOTES
...derived from Policy Statement...	...identified at March 2019 Strategic Planning session and combined with previous strategic objectives...	...strategies proposed by staff based upon previous direction of Trust Council, ongoing issues or professional expertise...	
A. Foster the preservation and protection of Trust Area Ecosystems	1. Mitigate and adapt to climate change impacts(MOVE TO CLIMATE CHANGE)	1) <i>Amend the Islands Trust Policy Statement to add climate change mitigation directive policies establishing Trust-wide targets for greenhouse gas emission reduction.</i> 2) <i>Amend Islands Trust Policy Statement to add climate change adaptation directive policies.</i> 3) <i>To develop model OCPs and Land Use Bylaws to establish setbacks consistent with the Provincial recent provincial guidelines.</i> 4) <i>As per request from Bowen Island, "to advocate for the electrification of the BC Ferries fleet."</i>	• Combine Object 1 and 12 to have all climate change actions in one area. • Remove Strategy 4 as this item is included in the BC Ferries Master Plan.
	2. Preserve, protect and advocate for forest, coastal and marine ecosystems	5) <u>Map contiguous tracks of the Coastal Douglas-fir zone and associated ecosystems and develop model development permit areas for the protection of Coastal Douglas-fir zone and associated ecosystems.</u> 6) <u>Amend OCPs and LUBs to include density bonus in exchange for CFD protection by way of conservation covenant, identify CDF as an amenity to be offered during zoning and designate zones for CDF protection.</u> 7) <u>Undertake review of foreshore policies and regulatory bylaws and develop model policy and regulatory bylaws for the protection of the foreshore. YAY</u> 8) <u>Advocate to reduce impacts of freighter anchorage activities.</u> 9) <i>Trust Council support ITCs 5 Year Plan and to promote the application of NAPTEP.</i>	• Combine 5 and 6 • Remove Item 9, ITC 5 Year plan as per trustee direction as ITC determines its priorities.

APPENDIX B: Amendments to the 2018-2022 Islands Trust Council Strategic Plan following Strategic Planning Session #2, June 2019

Goal	Objective	POTENTIAL Strategy	Resource
B. Ensure that human activity and the scale, rate and type of development in the Trust Area are compatible with maintenance of the integrity of Trust Area ecosystems.	3. Support agriculture and food systems consistent and compatible with sustaining ecosystems and wildlife habitat(REMOVE)	10) Amend OCPs and LUBs to support agriculture and food systems consistent and compatible with sustaining ecosystems and wildlife habitat. (Staff would seek further direction from Trust Council to achieve this objective)	Delete Objective 3, and associated strategies as per trustee direction, lack of consensus, this work will continue on an LTC basis.
	4. Proactively plan for and regulate development in the Trust Area to be compatible with preservation and protection of the environment, natural amenities, resources and community character.	11) Review and develop model OCP language for protection of Trust Area ecosystems while addressing scale, rate and type of development.	- Remove previous item 12. anchorage advocacy and move to Section A. - Remove Objective 4 as is too general, same for 11, staff determination.
	5. Protect quality and quantity of fresh water resources of the Trust Area.	12) Map and develop water budgets for groundwater aquifers in the Islands Trust Area. 13) Adopt OCP policies and regulations using groundwater mapping and water budgets. 14) Use land use planning tools to promote water conservation, such as through rainwater catchment and greywater recycling.	- Add new item, water management plan - Keep 12, 13, 14, reword as necessary.

APPENDIX B: Amendments to the 2018-2022 Islands Trust Council Strategic Plan following Strategic Planning Session #2, June 2019

Goal	Objective	POTENTIAL Strategy	
c. Sustain island character and healthy communities	6. Implementation of land use planning tools to improve the availability, and accessibility of affordable housing.	15) Maintain housing assessments program to LTCs and Bowen Island. 16) Salt Spring Island Local Trust Committee update its Housing Needs Report to be consistent with new Provincial legislation. 17) Develop recommended application procedures to "Fast track" or provide priority to affordable housing approvals. 18) Implement the high priority actions outlined in the <u>Affordable Housing in the Trust Area: Strategic Actions for Islands Trust</u> previously referred by Trust Council	Remove Objective 6 and associated strategies, trustee direction, lack of unanimity. Also, housing assessment maintenance now a requirement of OCPs under LGA so will be continued at LTC level.
	7. Adoption of equitable climate mitigation strategies to lessen automobile use, densify communities and incentivize green building forms)	19) Advocate for 'active transportation' planning and investment in the Trust Area. 20) Consideration of amenity zoning to incentivize green building forms.	Remove Object 7 and associated strategies 19 and 20, too general, trustee direction, lack of unanimity, refocus to other climate change measures.

APPENDIX B: Amendments to the 2018-2022 Islands Trust Council Strategic Plan following Strategic Planning Session #2, June 2019

