

Local Planning Committee Agenda

Date: Thursday, February 16, 2017
Time: 10:15 am - 2:00 pm
Location: Ladysmith City Hall, 410 Esplanade (Hwy 1)

	Pages
1. CALL TO ORDER	10:15 AM - 10:15 AM
2. APPROVAL OF AGENDA	
3. ADOPTION OF MINUTES/COORDINATION	
3.1 Minutes of Meetings	2 - 5
Draft Minutes of November 18, 2016	
3.2 Resolutions Without Meeting - None	
3.3 Follow-up Action List	6 - 7
4. WORK PROGRAM ITEMS	
4.1 Housing Needs Phase 2 Project Charter - RFD	8 - 14
4.2 Shoreline Marine Issues Inventory - Briefing	15 - 16
5. NEW BUSINESS	
5.1 Riparian Areas Regulation Implementation Update - Briefing	17 - 19
6. LOCAL PLANNING SERVICES REPORT TO COUNCIL	20 - 21
7. NEXT MEETING	
Wednesday, May 24, Victoria Boardroom, 10:00 - 2:00	
8. ADJOURNMENT	2:00 PM - 2:00 PM



Local Planning Committee Minutes of Regular Meeting

Date: November 18, 2016
Location: GoToMeeting/Conference Call

Members Present: Melanie Mamoser, Vice Chair (until 11:08 a.m.)
Alex Allen, Local Trustee
Tony Law, Local Trustee
Sandy Pottle, Local Trustee
Wendy Scholefield, Local Trustee (until 12:30 p.m.)
Lee Middleton, Local Trustee
Laura Busheikin, Executive Committee Representative
Peter Luckham, Ex Officio Member

Members Absent: Paul Brent, Chair
Timothy Peterson, Local Trustee

Staff Present: Justine Starke, Island Planner
Aleksandra Brzozowski, Island Planner
Lisa Gordon, Director, Trust Area Services
Fiona MacRaild, Senior Intergovernmental Policy Advisor
Clare Frater, Policy Analyst
Robert Barlow, Recorder

Staff Absent: David Marlor, Director, Local Planning Services

1. CALL TO ORDER

Vice Chair Mamoser called the meeting to order at 10:04 a.m.

2. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

4.3 Goals and Objectives for Marine Shoreline Planning

By general consent the agenda and addendum were approved.

3. MINUTES AND FOLLOW-UP ACTION

3.1 Minutes of Meetings

Local Planning Committee Minutes of August 25, 2016

By general consent the Local Planning Committee Minutes of August 25, 2016, be amended by indicating that Justine Starke's presence was by teleconference and that the minutes be adopted as amended.

3.2 Resolutions Without Meeting - None

3.3 Follow-up Action List

The follow-up action list was provided for information and review.

4. WORK PROGRAM ITEMS

4.1 Work Program to March 2017 – Request for Decision

LPC-2016-015

It was MOVED and SECONDED,

that staff draft the following to inform the LPC work program for 2017/2018:

1. Housing Needs Phase 2 draft Project Charter;
2. Shoreline/Marine Planning Initiatives draft Project Charter pending discussion of goals and objectives.

CARRIED

4.2 Community Housing – Final Report - Briefing

The briefing was presented for review and discussion.

Trustee Mamoser left the meeting at 11:08 a.m.

By general consent Trustee Busheikin was chosen as Acting Chair of the meeting.

4.3 Goals and Objectives for Marine Shoreline Planning

Committee members discussed the above.

5. DISCUSSION ITEMS

5.1 First Nations and Public Engagement – Draft RFD from Executive Committee to Trust Council

Committee members discussed the above.

5.2 Strategic Plan updates by Council Committees - Briefing

LPC-2016-016

It was MOVED and SECONDED,

that the Local Planning Committee proposes the following changes to the 2014-2018 Strategic Plan:

1. Move from 2015/16 to 2016/17
 - T.2.1.1 – Develop a Project Charter to guide the work of LPC regarding shoreline/marine planning advice for LTCs/BIM
2. Add to 2017/2018
 - T.5.1.3 Implement activities in the community housing report delivered to Sept 2016 Trust Council
3. Move from 2016/17 to 2017/18

DRAFT

- T.1.7.1 – Develop a planning tool kit to illustrate how to protect Coastal Douglas-fir and associated ecosystems
- T.2.1.2 – Undertake work outlined in the Project Charter regarding shoreline/marine planning
- 4. Move from 2017/18 to 2018/19
 - T.5.2.1 - Develop a project charter to guide the work of LPC regarding economic sustainability
 - T.5.2.2 – Undertake work outlined in the project charter regarding economic sustainability

CARRIED

5.3 Recommending 2017/18 budget needs to Financial Planning Committee in regards to Strategic Plan priorities

Committee members discussed the above and found no needs that require budget amendments at this point.

