



Local Planning Committee Agenda

Date: Thursday, August 23, 2018
Time: 10:00 am - 2:00 pm
Location: WebEx Conference Call

	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	
3.1.1 <u>Minutes of February 15, 2018 - for approval</u>	3 - 6
3.1.2 <u>Notes of May 24, 2018 - for information</u>	7 - 9
3.2 Resolutions Without Meeting	
3.2.1 <u>LPC_RWM-2018.01</u>	10 - 10
Housing Needs Assessments and RFD	
3.2.2 <u>LPC_RWM-2018.02</u>	11 - 11
Model Strategy for Antenna Systems	
3.2.3 <u>LPC_RWM-2018.03</u>	12 - 12
Submission to the Annual Report	
3.3 Follow-up Action List	13 - 13

4. WORK PROGRAM ITEMS

4.1 Coastal Douglas-Fir Tool-kit - RFD

14 - 53

1. That Local Planning Committee direct staff to consider its feedback and bring a final report to the Local Planning Committee meeting of October 11, 2018 for consideration of submission to Trust Council.
2. That Local Planning Committee direct staff to contract a graphic designer to re-format the Coastal Douglas-fir Tool Kit for the final report.

5. BUSINESS

6. NEW BUSINESS

6.1 Budget Request for 2019-20 Fiscal Year - RFD

54 - 55

That the Local Planning Committee request that Trust Council include \$25,000 for Local Planning Committee Strategic Plan projects in the 2019-20 fiscal year budget.

6.2 Advice to new Local Planning Committee - Roundtable

6.3 Local Planning Committee Orientation Toolkit

56 - 71

7. LOCAL PLANNING COMMITTEE - WORK PROGRAM

72 - 73

8. NEXT MEETING

Thursday, October 11, 2018, Victoria Boardroom

9. ADJOURNMENT

2:00 PM - 2:00 PM



Local Planning Committee Minutes of Regular Meeting

Date: February 15, 2018
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present: Melanie Mamoser, Chair
Laura Busheikin, Executive Committee Representative
– by teleconference
Tony Law, Local Trustee – by teleconference
Sandy Pottle, Local Trustee – by teleconference

Members Absent: Alex Allen, Vice Chair
Paul Brent, Local Trustee
Lee Middleton, Local Trustee
Timothy Peterson, Local Trustee
Peter Luckham, Ex Officio Member

Staff Present: David Marlor, Director, Local Planning Services
Clare Frater, Director, Trust Area Services
Justine Starke, Island Planner
Emily Kozak, Housing Agreement Project Coordinator
Robert Barlow, Recorder

1. CALL TO ORDER

Chair Melanie Mamoser called the meeting to order at 10:03 am. Chair Mamoser acknowledged that the meeting was being held in Coast Salish First Nations territory.

2. APPROVAL OF AGENDA

By general consent the agenda was approved.

3. ADOPTION OF MINUTES/COORDINATION

3.1 Minutes of Meetings

3.1.1 Local Planning Committee Minutes of November 9, 2017

By general consent the Local Planning Committee Minutes of November 9, 2017, were adopted.

3.2 Resolutions Without Meeting

None

3.3 Follow-up Action List

The follow-up action list was provided for information and review. The following item was added to the FUAL:

- Director Marlor to provide a list of Local Planning Committee accomplishments for the current term at the May meeting.

5. BUSINESS

5.1 Update on Housing Agreement Administration Program – Briefing Note

Housing Agreement Project Coordinator Kozak presented the draft materials for review. Trustees can send any suggested changes directly to Coordinator Kozak.

LPC-2018-001

It was MOVED and SECONDED,

that the Local Planning Committee request staff to investigate whether Trust Council can hold the right of first refusal for land or tenure under a housing agreement.

CARRIED

4. WORK PROGRAM ITEMS

4.1 Telecommunications Strategy – Request for Decision and Final Report

Planner Starke presented the draft Model Strategy for Antenna Systems.

LPC-2018-002

It was MOVED and SECONDED,

that the Local Planning Committee request that the Model Strategy for Antenna Systems be amended so that text in item B, Distance Considerations, on page 31 specify that distance shall be measured from “property lines” rather than “residential use property lines” and that it is clarified that Local Trust Committees can choose a greater distance.

LPC-2018-003

It was MOVED and SECONDED,

that the motion be amended by adding the words “to a maximum of three times the height of the tower.”

CARRIED

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

that the Local Planning Committee request that the Model Strategy for Antenna Systems be amended so that text in item B, Distance Considerations, on page 31 specify that distance shall be measured from “property lines” rather than “residential use property lines” and that it is clarified that Local Trust Committees can choose a greater distance to a maximum of three times the height of the tower.

CARRIED

LPC-2018-004

It was MOVED and SECONDED,

that the Local Planning Committee request staff to add to the on-line brochure information in regards to Safety Code 6 including how it is determined, implemented and compliance achieved; include clarity in regards to advocacy and jurisdiction of local government; and include contact information for concerned citizens who wish to comment on health issues related to electromagnetic fields (EMF).

CARRIED

LPC-2018-005

It was MOVED and SECONDED,

that the Local Planning Committee receive the Model Telecommunication's strategy dated February 2018 as amended and refer to Trust Council for information and consideration of implementation.

CARRIED

LPC-2018-006

It was MOVED and SECONDED,

that the Local Planning Committee refer the Model Telecommunication's strategy dated February 2018 as amended to Local Trust Committees for information and consideration of implementation.

CARRIED

LPC-2018-007

It was MOVED and SECONDED,

that the Local Planning Committee recommend that Trust Council consider including the ability to charge fees for telecommunication applications as part of suggested amendments to provincial legislation.

CARRIED

The meeting was recessed at 12:04 noon for lunch and reconvened at 12:11.

4.2 Coastal Douglas-fir and Associated Ecosystems – Request for Decision and Project Charter

LPC-2018-008

It was MOVED and SECONDED,

that the Local Planning Committee request staff to amend the Objectives of the Project Charter by adding a fourth bullet point that indicates "To provide the tool kit to Trust Council, to Local Trust Councils and to Bowen Island Municipality at the beginning of the 2018/2022 term".

CARRIED

LPC-2018-009

It was MOVED and SECONDED,

that the Local Planning Committee endorse the Project Charter dated February 6, 2018, as amended, for a Coastal Douglas-fir Ecosystem Protection Tool Kit.

CARRIED

LPC-2018-010

It was MOVED and SECONDED,

that the Local Planning Committee direct staff to prepare a Request for Proposals or contract for a consultant to prepare a Coastal Douglas-fir Ecosystem Protection Tool Kit.

CARRIED

4.1 Housing Needs Assessment – Verbal Update and Review of Final Reports

Planner Starke indicated that the Housing Needs Assessment report for the Northern Region was not ready for public release; staff has done a preliminary review; the draft report is available for review by Local Planning Committee members only at this point; and the report will be brought forward to the next Local Planning Committee meeting.

Planner Starke indicated that the Housing Needs Assessment final report for the Southern region has been received and will be provided to the public advisory group for their review.

6. NEW BUSINESS

None

7. LOCAL PLANNING COMMITTEE - WORK PROGRAM

The Work Plan was amended:

- Include “Conduct a working group session to brainstorm possible directions” as a new activity for the Shoreline Marine Planning project;
- Delete “Protect Coastal Douglas-fir and Associated Ecosystems” as a Project.

8. NEXT MEETING

By general consent the remainder of the 2018 meetings are as follows:

- May 24th meeting will be in person in Nanaimo
- August 23rd meeting will be a GoToMeeting
- October 11th meeting will be in person in Victoria

9. ADJOURNMENT

By general consent the meeting was adjourned at 12:53 pm.

Melanie Mamoser, Chair

CERTIFIED CORRECT:

Robert Barlow, Recorder



Local Planning Committee Notes of a Regular Meeting

Date: May 24, 2018
Location: Coast Bastion Hotel
11 Bastion Street, Nanaimo, BC

Members Present: Melanie Mamoser, Chair
Laura Busheikin, Executive Committee Representative
Tony Law, Local Trustee
Peter Luckham, Ex Officio Member

Members Absent: Alex Allen, Vice Chair
Paul Brent, Local Trustee
Lee Middleton, Local Trustee
Sandy Pottle, Local Trustee
Timothy Peterson, Local Trustee

Staff Present: David Marlor, Director, Local Planning Services
Justine Starke, Island Planner
Robert Barlow, Recorder

1. CALL TO ORDER

Chair Mamoser called the meeting to order at 10:10 am. It was noted that there was an absence of quorum for the meeting. It was decided to continue the meeting to discuss topics informally.