Goal	Objective	POTENTIAL Strategy	
D. Effective, efficient and collaborative governance	8. Improve community engagement and participation in Islands Trust work	21) Implementation of broadcasting of public meetings for LTCs, Committees and Council 22) Adoption of public engagement policy and practice 23) Create new website and initiate social media program 24) Implementation of Islands Trust signage at ferry terminals/access points.	Remove 24 re signage, trustee direction, lack of unanimity.
	9. Strengthen relations with First Nations(RETAIN)	25) For the Islands Trust to make a reconciliation declaration 26) Adopt and implement a Reconciliation Action Plan 27) Develop a Trust wide archaeological impact strategy	
	10. Harmonize appropriate LTC and TC policies(REMOVE AS TOO GENERAL)	28) Update application fees	Remove Objective 10, trustee direction, lack of agreement on standard approach to application fees, remove strategy 28.
	11. Amend Islands Trust Act	29) Allowance for entry warrants 30) Authority to use municipal ticketing for development permit enforcement 31) Adoption of development approval information bylaws by local trust committee 32) Add First Nations to the list of bodies with whom the Trust works in cooperation. 33) Delegation to staff the issuance of development permits 34) Clarification of foreshore zoning authority	Change to remove Islands Trust Act as a discrete objective, rework to focus on long term of objective of modern and appropriate authority..
	12. Mitigate and adapt to climate change impacts(MOVE TO CLIMATE CHANGE)	35) Develop corporate practice and policy associated with climate change adaptation and mitigation including: a. Development of appropriate data and information to facilitate reductions in carbon from corporate and community sources. b. Updating of the Islands Trust Climate Action Plan	Combine with other climate change items
	13. Amend Policy Statemetn		Add 'amend Policy Statement' as and objective as per staff.



Islands Trust

Strategic Plan 2018-2022

DRAFT

August 2019

STRATEGIC PLAN 2018-2022

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Sue Ellen Fast
Bowen Island Municipal
Trustee



Michael Kalle
Bowen Island Municipal
Trustee



Laura Bushelkin
Denman Island Local
Trustee



David Critchley
Denman Island Local
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Scott Colbourne
Gabriola Island Local
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Kee Langereis
Gabriola Island Local
Trustee



Tahirih Rockafella
Galiano Island Local
Trustee



Jane Wolverton
Galiano Island Local
Trustee



Dan Rogers
Gambier Island Local
Trustee



Grant Scott
Hornby Island Local
Trustee



Timothy Peterson
Lasqueti Island Local
Trustee



David Maude
Mayne Island Local
Trustee



Deb Morrison
North Pender Island Local
Trustee



Peter Grove
Salt Spring Island Local
Trustee



Paul Brent
Saturna Island Local
Trustee



Lee Middleton
Saturna Island Local
Trustee



Cameron Thom
South Pender Island Local
Trustee



Steve Wright
South Pender Island Local
Trustee



Doug Fenton
Thetis Island Local
Trustee



Peter Luckham
Thetis Island Local
Trustee



Kate-Louise Stamford
Gambier Island Local
Trustee



Alex Allen
Hornby Island Local
Trustee



Peter Johnston
Lasqueti Island Local
Trustee



Jeanine Dodds
Mayne Island Local
Trustee



Benjamin McConchie
North Pender Island Local
Trustee



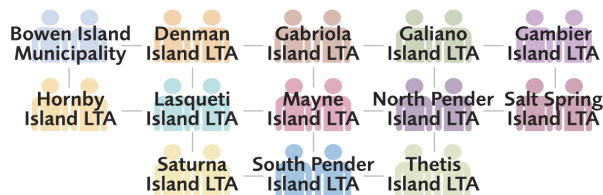
Laura Patrick
Salt Spring Island Local
Trustee

ISLANDS TRUST COUNCIL 2018-2022

The Islands Trust Council has a unique mandate, to preserve and protect the amenities and environment of the Islands Trust Area, for the benefit of residents and all British Columbians.

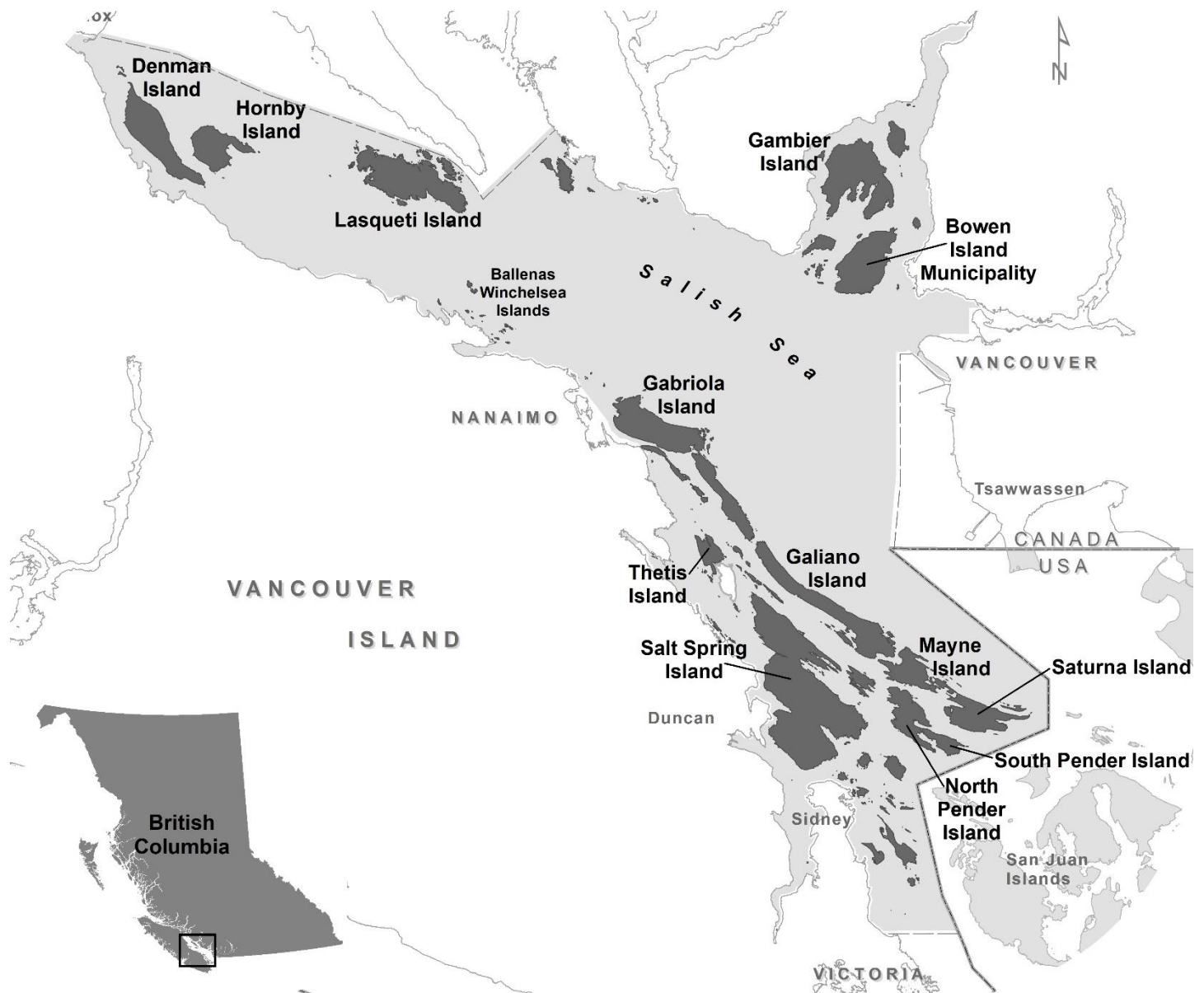
Trust Council consists of the 26 locally-elected trustees who also sit on 12 local trust committees and 1 island municipality. Trust Council meets quarterly to make decisions about the Islands Trust's overall policy, advocacy positions, staff resources and budget. Local trust committees are responsible for land use planning and regulatory decisions that are separate, but complementary to their role at the Islands Trust Council.

