



Local Planning Committee

Agenda

Date: Wednesday, February 12, 2020
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 - 10:00 AM
2. APPROVAL OF AGENDA	
3. ADOPTION OF MINUTES/COORDINATION	
3.1 Minutes of Meetings	3 - 6
Draft Minutes of November 13, 2019	
3.2 Resolutions Without Meeting	
None	
3.3 Follow-up Action List	7 - 7
4. WORK PROGRAM ITEMS	
4.1 Model Development Approval Information Bylaw and Model Fee Bylaw	8 - 35
4.1.1 <u>Email from Eric Booth to Financial Planning Committee (FPC) - Application Processing Questions</u>	36 - 39
4.2 Coastal Douglas-fir Ecosystems Mapping - verbal update from Director Marlor	
4.3 Saltwater Intrusion Mapping - verbal update from Senior Freshwater Specialist Shulba	
5. BUSINESS	
5.1 Waste Management - Trustee Patrick	

5.2 Freshwater Management Strategy - discussion

From 2018-2022 Strategic Plan:

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

Strategy #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.

5.3 Groundwater Mapping Strategy - discussion

From 2018-2022 Strategic Plan:

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

Strategy #8: Map and develop water budgets for groundwater aquifers in the Trust Area.

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

40 - 41

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

TPC-2019-030

It was MOVED and SECONDED

that the Trust Programs Committee refer the topic of a matrix of climate change land use tools to the Local Planning Committee.

CARRIED

6. NEW BUSINESS

6.1 LPC Members Roundtable

7. LOCAL PLANNING COMMITTEE - WORK PROGRAM

7.1 Consideration of Strategic Plan items in Projects List

42 - 56

7.2 Work Program

57 - 58

8. NEXT MEETING

Wednesday, May 20, 2020 - electronic meeting

8.1 Any need for more than the scheduled 4 business meetings this year?

9. ADJOURNMENT

2:00 PM - 2:00 PM



**Local Planning Committee
Minutes of Regular Meeting**

Date: November 13, 2019

Location: Electronic Meeting

Members Present: Laura Busheikin, Chair (electronic)
David Maude, Vice Chair (telephone)
Jeanine Dodds, Local Trustee (electronic)
Kees Langereis, Local Trustee (electronic)
Timothy Peterson, Local Trustee (electronic)
Kate-Louise Stamford, Local Trustee (electronic)
Jane Wolverton, Local Trustee (electronic)

Members Absent: Laura Patrick, Executive Committee Representative (electronic)
Peter Luckham, Ex Officio Member (electronic)

Staff Present: David Marlor, Director, Local Planning Services
Narissa Chadwick, Island Planner
Robert Barlow, Recorder

1. CALL TO ORDER

Chair Busheikin called the meeting to order at 10:05 a.m.

2. APPROVAL OF AGENDA

The following addition to the agenda was present for consideration:

6.3 Idea to Create More Conversation at Trust Council Meetings

By general consent the agenda and addendum were approved.

3. ADOPTION OF MINUTES/COORDINATION

3.1 Minutes of Meetings

3.1.1 Local Planning Committee Minutes of August 22, 2019

By general consent the Local Planning Committee Minutes of August 22, 2019 were adopted.

3.1.2 Local Planning Committee Minutes of November 8, 2019

By general consent the Local Planning Committee Minutes of November 8, 2019 were adopted.

3.2 Resolutions Without Meeting

3.2.1 RWM-2019.3 Set Special Meeting of November 8, 2019

The RWM-2019.3 was presented for information.

3.3 Follow-up Action List

The Follow-up Action List was reviewed.

4. WORK PROGRAM ITEMS

4.1 Fees Strategy and DAI Bylaw – RFD

Director Marlor presented the RFD. Discussion included:

- need for message to be sent to applicants ensuring them that their application is being processed and/or ensuring online availability of status;
- application fees could be set by Trust Council rather than by individual Local Trust Committees;
- need to provide an option of a fee decrease in case of hardship;
- need to provide an option of a fee decrease in case of some environmental or community benefit;
- approximately 40% of a planner's time is devoted to processing applications;
- discrepancy between fees received and actual costs (staff time) for processing applications results in the public (taxpayers) subsidizing developers;
- an annual report to Trust Council in regards to application fees;
- need to balance potential fee increases with resultant perception that only wealthy developers can afford planning applications;
- a wider conversation is needed to discuss how development might be impeding the goal of preserving and protecting the LTA.

LPC-2019-024

It was MOVED and SECONDED,

that Local Planning Committee request Staff draft a Model Fee Bylaw incorporating the staff recommendations as presented in the Request for Decision dated November 13, 2019.

CARRIED

LPC-2019-025

It was MOVED and SECONDED,

that Local Planning Committee request Staff report back with recommended amendments to Policy 5.6.1 Application Process Servicing that incorporates Policy 5.6.2 Cost Recovery Agreements, 5.6.3 Extraordinary Processing Services Guidelines, a Model Fee Bylaw and Model Development Approval Information Bylaw.

CARRIED

The committee recessed from 11:47 a.m. and reconvened at 11:54 a.m.

5. BUSINESS

5.1 Report on Islands Trust/Ministry of Transportation and Infrastructure (MOTI) meeting – Verbal Update

Director Marlor provided a verbal briefing in regards to the meeting that was held on October 31, 2019, in Nanaimo. Director Marlor and Regional Planning Managers met

DRAFT

with the MOTI approving officer for Vancouver Island and other MOTI staff. Either the Local Planning Committee or the Trust Programs Committee needs to discuss possibility of amending the Letter of Understanding between Islands Trust and MOTI.

5.2 Supporting the Freshwater Specialist in Islands Trust – Verbal Update

Trustee Patrick suggested to create two advisory bodies: one to advise the Islands Trust Freshwater Specialist and the second to advise Local Trust Committees.

LPC-2019-026

It was MOVED and SECONDED,

that Local Planning Committee request staff to bring forward a project charter for the freshwater strategic planning roundtable.

CARRIED

6. BUSINESS

6.1 Town Hall and Delegations

None.

6.2 Meeting Schedule for 2020

LPC-2019-027

It was MOVED and SECONDED,

that Local Planning Committee adopt the following meeting schedule for 2020:

1. Wednesday, February 12 - electronic
2. Wednesday, May 20 - electronic
3. Wednesday, July 29 - in person in Nanaimo
4. Monday, November 9 - electronic

CARRIED

6.3 Idea to Create More Conversation at Trust Council Meetings

Trustee Patrick suggested using three flipcharts at the start of a Trust Council meeting to show all LTC work projects planned, in progress or completed. Trustee Patrick will suggest trying this method of sharing information as an experiment at the next Trust Council.

7. LOCAL PLANNING COMMITTEE – WORK PROGRAM

LPC-2019-028

It was MOVED and SECONDED,

that Local Planning Committee combine priority #1, DAI Model Bylaws, and priority #2, LTC Model Fees Bylaw, to become priority #1, Application Processing Services, and that Coastal Douglas-fir Ecosystems Mapping be added as priority #2.

CARRIED

8. NEXT MEETING

DRAFT

Wednesday, February 12 – electronic meeting, 10:00 am – 2:00 pm

9. ADJOURNMENT

By general consent the meeting was adjourned at 12:35 a.m.