6. ON-GOING ITEMS - None

7. NEW BUSINESS

7.1 New Resource Material for Green Shores for Homes

LPC-2016-017

It was MOVED and SECONDED,

that staff provides information in regards to recommended quantity of guides to be printed; the estimated costs of printing; and any potential source of funds.

CARRIED

LPC-2016-018

It was MOVED and SECONDED,

that staff post the document to the Islands Trust website.

CARRIED

8. LOCAL PLANNING COMMITTEE - WORK PROGRAM

LPC-2016-019

It was MOVED and SECONDED,

that the work program be amended to replace “Appropriate Economic Development” as Top Priority #3 with “Coastal Douglas-fir and Associated Ecosystems”.

LPC-2016-020

It was MOVED and SECONDED,

that the motion be amended by adding “Appropriate Economic Development” to the Projects list.

CARRIED

The question on the motion, as amended, was then called.

CARRIED

9. NEXT MEETING

Thursday, February 16, 2017 – Ladysmith City Hall

10. ADJOURNMENT

By general consent the meeting was adjourned at 12:50 pm.

Laura Busheikin, Acting Chair

CERTIFIED CORRECT:

Robert Barlow, Recorder

Follow Up Action Report

Local Planning Committee

09-May-2013

Activity	Responsibility	Target Date	Status
6.3 - DLPS to follow-up with MOTI staff regarding a timeline for checklist and flowchart regarding trails on road rights of way.	David Marlor	17-May-2016	On Going

19-Nov-2016

Activity	Responsibility	Target Date	Status
Request staff to draft the following to inform the LPC work program for 2017/2018:	Aleksandra Brzozowski Justine Starke	24-Jan-2017	Done
1. Housing Needs Phase 2 draft Project Charter			
2. Shoreline/Marine Planning Initiatives draft Project Charter pending discussion of goals and objectives			
That LPC replace appropriate economic development with coastal Douglas fir planning tool kit as top priority number 3, and move economic development to project list.	David Marlor	18-Jan-2017	Done
Note for Future agendas to sequence items in more logical way - present long list, top priorities, then RFDs for amending work plan	Robert Barlow David Marlor	02-Feb-2017	On Going

Follow Up Action Report

LPC recommend trust council suggest the following changes to strategic plan:
 T.2.1.1 to 2016-17 shoreline planning
 T.1.7.1 to 2017-18 coastal Douglas fir
 T.2.1.2 to 2017-18 - undertake shoreline work
 T.5.1.2 to 2018-19 -- develop appropriate economic development project charter
 T.5.2.2 to 2018-19 - undertake work related to appropriate economic development
 add implementation of community housing final report to 2017-18.

Pamela Hafey
 Clare Frater

18-Jan-2017

Done

Direct staff to inform on quantity and cost and source of funds for printing marine waterfront brochure - consideration of LPC budget request for 2017-18 to be decided by RWM.
 Direct staff to post document your marine waterfront to islands trust website

Aleksandra Brzozowski

30-Nov-2016

Done

REQUEST FOR DECISION

To: Local Planning Committee

For the Meeting of: February 16, 2017

From: Aleksandra Brzozowski, MCIP, RPP
Island Planner

Date Prepared: February 3, 2017

SUBJECT: LOCAL PLANNING COMMITTEE TOP PRIORITY: COMMUNITY HOUSING NEEDS

RECOMMENDATIONS:

1. That the Local Planning Committee endorses the draft Project Charter for Phase 2 of the Community Housing Needs project for the 2017-2018 fiscal year.
2. That the Local Planning Committee request staff to work with Island Planners from the Northern Office to establish a phased approach work plan for the Northern Region Housing Needs Assessment.