The Strategic Plan 2018-2022 represents the priorities of Trust Council and the Islands Trust and provides a framework to guide decision making and allocate resources.



THE ISLANDS TRUST AREA

The Islands Trust Area covers the islands and waters between the British Columbia mainland and southern Vancouver Island including Howe Sound and as far north as Comox. This is a unique and special place composed of 13 major islands and more than 450 smaller islands covering approximately 5200 square kilometres.



PURPOSE AND PRINCIPLES OF THE ISLANDS TRUST

OBJECT OF THE ISLANDS TRUST

The Object clause, Section 3 of the Islands Trust Act provides the purpose of the Islands Trust.

The object of the trust is to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia.

THE POLICY STATEMENT

The Policy Statement functions to provide a general strategy for land use planning which translates the broad goals of the Province and the Islands Trust into specific actions.

The Policy Statement establishes a position or philosophy of Trust Council, directs local trust committees and island municipalities in the Trust Area to address certain matters, or recommends actions to other agencies or the public. It is the foundational working document of the Islands Trust.

GUIDING PRINCIPLES

The guiding principles are in the Policy Statement, and function to guide Trust Council and the Islands Trust in its decision-making and operations.

The primary responsibility of the Islands Trust Council is to provide leadership for the preservation, protection and stewardship of the amenities, environment and resources of the Trust Area.

When making decisions and exercising judgment, Trust Council will place priority on preserving and protecting the integrity of the environment and amenities in the Trust Area.

Trust Council will seek information from a broad range of sources in its decision-making processes, recognizing the importance of local knowledge in this regard.

Trust Council believes that to achieve the Islands Trust object, the rate and scale of growth and development in the Trust Area must be carefully managed and may require limitation.

Trust Council believes that open, consultative public participation is vital to effective decision making for the Trust Area.

Trust Council will implement a plan for the advancement of the Policy Statement as part of its annual budget process, and the Executive Committee of Trust Council will report to Council on progress in achieving the goals of the Policy Statement.

STRATEGIC PLAN 2018-2022

HOW TO READ THE STRATEGIC PLAN

For the purposes of the Strategic Plan, **Goals, Objectives** and **Strategies** are defined as follows:

GOALS

Goals are long-term outcomes that define direction and initiative. They may not be specific or measurable. In the context of the Strategic Plan, the primary goals are derived from Parts III, IV and V of the Policy Statement.

1. To foster ecosystem preservation and protection of the Trust Areas ecosystems;
2. To ensure that human activity and the scale, rate and type of development in the Trust Area are compatible with maintenance of the integrity of Trust Area ecosystems;
3. To sustain island character and healthy communities.

Most of the strategic plan objectives and strategies advance these goals. The exceptions relate to emerging issues such as climate change, contemporary community engagement and governance, areas the Policy Statement does not fully contemplate.

OBJECTIVES

Objectives are measurable steps in achieving a goal. They are specific and tangible actions that have a medium time frame. They are the heart of the Strategic Plan and is the area where Trust Council most clearly exercises its discretion and governance. In the 2018-2022 Strategic Plan, there are 8 objectives to advance the work of the Islands Trust.

STRATEGIES

Strategies represent the tools or ‘means to achievement’ of long-term goals or objectives. They tend to be short-term and may change due to circumstance and opportunity. Staff will recommend strategies to Trust Council to advance their priorities. The Strategic Plan identifies 24 strategies that will require resources, time and effort over the course of the 2018-2022 term.

IMPLEMENTATION

The Strategic Plan is augmented by an Implementation Plan, which identifies costs, implications to the 5-year Financial Plan and staff resources. The Implementation Plan also schedules the Strategic Plan work over the course of the term and identifies performance targets for each objective.