2. AGENDA

The agenda was reviewed and no changes were suggested.

3. ADOPTION OF MINUTES/COORDINATION

3.1 Minutes of Meetings

3.1.1 Local Planning Committee Minutes of February 15, 2018

The Local Planning Committee Minutes of February 15, 2018 were presented and no changes were requested.

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 Housing Needs Assessments for the Northern and Southern Regions of Islands Trust – Request for Decision

The RFD was presented and discussed. Planner Starke indicated that Trustees could suggest corrections for any factual errors or proofing errors that improve accuracy but should not suggest any changes to the content, analysis or methodology. It was suggested that staff organize a Resolution Without Meeting to forward both reports and the Request for Decision to Trust Council.

4.2 Telecommunications: Model Strategy for Antenna Systems – Final Report

The Final Report was presented and discussed. It was suggested that staff organize a Resolution Without Meeting to forward the report to Trust Council.

4.3 Coastal Douglas-fir and Associated Ecosystem Toolkit – Verbal Update

Planner Starke provided an update.

5. BUSINESS

5.1 Letter of Agreement with the Ministry of Transportation & Infrastructure – Verbal Update

Director Marlor provided an update.

5.2 Local Planning Committee Accomplishments for the Current Term

Trustees discussed accomplishments.

6. NEW BUSINESS

6.1 Council Committee Structure

CAO Hotsenpiller provided information in regards to the review including questions posed such as whether the current committee structure is reflective of the work involved and is producing results as expected.

6.2 Local Planning Committee Submission to the Annual Report

The Final Report was presented and discussed. It was suggested that staff organize a Resolution Without Meeting to forward the submission to Trust Council.

DRAFT

7. LOCAL PLANNING COMMITTEE - WORK PROGRAM

The Work Program was presented.

8. NEXT MEETING

The next meeting will take place on Thursday, August 23, 2018 by GoToMeeting.

9. ADJOURNMENT

By general consent the meeting was adjourned at 12:30 pm.

Melanie Mamoser, Chair

CERTIFIED CORRECT:

Robert Barlow, Recorder

LOCAL PLANNING COMMITTEE
RESOLUTION WITHOUT MEETING

RESOLUTION WITHOUT MEETING NO. RWM-2018-01

The following matter is considered urgent and necessary in order to forward the Housing Needs Assessments reports and RFD to the June meeting of the Trust Council.

It was Moved by Trustee Mamoser and Seconded by Trustee Law:

“that Local Planning Committee request staff to forward the Housing Needs Assessment, Northern Region of Islands Trust, dated June 2018, to Islands Trust Council; and
that Local Planning Committee request staff to forward the Southern Gulf Islands Housing Needs Assessment, dated February 2018, to Islands Trust Council; and
that Local Planning Committee endorse the Request for Decision, dated May 25, 2018, regarding the 2018 Housing Needs Assessments, and request staff to submit to Trust Council.”

TRUSTEES CONTACTED

DATE VOTE RECEIVED

VOTE

Laura Busheikin	May 28, 2018	In Favour
Melanie Mamoser	May 28, 2018	In Favour
Paul Brent	May 28, 2018	In Favour
Sandy Pottle	May 28, 2018	In Favour
Tony Law	May 28, 2018	In Favour

TRUSTEES NOT CONTACTED

Alex Allen
Lee Middleton
Timothy Peterson

FINAL VOTE COUNT

5	<u>IN FAVOUR</u>
0	<u>OPPOSED</u>

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON May 29, 2018.

CHAIR'S SIGNATURE

RECORDER'S SIGNATURE

LOCAL PLANNING COMMITTEE
RESOLUTION WITHOUT MEETING

RESOLUTION WITHOUT MEETING NO. RWM-2018-02

The following matter is considered urgent and necessary in order to forward the Model Strategy for Antenna Systems to the June meeting of the Trust Council.

It was Moved by Trustee Mamoser and Seconded by Trustee Law:

“that Local Planning Committee request staff to forward the Model Strategy for Antenna Systems, dated May 3, 2018, to Trust Council; and that Local Planning Committee endorse the Request for Decision, dated May 2, 2018, regarding the Model Strategy for Antenna Systems, and request staff to submit to Trust Council.”

<u>TRUSTEES CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	<u>VOTE</u>
Laura Busheikin	May 28, 2018	In Favour
Melanie Mamoser	May 28, 2018	In Favour
Paul Brent	May 28, 2018	In Favour
Tony Law	May 28, 2018	In Favour
Timothy Peterson	May 28, 2018	In Favour

TRUSTEES NOT CONTACTED

Alex Allen
Lee Middleton
Sandy Pottle

FINAL VOTE COUNT	5	<u>IN FAVOUR</u>
	0	<u>OPPOSED</u>

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON May 29, 2018.

CHAIR'S SIGNATURE

RECORDER'S SIGNATURE

LOCAL PLANNING COMMITTEE
RESOLUTION WITHOUT MEETING

RESOLUTION WITHOUT MEETING NO. RWM-2018-03

The following matter is considered urgent and necessary in order to forward the LPC submission to the Annual Report to the June meeting of the Trust Council.

It was Moved by Trustee Mamoser and Seconded by Trustee Law:

“that Local Planning Committee request staff to forward the Annual Report submission to Trust Council.”

<u>TRUSTEES CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	<u>VOTE</u>
Laura Busheikin	May 28, 2018	In Favour
Melanie Mamoser	May 28, 2018	In Favour
Paul Brent	May 28, 2018	In Favour
Tony Law	May 28, 2018	In Favour
Lee Middleton	May 28, 2018	In Favour
Timothy Peterson	May 28, 2018	In Favour

TRUSTEES NOT CONTACTED
Alex Allen
Sandy Pottle

FINAL VOTE COUNT	6	<u>IN FAVOUR</u>
	0	<u>OPPOSED</u>

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON May 29, 2018.

CHAIR'S SIGNATURE

RECORDER'S SIGNATURE

Follow Up Action Report

Local Planning Committee

24-May-2018

No	Activity	Responsibility	Target Date	Status
1	Create RWM to forward the Housing Needs Assessments reports and RFD to the June meeting of the Trust Council	Robert Barlow	31-May-2018	Done
2	Create RWM to forward the Model Strategy for Antenna Systems to the June meeting of the Trust Council	Robert Barlow	31-May-2018	Done

25-May-2018

No	Activity	Responsibility	Target Date	Status
1	Create RWM to forward the submission to the Annual Report to the June meeting of the Trust Council	Robert Barlow	31-May-2018	Done

REQUEST FOR DECISION

To: Local Planning Committee

For the Meeting of: August 23, 2018

From: Justine Starke, Island Planner
Local Planning Services

Date Prepared: August 10, 2018

SUBJECT: LOCAL PLANNING COMMITTEE TOP PRIORITY: COASTAL DOUGLAS-FIR TOOL KIT

RECOMMENDATIONS:

1. That Local Planning Committee direct staff to consider its feedback and bring a final report to the Local Planning Committee meeting of October 11, 2018 for consideration of submission to Trust Council.
2. That Local Planning Committee direct staff to contract a graphic designer to re-format the Coastal Douglas-fir Tool Kit for the final report.

DIRECTOR:

This draft tool kit supports the Trust Council Strategic Plan priority to amend bylaws to protect areas of high biodiversity, and to develop a planning tool kit to illustrate how to protect Coastal Douglas-fir and associated ecosystems.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None

FINANCIAL: None

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: None

OTHER: No other implications.

PURPOSE

This report presents the draft report, *Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit* for consideration by Local Planning Committee (LPC). LPC is requested to provide constructive feedback on the content, logic, and format of the Coastal Douglas-fir Tool Kit so a final report can be brought to the Local Planning Committee meeting of October 11, 2018 for consideration of submission to Trust Council.

BACKGROUND

On November 9, 2017, Local Planning Committee moved Coastal Douglas-fir and associated ecosystems as a top priority in accordance with the Trust Council Strategic Plan (2015-18):

- L.1.6.1 Amend land use bylaws to improve protection of high biodiversity areas (LTCs)
- T.1.7.1 Develop a planning tool kit to illustrate how to protect Coastal Douglas-fir and associated ecosystems (LPC).
- L.1.7.1 Use land use planning tools to protect Coastal Douglas-fir and associated ecosystems through land use planning (LTCs).