Laura Busheikin, Chair

CERTIFIED CORRECT:

Robert Barlow, Recorder



Follow Up Action Report

Local Planning Committee

22-Aug-2019

Activity	Responsibility	Dates	Status
1 CDF Mapping - approved funding of up to \$15,000 to undertake CDF mapping in partnership with CDFCP. Advise CDFCP.	Kate Emmings	Target: 31-Mar-2019	Completed
2 Model DAI Bylaw - draft a model DAI bylaw for consideration of adoption by LPC	David Marlor	Target: 12-Feb-2020	Completed

13-Nov-2019

Activity	Responsibility	Dates	Status
1 Staff to draft a Model Fee Bylaw incorporating the staff recommendations as presented in the Request for Decision dated November 13, 2019	David Marlor Narrisa Chadwick	Target: 12-Feb-2020	Completed
2 Staff to report to LPC with recommended amendments to Policy 5.6.1 Application Process Servicing that incorporates Policy 5.6.2 Cost Recover Agreements, 5.6.3 Extraordinary Processing Services Guidelines, a Model Fee Bylaw and Model Development Approval Information Bylaw	David Marlor Narrisa Chadwick	Target: 12-Feb-2020	Completed
3 Staff to bring forward a project charter for the Freshwater Strategic Planning Roundtable.	David Marlor Narrisa Chadwick	Target: 12-Feb-2020	Completed



REQUEST FOR DECISION

To: Local Planning Committee **For the Meeting of:** February 12, 2020

From: Narissa Chadwick, MCIP, RPP
Island Planner **Date Prepared:** February 5, 2020

SUBJECT: Local Trust Committee Model Fee Bylaw and Model Development Approval Information (DAI) Bylaw

RECOMMENDATION:

That Local Planning Committee endorse the Model Fee Bylaw in principle.

That Local Planning Committee endorse the Development Approval Information Bylaw in principle.

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

That Local Planning Committee request staff report back to the Local Planning Committee at the meeting of May 20, 2020, with a finalized Application Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policy incorporating the Model Fee Bylaw, Model DAI bylaw.

DIRECTOR COMMENTS: The recommendation will consolidate all fees and application related policies into a single Trust Council policy.

1 PURPOSE:

To provide Model Fee and Model Development Approval Information Bylaws and consolidate existing Application Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policies.

2 BACKGROUND:

At the November 13th, 2019, Local Planning Committee meeting, the Committee passed the following motions:

“that Local Planning Committee request Staff draft a Model Fee Bylaw incorporating the staff recommendations as presented in the Request for Decision dated November 13, 2019”.

“that Local Planning Committee request Staff report back with recommended amendments to Policy 5.6.1 Application Process Servicing that incorporates Policy 5.6.2 Cost Recovery Agreements, 5.6.3 Extraordinary Processing Services Guidelines, a Model Fee Bylaw and Model Development Approval Information Bylaw”.

Further background can be found in the staff report related to “Local Trust Committee Model Fee and Development Approval Information (DAI) Bylaw” presented at the November 13, 2019, Local Planning Committee meeting.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Endorsing the proposed model fee bylaws in principle will allow staff to undertake the necessary legal review.

FINANCIAL:

There will be a cost for the legal review.

POLICY:

This recommendation will combine existing Application Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policies and align this policy with a Model Fee Bylaw and Model Development Approval Information Bylaw.

IMPLEMENTATION/COMMUNICATIONS:

The final consolidated application processing policy and model bylaws will be provided to the Local Planning Committee in May 20, 2020, for the consideration of making recommendations to Trust Council.

FIRST NATIONS:

None.

OTHER:

None.

4 RELEVANT POLICY(S):

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

5 ATTACHMENT(S):

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

RESPONSE OPTIONS

Recommendation:

That Local Planning Committee endorse the Model Fee Bylaw in principle.

That Local Planning Committee endorse the Development Approval Information Bylaw in principle.

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

That Land Planning Committee request that staff report back to the March LPC meeting with a finalized Model Fee Bylaw, Model DAI bylaw and revised Application Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policy.

Alternatives:

1. That the Local Planning Committee endorse only one or some, but not all, of the recommendations and provide alternative direction to staff to follow up on for the May 20, 2020 meeting.
2. That the Local Planning Committee endorse none of the recommendations and provide alternative direction to staff to follow up on for the May 20, 2020 meeting.

NEXT STEPS

1. Staff will incorporate Local Planning Committee input into revisions of a draft model fee bylaw, draft model Development Information Approvals bylaw and consolidation of the application processing Policies.
2. Staff will request a legal opinion on elements of the Model Fee Bylaw.
3. Staff will report back to Local Planning Committee at the May 20, 2020 meeting with revised Model Fee, Model Development Information Approvals Bylaws and consolidated Application Processing Policy.

Prepared By: Narissa Chadwick, MCIP, RPP

Reviewed By/Date: David Marlor, MCIP, RPP, Director, Local Planning Services/January 31, 2020



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

APPLICATION PROCESSING SERVICES AND DEVELOPMENT APPROVAL INFORMATION

Purpose

This policy is intended to distinguish services along a continuum from property tax subsidy to applicant cost responsibility. It provides the parameters for application processing services by which service levels can be distinguished as a basis for preparing the Fees Bylaw and Schedule.

A. Definitions

1. Application Processing Services include:
 - 1.1 **Amendments** to an official community plan, zoning bylaw, subdivision bylaw or land use bylaw.
 - 1.2 **Requests** for Development Permits, Development Variance Permits, Temporary Use Permits, Soil Removal and Deposit Permits, Heritage Alteration Permits, Board of Variance orders, Liquor Licensing Permits, Cannabis Licensing Permits and Siting & Use Permits.
 - 1.3 **Comments** on applications referred from other agencies.
2. Service levels are defined as follows:
 - 2.1 **Information Service** providing an information service to applicants and the general public at no cost, as a public service, and funded by property taxation revenues.
 - 2.2 **Processing Service** providing a specific service to applicants as a direct response to an application and primarily funded by established fees paid by an applicant.
 - 2.3 **Extraordinary Processing Service** providing a planning review related service to an applicant beyond the standard processing service with funding provided by the applicant through a cost recovery agreement.

B. Policy

1. Application Processing Service Levels

1.1 Information Service – No Fee Required

The service level below indicates the information services which will be provided to an applicant as a public service:

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

1.2. Initial Application – Application Fee Required

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

- 1.2.1 comprehensive staff assessment
- 1.2.2 one staff report
- 1.2.3 discussion between planners and application throughout process

1.3 Processing Service – Application Fee Required

The service levels below indicate specific services that will be provided to an applicant who has paid an application processing fee:

- 1.3.1 comprehensive staff assessment
- 1.3.2 one staff report (for applications with an initial application fee, this is in addition to a staff report under that fee)
- 1.3.3 discussion between planners and application throughout process
- 1.3.4 staff referral to other agencies, advisory planning commissions, and analysis of their comments
- 1.2.5 bylaw or resolution drafting, including review for compatibility with Trust Object and policies and the relevant Official Community Plan
- 1.2.6 staff report with recommendation for local trust committee (LTC) approval consideration
- 1.2.7 processing bylaws through Executive Committee for approval consideration, if necessary
- 1.2.8 forwarding to Minister of Municipal Affairs and Housing for approval consideration, if necessary
- 1.2.9 adoption of all bylaws or issuing of permits as required.

1.4 Public Hearing – Application Fee Required

The service levels below indicate specific services that will be provided to an applicant who has paid a Public Hearing processing fee:

- 1.4.1 conducting one public hearing with staff present

1.5 Community Information Meeting – Application Fee Required

The service levels below indicate specific services that will be provided to an applicant who has paid a Community Information Meeting processing fee:

- 1.4.2 conducting one community information meeting with staff present

1.6 Estimated Direct Costs

Fees for direct costs, such as advertisements, delivery of notices, hall rentals, minute taking at public hearings and community information meetings, Staff travel to attend public hearings and community information meetings that are held separately to a local trust committee meeting, preparation and registration of legal documents shall be charged to the applicant at the actual cost.