DIRECTOR COMMENTS:

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Providing support to the Southern Gulf Islands Housing Needs Assessment currently underway with the Capital Regional District will require Local Planning Committee (LPC) staff hours until October 2017. Staff anticipates that capacity constraints will limit the ability to properly coordinate a region-wide assessment for the Northern Gulf Islands, and instead suggests a phased approach for the necessary qualitative data gathering, beginning with the Gabriola Local Trust Area. The proposed division of labour to organize the Northern Gulf Islands Housing Needs Assessment will require collaboration between LPC staff and the Island Planners in the Northern Office.

FINANCIAL: This project has an approved budget of \$40,000 to support hosting a housing needs assessment for the Northern Region. Staff anticipates that the entire \$40,000 may not be spent by the end of the 2017/2018 fiscal year.

POLICY: No implications for existing policy.

IMPLEMENTATION/COMMUNICATIONS: Communication will be by regular updates to Trust Council from the Local Planning Committee.

OTHER: No other implications.

BACKGROUND

As a first step in its Top Priority Community Housing Needs project, the Local Planning Committee (LPC) hosted a Housing Needs Forum on June 13, 2016. Recommendations to Trust Council came directly from results of the Housing Forum and followed upon earlier work undertaken by the Local Planning Committee.

At its September 2016 quarterly meeting, Islands Trust Council passed six resolutions, including a commitment to commission regional housing needs assessments with consistent methodologies, and approving a \$15,000 budget to allocate staff time to explore possibilities for housing agreements. Islands Trust Council also approved \$40,000 for a Northern Gulf Islands Housing Needs Assessment. On November 18, 2016, the LPC requested staff to prepare a Housing Needs Phase 2 draft Project Charter that would flesh out the 2017/2018 milestones for the Community Housing Needs project. The draft Project Charter for Phase 2 of the Community Housing Needs Project is attached for the LPC's endorsement (Attachment 1).

Update on Housing Needs Assessments:

A Southern Gulf Islands housing needs assessment, funded by the Capital Regional District, is currently underway and will be completed by the end of 2017. Starting in October 2016, LPC staff worked with staff from the Capital Regional District (CRD) Housing Division to develop a Scope of Services for the consultant conducting the assessment. LPC staff also assisted with recruitment for a Project Advisory Group comprising residents from each of the Southern Gulf Islands. The Project Advisory Group met in January 2017 and the CRD put out its Request for Proposals; the submission deadline is set for February 20, 2017. Members of the Project Advisory Group, as well as LPC staff, will assist with evaluating the proposals.

The Scope of Services established for the Southern Gulf Island Housing Needs Assessment (Attachment 2) mirrors the methodology that was used for the Salt Spring Housing Needs Assessment, and in turn should closely match the Northern Gulf Islands Housing Needs Assessment.

Qualitative data is a key component of housing needs assessments, and it is expected that the consultants for housing needs assessments will rely on assistance from the residents in project advisory groups to act as champions for the qualitative data gathering and help coordinate on-the-ground recruitment. In turn, the CRD has also requested continued support from LPC staff throughout their assessment contract, which is scheduled to run from March to October 2017. This will impact the start date for the Northern Gulf Islands Housing Needs Assessment to be coordinated by LPC staff.

Recognizing that LPC staff will not have the capacity to coordinate a housing needs assessment contract for the entire Northern Region, staff and management have considered alternative options for the funds available for this initiative. The following options were identified:

- A. Postpone the Northern Region Housing Needs Assessment until the 2018-2019 fiscal year.**
This option would ensure LPC staff capacity for the project, and would possibly benefit from any lessons learned during the Southern Gulf Islands Housing Needs Assessment.
- B. Conduct a phased Northern Region Housing Needs Assessment over two fiscal years.**
The Gabriola Island Local Trust Committee is the only Northern Gulf Island that has indicated affordable housing as a top priority for the 2017/2018 fiscal year; a housing needs assessment is a key deliverable necessary for this top priority item and was expected to be completed by the LPC in 2017-2018. To accommodate previous expectations, a first phase of the Northern Region housing needs assessment could move ahead to focus on providing the data Gabriola Island requires.