REPORT/DOCUMENT:

Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit

KEY ISSUE(S)/CONCEPT(S):

The tools available to the Islands Trust can advance protection of the Coastal Douglas-fir zone and associated ecosystems across the Trust Area. Islands Trust Council, local trust committees and the Islands Trust Conservancy together have the authority to regulate land use, act as a land conservancy, and coordinate with other levels of government. Local trust committees can also work collaboratively with community groups, conservation groups, and individuals to advance a broader set of tools for protection of the CDF Zone.

The policy, regulatory, and legal powers of Islands Trust are nested and can be designed to achieve the following recommended objectives:

- Maintain Contiguous Forest Cover
- Protect and Restore Functioning Ecosystems
- Protect Watershed Ecology
- Honour the Cultural Heritage of Coast Salish Stewardship

The biggest threat to the CDF zone in the Islands Trust is the incremental fragmentation of the forest through rural and residential development. The report suggests a path for Trust Council, the Islands Trust Conservancy, and local trust committees to protect the CDF zone (see the “Ten Essential Steps for Islands Trust to Protect the CDF Zone.” These recommendations are suggested from the position that the best tools are the ones that are easiest to use and are most squarely within the jurisdiction of Islands Trust. The land use planning powers of local trust committees can be much more effectively used to protect this vulnerable ecosystem.

RELEVANT POLICY:

Trust Council Policy 2.3.ii – Local Planning Committee Terms of Reference
Islands Trust Council Strategic Plan 2014-2018

DESIRED OUTCOMES:

1. That Local Planning Committee provide constructive feedback on the content, logic, and format of the Coastal Douglas-fir Tool Kit and directs staff to bring a final report to the Local Planning Committee meeting of October 11, 2018 for consideration of submission to Trust Council.
2. That Local Planning Committee consider contracting a graphic designer re-format the Coastal Douglas-fir Kit for the final report.

RESPONSE OPTIONS**Recommended:**

1. That Local Planning Committee direct staff to consider its feedback and bring a final report to the Local Planning Committee meeting of October 11, 2018 for consideration of submission to Trust Council.
2. That Local Planning Committee directs staff to contract a graphic designer to re-format the Coastal Douglas-fir Kit for the final report.

Alternative:

1. That Local Planning Committee request staff to send the draft Tool Kit directly to the September 2018 Trust Council meeting.

Prepared By: Justine Starke, Island Planner

Reviewed By/Date: David Marlor, Director, Local Planning Services - August 16, 2018

Protecting the Coastal Douglas-Fir Zone & Associated Ecosystems: An Islands Trust Tool Kit





Photo Credit: Kristine Mayes

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Acknowledgements

The development of this tool kit was assisted with feedback and contributions from a number of Islands Trust staff and by drawing on the work of the Coastal Douglas Fir Conservation Partnership. Of particular note are the following people who provided data and resources to support this project:

- Lisa Wilcox
- Kate Emmings
- William Shulba
- Shelley Miller
- Madeleine Koch
- Kim Stockdill
- Nuala Murphy
- Sonja Zupanec
- David Marlor
- Robert Kojima
- Local Planning Committee

Unless otherwise noted, all photos were taken by Justine Starke.

Executive Summary:

Across the Islands Trust Area, the Coastal Douglas-fir (CDF) zone and associated ecosystems make up much of the forested landscape; these lush and magnificent forests are the most visual indicator of the Islands Trust's success in achieving its mandate to protect the Islands Trust Area.

The CDF Zone encompasses the entire Islands Trust Area and is found nowhere else in Canada. Coastal Douglas-fir ecosystems are biologically, culturally, and physically important. The forested landscapes of the Islands Trust area maintain our local climates, the sustainability of our freshwater systems, and the biodiversity of our islands. They are home to many endangered plant communities and are ranked as a high priority for preservation, globally and provincially.

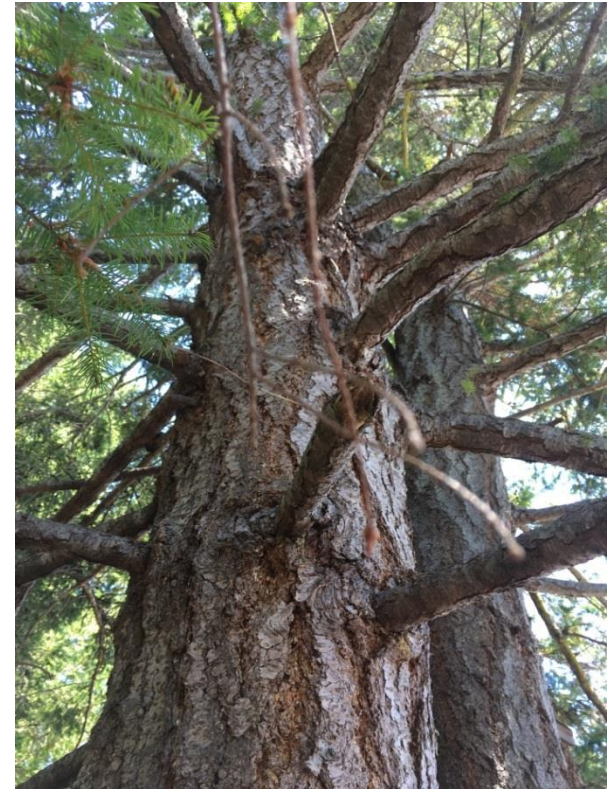
The Islands Trust has many tools to use in preserving and protecting the Coastal Douglas-fir zone across the Trust Area. In using these tools, Islands Trust bodies can work together to achieve the following overall objectives:

- Maintain Contiguous Forest Cover
- Protect and Restore Functioning Ecosystems
- Protect Watershed Ecology
- Honour Coast Salish Cultural Heritage

There are a number of ways to advance protection of the CDF zone through the Islands Trust - from the regional Trust Council (TC) and Islands Trust Conservancy (ITC) through to local trust committees (LTC) and community level actions:

Ten Essential Steps for Islands Trust to Protect the CDF Zone:

1. **Trust Council Strategic Plan** – prioritise CDF protection in the Trust Council strategic plan to ensure resources support work plans that advance CDF protection.
2. **Implement the Regional Conservation Plan (RCP)** - Adopt the RCP into OCPs with special emphasis on protecting contiguous forest and old growth within the Coastal Douglas-fir zone and associated ecosystems.



3. **Mapping** - Map contiguous tracks of the Coastal Douglas-fir zone and associated ecosystems.
4. **LTC Top Priority:** Local trust committees to make protection of Coastal Douglas-fir zone and associated ecosystems a top priority in their work plans. This will ensure staff and other resources are put to the task.
5. **Education and Communications** - Educate the public about the importance of CDF protection by incorporating a strong communications program into TFC conservation initiatives and into the land use planning process, especially when considering DPAs for CDF protection.
6. **Official Community Plan Updates:** Review OCPs for strong language that prioritises protection of the CDF zone in land use planning.
7. **Development Permit Areas** - Create DPAs to protect the Coastal Douglas-fir zone and associated ecosystems.
8. **Density bonus and amenity zoning** - Create density bonus zones in exchange for CDF protection by way of a conservation covenant; identify protection of the CDF zone as an amenity to be voluntarily offered at time of rezoning.
9. **Park dedication** - Amend OCPs to include language directing the provision of land rather than cash in lieu at time of park dedication in the subdivision process. Include language guiding LTCs to request land where there are priority areas in the CDF zone. Advocate for other levels of government to protect more of the CDF zone as park land.
10. **Tax Incentives:** Tailor the NAPTEP program to highlight and prioritise the CDF zone in TFC conservation goals.