1.7 Funding Basis and Fee Adjustments

- 1.6.1 Local trust committee should adopt a fee bylaw consistent with the model fee bylaw in attachment 1.
- 1.6.2 A local trust committee may enact variances to Trust Council's Model Fee Schedule of up to 20% when adopting a local trust committee fees bylaw. The following criteria must be considered when evaluating a fee variance:
 - 1.6.2.1 the level of community benefit offered by the type of application;
 - 1.6.2.2 availability of LTC approved design guidelines for projects requiring development permits;
 - 1.6.2.3 an amendment to an approved application occurring within 6 months of the approval date.
- 1.6.3 Variance to a fees bylaw must be adopted by bylaw amendment. All LTC fees bylaws and fees bylaw amendments must be approved by the Executive Committee before adoption by a LTC. The Executive Committee may consider requests for adjustments greater than 20%.
- 1.6.4 application processing services are funded primarily through fees, as per a LTC's Fees Bylaw. The fees will be based on average processing costs, as per Section 462 of the *Local Government Act*, Section 41 of the *Liquor Control and Licensing Act*, Section 35 of the *Cannabis Control and Licensing Act*. Actual

costs of processing an application may be less or greater than the established fee for that application. These costs are calculated as the product of staff labour costs x processing time (including Planner, and administrative support positions), adding to this calculation other direct costs such as mapping expenses, registration fees, travel expenses and advertising, then multiplying the total by a factor which incorporates the indirect costs such as general administration and overhead.

1.3. Services Requiring Cost Recovery Agreement

1.3.1 The service activities below indicate services beyond the scope of a general processing service and the required fees, and require that additional fees be paid on the basis of a cost recovery agreement between the Islands Trust and an applicant:

1.3.1.1 staff time required for covenant development

1.3.1.2 continuous dedicated staffing to expedite an application

1.3.1.3 staff time to attend additional public consultation meetings including community information meetings, advisory planning commission meetings and public hearings

1.3.1.4 technical assessments or studies as required by the local trust committee

1.3.1.5 retaining special technical assistance required by the local trust committee

1.3.1.6 additional legal counsel services required for the application not covered under the estimated direct costs of the fee bylaw

1.3.1.7 process agreement negotiation

1.3.1.8 other resources and/or services required by the local trust committee to process the application not covered by the fee bylaw

1.3.1.9 accelerated timeframe to process the application.

1.3.2 **Funding Basis:** These additional services are funded by an applicant via a cost recovery agreement in addition to any applicable fee established in the Fees Bylaw.

2. Extraordinary Processing Services

Extraordinary Processing Services Guidelines are designed to assist local trust committees and planning staff in the identification and implementation of extraordinary application processing services.

The intent of these guidelines is to provide alternate means of handling extraordinary costs - either through applicant provided services or applicant payment of Trust provided services.

2.1 Identifying Extraordinary Processing Service Requirements

- 2.1.1 Local trust committees (LTC) have the ability to determine the necessary requirements for processing applications. These requirements may include the need for extraordinary processing services, which a LTC may recommend, where:
 - 2.1.1.1 the actual or estimated processing service level costs are in excess of the costs reflected in the relevant application fee (determined as the average cost of processing) (eg. additional public consultation, complex covenant requirements or extensive staff requirements); or
 - 2.1.1.2 the processing requirements include services that are beyond the processing service level (eg. special technical assistance, specific legal services).
- 2.1.2 The Regional Planning Manager is responsible for assisting LTCs in identifying and costing extraordinary processing service requirements and advising the LTCs of the options available to handle these requirements.
- 2.1.3 The Regional Planning Manager is responsible for ensuring that complex service requirements include terms of reference which outline detailed criteria and parameters for studies.

2.2 Provision of Extraordinary Processing Services

- 2.2.1 Extraordinary processing services can be provided:
 - 2.2.1.1 directly by the applicant, in addition to paying to the Islands Trust the applicable standard fee; the LTC must be satisfied that the services have been fulfilled before further processing of the application will occur, or,
 - 2.2.1.2 by the Islands Trust via a cost recovery agreement, with costs to be paid by the applicant, in addition to the applicable standard fee.
- 2.2.2 With respect to both options noted above, a resolution of the LTC, following the recommendation of the regional planning manager is required to proceed.
- 2.3.3 When extraordinary processing service requirements have been identified, the applicant should be advised by staff that the application cannot be processed because the extraordinary processing service requirements are not available within existing resources. The requirements to properly process the application must be clearly identified to the applicant.

3. Cost Recovery Agreements

- 3.1 The Cost Recovery Agreement Policy is intended to provide the principles by which cost recovery for extraordinary services beyond the fee schedule can be negotiated between an applicant and a local trust committee (LTC) and be implemented.
 - 3.1.1 Cost Recovery Agreements are voluntary on the part of the applicant.
 - 3.1.2 Cost recovery reflects a service level which includes extraordinary, discrete costs as well as requirements to efficiently and effectively undertake the approval process for a complex application.
 - 3.1.2 Agreements will endeavour to recover all costs of processing that exceed the applicable average costs of processing; such costs may include but are not limited to those listed in sections 1.2, 1.3, 1.4, 1.5 and 1.6 of this Policy.
 - 3.1.3 The existence of a Cost Recovery Agreement will not fetter a LTC's discretion with respect to an application before the committee.
 - 3.1.4 Authority for negotiating Cost Recovery Agreements is provided within the respective LTC fees bylaws.
 - 3.1.5 Cost Recovery Agreements will proceed only by resolution of the LTC after consultation with the Regional Planning Manager, except in situations where an applicant is seeking to discuss an issue directly with Islands Trust legal advisors, in which case the Director of Local Planning Services may approve the cost recovery agreement.
 - 3.1.6 Cost Recovery Agreements will be negotiated with the applicant by the Regional Planning Manager, and be approved by the Director of Local Planning Services.
 - 3.1.7 The cost recovery agreement letter will be submitted, together with the recommendation of the Regional Planning Manager and the LTC resolution, for approval by the Director of Local Planning Services (or designate) prior to final agreement with the applicant.

4. Development Approval Information

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

C. Legislated References

Local Government Act, S.462

Local Government Act, S.486

Liquor Control and Licensing Act, S.41

Cannabis Control and Licensing Act, S.35

D. Attachments

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

XXX LOCAL TRUST COMMITTEE

BYLAW NO. XX

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

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

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

1. Citation

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

2. Interpretation

- 2.1 In this bylaw:

"Applicant" means:

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

"Application Fee" means the monetary amount payable to the "Islands Trust".

"Estimated Direct Costs" means the Islands Trust's itemized estimate of its actual disbursements associated with an application including newspaper advertising, notifications including Land Title Office notices, rental of premises for meetings or hearings, recording or preparation of minutes of

meetings or hearings, staff travel, First Nations site visits and the engagement of specialized consultants and lawyers to provide advice to the Islands Trust with respect to the application.

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

3. Application Fees

- 3.1 Prior to the processing of an application listed in Column 1 of Table 1, Table 2, Table 3 or Table 4 the applicant must deliver to the Islands Trust the corresponding application fee in the amount shown in Column 2.