In realizing the Object of the Trust, there are infinite issues, projects and challenges that call for action. Through consideration and debate, Trust Council has identified the following key areas as most important for the 2018-2022 term: **Land Stewardship, Marine and Freshwater Stewardship, Climate Change, Community and Communication, and Governance.**

LAND STEWARDSHIP

OBJECTIVE

Preserve, protect and advocate for forest and coastal ecosystems

STRATEGY

1. Mapping of contiguous tracks of the Coastal Douglas-fir zone and associated ecosystems, and ii) develop model development permit areas for the protection of the Coastal Douglas-Fir (CDF) zone and associated ecosystems.
2. Amendment of Local Trust Committee-Bowen Island Official Community Plans and land use bylaws to better protect Coastal Douglas Fir zones by including a density bonus in exchange for forest protection, and ii) identify Coastal Douglas Fir as an amenity to be offered during zoning; and iii) designating zones for Coastal Douglas Fir protection.
3. 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.
4. Amend legislation to increase the percentage of the Natural Area Protection Tax Exemption Program (NAPTEP) tax exemption in order to incentivize the protection of forest cover for climate change mitigation and adaptation in the Islands Trust Area.

MARINE AND FRESHWATER STEWARDSHIP

OBJECTIVE

To preserve and protect marine ecosystems

STRATEGY

5. Advocate to reduce the impacts of freighter anchorage activities.
6. Map the extent of eelgrass and kelp beds throughout the Trust Area.

Protect quality and quantity of fresh water resources of the Trust Area

7. 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.
8. Map and develop water budgets for groundwater aquifers in the Trust Area.
9. Adoption of Official Community Plan policies and land use regulations using groundwater mapping and water budget data.
10. Support and promotion of water conservation measures such as rainwater catchment and greywater recycling.



STRATEGIC PLAN 2018-2022

CLIMATE CHANGE

OBJECTIVE

Mitigate and adapt to climate change impacts

STRATEGY

11. Amendment of the Islands Trust Policy Statement to add climate change mitigation, adaptation and resiliency policies.
12. Development of model Official Community Plans and land use bylaws to establish setbacks associated with the effects of sea level rise.
13. Update and amend the Islands Trust Climate Action Plan to include corporate practises and strategic objectives.
14. Develop i) a set of climate change, demographic and environmental data and ii) performance criteria, in order to identify the effects of climate change in the Trust Area and measure mitigation and adaption efforts.



STRATEGIC PLAN 2018-2022

COMMUNITY AND COMMUNICATION

OBJECTIVE

STRATEGY

Improve community engagement and participation in Islands Trust work

15. Develop the capacity to broadcast public meetings for Local Trust Committees, Council Committees and Trust Council.
16. Adoption of public engagement policies and practice.
17. Creation of a new website and initiate a social media program.
18. Development of a tourism impact study to identify i) number of tourists, ii) seasonal trends, iii) impacts to ecosystems, iv) impacts on housing demand, and v) tourism management best practices.
19. Develop and implement a stewardship education program directed towards the public, industry and stakeholders in the Trust Area.

Strengthen relations with First Nations

20. To make a Reconciliation Declaration.
21. Adopt and implement a Reconciliation Action Plan.
22. Develop a Trust Area wide archaeological impact strategy and establish a Cultural Working Group.

STRATEGIC PLAN 2018-2022

GOVERNANCE

OBJECTIVE

To improve and modernize the ability of the Islands Trust to regulate land use activity and work with others

STRATEGY

23. Amend the *Islands Trust Act* or other legislation to:
- i. Allow for entry warrants,
 - ii. Grant authority to use municipal ticketing for development permit enforcement,
 - iii. Enable adoption of development approval information bylaws by local trust committee,
 - iv. Add First Nations to the list of bodies with whom the Trust works in cooperation,
 - v. Enable delegation to staff the issuance of development permits,
 - vi. Clarify foreshore zoning authority.

To amend the Policy Statement

24. Amend the Policy Statement introductory sections, and definitions and to add climate change mitigation, resilience, and adaptation policies.
25. Determine if additional changes to the Policy Statement are desired by Trust Council.

STRATEGIC PLAN 2018-2022

IMPLEMENTATION PLAN

Place holder for Implementation Plan

BRIEFING

To: Trust Programs Committee,
Local Planning Committee

For the Meeting of: August 21 and 22, 2019

From: Trust Area Services/Local
Planning Services

Date Prepared: August 16, 2019

SUBJECT: Follow-up from Trust Programs Committee climate emergency meeting

PURPOSE: To provide a summary of a climate change discussion hosted by Trust Programs Committee on July 17, 2019, and to provide an opportunity for the committees to consider making recommendations.

BACKGROUND:

In March 2019, the Islands Trust Council declared a climate emergency.

On July 17, 2019, Trust Programs Committee held a meeting, that Local Planning Committee members attended ex-officio, to respond to the June 2019 Trust Council resolution:

That the reports on the climate emergency received at Trust Council be referred to the Trust Programs Committee, Local Planning Committee, and the Islands Trust Conservancy and that they be requested to make recommendations to Trust Council with regards to developing a climate emergency strategy for inclusion in the Strategic Plan.

The Trust Programs Committee and ex-officio Local Planning Committee members discussed three questions:

1. What is the nature of the climate change emergency within the Trust Area? What are the key local, regional and global factors that required Trust Council make its climate change emergency declaration?
2. What specific land use planning tools and other organizational climate change tools or actions should be adopted by Islands Trust bodies and incorporated into the Trust Council strategic plan?
3. Which Committee should be responsible for ensuring progress on those climate change options that are recommended for adoption?