SUMMARY OF THE ISLANDS TRUST TOOL KIT:

TOOL	LEVEL OF PROTECTION	JURISDICTION	TYPE OF TOOL	IMPLEMENTED BY
1. Islands Trust Policy Statement	Indirect	TC	Policy	OCPS and Zoning
2. Regional Conservation Plan	Indirect	ITC	Policy	OCPS, Zoning, Conservation tools
3. Land Acquisition	High	TC, ITC, Others ¹	Legal	Islands Trust Conservancy policies
4. Conservation Covenant	High	ITC; LTC; Others	Legal	Registration on land title
5. Amenity Zoning/Density Bonus	High	ITC; LTC; Others	Policy	Zoning combined with conservation tool (covenants or park dedication)
6. Park Dedication	High	LTC; Others	Legal/Regulatory	Land acquisition
7. OCPs	Indirect	LTCs	Policy	Zoning
8. DPA	Medium - High	LTCs	Regulatory	Permit approvals
9. Zoning	Medium	LTCs	Regulatory	Land use and density
10. Tree Cutting Bylaw	Medium	BIM	Regulatory	Permit approvals
11. Tax Incentives	High	ITC/Others	Economic	Conservation tools
12. Voluntary Stewardship	High	Private	Voluntary	Conservation tools
13. Ministerial Order	High	Province	Legislative	Crown Land Management
14. Water Sustainability Act	Indirect	Province	Regulatory	Area Based Regulations or Water Sustainability Plan

¹ Others in this instance refers to First Nations, community groups, land conservancies, other levels of government, or private property owners.

Coast Salish Stewardship of the Coastal Douglas Fir Zone

Douglas-fir is translated as ts'sey' in the Hul'q'umi'num' language, as JSÁ,ILĆ in the Saanich (SENĆOŦEN) language, and as ch'shay in the Squamish (Skwxwú7mesh) language.



The Islands Trust Area overlaps with the traditional territory of the Coast Salish people. Islands Trust acknowledges the 10 000 years of knowing and stewardship practices of the Coast Salish people – evident in the lushness of the forests and the biodiversity of the CDF zone. The Coast Salish have celebrated the life cycles of these forests since time immemorial. The languages and ceremonies of the Coast Salish people reflect the natural rhythms of the forests and shores of the Salish Sea. An ancient Douglas-fir tree is honoured as witness to the cycle of transformation and self nourishment of the forest's ecology. There exists a wealth of traditional ecological

knowledge (TEK) in Coast Salish traditions. Douglas-fir and associated ecosystems provide food and medicine for health and well being. The wood of the Douglas-fir is used in the fire ceremonies of the long house. Western red cedars are also very important to the Coast Salish people. All parts of the cedar are used - the logs for longhouses, canoes, and masks, and the bark for clothing, mats, and baskets. The active management of the Garry Oak meadows historically involved periodic burns and the annual cultivation of Camas is known as a staple food source².

This report is not inclusive of the gathering, harvesting, or stewardship knowledge of First Nations within the Trust Area. In this way, this tool kit at this time is a living document that can be improved over time through meaningful consultation and engagement with First Nations.

² (Turner, 2017)



Example of cedar trees where the bark has been harvested. These culturally modified trees (CMTs) were observed on the Tsawout Reserve (IR5) on Salt Spring Island.

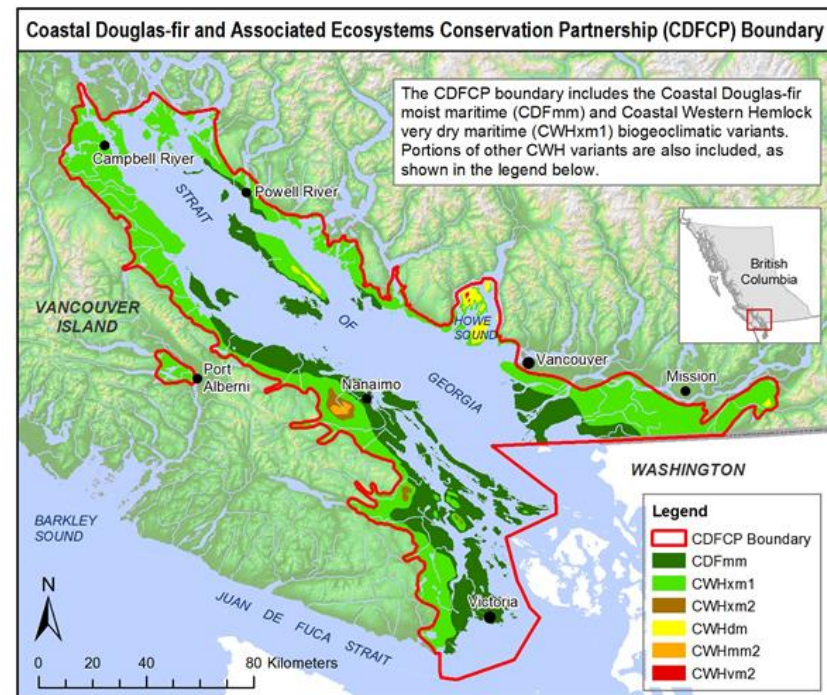
Coastal Douglas-fir and Associated Ecosystems

The Coastal Douglas-fir (CDF) Biogeoclimatic Zone³ is found nowhere else in Canada. It includes a unique set of ecosystems that occur along the edge of south-east Vancouver Island, across the Gulf Islands, and the along the southwest coast of Vancouver Island. The Islands Trust Area is entirely within the CDF zone. There are 16 biogeoclimatic zones in British Columbia - of these, the CDF is the smallest and most at risk. The CDF zone has many rare ecosystems and includes more than just Douglas-fir forests. Associated ecosystems include Garry Oak ecosystems, rocky outcrops, wetlands and shorelines. The Coastal Western Hemlock (CWH) zone is considered an important associated ecosystem included within the area of interest of the CDF zone.

The CDF zone needs active stewardship by land owners; 80% of land in the whole CDF is privately owned but only 11% of the CDF is protected in some way, making it the least-protected biogeoclimatic zone in BC.⁴

Importance of Coastal Douglas-Fir Ecosystems:

There is significant concern for the conservation of the CDF zone. The [Coastal Douglas-fir Conservation Partnership](#) has emphasized the importance of the CDF zone as being biologically rich and containing globally imperiled and provincially identified species at risk, as well as containing ecosystems at risk. CDF ecosystems clean our air and water, absorb carbon from the atmosphere, provide climate change mitigation and adaptation, and contribute to food resilience by providing habitat for pollinators and insectivores. CDF forests are important for people's mental health and wellbeing, and provide recreational and educational opportunities for people to learn about the significance, ecology, and cultural importance of these special coastal rainforests. The CDF zone can also add to property values. Individual properties that are in the vicinity of natural areas and parkland can increase property values by 3–6% (or more).⁵



³ A "biogeoclimatic zone" is an area with a relatively uniform climate, and with a mix of vegetation and soils that reflect that climate. A more detailed description of the Coastal Douglas-fir Biogeoclimatic Zone can be found in the [Ecosystems of British Columbia: Chapter 5 Coastal Douglas-fir Zone](#).

⁴ (Coastal Douglas-fir Conservation Partnership (CDFCP), 2018)

⁵ (Coastal Douglas-fir Conservation Partnership (CDFCP), 2018)

Coast Douglas Fir Zone in the Islands Trust Area

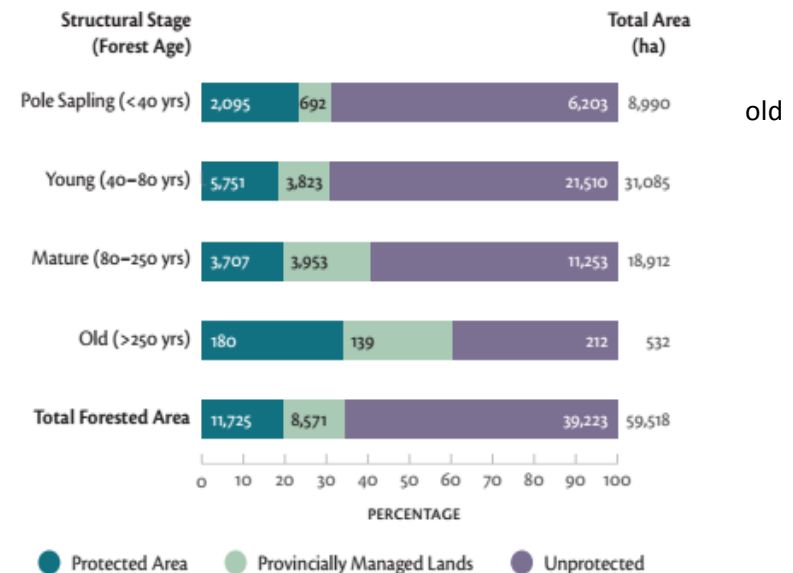
The Islands Trust Conservancy has identified healthy forests as a biodiversity priority in its Regional Conservation Plan for 2018 -2027. Healthy forests are defined by having a diversity of tree and understorey species. They are multi-aged, have mixed canopy covers, and include large woody debris (including fallen trees and nurse logs), and lots of snags.⁶