With a phased approach, the quantitative data (census data, etc) for all the islands in the Northern Region could be compiled and analyzed for this first phase, along with qualitative data gathering for Gabriola Island only. The qualitative data gathering (surveys, interviews) for the remaining Northern Gulf Islands would occur in the 2018-2019 fiscal year. A significant portion of the funding secured in 2017-

2018 for the Northern Region housing needs assessment would be directed to focus on Gabriola Island. In return, an Island Planner in the Northern Office would take the lead in coordinating the qualitative data gathering for Gabriola Island in late 2017/early 2018.

Staff and management recommend Option B, to conduct a phased housing needs assessment over two fiscal years, working with the Island Planners in the Northern Office to help provide the capacity required to coordinate the qualitative data gathering for all the Northern Gulf Islands.

REPORT/DOCUMENT:

1. Draft Housing Needs Phase 2 Project Charter – dated February 3, 2017
2. Scope of Services for Southern Gulf Islands Housing Needs Assessment

KEY ISSUE(S)/CONCEPT(S):

- Better understand housing needs and challenges in the Trust Area;
- Identify milestones to implement the affordable housing recommendations made by Trust Council.

RELEVANT POLICY:

Trust Council Policy 2.3.ii – Local Planning Committee Terms of Reference

DESIRED OUTCOMES:

1. Consistent and comparable housing needs assessments for major islands in the Trust Area.
2. Detailed analysis of potential for housing agreements and housing lands in the Trust Area.

RESPONSE OPTIONS

Recommended:

1. **That the Local Planning Committee endorses the draft Project Charter dated February 3, 2017, for Phase 2 of the Housing Needs Project.**
2. **That the Local Planning Committee request staff to work with Island Planners from the Northern Office to establish a phased approach work plan for the Northern Region Housing Needs Assessment.**

Alternatives:

1. **That the Local Planning Committee postpones the Northern Region Housing Needs Assessment until the 2018-2019 fiscal year.**
Should the LPC choose this alternative, it should modify the Project Charter accordingly.
2. **That the Local Planning Committee not endorse the Project Charter.**
Should the LPC choose this alternative, staff solicits comment on the reasons for not endorsing the Project Charter.

Prepared By: Aleksandra Brzozowski, MCIP, RPP
Island Planner

Reviewed By/Date: Ann Kjerulf / February 7, 2017
A/ Director, Local Planning Services

Purpose To pursue necessary background information and tools to assist local trust committees with achieving long-term housing objectives.

Background Local Planning Committee (LPC) has made Trust Area community housing needs a top priority. Work on various affordable housing topics has occurred previously by Trust Council and multiple Local Trust Committees. In June 2016, the LPC hosted a Housing Forum for all island organizations involved with affordable housing on the islands in order to share information and identify common obstacles (Phase 1 of this project). Phase 2 will follow through on the gap analysis and [Community Housing Final Report](#) recommendations that were presented to Trust Council in September 2016.

Objectives

- Follow through on the resolutions passed by Trust Council in September 2016 to implement the Community Housing Final Report
- Coordinate housing needs assessments to document and demonstrate housing needs across the Trust Area
- Develop organizational capacity to administer housing agreements
- Build relationships and collaborate with regional districts and local organizations on the topic of affordable housing.

In Scope

- Support to the Capital Regional District's Southern Gulf Islands Housing Needs Assessment (2017)
- In-house coordination of Northern Region Housing Needs Assessment
- Identify opportunities to meeting Trust Area Community Housing needs through the administration of housing agreements.

Out of Scope

- Specialized methodologies for LTA housing needs assessments
- Honorariums for needs assessment participants
- Review of affordable housing policies as part of the Policy Statement Review (to be pursued by Trust Area Services in future fiscals).