TABLE 1 – Rezoning	
Column 1	Column 2
Rezoning	
Initial Application	\$1,500
Subsequent Application Fees:	
Processing	\$3,000 + EDC
Public Hearing	\$1,500 + EDC
Community Information Meetings	\$1,500 + EDC
	EDC =Estimated Direct Costs

TABLE 2 – Permits	
Column 1	Column 2
Development Permits	
1. Development permit in respect of a protection areas or water conservation	\$1,100
2. Development permit in respect of water and energy conservation	\$1,100
3. Development permit in respect of form and character	\$2,200
4. Development permit amendment	\$200
Development Variance Permits	
5. Development variance permit (commercial, industrial or institutional development)	\$2,000
6. Development variance permit (residential)	\$1,500
Siting and Use Permit	

7.	Siting and Use Permit	\$280
Temporary Use Permit		
8.	Temporary use permits (commercial/industrial/institutional)	Initial Application Subsequent Application Fees: Processing Community Information Meetings \$1,500 \$500 + EDC \$1,500 + EDC EDC =Estimated Direct Costs
9.	Temporary use permits (residential)	Initial Application Subsequent Application Fees: Processing Community Information Meetings \$500 \$500 + EDC \$1,500 + EDC EDC =Estimated Direct Costs
10.	Temporary use permit renewal	\$200
11.	Heritage Alternation Permit	\$2,200
Companion Applications		
12.	Development permit in respect of a protection areas or water and energy conservation in combination with a companion application for a development variance permit (residential)	\$2,200
13.	Development Permit in respect of a protection areas or water and energy conservation in combination with a companion application for a Development Variance Permit (commercial, industrial, or institutional)	\$2,700
14.	Development Permit in respect of form and character in combination with a companion application for a Development Variance Permit (residential)	\$3,000
15.	Development Permit in respect of form and character in combination with a companion application for a Development Variance Permit (commercial, industrial, or institutional)	\$3,500
16.	Siting and Use Permit in combination with a companion application for a Development Variance Permit (residential)	\$1,500
17.	Siting and Use Permit in combination with a companion application for a Development Variance Permit (commercial, industrial, or institutional)	\$2,000

18.	Siting and Use Permit in combination with a companion application for a Development Permit (protection area)	\$1,100
19.	Siting and Use Permit in combination with a companion application for a Development Permit (form and character areas)	\$2,200
20.	Siting and Use Permit in combination with a companion application for a Temporary Use Permit (commercial and industrial uses)	TUP fee + \$100
21.	Siting and Use Permit in combination with a companion application for a Temporary Use Permit (other than commercial and industrial uses)	TUP fee + \$100

TABLE 3 – Subdivision Referrals	
Application for Subdivision Review – base fee	\$1,000
Application for Subdivision Review – for each parcel that would be created by the proposed subdivision	\$110
Application for Subdivision Review – parcel line adjustments only, creating no additional parcels	\$500??

TABLE 4 – Other Applications		
Column 1		Column 2
1.	Board of Variance	\$2,200
2.	Land Use Contract amendment	\$2,000
3.	Liquor & Cannabis Regulation Branch – Retail Licence Application and Process Subsequent Application Fees: Community Information Meetings	\$1,500 \$1,500 + EDC EDC=Estimated Direct Costs
4.	Liquor & Cannabis Regulation Branch – Temporary License Change	\$100
5.	Zoning Confirmation Letter	\$100
6.	Strata Conversions Initial Application Subsequent Application Fees: Processing Community Information Meetings	\$1,500 \$3,000 + EDC \$1,500 + EDC EDC =Estimated Direct Costs

- 3.2 An application administration fee in the amount of \$100.00 being a portion of the fee referred to in Table 1 is not refundable in any event.

- 3.3 An application administration fee in the amount of \$50.00 being a portion of the fee referred to in Table 2, Table 3, and Table 4 is not refundable in any event.
- 3.4 If an application is withdrawn before staff undertakes any planning work on the application, the Islands Trust must refund to the applicant the Application Fee less the non-refundable portion.

4. Refund of Subsequent Application Fee

- 4.1 The Islands Trust must refund the Subsequent Application Fee to the applicant if their application is rejected by the Local Trust Committee upon its first consideration of the application.

5. Estimated Direct Costs (ECD) Deposit

- 5.1 The Estimated Deposit Value in Column 2 of Table 5.2 is 150% of estimated direct costs of the administration and processing of an application, which are to be paid, as a deposit, by the Applicant on a cost recovery basis. The deposit amount will be based on the values identified in the table in 5.2 and the total estimated direct cost to be deposited will be provided to the Applicant by Islands Trust planning staff following the initial processing of the application.
- 5.2 Estimated Deposit Values:

	Item	Estimated Deposit Values
5.2.1	Newspaper notice publication for a Community Information Meeting (cost per publication)	\$150
5.2.2	Newspaper notice publications for a Public Hearing or consideration of Temporary Use Permit (cost per two publications)	\$1,500
5.2.3	Delivery notice for a Public Hearing or consideration of other Permits (DVP, TUP)	\$150
5.2.4	Hall rental for a community information meeting or a Public Hearing (per meeting)	\$120
5.2.5	Minute taker fees for a community information meeting or Public Hearing (per meeting)	\$375
5.2.6	Staff travel costs to attend a Community information meeting or Public Hearing (per meeting) that is not part of a regular Local Trust Committee meeting.	\$1200
5.2.7	Preparation of a covenant	See 5.6
5.2.8	Registration of a Covenant at the Land Title Office	See 5.6
5.2.9	Registration of notice of a Permit or Housing Agreement at the Land Title Office	See 5.6
5.2.10	Legal Advise	See 5.6
5.2.11	First Nations site visits	See 5.7

- 5.3 The Estimated Deposit Values may be adjusted by the Islands Trust in presenting the itemised estimate if the actual costs to the Islands Trust has changed since the tariff was adopted.

- 5.4 The Island Trust shall refund to the applicant, once the processing of an application has been completed, any amount paid in respect of Estimated Direct Costs that exceeds its actual direct costs.
- 5.5 If the amount paid in respect of Estimated Direct Costs is less than the deposit provided to the Islands Trust, the Applicant shall pay the deficiency forthwith upon receipt of the Islands Trust's account in that regard. The local trust committee may withhold the consideration of issuance of any permit or hold the consideration of adoption of any bylaw in abeyance until the deficiency has been paid.
- 5.6 Where legal work is required for the preparation of covenants, registration of covenant at Land Title Offices, registration of notice of a permit or housing agreement at the Land Title Office and/or for other purposes related to the application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
- 5.6 Where site visits from First Nations are required for the processing of an application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.

6. Processing Fee

- 6.1 The Processing fee includes the following services:
 - 6.1.2 Staff referral to other agencies, advisory planning commissions, and analysis of their comments
 - 6.1.3 Discussions between planners and applicant throughout process as required
 - 6.1.4 Bylaw or resolution drafting, including review for compatibility with Trust Object and policies and the relevant Official Community Plan
 - 6.1.8 Staff report with recommendation for local trust committee (LTC) approval consideration
 - 6.1.9 Processing bylaws through Executive Committee for approval consideration, if necessary
 - 6.1.10 Forwarding to Minister of Municipal Affairs and Housing for approval consideration, if necessary
 - 6.1.11 Adoption of all bylaws or issuing of permits as required.

7. Fee Increases Over Time

- 7.1 Application fees will be increased on an annual basis by 2% to address inflation.
- 7.2 Should the annual rate of inflation be under 2%, the increase in application fees will be made to match the rate identified by Canadian Consumer Price Index (CCPI).
- 7.3 The fee for the fiscal year (April 1, to March 31) as per 5.1 and 5.3 will be calculated and posted in Appendix 1 by March 1st of each year.

8. Severability

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

9. Repeal

- 9.1 _____ Island Local Trust Committee Fees Bylaw No. ____, _____, is repealed upon adoption of this bylaw.
- 9.2 Any application for which a fee has been fully paid at the time this bylaw comes into force shall be processed to completion in accordance with the fee provisions of the repealed bylaw.