Most of the Trust Area was logged at one time. Across the Islands Trust area much of the forests are classified as young forest ranging from 40-80 years old. Mature forests (80-250 years old) cover approximately 24% of the Islands Trust Area, while less than one percent of the Islands Trust Area remains in old growth (forest that is more than 250 years old). Remaining and mature forests are very important, providing high quality habitat and many more species than younger forests.⁷

Across the Islands Trust Area, 19.7% of forests are in protected areas, including all parks, ecological reserves, watershed lands (Salt Spring Island), heritage forest lands (Galiano Island), nature reserves, and Old Growth Management Areas (Gambier Island).⁸ Protection varies significantly by islands trust area/island municipality with Thetis having less than 5% and Saturna and South Pender having over 35% of forested ecosystems in protected areas.⁹ Private land in the Islands Trust Area represents about 68.6% of the landscape.¹⁰

The Islands Trust Conservancy has identified priority lands for conservation across the Islands Trust Area using a decision matrix. While there are lands with high conservation values on all the islands, the Islands Trust Conservancy will focus upcoming outreach programs primarily on Lasqueti Island, and in the Salt Spring Island and Thetis Island local trust areas, with a secondary focus on the Gabriola Island, Galiano Island and Gambier Island local trust areas.

Forest Ecosystems across the Trust Area (Islands Trust Conservancy , 2018):



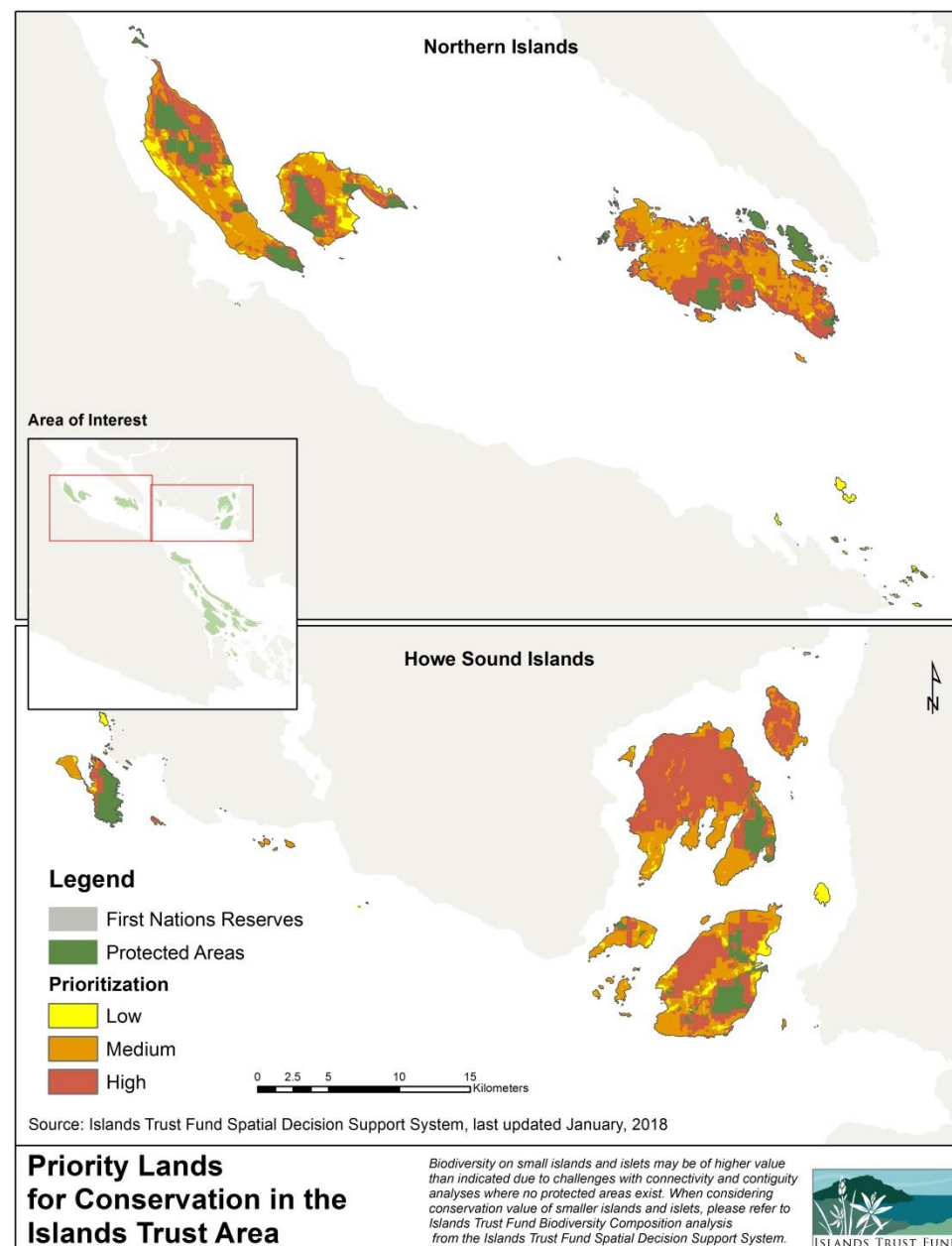
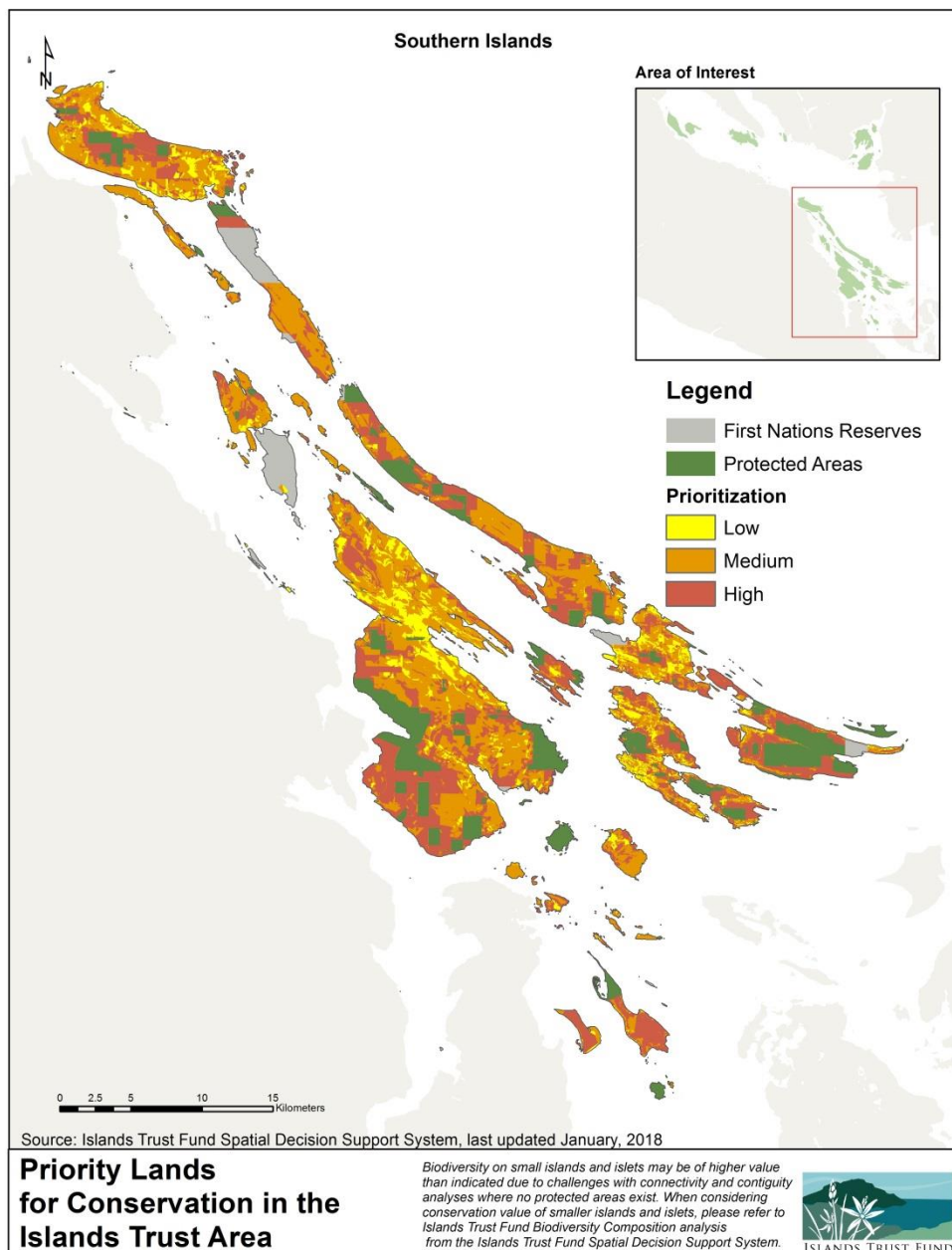
⁶ (Islands Trust Conservancy , 2018)