The Trust Programs Committee and ex-officio Local Planning Committee members identified concerns and topics of interest (see attached meeting notes) but did not identify any specific recommendations to Trust Council. The group did discuss that next steps could include:

1. Circulating a summary of the ideas discussed,
2. Integrating ideas raised on climate into the strategic plan and/or develop a separate climate crisis plan,
3. work with the budget process to determine actions in the context of the Local Planning Services review,
4. consider climate action within the Policy Statement directives checklist,

5. revise speaking notes and/or a as a backgrounder, “Why should I care about climate change” in a way that would support use within Power Point presentations by trustees holding climate change talks,
6. develop a climate emergency communications plan including website presence,
7. consider areas for measurement of emissions to report data on impacts.

The draft 2018-2022 Islands Trust Council Strategic Plan includes strategies that respond to the ideas raised in the July 17, 2019 meeting and recommendations resulting from an August 7, 2019 meeting of the Conservancy Board (see attached).

At this time, more than two-thirds of the strategies of the draft 2018-2022 Strategic Plan are related to climate change. These include:

- Mapping of contiguous tracks of the Coastal Douglas-fir zone and associated ecosystems, and ii) develop model development permit areas for the protection of the Coastal Douglas-Fir (CDF) zone and associated ecosystems.
- Amendment of Local Trust Committee-Bowen Island Official Community Plans and land use bylaws to better protect Coastal Douglas Fir zones by including a density bonus in exchange for forest protection, and ii) identify Coastal Douglas Fir as an amenity to be offered during zoning; and iii) designating zones for Coastal Douglas Fir protection.
- 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.
- Amend legislation to increase the percentage of the Natural Area Protection Tax Exemption Program (NAPTEP) tax exemption in order to incentivize the protection of forest cover for climate change mitigation and adaptation in the Islands Trust Area.
- Map the extent of eelgrass and kelp beds throughout the Trust Area.
- 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.
- Map and develop water budgets for groundwater aquifers in the Trust Area.
- Adoption of Official Community Plan policies and land use regulations using groundwater mapping and water budget data.
- Support and promotion of water conservation measures such as rainwater catchment and greywater recycling.
- Amendment of the Islands Trust Policy Statement to add climate change mitigation, adaptation and resiliency policies.
- Development of model Official Community Plans and land use bylaws to establish setbacks associated with the effects of sea level rise.
- Update and amend the Islands Trust Climate Action Plan to include corporate practises and strategic objectives.
- Develop i) a set of climate change, demographic and environmental data and ii) performance criteria, in order to identify the effects of climate change in the Trust Area and measure mitigation and adaption efforts.
- Develop the capacity to broadcast public meetings for Local Trust Committees, Council Committees and Trust Council.
- Develop and implement a stewardship education program directed towards the public, industry and stakeholders in the Trust Area.
- Amend the Policy Statement introductory sections, and definitions and to add climate change mitigation, resilience, and adaptation policies.

If Trust Programs Committee or Local Planning Committee wishes to provide specific recommendations to Trust Council for developing a climate emergency strategy for inclusion in the Strategic Plan, the committees should do so by resolution.

ATTACHMENT(S):

1. Detailed summary of topics raised at the July 17, 2019 Trust Programs Committee meeting
2. Islands Trust Conservancy memorandum regarding the Trust Council referral for recommendation on responding to climate change emergency declaration.

FOLLOW-UP: Staff will convey any recommendations passed by resolution to Executive Committee and Trust Council in a briefing.

Prepared By: Clare Frater

Reviewed By/Date: David Marlor, August 16, 2019
Russ Hotsenpiller, August 16, 2019

Meeting Notes from Trust Programs Committee

Developing a Climate Emergency Strategy for Inclusion in the Strategic Plan

July 17, 2019

Question 1: What is the nature of the climate change emergency within the Trust Area? What are the key local, regional and global factors that required Trust Council make its climate change emergency declaration?

- Saltwater intrusion
- Lower availability of water
- How to develop within water limitations?
- How to function with no/limited water? e.g. public tap/well
- Forest fire risk
 - Concern with Fire Smart practices not being appropriate
- Difficulty of reducing transportation options
- General emergency response issues e.g. one access only to some areas
- Tension re tourism operators using too much water
- Extreme weather
 - wind, heavy rain, drought
- Concern for global impacts
- Dieback of trees – cedar, willow, alder, salal
- Opportunity for sequestration
- Overdevelopment
 - reduction of trees
- Marine environment impacts
 - loss of carbon sinks
- Need to advocate for reduction in slash burning
- Could have a tree planting program
- Species migration corridors
 - Lack of corridors
 - Species at risk
- Private Managed Forest Lands
 - Clearcutting
 - Concerns with replanting
 - Dry conditions
- Food production
 - Lack of water
 - Difficulty for farmers
- Biodiversity
 - Evaluation of human activity on habitat
- Carrying capacity concern
- Natural asset protection
- Loss of BC Hydro power in storms
- Fibre cable
 - Supports work from home which reduces travel emissions
- Governance vacuum on climate issues

- Rainwater catchment
- Sea level rise
 - Salt water intrusion
- Septic systems
- Drying out of land due to lack of vegetation
- Ocean acidification
 - Sea star die our (virus)
- Invasive species increase
- Difficulty of responding to constituent concerns/expectations
- Constituents reluctant to make behaviour changes
- Concern that existing zoning no longer appropriate for resource availability/ecosystem stress
- Control of subdivisions
- Forestry
- Local contractors
 - Education
 - Triggers to control activities is lacking