READ A FIRST TIME THIS XTH DAY OF XXXX , XXXX

READ A SECOND TIME THIS XTH DAY OF XXXX , XXXX

READ A THIRD TIME THIS XTH DAY OF XXXX , XXXX

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

ADOPTED THIS XTH DAY OF XXXX , XXXX

Chairperson

Secretary

Model Development Approval Information Bylaw

ISLANDS TRUST COUNCIL BYLAW NO. ____

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

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

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

PART 1 TITLE

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

PART 2 PURPOSE

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

PART 3 DEFINITIONS

3. In this Bylaw, the following definitions shall apply (include all that apply):

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

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

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

"Development Application" means an application for:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PART 4 APPLICATION

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

PART 5 PROCEDURE

6. An official assigned from time to time to provide planning services to the _____ Island Local Trust Committee is the official for the purposes of this bylaw.
7. Where a *DAI Report* is required, the information for the *DAI Report* shall be provided to the official by the applicant and at the applicant’s cost.
8. The applicant shall provide the *DAI Report* to the official in the format specified by the official. The official may determine that all or part of the *DAI Report* shall be provided in digital form.
9. The official may, on a case-by-case basis and at their sole discretion, amend 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**, the official may require a *Preliminary Water Supply Study*.
17. For *Development Applications* in respect of **Development Permit Area __ – _____**, as designated in the Official Community Plan and in accordance with sections 488 (specify the sections the development permit area is designed under), the *DAI Report* shall contain the following information: (NOTE: the requirements are specific to the guidelines focus one where the guidelines require information to be provided).
 - (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)

(repeat for each development permit area)

(The following is specific to development permit for Riparian Areas).

18. For *Development Applications* in respect of **Development Permit Area __ – Riparian Areas**, as designated in the Official Community Plan and in accordance with section 488 (1)(a) of the *Local Government Act* for protection of the natural environment, the *DAI Report* shall contain the following information:
 - a. Description of the proposed development detailing construction methodology, cut and fill, blasting, road or driveway construction, vegetation clearing, alteration to hydrological systems, alterations affecting the watercourse, sewage disposal system installation, landscaping, or other land alteration during or after the development phase, as well as identification of alternative development option;
 - b. *Site Plan* that contains the following additional information:
 - (i) the development area boundary;
 - (ii) the locations of the top of bank and high water marks;
 - (iii) Streamside Protection and Enhancement Areas (SPEA) widths;
 - (iv) 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.
19. Where a particular type of information is required for a *DAI Report*, as identified in sections 16 through ___ (section previous to this one) of this Bylaw, that information must be prepared by a consulting professional with qualifications listed in the table below, or as otherwise approved in writing by the official.

TYPE OF INFORMATION	CONSULTING PROFESSIONAL
Agriculture	- Agrologist (Registered with BC Institute of Agrologists)
Anthropological Study	- Post-graduate degree in anthropology

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

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

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

PART 7 TERMS OF REFERENCE

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

- 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.
24. For every matter within the scope of section __ (section previous to this section) of this Bylaw that is included in the Terms of Reference, the applicant shall:
- a. identify relevant baseline information for existing conditions and document the nature of the resource or other matter on which the proposed activity or development may have an impact;
 - b. identify and describe the potential and likely impacts of the activity or development, including any cumulative effects when combined with other projects proposed or under development;
 - c. evaluate the impacts in terms of their significance and the extent to which and how they might be mitigated;
 - d. make recommendations as to conditions of approval that may be appropriate to ensure that undesirable impacts are minimized or avoided; and
 - e. make recommendations as to measures that may restore or enhance natural functions or features that have been damaged or degraded prior to development or that would be impacted by the proposed development,
- all in accordance with generally accepted impact assessment methodology.
25. The applicant may include in the Terms of Reference any additional matter which the applicant considers information that ought to be provided to the Local Trust Committee to permit a full understanding of the impact of the proposed activity or development on the island community affected.
26. The official may require that the Terms of Reference or a *DAI Report* provide additional information on the relationship between the proposed activity or development, and
- a. the object of the Islands Trust set out in the *Islands Trust Act*;
 - b. the Islands Trust Policy Statement;
 - c. the Regional Conservation Plan; and,
 - d. in the case of a proposed amendment to a bylaw enacted under s. 479 of the *Local Government Act*, the official community plan of the Local Trust Committee.

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

34. If the official considers that the impact information provided by the applicant, or any portion of it, requires an independent review prior to being considered by the Local Trust Committee, the official may require the applicant to provide such a review of the information including the methodology used in its preparation.

35. The official may specify that the independent review be conducted by a member of the relevant professional association and may specify terms of reference for the review.

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

PART 9 PROPRIETARY RIGHTS IN INFORMATION

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

READ A FIRST TIME this day of , 2018.

READ A SECOND TIME this day of , 2018.

READ A THIRD TIME this day of , 2018.

ADOPTED this day of , 2018.

Secretary

Chair

Subject: \$2 Million Questions
Resent-Date: Mon, 6 Jan 2020 23:55:29 +0000
Resent-From: ericbooth@shaw.ca
Date: Mon, 6 Jan 2020 15:54:46 -0800
From: ericbooth@shaw.ca <ericbooth@shaw.ca>
Reply-To: ericbooth@shaw.ca
To: Lbusheikin@islandstrust.bc.ca, Dcritchley@islandstrust.bc.ca,
Scolbourne@islandstrust.bc.ca, Klangereis@islandstrust.bc.ca,
Trockafella@islandstrust.bc.ca, Jwolverton@islandstrust.bc.ca,
Klstamford@islandstrust.bc.ca, Drogers@islandstrust.bc.ca, Aallen@islandstrust.bc.ca,
Gscott@islandstrust.bc.ca, Pjohnston@islandstrust.bc.ca, Tpeterson@islandstrust.bc.ca,
Jdodds@islandstrust.bc.ca, Dmaude@islandstrust.bc.ca, Bmccoonchie@islandstrust.bc.ca,
Dmorrison@islandstrust.bc.ca, Pbrent@islandstrust.bc.ca, Lmiddleton@islandstrust.bc.ca,
Cthorn@islandstrust.bc.ca, Swright@islandstrust.bc.ca, Dfenton@islandstrust.bc.ca,
pluckham@islandstrust.bc.ca
CC: gsluberg@gulfislands.net, selina.robinson.mla@leg.bc.ca

To – Local Island Trustees of the Islands Trust Area

Re – Application Processing

Dear Trustees,

The following is from page 159 of the March 2019 Trust Council Agenda Package (see link at bottom of this email), and, IMO should have been front page news at budget time.

Application fees

Approximately 71% (\$5,635,852) of the overall draft budget is allocated to Local Planning Services, which includes the administration costs associated with the service area. Approximately 60% of this amount (\$3,254,341) covers core operating costs, such as, local trust committee meetings, dealing with enquirers and referrals, undertaking local trust committee project work, and supporting the regionally-based Local Planning Committee.

The balance— approximately 40% (\$2,252,000)—covers the cost of processing applications, such as rezoning and development variance permits.

Despite the high cost of processing applications, fees collected from applicants make up only 2.1% of total planned revenue in the proposed 2019/20 budget. Put another way, approximately 7.1% of the cost to process applications comes from the actual fees paid by applicants themselves.

Those figures **make** it abundantly clear Islands Trust is wasting, **due to inefficiency, over \$2 million/year of taxpayer's monies.** (\$2,252,000 – \$159,892 (7.1% of \$2,252,000) = \$2,092,108/year...which is more than 25% of the entire 2018/2019 budget!

But, adding insult to injury, consider the following passage:

Another factor to consider is that application fees are not consistent across the entire Trust Area, as each local trust committee sets their own application fees independent of one another.

This means some Trust Areas' property owners pay more in application fees, which are put into "general revenue," thereby effectively subsidizing development costs on other islands.