⁷ ibid

⁸ (Islands Trust Information Services, 2018)

⁹ (Islands Trust Conservancy , 2018)

¹⁰ (Islands Trust Information Services, 2018)



Threats to the CDF Zone

The Coastal Douglas-fir Conservation Partnership's 2018 *Quick Guide for Local Governments* has an expanded section on threats to the CDF zone. The following has been summarized for the purpose of this tool kit.

Human Pressures and Deforestation

Coastal Douglas-fir ecosystems are under threat from human pressures. Of all the zones in the province, the CDF has been most altered by human activities:

- *Almost half of the CDF lands have been converted for human use (urban, roads, agriculture, mining, industrial, etc.).*
- *75% of the human population of BC lives in the CDF, including the major centres of Vancouver, Victoria, and Nanaimo where population growth is expected to continue.*
- *The CDF has the highest road density of any biogeoclimatic zone in BC.¹¹*

The trend of deforestation and residential sprawl continues. Even in the Islands Trust Area, many Local Trust Committees have not reduced the overall subdivision potential inherent in the zoning, already in place when the Islands Trust was created in 1974. This parcelization of land continues to result in a high degree of fragmentation and loss of contiguous forest cover, threatening the remaining natural systems.

The Islands Trust Conservancy estimates that between 2004–2014, approximately 1,070 ha of land was disturbed or lost through deforestation, vegetation clearing, creation of rural development and roads, wetland loss and disturbance to soils.¹² See [Appendix II](#) of the Islands Trust Conservancy [2018-2027 Regional Conservation Plan](#) for a breakdown of disturbance type by local trust area or island municipality.

The extent of disturbance, combined with the low level of protection, places the ecological integrity of the CDF zone at high risk...Deforestation in a land base that was once predominantly forested has consequences for the small patch ecosystems, specialized habitats and at-risk species that were previously buffered and supported by the ecological processes of the surrounding forests. . . These changes affect hydrological patterns and the ability to filter and store water; destabilizes forest soils and reduces capacity to regenerate soils; alters the resistance to the invasion of alien species; alters prey-predator relationships; alters carbon and nutrient cycles, including the release of carbon to the atmosphere; and removes specialized habitat features for wildlife foraging, shelter and breeding (Coastal Douglas-fir Conservation Partnership (CDFCP), 2015).

¹¹ (Coastal Douglas-fir Conservation Partnership (CDFCP), 2015)

¹² (Islands Trust Conservancy , 2018)

Climate Change

Longer summer droughts may result in growth declines in Coastal Douglas-fir forests, particularly on drier sites. The changing climate is reducing water availability, stressing native ecosystems and species, introducing new pests and diseases, and impacting forest health.¹³ Islanders see the effects of this by observing the visual decline of individual trees and the overall stress on the forests – especially evident in the thirsty western red cedars and broad leaf maples.

Wildfire

Also a symptom of climate change, wildfires have been increasing in frequency and intensity across British Columbia in recent years. In 2006, a fire burned 61 hectares of forests on Galiano Island and 120 residents were evacuated¹⁴, but the Islands Trust Area has been fortunate to not have had a more catastrophic wild fire burn on one of our islands in recent times. However, fire is an important part of the natural CDF ecological cycle. Historically, wild fires and deliberate burning by First Nations played an important role in shaping CDF ecosystems. Fires clear the understory of less fire-resistant species, create openings in the canopy, and favour the dominance of large, thick-barked Douglas-fir, Maple and Garry Oaks. Since colonization, forest fires have been suppressed.¹⁵ The accumulation of deadfall and woody debris, and the absence of controlled burns in the forests, has increased the risk of fire across the Trust Area.

¹³ (Coastal Douglas-fir Conservation Partnership (CDFCP), 2018)

¹⁴ (Attorp, 2016)

¹⁵ *ibid*

Objectives for Coastal Douglas-fir Protection in the Islands Trust Area

Trust Council, the Islands Trust Conservancy, and local trust committees need to work together to harmonize policies and regulations and coordinate work programs to achieve greater protection of the Coastal Douglas-fir zone and associated ecosystems throughout the Islands Trust Area. The following overall objectives will support the strategic coordination of Islands Trust towards the protection of the Coastal Douglas-fir zone and associated ecosystems:

➤ **Maintain Contiguous Forest Cover**

The most obvious way to retain the ecological integrity of the Coastal Douglas-fir zone and associated ecosystems is to retain contiguous tracks of forest. Forest ecosystems function best when buffered from impacts of disturbance and fragmentation, which causes edge effects and makes forests vulnerable to invasive species, altered hydrological regimes, and disrupted ecological services. The land use and conservation tools available to Islands Trust can greatly benefit the maintenance of contiguous forest cover throughout the Islands Trust Area.

➤ **Protect and Restore Functioning Ecosystems**

Human impacts on the Coastal Douglas Fir zone throughout the Trust Area have caused a loss of ecosystem functioning. Much of our forests need individual assessments and restoration to ensure the integrity of the ecosystems is maintained. This objective highlights the need for active forest maintenance and would be best achieved through tools of coordination and collaboration with other levels of government, environmental stewardship groups, and programs for landowner outreach, education, and voluntary stewardship.

➤ **Protect Watershed Ecology**

Longer drought periods and altered hydrological processes are threatening CDF forest ecosystems. Islands Trust can use land use and conservation tools to protect the watersheds in the CDF zone. This would not only protect the forest, but also serve to protect the freshwater resources of our islands.

➤ **Honour the Cultural Heritage and Stewardship of the Coast Salish People**

The legacy of stewardship of the CDF zone can be acknowledged and extended with the protection of culturally important places, archaeological sites, knowledge sharing, cooperation, and First Nations relationship building.



The Islands Trust Tool Box

The different tools available to the bodies of Islands Trust include policy tools, regulatory tools, and legal tools - often used in combination - which carry with them varying degrees of strength in the level of protection they can offer for protection of the CDF zone. Policy tools enable regulations that in turn manage and limit development of the landscape. Legal tools such as covenants are often voluntary or the results of negotiations related to development approvals, but offer a high level of environmental protection once they are registered. The following table summarizes the tools available and illustrates this point:

TOOL	LEVEL OF PROTECTION	JURISDICTION ¹⁶	TYPE OF TOOL	IMPLEMENTED BY
1. Islands Trust Policy Statement	Indirect	TC	Policy	OCPS and Zoning
2. Regional Conservation Plan	Indirect	ITC	Policy	OCPS, Zoning, Conservation tools
3. Land Acquisition	High	TC, ITC, Others	Legal	Islands Trust Conservancy policies
4. Conservation Covenant	High	ITC; LTC; Others	Legal	Registration on land title
5. Amenity Zoning/Density Bonus	High	ITC; LTC; Others	Policy	Zoning combined with conservation tool (covenants or park dedication)
6. Park Dedication	High	LTC; Others	Legal/Regulatory	Land acquisition
7. OCPs	Indirect	LTCs	Policy	Zoning
8. DPA	Medium - High	LTCs	Regulatory	Permit approvals
9. Zoning	Medium	LTCs	Regulatory	Land use and density
10. Tree Cutting Bylaw	Medium	BIM	Regulatory	Permit approvals
11. Tax Incentives	High	ITC/Others	Economic	Conservation tools
12. Voluntary Stewardship	High	Private	Voluntary	Conservation tools
13. Ministerial Order	High	Province	Legislative	Crown Land Management
14. Water Sustainability Act	Indirect	Province	Regulatory	Area Based Regulations or Water Sustainability Plan

¹⁶ Others in this instance refers to community groups, land conservancies, First Nations, other levels of government, or private property owners.