Work Plan Overview

Deliverable/Milestone	Date
Work Plan for Northern Region Housing Needs Assessment, broken down into a phased approach in partnership with Northern Office Planning Staff.	August 2017
Preliminary analysis of options for housing agreements and housing lands in trust.	August 2017
Coordination of first phase of Northern Region Housing Needs Assessment (E.g.: assembling Project Advisory Group, Request for Proposals and hiring of consultant, supporting qualitative data gathering)	Fall 2017
Final report on Southern Gulf Islands Housing Needs Assessment	November 2017
Final Report for Analysis of housing agreements and housing lands in trust	November 2017
Final Report on first phase of Northern Region Housing Needs Assessment	February 2018

Project Team

Justine Starke	Project Manager
David Marlor	Supervisor
Contractor	Logistics coordinator
Northern Island Planners	Coordination support

A/DLPS Approval:

Ann Kjerulf

Date:

LPC Endorsement:

Budget: Trust Council 2017-18 Fiscal

Item	Cost
Staff Capacity to explore administration of Housing Agreements	\$15,000
Northern Region Housing Needs Assessment	\$40,000
Total:	\$55,000

APPENDIX “A” – SCOPE OF SERVICES

SOUTHERN GULF ISLANDS HOUSING NEEDS ASSESSMENT

RFP Submission Date: **Enter Date**

Background

Constraints on housing availability and affordability are a chronic problem throughout the capital region. Changing demographics, economic and environmental challenges as well as contextual issues unique to the Southern Gulf Island Electoral Area are having a major impact on housing needs. , data collected through the Federal Census and by CMHC does not adequately capture the granularity needed to fully understand these issues within this geographic area.

At the same time, the Federal and Provincial Governments and the CRD have announced significant funding programs to support the development of more affordable housing. Non-profit housing providers are interested in applying for funding to expand existing and/or create new affordable housing programs. Private sector housing providers are also keen to use up-to-date data on housing needs to support their planned developments in the SGI Electoral Area.

In response to both growing concern and these emerging opportunities, Islands Trust has taken steps to begin to more deeply explore and understand how current housing affordability issues are being addressed and to identify how Islands Trust could better respond to these concerns and opportunities. Specifically, Islands Trust:

1. Completed a Baseline Report on Affordable Housing;
2. Convened a Housing Forum that brought a range of stakeholders together to discuss issues related to housing availability and affordability; and
3. Produced a Final Report on Community Housing in the Trust Area.

One of the key recommendations that emerged through this work was the need to develop a more comprehensive understanding of housing issues throughout the Trust Area through the completion of housing needs assessments.

In the summer of 2016 it was determined that a project supporting a housing needs assessment for the Southern Gulf Islands Electoral Area would be eligible for funding under the Capacity Building Category of the Gas Tax Transfer Agreement. Capacity building projects are planning activities that increase local government capacity to undertake integrated sustainability planning, and include such things as community development.

On September 21, 2016 the Electoral Area Services Committee (EASC) approved a recommendation to the CRD Board to use funding from the Capacity Building Category of the Gas Tax Transfer Agreement to support this project and on October 12, 2016, the CRD Board approved the EASC recommendation.

Project Overview

This project will examine both present and future anticipated housing needs and assist to initiate additional affordable housing production within the SGI. The aim of the assessment is to establish a data base to enable long-term planning needs, to provide documentation to support applications for funding and provide data to guide planning and bylaw development.

A Housing Needs Assessment has already been completed for Salt Spring Island, and the successful proponent will be expected to review and, to as closely as possible, replicate the structure and framework used to complete that study. Islands Trust is helping facilitate similar

studies for all other Gulf Islands, hence there is an interest in creating compatible bodies of housing information for all the Gulf Islands and to easily update the data set when new information becomes available.

Completion of the project will require the collection and analysis of both quantitative and qualitative data. The collection and consolidation of existing data related to development and property use on the islands will help identify which demographic needs are currently being met through the existing housing stock. As much as possible, engagement with local groups will help augment the data compiled by from existing sources such as CMHC and Statistics Canada. These efforts will also help fill data gaps where existing systems fall short of painting a full picture of the performance of the current housing market.

Engagement with local non-profit housing providers, businesses and residents will help to determine which particular population sectors are facing the greatest hardship within the existing housing systems. Local housing developers and non-profit providers will also provide valuable information on some of the challenges and barriers faced when trying to develop and operate housing that is affordable to the range of people within the SGI communities.

Project Goal and Objectives

The goal of this project is to complete a housing needs assessment for the Southern Gulf Islands Electoral Area of the Capital Regional District.