Now, adding further insult, the Islands Trust has an established policy, 5.6.i – Application Processing Services. <https://islandstrust.files.wordpress.com/2019/09/application-fees-processing.pdf>

The Policy clearly states:

- (a) Some services are provided free (Section 1.1)
- (b) There are 11 services which are included in the application fee (Section 1.2.i)
- (c) The 11 services are funded primarily through fees as per a local trust committee's Fees Bylaw. (Section 1.2.ii)
- (d) **The fees will be based on average processing costs as per Section 931 [2] of the Local Government Act** (Section 1.2.ii)
- (e) The costs of processing an application are calculated as the product of staff labour costs X processing time.(Section 1.2.ii)
- (f) Service activities beyond the scope of a general processing service and the required fees require that additional fees be paid on the basis of a cost recovery agreement between the Islands Trust and an applicant (Section 1.3.i)

The Trust Policy **DOESN'T** leave it up to planners to wonder when, and/or if, a "cost recovery agreement" is necessary with respect to a particular application.

Staff are instructed by the Fees Bylaws (of each Local Trust Area). The following is from the Salt Spring Island [Fees Bylaw 468](#):

4. Extraordinary Costs

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

"150% prior to the processing of the application."

A planner is instructed to estimate whether extraordinary costs would be applicable to any particular application by referring to the applicable (one of 15), "Work Order".

Below is an example of one of those work orders – for a "Zoning Bylaw Amendment" application.

You'll note there are 3 columns.

The total number of hours is 60 hours for "Regular" and 70 hours for "Complex" applications, with the 3rd column left open for filling in estimated "Cost Recovery" hours.

So, here are the "\$2,000,000 Questions" –

1. **Do Staff ever use these work orders, and if so, how did they underestimate by \$2,000,000+ the cost of processing applications last year (and the years before)?**
2. **If they haven't been using the work orders, why has Trust management not enforced the Policy and their usage, since it is clear numerous applications have grossly exceeded the 150% threshold?**
3. **Why haven't any of you, on behalf of those taxpayers you were elected to represent, demanded Trust Council, through the Chief Administrative Officer, take action to remedy this situation?**

APPENDIX 5

Zoning Bylaw Amendment					
Work Order					
Application/File No. _____		Date: _____			
		Column 1	Column 2		
Criteria	Hours	Fee Schedule		Cost	
		Regular	Complex	Recovery	
Receipt, preliminary review	3.75				
Research, analysis, staff report	8				
Applicant communications	4.25				
APC discussions/meeting	4				
Standard Covenant review	2				
Draft bylaw, proof, LTC review	5.5				
First Reading	1.5				
Referral to agencies	3				
Public Hearing notice and followup	8				
Public Hearing preparation	8				
LTC consider; Referral to EC, MAH	10				
Notification to applicants, agencies	2				
		4000			
New covenant	3				
Studies/Assessments	5				
Additional public consultation	2				
			4600		
Fee levels	1	\$4,000			
	2		\$4,600		
Fee assessed					
Appendix 5					

At a rate of \$2 million/year (or \$10 million over 5 years), due to obvious mismanagement, it is incumbent upon you to raise the issue of an audit of the operation of the Trust loudly with the Minister (whom I've

copied on this letter), since it is clear no one in the entire Islands Trust administration, including the CAO, the CFO, the Director of Local Planning Services and none of the Regional Managers have, to date, taken any remedial action.

Trust Policy is being ignored to the detriment of Islands Trust Area taxpayers. The \$2 million is the equivalent of a hidden 25% tax.

More importantly, the \$2 million is also indicative of an **extremely inefficient application processing bureaucracy**.

To give you some perspective of HOW inefficient, in November 2007, a report was prepared and presented to Trust Council titled "**Local Planning Services Review Report**."

<http://www.islandstrust.bc.ca/media/333426/lps-focused-review-nov2007.pdf>

It was a summation of an independent review of Local Planning Services conducted by Stantec Consulting in March 2007. <http://www.islandstrust.bc.ca/media/342773/02lpsreviewstantecrptmar2007.pdf> In that report were **numerous recommendations for the improvement of services, including efficiency of processing applications**.

Annex E of the Report detailed that **only 43% of the cost of processing applications was recovered by application fees**.

Accordingly, since 2007 application processing has become 6 times, or 2%/year, **LESS EFFICIENT in the past 12 years. It is clear none of the recommendations of the Stantec Report were implemented**.

So, last question. Who among you will stand up and do what is right for the taxpayers you represent and bring accountability to the table?

If this were a private corporation and a 25% inefficiency/waste was discovered multiple firings would occur.

Thank you for your attention to this issue and I look forward to your responses, and, hopefully, dare I dream, actions.

Best regards,

Eric Booth
Former Islands Trustee (2002-2005)

Source – http://www.islandstrust.bc.ca/media/347296/tc_2019-03_12-14_adg_pkg_final.pdf Page 159

From: Doug Fenton <dfenton@islandstrust.bc.ca>
Date: January 5, 2020 at 5:38:09 PM PST
To: Peter Grove <pgrove@islandstrust.bc.ca>
Subject: Removal of Water studies data is disconcerting

Dear Finance Committee Chair,

On Dec 4-6, 2019, the budget was reviewed, debated and voted on. Upon reflection, I have come to the conclusion that I/we need to see the facts that support the removal of the 50k for ongoing groundwater studies (Dec 3-5, 2019-Agenda Package/Budget Funding Request Summary, p. 115 & 125-127).

My concern/s stem from a lack of details/facts/impacts/consequences surrounding the discussion and motion to remove the groundwater mapping for the 2020/21 budget cycle.

This all runs in the face of some powerful language (from our indigenous, local through global leadership):

1. FN belief that protecting the water (as with natural resources) a fundamental element of life its compromise affects all species. Four Worlds of the Blue Ecology Water Cycle. Blue Ecology Practitioners Guide (2017).
<https://waterbucket.ca/cfa/files/2017/01/Blueecologytipsheet.pdf>;
2. UN declaration of water resource scarcity, hence the unanimous agreed upon Declaration of 2018-2028 the water action decade.
<https://www.un.org/sustainabledevelopment/water-action-decade/>;
3. POLIS Water Sustainability Project led to the publishing of their position paper (Published Nov 27, 2019). <https://poliswaterproject.org/2019/11/27/a-watershed-security-fund-for-british-columbia/>;
 - OVERVIEW: A WATERSHED SECURITY FUND FOR BRITISH COLUMBIA OCTOBER 2019 Building Resilience & Advancing Reconciliation.
<https://poliswaterproject.org/files/2019/11/Overview-Watershed-Security-Fund.pdf>;
 - A WATERSHED SECURITY FUND FOR BRITISH COLUMBIA.
<https://poliswaterproject.org/files/2019/11/Watershed-Security-Fund-Position-Paper-1.pdf>.

In my opinion, this infers, there is an ongoing threat to our freshwater sustainability and the need to take action. There are many fronts involved enacting these actions, and it will require cooperation, active and creative innovation at all scales of governments (domestically (gov-gov, comanaged gov., global). Both the POLIS Position Paper and UN's SDG (Sustainable Development Goals) consider actionable items that are interconnected, such as the pressing social issues, including human rights, food security, and reconciliation with our indigenous people.

Nothing stating this would/will be resolved any time soon. The stated concerns about the groundwater data collected to date, is related to the Provinces data supplied to IT, hence our need to actively manage the data inhouse (my apologies, I cannot find the location in the Agenda document & p. #).

I would argue that this will be a multidecade process, not a short term issue. Additionally, the need for water management expertise will grow and become front and centre. I would urge the Finance Comm (on behalf of TC) and us as Trustees to re-examine the water testing and find a way to fund this crucial data gathering process.

And to look at the position of Freshwater Specialist as an essential key to being part of this future partnership/s as a means to collaborate with others and if not find fund opportunities. Possibly use the IT expertise and data to augment or find synergies among other partner's work or needs on the groundwater planning/management.

I am asking the finance committee to bring back to TC more information explicitly defining what these studies involve and the relevance timelines and impacts putting them on hold for another year or more.