The Islands Trust Mandate:

The object of the Islands 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.**¹⁷

The Islands Trust has a legislated mandate to protect the environment. However, the Islands Trust “Object” does not carry with it any special land use authority to do so. It is implemented through the same powers shared by regional districts and municipalities across BC, conferred on the corporate bodies¹⁸ of Islands Trust by the Islands Trust Act, which in turn references the Local Government Act. Incorporated as a municipality, Bowen Island has additional tools available under the Local Government Act. Please see appendix 1 to review the legislative context and governance structure of Islands Trust.

Trust Council and Executive Committee Tools

Islands Trust Policy Statement

Trust Council is required under the Islands Trust Act to adopt a policy statement that applies to the entire Trust area. The [Islands Trust Policy Statement](#) could be considered a regulatory tool. It is intended as a general statement of the policies of Trust Council for the purpose of carrying out the object of the Islands Trust, and is the legal mechanism by which Trust Council ensures that LTC bylaws are consistent with those policies. It provides a framework for land use planning in the Trust Area, and is a mechanism for compatibility between plans for the various local areas. All local trust committee bylaws and all official community plans and amendments must comply with the Policy Statement. Prior to adopting a bylaw, an LTC must forward the bylaw and checklist to the Executive Committee (EC) for approval and EC may only approve the bylaw if it is not contrary to or at variance with the Policy Statement.



¹⁷ *Islands Trust Act*

¹⁸ The corporate bodies of the Islands Trust include Trust Council, Executive Committee, Local Trust Committees, and the Islands Trust Conservancy.

Trust Council Strategic Plan

Trust Council uses its [strategic plan](#) to guide its work. The strategic plan is a policy tool developed as the work program for Trust Council, and by extension, local trust committees, over the course of each political term. The strategic plan represents the political direction to undertake work; it is the organizational tool that can direct staff to develop policy and make recommendations for the protection of the coastal Douglas fir zone and its associated ecosystems. If protection of the CDF zone is not identified as a work program item in the Strategic Plan, it will not be resourced and advanced throughout the organization.

Coordination

The Islands Trust Act Section 8.2(b) gives Trust Council the authority to coordinate and assist in the determination, implementation, and carrying out of regional, improvement district and government of British Columbia policies. This authority could be used in partnerships for the protection of the CDF zone. See the section on “Partnering for CDF Protection,” below.

Mapping of the Coastal Douglas-fir zone and associated ecosystems

Accurate mapping and data analysis is essential and provides the evidence that underpins policy, regulatory, and legal conservation tools. Mapping should identify both core areas for conservation and connectivity corridors that allow for wildlife movement.

The Coastal Douglas-fir Conservation Partnership (CDFCP) has developed a user-friendly mapping tool that incorporates CDF ecosystem values and identifies priority areas for conservation in the CDF zone. The Islands Trust uses a proprietary application referred to as TAPIS (Trust Area Property Information System) which delivers both spatial (i.e. property boundaries and zoning features) and tabular (i.e. BC Assessment and LTO records) data to staff for reference, analysis and information management. The data are used to help make decision from where to apply development restrictions through the application of development permit areas, to who to notify in cases of rezoning applications. It is possible that Islands Trust could include the CDFCP mapping layer in its TAPIS mapping application.

Local Trust Committee Tools:

Local trust committees (LTCs) are responsible for land use planning and regulation in each local trust area. LTC responsibilities include preparation and adoption of official community plans, land use bylaws, which include zoning and subdivision regulations, soil removal and



deposit bylaws, and authorization of other permits, such as siting and use permits or development permits in development permit areas. The land use planning powers of local trust committees are underutilized; LTCs can be much more effective in using these tools to protect sensitive ecosystems such as the CDF Zone.

Official Community Plans

The Official Community Plan (OCP) is a legal policy document intended to manage growth and guide future development. It represents the community's vision for how the island should change. The authority to adopt OCPs is found in the Local Government Act, which defines an OCP as "a statement of objectives and policies to guide decisions on planning and land use management." Islands Trust has a duty to consult First Nations on Official Community Plan amendments, which also require approval by the Minister (currently the Minister of Municipal Affairs and Housing).

An OCP typically contains broad goals, objectives for particular land uses, specific policies for each land use, general advocacy policies, maps and development permit areas.

- Goals are general statements of purpose.
- Objectives are strategies to achieve the goals
- Policies are specific statements, programs or restrictions that provide direction.

OCP policies guide LTC decision-making and are implemented by other tools, principally land use bylaws that prescribe zoning.

Policies are legally binding on the LTC, but the LTC is not required to implement particular policies in an OCP. Within Islands Trust, an OCP must be consistent with the Islands Trust Policy Statement.

An OCP is not a regulatory bylaw. With the exception of Development Permit Areas, OCPs have no direct effect or authority on private landowners or other governments or agencies (Land Use Bylaws regulate the use of land).

Our Work is Cut Out for Us:

CDF Protection needs LTC Prioritization

As with other islands, on Salt Spring Island the Official Community Plan does not advance protection of contiguous forest cover or sensitive forest ecosystems. Salt Spring Island does not have Sensitive Ecosystem Development Permit Areas. The Salt Spring Island Official Community Plan would need to be amended to be effective in protecting the Coastal Douglas-fir ecosystem and/or contiguous forests. The forests would need to be considered "Environmentally Sensitive Ecosystems/Areas" and/or "Areas of High Biodiversity" in order to get the protection afforded throughout the SSI OCP. Updated OCP mapping would help with this approach. Otherwise, the forests would need to be designated as either Park and Recreation lands, Conservation Lands (i.e. watersheds), or Ecological Reserves in order to have more protective policies.

To advance protection of the Coastal Douglas fir zone, official community plans should specifically set goals, objectives, and policies that support CDF retention and protection. Each OCP should also be amended to:

- Include strong language directing protection of the CDF zone.
- Implement the Islands Trust Conservancy Regional Conservation Plan.
- Include specific policies supporting park dedication that protects CDF forests (see the section on park dedication below).
- Include Development Permit Areas for the protection of the environment, specifically the Coastal Douglas-fir zone and associated ecosystems.
- Include “urban” containment boundaries achieved through Land designations and land use policies that preserve large lot areas outside of the villages, and that direct density to specific areas of the islands zoned for mixed use commercial/residential, smaller lots, and that can be serviced by adequate water supplies.
- Identify protection of the CDF zone as an amenity that can be provided at the time of rezoning. Establish the nexus between development impacts and ecological services.
- Include enabling policies for conservation subdivisions, amenity zoning, density transfers, and density bonusing.
- Include language and policies that reference and honour the cultural heritage of Coast Salish stewardship, including the protection of culturally important places, and archaeological sites.

Model Language from the Galiano Island Official Community Plan:

This Plan supports the preservation and protection of Galiano’s ecosystems. Galiano is part of the vulnerable Coastal Douglas-fir biogeoclimatic zone. This is the smallest and rarest biogeoclimatic zone in British Columbia and it has the highest density of species that are of both provincial and global conservation concern of any B.C. biogeoclimatic zone. These ecosystems provide key services that sustain human health and wellbeing, including timber and nontimber resources, clean air and water, nutrient cycling, carbon dioxide absorption and carbon storage. The forested landscape is integral to Galiano’s character. Maintaining and restoring Galiano's forest ecosystem is critical for ecosystem-based sustainable forest management.

Parkland Dedication

For subdivisions that create more than three lots that are under 5 acres (2ha) in area, Section 510 of the Local Government Act requires the developer provide a 5 % park land dedication, or cash in lieu, at the discretion of the local government. While the Ministry of Transportation and Infrastructure is the approving authority for subdivisions within Islands Trust, local trust committees are the local government authority for

deciding park dedication. Local trust committees have the discretion to determine whether land or cash is requested, and what the amount should be (up to 5% of the total area or land value)¹⁹. Each official community plan can include policies guiding local trust committees to prioritize a land request where the land in question contains some part of the Coastal Douglas-fir zone and associated ecosystems, either wholly on the property or as part of a larger forest system.