This project is designed to answer the following key questions:

1. What is the make up the current housing stock within the Southern Gulf Islands Electoral Area – private market, social housing, non-profit, other?
2. What is the tenure structure of the housing stock of the SGI Electoral Area?
3. What gaps currently exist in terms of housing supply and what gaps are anticipated into the future?
4. Using population demographic analysis, what groups are currently face greatest hardship in terms of access to housing? How are demographics expected to change over the next 10-20 years and what impact will this have on housing needs?
5. Where are the key pressure points with respect to affordability, accessibility and diversity when it comes to housing in the SGI Electoral Area?
6. What mechanisms exist within the area to support people's access to housing in the region? Are these mechanisms adequate?
7. How well is the stock meeting the needs of the existing populations?
8. Are there populations that are not able to access housing on the islands? What impact is this having on the social and economic well-being of the area? What challenges does this pose for the island communities?
9. How might changes in income sources and health status impact people's ability to maintain their current housing on the islands?
10. To what degree is housing supply being impacted by shifts in how housing in the area is being marketed (e.g., short-term vacation rentals)?
11. What capacity currently exists to develop the diversity of housing needed to support the social and economic well-being of the area? What resources might need to be brought to bear in order to create the capacity needed to address anticipated growth and demographic changes?

Scope and Deliverables

The project will focus on the housing needs, both present and future, within the communities on the Southern Gulf Islands Electoral Area of the CRD. It will examine how the range of needs are being or not being met through the current private market as well as through social and non-

profit housing programs within the various communities. The project will help draw out housing needs that may be unique to one or more of the island communities and present how these needs are currently being or not being met.

The project will draw from existing data provided through traditional institutions such as CMHC, Statistics Canada and BC Stats, but will also seek information gathered and held by housing and social service providers in the area. The project will also solicit information through engagement with representatives of builders as well as housing and social service providers. Residents will also be invited to provide their perspectives through engagement processes that help draw out local perspectives on the social, economic and community needs of the communities and how current housing availability either meets or does not meet these needs.

The proponent will engage key stakeholders in government, industry, the non-profit sector and community to gather information on whose housing needs are being adequately met and what needs are currently unmet within the existing housing systems in the SGI Electoral Area.

The successful proponent will be expected to provide the following specific deliverables:

1. Engagement activities that support the collection of data to support the project, and
2. A housing needs assessment report that outlines the current and potential future housing needs of the Southern Gulf Islands Electoral Area.

Methodology

The consultant is expected to use a variety of methods in the completion of the project, including:

1. Review of existing reports and studies from other local housing stakeholders, particularly a Housing Needs Assessment completed for Salt Spring Island
2. Demographic analysis of the population using the 2011 and, if possible, 2016 Census data
3. Approximation of the 'ideal' housing supply according to each of the identified Southern Gulf Islands Electoral Area population needs
4. Review of the current housing supply
5. Housing stakeholders engagement to gain perspectives on need, priorities and plans
6. Identification of gaps in the housing supply to meet population change as well as affordability needs

Project Governance and Reporting

Islands Trust and the CRD have agreed to work in partnership to complete this project. Islands Trust will play a liaison role with the Project Advisory Committee as well as support some of the engagement processes, and the CRD will manage and administer the funds to hire a consultant under contract to complete the project.

The project will include an Advisory Committee made up of representatives from each of the Southern Gulf Islands participating in the Housing Needs Assessment. The Advisory Committee will review documents and provide advice and insights to the consultant as well as Islands Trust and CRD staff and will help support public engagement related to the project.

Project Timeline

March 1 to August 31, 2017

To:	Local Planning Committee	For the Meeting of:	February 16, 2017
From:	Aleksandra Brzozowski, MCIP, RPP Island Planner	Date prepared:	February 6, 2017
		File No.:	LPC Top Priority – Shoreline/Marine Planning

SUBJECT: SHORELINE AND MARINE PLANNING – Inventory of Formally Identified Issues

DESCRIPTION OF ISSUE: The Local Planning Committee has placed Shoreline and Marine Planning as its #2 Priority work program. Currently, the #1 Top Priority Item for the LPC is Community Housing Needs, and that project is expected to use all staffing hours for the 2017-2018 fiscal year. As such, a project charter for Shoreline and Marine Planning will not require endorsement until February 2018.

LPC Staff has reviewed the work programs for all Local Trust Committees to compile current items on Projects and Top Priorities lists that relate to Shoreline and Marine planning work. The items predominantly focus reviewing regulations in the shoreline, private moorage regulations, and facilitating public stewardship. It is not expected that the LPC would take on the detailed planning work for any of these projects, but the inventory below provides an indication of the common issues that have been formally identified by local trust committees.