Respectfully submitted,

df

Doug Fenton
Trustee, Thetis Island Trust Area
Board Member Islands Trust Conservancy
dfenton@islandstrust.bc.ca
C: 250.804.6480



Islands Trust

Strategic Plan 2018-2022

*The Islands Trust Council 2018-2022 Strategic Plan was adopted
December 4, 2019 on Lekwungen treaty and traditional territory, Victoria, British Columbia.*

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Peter Luckham
Thetis Island Local
Trustee, Chair, Islands Trust



Sue Ellen Fast
Bowen Island Municipal
Trustee, Executive Vice Chair,
Vice Chair, Islands Trust
Conservancy



Laura Patrick
Salt Spring Island Local
Trustee, Executive Vice Chair



Dan Rogers
Gambier Island Local
Trustee, Executive Vice Chair



Kate-Louise Stamford
Gambier Island Local
Trustee, Chair, Islands Trust
Conservancy



Deb Morrison
North Pender Island Local
Trustee, Chair, Trust Programs



Scott Colbourne
Gabriola Island Local
Trustee, Vice Chair, Trust
Programs



Laura Busheikin
Denman Island Local
Trustee, Chair, Local Planning



Peter Grove
Salt Spring Island Local
Trustee, Chair, Financial
Planning



Michael Kaile
Bowen Island Municipal
Trustee



Kees Langereis
Gabriola Island Local
Trustee



Jane Wolverson
Galiano Island Local
Trustee



Grant Scott
Hornby Island Local
Trustee



Peter Johnston
Lasqueti Island Local
Trustee



Jeanine Dodds
Mayne Island Local
Trustee



Benjamin McConchie
North Pender 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

Statement of Trust Council 2018-2022

This plan represents the priorities of Trust Council and the Islands Trust and provides a framework to guide decision-making and allocate resources. It has been informed by island communities through local trust committee and Bowen Island meetings and the election process itself. It is the result of significant research, reporting and debate and best represents what we consider the work that we must do.

The object clause in the *Islands Trust Act* provides our mandate to ‘preserve and protect’ the Trust Area and the Policy Statement remains a primary guide in our goal setting and decision-making. We acknowledge however, that the Policy Statement does not fully contemplate much of what we face. First Nations must be acknowledged. The climate crisis is affecting the environment and our lives. Island demographics have changed. Development pressures are more complex. The marine environment is increasingly at risk from oil tanker traffic, plastic pollution, and industrial uses.

As we are successful in achieving our strategic goals, we will be collaborative leaders in coastal zone management. We will understand the freshwater resources on our islands and make land use decisions accordingly. We will amend our bylaws to maximize our ability to address a changed and changing climate. We will tell people who we are and why we exist and ask for their help in achieving the object of the Islands Trust. We will strive to ensure that we enact the guiding principles of Reconciliation creating mutually respectful and collaborative relationships with First Nations. And finally, - we will work together - as local trustees and as members of Trust Council, to be efficient and effective in what we achieve and to do it with respect and spirit.



David Maude
Mayne Island Local
Trustee, Vice Chair, Local
Planning



Paul Brent
Saturna Island Local
Trustee, Vice Chair, Financial
Planning



David Critchley
Denman Island Local
Trustee



Tahirih Rockafella
Galiano Island Local
Trustee



Alex Allen
Hornby Island Local
Trustee



Timothy Peterson
Lasqueti Island Local
Trustee

STRATEGIC PLAN 2018-2022

ISLANDS TRUST COUNCIL 2018-2022

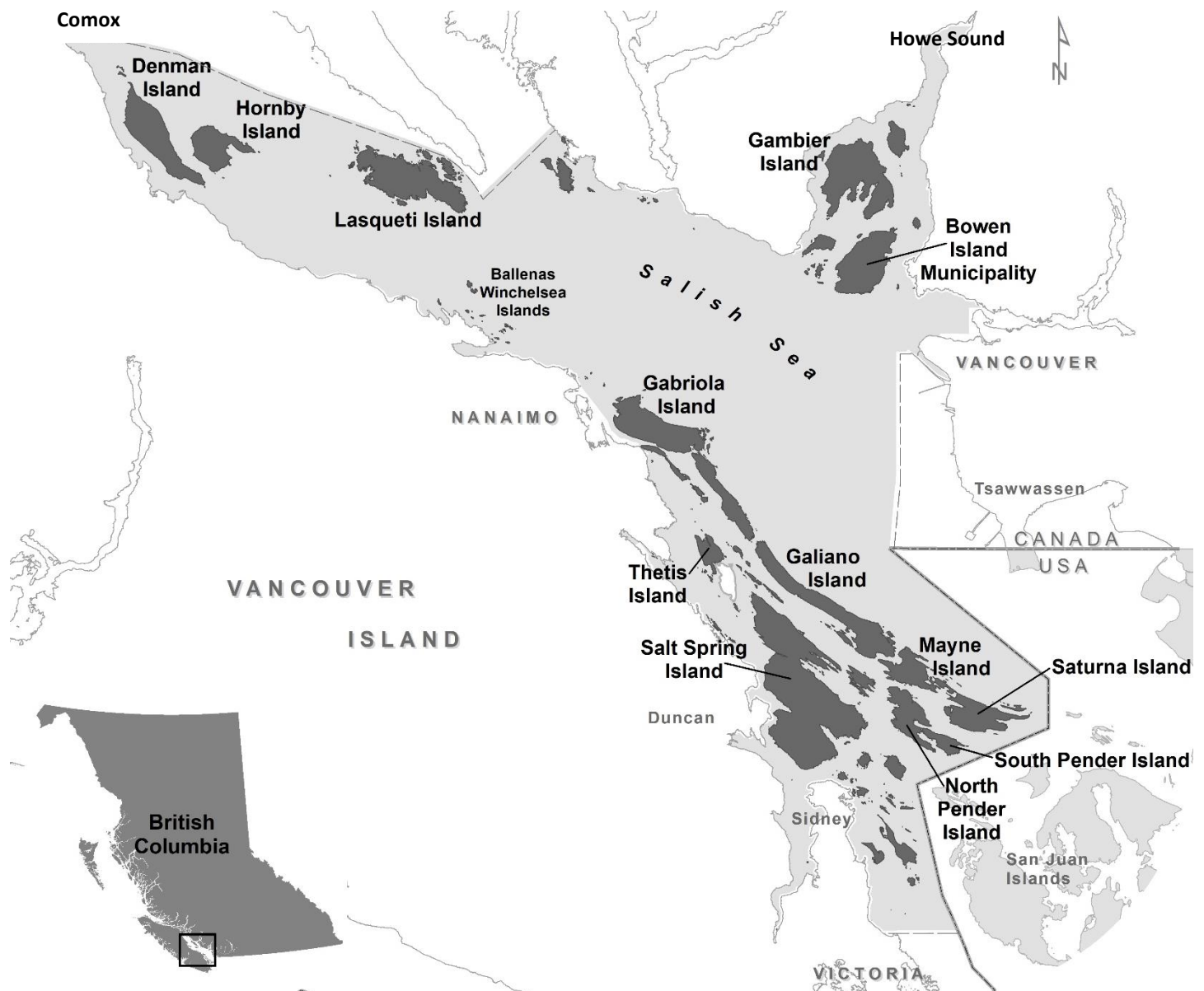
The Islands Trust Council has a unique mandate, to preserve and protect the amenities and environment of the Islands Trust Area, for the benefit of residents and all British Columbians.

Trust Council consists of the 26 locally-elected trustees who also sit on 12 local trust committees and one 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 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.



STRATEGIC PLAN 2018-2022

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 is the foundational guiding document of the Islands Trust. It 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 to the public.

GUIDING PRINCIPLES

The guiding principles are in the Policy Statement and function to guide Trust Council and the Islands Trust in 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 describe long-term outcomes that are broad and not easily measured. 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, and First Nations reconciliation, areas the Policy Statement does not fully contemplate.