Question 2: What specific land use planning tools and other organizational climate change tools or actions should be adopted by Islands Trust bodies and incorporated into the Trust Council strategic plan

- How can Islands Trust facilitate quick adoption of bylaws that have been successful in other areas (only 3 top priorities)
- Climate emergency justifies strong policy
 - e.g. request no more commercial forestry in Trust Area
 - Strongly regulate development and development practices
- LTC's could work regionally to expedite projects through efficiencies
- Model bylaws are useful so just local tweaking needed
- Need for data re: ferry ridership
- Need to collate and share best practices
- Use existing toolkits locally by LTC/IM
- Limit development
- Clarity of role of Trustees
- Present progress reports via matrix to promote peer pressure or review top priorities matrix at TC and community education & outreach – dedicated staff person.
- Setback from the sea
 - Trust-wide: vertical and horizontal
- Lack of planner resources/staffing hampers implementation
 - Need for efficiencies/regional approach
- Give Trust Council/EC more power via Policy Statement directive policies
- Limit future fragmentation – subdivision limits (10 acre min)
- Community resiliency (funding available)
- Workshop for Trustees
 - role of public comment in decision making
- Enable non-outraged citizens to have a voice in support of preserve and protect
 - Education kits for proposed bylaws
 - Community consultation

- Use grants to get more resources
- LTCs to consider climate and First Nations implication of applications
 - Implement via standing resolution
- Convene Trustee phone calls re learning on current issues
- Incorporate Traditional Ecological Knowledge
- Communications support for Trustees to host climate change talks (e.g. Power points, speaking notes)
- Information on a variety of engagement methods and stakeholder education (e.g. arborists, realtors, trade schools)
 - Trustee Office Hours
 - Include information on individual actions and reasons for hope
- Cooperate with local conservancies – ITC and other non-profits
- Covenant conversation (secretariat function)
 - Combine education/engagement
 - Help Trustees facilitate meetings
 - Workshops/forums
- Highlight community Innovations
- Green Shores – implement and share education materials

Question 3: Which Committee should be responsible for ensuring progress on those climate change options that are recommended for adoption?

- Trustees share information and experiences re climate actions/education strategies for talking in communities
- Measurement of emissions (e.g. PCIS), impacts
 - Water consumption
 - Waste production and type
 - Visitors and population
 - Ferries, float plane, pleasure boats
 - Water budgets
 - Sequestration
 - Transportation emissions
 - Building emissions
 - Fragmentation
 - Species at risk
 - Forestry
 - Agriculture
 - Aquaculture
 - Transitional ecological knowledge indicators
 - Local people's sense of indicators
 - Use of solar energy and heat pumps (money saved)
- Implement CDF toolkit
- Implement RCP
- Work with regional districts for incentives e.g. wood stove
- Educate re building efficiency

Speaking Notes for Trustees

- Plain language
- Action oriented
- Include negative and positive
- Explain jurisdictions (concept map)
- Climate change will hit islands first
- We need to act first
- We don't have all the information – be humble
- Forest cover, CPF and RCP, conservancy lands
- Mapping eelgrass
 - Minimize footprint
 - Lot coverage

Frequently Asked Questions

- What does climate change emergency mean?
- How do we know the climate is changing?
- What can we do as
 - Individuals
 - Organization
 - Governmental
- What is Islands Trust changing in response to the climate emergency?
- Questions for trustees to ask?

Data

- Modelling from PCIS
 - What data do they have?
- Advocate to the Province
- Local indicators

Learning from others

- What initiatives should we join?
- If we don't join, who speaks for the islands?
- Net-zero zoning
 - Highlands
- First Nations
- Operational emissions
- Why declare an emergency?
 - Political statement on climate crisis
 - Draw attention to the seriousness and urgency of situation
 - Moral duty to act
 - Canada's contribution
 - Per capita and percentage of species
 - Local changes
 - Fire risk, sea level rise
 - Loss of shoreline and low lying aquifers

- We don't control global emissions but feel the impacts locally
- Call to action
- Local planning vs land use planning
- nature/place protection planning

Resources

- TC policies on resource allocation
- TPC or EC to review

Measuring Progress

- Next Steps
- Summary – circulate
- Strategic Plan and/or Climate Crisis Action Plan
 - CDF and RCP
 - Compile all reports
 - Costs
 - Resources
 - Measurement
 - What will the Trust do less of?
- Budget process
 - LPS review
- Policy statement – directives
- Speaking notes
 - Q&A
- Communications plan – webpage
- measurement



MEMORANDUM

File No.: 6000-20
Climate Change Emergency

DATE OF MEETING: September 17, 2019
TO: Trust Council
FROM: Islands Trust Conservancy Board
COPY: Islands Trust Executive Committee
Trust Programs Committee
SUBJECT: Climate Change Emergency, Trust Council referral to Islands Trust Conservancy

PURPOSE

To make recommendations to Trust Council regarding developing a climate emergency strategy for inclusion in the Strategic Plan.

BACKGROUND

At its June 2019 meeting, Trust Council passed the following resolution:

That the reports on the climate emergency received at Trust Council be referred to the Trust Programs Committee, Local Planning Committee, and the Islands Trust Conservancy and that they be requested to make recommendations to Trust Council with regards to developing a climate emergency strategy for inclusion in the Strategic Plan.

On August 7, 2019, the Islands Trust Conservancy Board held a Special Meeting to discuss Trust Council's request.