Top Priorities

- Review issues regarding docks and new shoreline information and whether changes are required to the LUB (Galiano)
- Investigate and recommend options for foreshore protection/stewardship within the local trust area using existing land use planning tools (Gambier)
- Review policies and regulations to support eelgrass and forage fish habitat protection (Lasqueti)
- Stakeholder consultation to discuss beach/driving access to aquaculture facilities (Denman)

Projects

- Strengthen protection of the marine environment in the OCP. Includes environmental audit of foreshore conservation areas (Saltspring)
- Marine riparian areas in OCP (North Pender)
- Consider implementing eelgrass protection regulations (Gabriola)
- Review OCP and LUB to improve protection of coastal areas (Gabriola)
- Shoreline Review (Saturna)
- Sea Level Rise and Shoreline Erosion (South Pender)
- Provide information and education to the public with respect to the marine environment and shoreline protection (Hornby)
- Communicating shoreline type information to the public (North Pender)

The subject of Marine Planning has also been brought forward to Trust Council and is currently being considered by the Executive Committee; it is very possible that marine planning tasks using local planning tools will be referred to the Local Planning Committee as part of that consideration.

Lastly, in May 2016, the LPC requested that its Chair contact the local trustees to solicit their input on shoreline and marine issues facing their communities. This survey of trustees could occur at the outset of project charter planning; alternatively, the LPC may wish to survey trustees with follow up questions after the LPC preliminary scopes possible project work.

Next Steps:

The Local Planning Committee may wish to discuss the issues identified as a first step to scoping topics for its Shoreline and Marine Planning project. Conversely, it may wish to simply receive this list at this time in preparation for a more fulsome scoping discussion later in 2017.

It is anticipated that a draft Project Charter for this project should be presented by LPC Staff at either the November 2017 or February 2018 LPC business meeting.

Prepared By: Aleksandra Brzozowski, Island Planner
Reviewed By/Date: Ann Kjerulf, A/ Director of Local Planning Services
February 7, 2017

To: Trust Council

For the Meeting of: March 14-16, 2017

From: Local Planning Committee

Date: Feb 2, 2017

SUBJECT: RIPARIAN AREAS REGULATION IMPLEMENTATION UPDATE

DESCRIPTION OF ISSUE: To update the Islands Trust Council, through the Local Planning Committee, on the status of implementation of the Riparian Areas Regulation (RAR) in the Islands Trust Area.

BACKGROUND: The Ministry of Forests, Lands and Natural Resource Operations, West Coast Region, Resource Stewardship Division, issued a letter dated July 20, 2011, to the Islands Trust confirming the verified and unverified watershed categories on all the major islands, with the exception of Gambier Local Trust Area.

On two islands (Lasqueti and Hornby) the Ministry has introduced a temporary category of “unverified” for several watersheds until such time as they are able to confirm whether these watersheds fall under the Riparian Areas Regulation. This designation has also been applied to Gambier.

Section 1 - Status of Local Trust Committee Bylaws

Local trust committees are in the process of reviewing their bylaws and assessing the options available to them to reach compliance with Section 12 of the *Fish Protection Act* (commonly referred to as being compliant with RAR).

The following chart indicates the status of compliance with the Riparian Areas Regulation (**Bold** indicates changes since the last report in September 2015).

Local Trust Area	Regulatory Bylaw No.	Comments	Compliance with RAR
Denman	OCP No. 185 LUB No. 186	Bylaws 212 and 213 adopted on May 17, 2016	Yes
Executive (Winchelsea/Bellinas)	OCP No. 27 LUB No. 28	No streams as defined by the Riparian Areas Regulation identified.	Not applicable
Gabriola	OCP No. 166 (Gabriola) LUB No. 177 (Gabriola)	Completed.	Yes
	OCP No. 227 (Mudge) LUB No. 228 (Mudge)	No streams as defined by the Riparian Areas Regulation identified on Mudge Island. Further work may be required.	May require further work.