OBJECTIVES

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

STRATEGIES

Strategies represent the actions - 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 its 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 supported by an Implementation Plan, which identifies costs, implications to the five-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 developing the 2018-2022 Strategic Plan, Trust Council considered many issues, projects and challenges and in the end identified the following areas as most important: **Land Stewardship, Marine and Freshwater Stewardship, Climate Change, Community and Communication, and Governance**. Each of these is detailed in the pages that follow.



STRATEGIC PLAN 2018-2022

LAND STEWARDSHIP

OBJECTIVE

Preserve, protect and advocate for forest and terrestrial ecosystems

STRATEGY

1. Map contiguous tracks of the Coastal Douglas fir zone (CDF) and associated ecosystems to aid in protection of that zone and its associated ecosystems.
2. Create a model development permit for Local Trust Committee-Bowen Island Official Community Plans bylaws to protect Coastal Douglas fir zones throughout the Trust Area.
3. Amend legislation to increase the percentage of the Natural Area Protection Tax Exemption Program (NAPTEP) to act as an incentive for the protection of forest cover for climate change mitigation and adaptation in the Islands Trust Area.



STRATEGIC PLAN 2018-2022

MARINE AND FRESHWATER STEWARDSHIP

OBJECTIVE

STRATEGY

To preserve and protect marine ecosystems

4. Advocate to minimize the impact of commercial activities on the marine environment and participate in Canada's Southern Resident Killer Whale (SRKW) recovery plan.
5. Map the extent of eelgrass and kelp beds throughout the Trust Area.
6. 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.

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. Develop a model land use regulation regarding freshwater sustainability including groundwater, rainwater catchment and greywater recycling.



STRATEGIC PLAN 2018-2022

CLIMATE CHANGE

OBJECTIVE

STRATEGY

Mitigate and adapt to climate change impacts

10. Amend the Islands Trust Policy Statement to add climate change mitigation, adaptation and resiliency policies.
11. Amend Official Community Plans and land use bylaws to foster climate change resilience, including measures to protect Coastal Douglas fir, foreshore and nearshore environments and groundwater.
12. 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 to measure mitigation and adaption efforts.



STRATEGIC PLAN 2018-2022

COMMUNITY AND COMMUNICATION

OBJECTIVE

STRATEGY

Improve community engagement and participation in Islands Trust work

13. Develop the capacity to broadcast public meetings of Local Trust Committees, Council Committees and Trust Council.
14. Develop a new website and initiate a social media program.
15. Develop and implement a stewardship education program directed towards the public, industry and stakeholders in the Trust Area.

Strengthen housing affordability throughout the Islands Trust Area

16. Implement the following high priority actions outlined in the Affordable Housing in the Trust Area: Strategic Actions for Islands Trust previously referred by Trust Council.
 - i. Review the Islands Trust Policy statement and give consideration to: a) giving affordable housing a greater profile for its role in sustainable communities b) including a reference to affordable housing in its policy direction to LTCs and municipalities.
 - ii. Review the Islands Trust Policy statement to ensure that it: a) includes clear and well-thought out definition of 'affordability' b) includes clearly articulated vision, goal and objectives for affordable housing c) gives affordable housing a greater profile for its role in sustainable communities d) includes a reference to affordable housing in its policy direction to LTCs and municipalities.
 - iii. Develop model bylaws that use floor area ratio as a density metric for consideration of implementation in local trust area land use bylaws.



STRATEGIC PLAN 2018-2022

- iv. Develop model density bonus bylaws for consideration of implementation in local trust area land use bylaws.
- v. Develop model bylaws to address the use of building stratas as a tool for affordable housing.

Strengthen relations with First Nations

- 17. Adopt a Reconciliation Declaration.
- 18. Adopt and implement a Reconciliation Action Plan.
- 19. 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

20. 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

21. Provide a secretariat role to forums within the Trust Area.
22. Amend the Policy Statement introductory and definitions sections.
23. Determine if additional changes to the Policy Statement are desired by Trust Council.



GROSS BUDGET & SCHEDULE OF IMPLEMENTATION

Strategy	2019	2020	2021	2022	2023	Total \$
1. Mapping of contiguous tracks of the Coastal Douglas-fir	\$15,000					15,000
2. Amendment of plans to protect Coastal Douglas-Fir zones			\$15,000			15,000
3. Amend legislation to increase the percentage of NAPTEP exemption						
4. Advocate to minimize the impact of commercial activities on the marine environment and Participate in Canada's Southern Resident Killer Whale (SRKW) recovery plan.						
5. Map eelgrass and kelp beds		\$50,000				50,000
6. Undertake a review of foreshore policies and regulatory bylaws and develop model policy		\$10,000				10,000
7. Develop a regional freshwater management framework		\$4,000				4,000
8. Map and develop water budgets for groundwater aquifers						
9. Develop a model land use regulation regarding freshwater sustainability including groundwater, rainwater catchment and greywater recycling.			\$25,000	\$25,000		50,000
10. Amendment of the Islands Trust Policy Statement to add climate change policies						
11. Amendment of OCPs and LUBs to address climate change, CDF, foreshore and groundwater			\$30,000	\$30,000		60,000
12. Develop a set of climate change, demographic and environmental data		\$5,000	\$25,000			30,000

STRATEGIC PLAN 2018-2022

13. Broadcast public meetings		\$7,100				7,100
14. Develop a new website and initiate a social media program	\$115,000					115,000
15. Develop and implement a stewardship education program	\$10,000	\$15,000	\$15,000	\$15,000	\$10,000	65,000
16. Implement the high priority actions outlined in the Affordable Housing in the Trust Area: Strategic Actions for Islands Trust previously referred by Trust Council.		\$10,000	\$10,000	\$10,000	\$10,000	40,000
17. Adopt a Reconciliation Declaration						
18. Adopt and implement a Reconciliation Action Plan		\$17,550	\$10,000	\$10,000	\$5,000	42,550
19. Develop a Trust Area wide archaeological impact strategy and establish a Cultural Working Group						
20. Amend the Islands Trust Act						
21. Provide a secretariat role to forums within the Trust Area		\$ 12,000				12,000
22. Amend the Policy Statement introductory and definitions sections	\$60,000	\$45,000				105,000
23. Determine if additional changes to the Policy Statement are desired by Trust Council						
TOTALS	\$200,000	\$175,650	\$130,000	\$90,000	\$25,000	\$620,650



Top Priorities Report

Local Planning Committee

1. Application Processing Services

Responsible

Dates

CURRENT: Combine policies 5.6.1, 5.6.2 and 5.6.3, add Model Fee Bylaw and model DAI Bylaw - draft back to LPC for Feb 2020

Narrisa Chadwick

Rec'd: 22-Aug-2019
Target: 12-Feb-2020

PLANNED: RFD to Trust Council on revised policy and model fees

2. Coastal Douglas-fir Ecosystems Mapping

Responsible

Dates

CURRENT: Mapping of Coastal Douglas-fir and associated ecosystems to be completed by March 31, 2020

David Marlor

Rec'd: 22-Aug-2019
Target: 31-Mar-2020

PLANNED: draft Final report and recommended strategy by June 2020

3. Saltwater Intrusion Mapping

Responsible

Dates

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

William Shulba

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

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



Projects Report

Local Planning Committee

	Responsible	Date Received
1. Letter of Agreement with the MOTI - including discussion about access to water bodies.		
Staff working with the MOTI to address the Letter of Agreement; Local Planning Committee is monitoring the process.		03-Mar-2016
2. Alternative Ways of Measuring Density		
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		
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.		
Trust Council - Strategic Plan item		17-Aug-2017
5. Shoreline Marine Planning		
Trust Council - Strategic Plan Item		09-Nov-2017
Conduct a working group session to brainstorm possible directions.		