REFERRAL RESPONSE FOR TRUST COUNCIL

At its August 7, 2019 Special Meeting, the Islands Trust Conservancy passed the following resolutions:

ITC-2019-027

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board request that Trust Council consider the following as it develops a climate emergency strategy for inclusion in the Strategic Plan:

- Increased budget for professional advice and mapping;
- The role of the Islands Trust Conservancy in storage and sequestration of carbon within its Nature Reserves and Covenant Areas and the property management needs associated with this role;
- Education about the benefits of forest cover;
- Increase communications resources to promote voluntary conservation options such as NAPTEP; and,
- Information regarding all current ITC climate change mitigation and adaptation activities.

ITC-2019-028

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

that the Islands Trust Conservancy Board ask Trust Council to request that the province amend legislation to increase the percentage of the Natural Area Protection Tax Exemption Program (NAPTEP) tax exemption in order to incentivize the protection of forest cover for climate change mitigation and adaptation in the Islands Trust Area.

CURRENT ITC CLIMATE CHANGE ACTIVITIES

The ITC Board requested that staff outline the current activities that the ITC undertakes to address climate change adaptation and mitigation.

Regional Conservation Plan

The [Regional Conservation Plan](#) guides most of the work of the ITC Board. The Regional Conservation Plan includes goals that address the climate change emergency as follows:

Goal 1: Identify, investigate and communicate about important natural areas to generate action on conservation projects.

The ITC undertakes and shares mapping to identify areas of high biodiversity priority including:

- Terrestrial Ecosystem Mapping, including identification of forest type and age and sensitive ecosystems
- Shoreline mapping, including eelgrass mapping
- Carbon sequestration and storage mapping of forests
- Modelling of high biodiversity areas including factors of forest age, connectivity, ecosystem representation, rare and sensitive ecosystems and development risk factors

Goal 2: Strengthen relationships with First Nations to identify and collaborate on shared conservation goals.

The International Union for the Conservation of Nature (IUCN) recognizes that Indigenous Peoples are often the first to feel the effects of climate change. It also recognizes that Indigenous Peoples have evolved with a changing climate over millennia and possess Traditional Ecological Knowledge (TEK) that will be locally and globally valuable. The ITC has recognized a need to strengthen its relationships with First Nations to identify and collaborate on shared conservation goals and has begun to more fully reach out to First Nations in its mapping and research work as well as through its land management program.

Goal 3: Continue to secure and manage Islands Trust Conservancy lands and conservation covenants to maximize ecological integrity.

- The ITC uses its high biodiversity mapping to prioritize conservation projects and has introduced information into its requests for decision to identify benefits and risks associated with climate change.
- The ITC manages its lands to maintain biodiversity, including restoring degraded areas through re-establishment of vegetation and management of invasive species.

Goal 4: Continue to build internal and shared organizational strength and resilience to ensure long-term nature conservation in the Islands Trust Area.

- The ITC is building its capacity to engage in land conservation through establishment of various funds for land acquisition, management and defense.

- The ITC is beginning to incorporate climate change into communications messaging in news releases, communications materials and signage.

NEXT STEPS

The ITC Board, in addition to providing the recommendations to Trust Council noted above, has also passed the following resolution:

ITC-2019-026

It was MOVED and SECONDED,

That the Islands Trust Conservancy Board direct staff to incorporate the climate change actions as discussed at the meeting of August 7, 2019 into staff work programs and develop budgets as required.

ITC staff will work to meet this resolution for the October 1, 2019 ITC Board meeting.

Submitted By:	Kate Emmings, A/Manager, Islands Trust Conservancy	August 8, 2019
Concurrence:	Clare Frater, Director, Trust Area Services	August 16, 2019

ATTACHMENTS

None.



REQUEST FOR DECISION

To: Local Planning Committee **For the Meeting of:** August 22, 2019

From: Kate Emmings, A/Manager,
Islands Trust Conservancy **Date Prepared:** August 12, 2019

SUBJECT: Coastal Douglas-fir and Associated Ecosystems Mapping

RECOMMENDATION: That the Local Planning Committee direct staff to spend up to \$20,000 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).

DIRECTOR COMMENTS:

- 1 **PURPOSE:** To provide direction to staff regarding commissioning mapping of contiguous tracks of the Coastal Douglas-fir zone and associated ecosystems across the Islands Trust Area.
- 2 **BACKGROUND:**
The Local Planning Committee (LPC) provided the “Protecting the Coastal Douglas-fir & Associated Ecosystems: An Islands Trust Toolkit” report (CDF Toolkit) to Trust Council at its March 2019 meeting. Trust Council passed the following resolution (emphasis added):

TC-2019-24

That Islands Trust Council requests implementation of the Coastal Douglas-fir Toolkit as follows:

1. *Distribute the Coastal Douglas-fir Toolkit to local trust committees and Bowen Island Municipality with a recommendation to add it as a top priority long range planning project.*
2. *Prioritize protection of the Coastal Douglas-fir and Associated Ecosystems and implementation of the Islands Trust Conservancy Regional Conservation Plan in the Islands Trust Council strategic plan for 2019-2023.*
3. **Direct Local Planning Committee to commission mapping of contiguous tracks of the Coastal Douglas-fir zone and associated ecosystems across the Islands Trust Area.**
4. *Request staff to create a strong communications program that will support Islands Trust Conservancy conservation initiatives for Coastal Douglas-fir protection as well as support the land use planning process, with a special focus on communicating the role of Development Permit Areas as a tool for Coastal Douglas-fir protection that permits development.*
5. *Request staff to bring recommendations for how the Natural Areas Property Tax Exemption Program (NAPTEP) can be tailored to highlight and prioritise contiguous tracks of the Coastal Douglas-fir zone in the outreach, communications, and approval of NAPTEP covenants by the Islands Trust Conservancy.*
6. *Request Trust Area Services staff to continue participating in the Coastal Douglas-fir Conservation Partnership.*