	OCP No. 16 (De Courcey) Zoning No. 44 (De Courcey)	No streams as defined by the Riparian Areas Regulation on De Courcey Island. Further work may be required.	May require further work
Galiano	OCP No. 108 LUB No. 127	Completed.	Yes
Gambier	OCP No. 73 (Gambier) LUB No. 86 (Gambier)	Bylaws 140 and 141 - Public hearing planned for end of August.	In Progress
	OCP No. 77 (Keats) LUB No. 78 (Keats)	Bylaws 129 and 130 at First Reading.	In progress
	OCP No. 109 (Associated) LU No. 120 (Associated)	Bylaw 131 OCP for all associated islands at First Reading. Bylaw 132 (all associated except Bowyer and Passage) at First Reading. Bylaw 133 (Bowyer and Passage islands) at First Reading	In Progress
Hornby	OCP No. 104 LUB No. 86	Bylaws 151 and 152 adopted on June 10, 2016.	Yes
Lasqueti	OCP No. 77 LUB No. 78	Bylaw 90 adopted on June 9, 2016	Yes
Mayne	OCP No. 144 LUB No. 146	Project charter in place. Assessing stream mapping.	In Progress
North Pender	OCP No. 171 LUB No. 103	Completed.	Yes
	OCP No. 147 (Associated) LUB No. 148 (Associated)	Completed.	Yes
Saturna	OCP No. 70 LUB No. 78	Completed.	Yes
Salt Spring	OCP No. 434 (Salt Spring) LUB No. 355 (Salt Spring)	Completed.	Yes
	OCP No. 51 (Piers) LUB No. 373 (Piers)	No streams as defined by the Riparian Areas Regulation. May require further work.	May require further work
	CRD Zoning 103 (Prevost)	Completed.	Yes
	Zoning 123 (Secretary, Wallace, Outer Islands)	No streams as defined by the Riparian Areas Regulation. May require further work.	May require further work
South Pender	OCP No. 91 LUB No. 107	Completed.	Yes
Thetis	OCP No. 50 (Thetis) LUB No. 56 (Thetis)	Work to undertake RAR bylaw is a priority but no work has begun.	In progress

	OCP/LUB No. 42 (Valdes)	No streams as defined by the Riparian Areas Regulation. May require further work.	May require further work
	OCP No. 93 (Associated Islands) LUB No. 94 (Associated)	Bylaw 93 and 94 adopted March 7, 2016	Yes

ATTACHMENT: None

FOLLOW-UP: DLPS will continue to monitor and report upon the completion RAR bylaws in the Trust Area.

Prepared By: David Marlor, Director of Local Planning Services

Reviewed By/Date: Local Planning Committee – Feb 16, 2017
Executive Committee – March 1, 2017

Russ Hotsenpiller, Chief Administrative Officer



Top Priorities

Local Planning Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Community Housing Needs	Current: Draft Project Charter for Housing Needs Phase 2 Planned: To be determined by the Local Planning Committee.	18-Nov-2016	Justine Starke	16-Feb-2017
2	Shoreline Marine Planning	Current: Establish a Project Charter Planned: To be determined by the Local Planning Committee	03-Mar-2016		
3	Protect Coastal Douglas-fir and Associated Ecosystems	Current: Develop a planning tool kit Planned: To be determined by the Local Planning Committee	18-Nov-2016		

Projects

Local Planning Committee

Description	Activity	R/Initiated
Development Approval Information Model Bylaw	Staff to draft amendments to Trust Council Policy 2.1 viii in order to develop a Development Approval Information Model Bylaw.	03-Mar-2016
Letter of Agreement with the Ministry of Transportation and Infrastructure - including discussion around access to water bodies.	Staff working with the MOTI to address the Letter of Agreement; next meeting planned for May 17, 2016. Local Planning Committee is monitoring the process.	03-Mar-2016
Domestic Wind Power	Update report as required.	03-Mar-2016
Blue Dot Campaign	Consideration of this proposal (added per resolution May 2015)	03-Mar-2016



Local Planning Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
	Land Use Consultation for Radio Communication Towers	Request from the Trust Council for the Local Planning Committee to make recommendations on policy that includes public consultation procedures and development guidelines for the siting and design of antenna systems, which may then be adapted and implemented by local trust committees.			25-Aug-2016
	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
	Appropriate Economic Development	To be determined by the Local Planning Committee			18-Nov-2016