Staff have investigated procurement of mapping services and have identified the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) as a potential partner for the project. The CDFCP has secured funding through the Canada Nature Fund (Environment and Climate Change Canada (ECCC)) to support its activities in the 2019-2020 fiscal year and has identified mapping of contiguous tracts of CDF forest as an objective for the funds. Islands Trust staff believe that a partnership to obtain this mapping would be efficient as funds from both the CDFCP and the Islands Trust could be combined to secure a product for both the Islands Trust and for the CDFCP region as a whole.

Proposed Mapping Deliverables:

The project will map contiguous tracts of CDF Forests and Associated Ecosystems, incorporating the following variables:

- Priority on old and mature forest ecosystems,
- Priority on connecting old and mature forest patches with other areas of intact younger forests,
- Emphasis on areas with minimal disturbance and fragmentation, and
- Emphasis on areas with larger lot sizes and/or low-density zoning where development can be sited to allow for contiguity of forest ecosystems.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Improved forest mapping will allow Islands Trust staff to more effectively evaluate the impacts of planning applications on CDF forests and will assist in the development and revision of Official Community Plans and Land Use Bylaws. Improved forest mapping may also provide guidance for Development Permit Areas where desired.

FINANCIAL: The implementation of the recommendation will authorize staff to spend up to \$20,000 on mapping products.

POLICY: Improved mapping could influence further development of the Islands Trust Policy Statement and may provide greater clarity for the Executive Committee in interpretation of the current Policy Statement which states:

3.2.1 It is Trust Council's policy that:

- forest ecosystems in the Trust Area should be protected, and
- the remaining stands relatively undisturbed Coastal Douglas fir, Coastal Western Hemlock, Garry Oak and Arbutus should be preserved.

3.2.2 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development and land-use.

IMPLEMENTATION/COMMUNICATIONS: Islands Trust staff would work with the CDFCP to determine the best approach to procurement. This may include an official partnership agreement.

FIRST NATIONS: No engagement of First Nations has occurred for this project, but the LPC may wish to write to communicate out to First Nations regarding mapping acquisition once the project is complete.

OTHER: The Islands Trust has declared a climate emergency. Forests are known to store and sequester carbon in their biomass. Identification of contiguous tracts of forest will help to locate important areas of carbon storage and sequestration for planning purposes.

- 4 **RELEVANT POLICY(S):**
 [Islands Trust Policy Statement](#)
 [6.5.3 Procurement Policy](#)

- 5 **ATTACHMENT(S):**
 [CDF Toolkit](#)
-

RESPONSE OPTIONS

Recommendation: That the Local Planning Committee direct staff to spend up to \$20,000 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.)

Alternatives:

- 1) That the Local Planning Committee (LPC) direct staff to spend up to \$20,000 to map contiguous tracks of the Coastal Douglas-fir zone and its associated ecosystems without entering into a partnership with an outside agency.
 - 2) That the Local Planning Committee (LPC) direct staff to reduce the mapping deliverable in order to spend a lesser amount on mapping,
 - 3) That the Local Planning Committee (LPC) request that the Islands Trust Conservancy collaborate with the LPC to develop the mapping product and share the costs.
-

Prepared By: Kate Emmings, Acting ITC Manager

Reviewed By/Date: David Marlor, Director, Local Planning Services / August 16, 2019

Top Priorities Report

Local Planning Committee

1. <i>DAI Model Bylaws</i>	Responsible	Dates
CURRENT: Provide LPC with latest DAI Bylaw PLANNED: To be determined	David Marlor	Rec'd: 06-Feb-2019 Target: 22-Aug-2019
2. <i>LTC Model Fees Bylaw</i>	Responsible	Dates
CURRENT: Project Charter to LPC for approval PLANNED: As determined by Project Charter	David Marlor	Rec'd: 06-Feb-2019 Target: 22-Aug-2019
3. <i>Saltwater Intrusion Mapping</i>	Responsible	Dates
CURRENT: Funding of \$10,00 approved - work being undertaken by Province, with support from Island trust Senior Freshwater Specialist. PLANNED: Receipt of completed report on completion by end of Fiscal 2019/20	David Marlor	Rec'd: 17-Jul-2019 Target: 31-Mar-2020



Projects Report

Local Planning Committee

1. Letter of Agreement with the Ministry of Transportation and Infrastructure - including discussion	Responsible	Date Received
Staff working with the MOTI to address the Letter of Agreement; next meeting planned for May 17, 2016. Local Planning Committee is monitoring the process.		03-Mar-2016

2. Alternative Ways of Measuring Density	Responsible	Date Received
Bring forward a thorough analysis of alternative ways of measuring density and how to manage any corresponding impacts before consideration of requesting model bylaws be developed for local trust committees.		25-Aug-2016

3. Appropriate Economic Development	Responsible	Date Received
To be determined by the Local Planning Committee		18-Nov-2016

4. Develop tool kit to assist LTCs and island municipalities to reduce ecological footprint.	Responsible	Date Received
Trust Council - strategic plan		17-Aug-2017

5. Shoreline Marine Planning	Responsible	Date Received
Trust Council - Strategic Plan Item		09-Nov-2017
Conduct a working group session to brainstorm possible directions.		