Development Permit Areas

Authorized by the Local Government Act, Development Permit Areas (DPAs) are the best regulatory tool available to local trust committees for managing development on private land and mitigating impacts to the Coastal Douglas fir zone. Development permit areas may be designated for a number of purposes; the following are most relevant to protection of the CDF Zone²⁰:

- *Protection of the natural environment, its ecosystems and biological diversity.*
- *protection of development from hazardous conditions; establishment of objectives to promote energy conservation;*
- *establishment of objectives to promote water conservation;*
- *establishment of objectives to promote the reduction of greenhouse gas emissions.*

DPAs established for protection of the natural environment are often referred to as Environmental Development Permit Areas (EDPAs). Development Permit Areas regulate development in pre-designated areas, according to specific guidelines that are usually found in official community plans. The LTC can require impact assessment information to inform whether the proposal meets the guidelines in the OCP. The OCP guidelines are the conditions under which the development can take place; these become permit conditions once the permit has been issued.

The Resort Municipality of Whistler has established sensitive ecosystem EDPAs across its entire landbase (except for the non-riparian aspects of the Village core). Whistler used terrestrial ecosystem mapping as the basis for EDPA maps. In the new OCP, if a feature on a property looks like part of a sensitive ecosystem, staff require the applicant to hire a QEP to determine if it is, and where the boundary of it is (Green Bylaws Toolkit, 2016).

GALIANO ISLAND DPA 3: Tree Cutting and Removal

The entire Galiano Island local trust area is designated as a development permit area for the protection of the natural environment, its ecosystem and biological diversity, for the purpose of requiring development permits for the cutting and removal of trees.

- *Galiano Island Official Community Plan (DPA 3)*

¹⁹ In practice, local trust committees do not have a park function and some local trust committees partner with Regional Districts as the agency to receive the park dedication as cash or land.

²⁰ (Government of British Columbia)

Within the Islands Trust Area , 68% of the land base is privately owned. In this context, Development Permit Areas are ideal regulatory tools because they do not prohibit development, but rather “permit” it, while controlling how the development occurs. DPAs give certainty to the community and to developers; the LTC does not have discretion to refuse the permit if it considers the proposal to be substantially consistent with the specific OCP guidelines in the DPA. If the intent of the DPA is to protect old and contiguous CDF forests, the DPA guidelines would prescribe how the development can be compatible with the ecosystem values of the forest. DPAs also include exemptions to allow acceptable activity to be exempt from the requirement to apply for a development permit.

While Development Permits Areas are the most flexible instrument for managing development on private land, their limitations weaken the extent of environmental protection they can achieve:

- DPAs are only applicable to residential, industrial, and commercial development.
- Commercial forestry, institutional development, and agriculture are exempt from DPAs.
- Bylaw infractions of DPAs can be hard to enforce.
- DPAs are not well understood and public acceptance of new DPAs can be difficult. Any new program to introduce DPAs should be resourced with a healthy communications plan.



Land Use Bylaws

For a Local Trust Committee, the land use bylaw (LUB) is the main tool for implementing OCP policies through land use regulations, particularly zoning. Land use bylaws designate the zoning and regulate land use within the area of covered by the bylaw. A LUB typically divides the local trust area into zones and regulates the use and density within the zones. Land use bylaws contain regulations on the size and siting of buildings and structures and define setbacks from lot lines and water courses. The LUB prescribes the shape, dimensions and area of new lots created by subdivision. In addition, the LUB incorporates into a single bylaw other planning powers delegated to LTCs: parking regulations, subdivision servicing requirements, sign regulations, screening and landscaping requirements, flood plain regulations, and run-off control regulations.

Local trust committees could consider amending their land use bylaw in the following ways to advance protection of the CDF zone:

- **Site Coverage:** Reduce site coverage density in land use bylaws. Across the Islands Trust, site coverage is usually the default 25%, inherited with the zoning when Islands Trust was created. This means that 25% of the land can be covered with impervious surfaces. Site coverage is often overlooked by local trust committees when updating land use bylaws but high site coverage allowances are likely inconsistent with the preservation of the CDF zone and also the Islands Trust mandate, especially on large properties.

- **Conservation subdivision:** Incorporate conservation subdivision principles into land use bylaw requirements for subdivision.

Conservation Subdivisions Conservation subdivisions combine different tools (including amenity zoning or density bonuses at time of rezoning) to achieve multiple environmental and social benefits. Lot clustering is combined or traded off with protection of large natural areas (often by way of a covenant). The LUB provisions would allow lot averaging (this achieves the clustering), ecological design lot layout requirements instead of traditional lot depths:width ratios, landscape buffers, and would remove the potential for further subdivision.

- **Downzone:** Increase the minimum average area of lots that can be created by subdivision to a minimum of 10 acres. This can be standardized across the Trust Area. Further remove subdivision potential from some large lots in areas targeted as important for CDF protection and hydrological connectivity.
- **Amenity zoning:** Negotiate land conservation at the time of rezoning. Make consideration of zoning approvals conditional on the voluntary provision of a covenant or land donation to protect the CDF forest as a public amenity.
- **Density Bonus:** Bylaws can pre-zone land to allow an increase in density in exchange for natural area protection. Unlike amenity zoning, density bonus bylaws offer developers and the community certainty; a rezoning process is not required, and the maximum potential density is known ahead of time.
- **Lot Averaging or Clustering:** During rezoning or at time of subdivision, residential lots or dwelling units can be clustered. LUB density requirements for subdivision should have minimum average lot area provisions that allow smaller individual lot areas while limiting the overall number of lots that can be created.

Galiano Island Amenity Zoning

A 2016 Galiano amenity rezoning application protected forest and shoreline by providing a 10.7-hectare waterfront community park, adding 10 ha to a BC Park, and also donated land for affordable housing. The rezoning resulted in five residential lots totalling 11 hectares and a 20-hectare lot for sustainable forest management practices. As a condition of rezoning, a covenant requiring sustainable forest management practices was granted to the Galiano Conservancy Association, the Land Conservancy, and the Galiano Island Local Trust Committee.

When homes or lots are grouped in one part of the property, the rest can be left as natural area. Clustering reduces development costs as there are fewer trees to clear, less land to grade, and less road, water, hydro, and sewer infrastructure needed to service the development. Smaller lots with significant amounts (more than 50%) of protected open space targets the growing consumer market that is seeking homes in natural settings with less property to maintain.²¹

- **Density transfer:** Use the rezoning process to transfer permitted density from one parcel with high CDF ecosystem values to another (less sensitive) property. The Islands Trust has used density transfer on several islands, and has prepared a discussion paper looking at the pros and cons of this tool for [Saturna Island](#).

Tree Cutting Areas

Pursuant to Section 500 of the Local Government Act, a local trust committee could “designate areas of land that it considers may be subject to flooding, erosion, land slip or avalanche as tree cutting permit areas.”

²² Within these areas, the local trust committee may require a permit before land owners remove trees. The focus of the bylaw must be to protect the land from danger due to flooding or erosion, and the LTC may require applicants to provide a report certified by a qualified professional confirming the proposed cutting will not create such a hazard. Although this authority is limited in scope, it nevertheless gives LTCs ability to regulate tree cutting in some areas of the CDF zone, particularly in steep-sloped terrain.²³ This authority has yet to be utilized within the Islands Trust Area – consideration should be given to how a Tree Cutting Area would differ from a DPA established to protect environment from hazardous conditions.

Potlatch Properties, Gabriola Island

A recent application on Gabriola Island proposes to transfer and donate 155.3 hectares (383.74 acres) of land for parks in exchange for the creation of 25 residential lots at a different location on the island with those lots having an average lot area of 1.9 hectares (4.69 acres). The subsequent subdivision process required to create the lots will add park and trail connections on the ‘receiver lands’ between Cox Community Park and the village *core area*.

²¹ (Coastal Douglas-fir Conservation Partnership (CDFCP), 2015)

²² (Government of British Columbia)

²³ (Green Bylaws Tool Kit for Conserving Sensitive Ecosystems and Green Infrastructure, 2016)

Islands Trust Conservancy Tools

Islands Trust Conservancy:

Governed by the Islands Trust Conservancy Board, the Islands Trust Conservancy (formerly the Islands Trust Fund) is a regional land trust and is legally independent from the Islands Trust. Its vision is to, “create a network of protected areas in the islands so that Canada's Salish Sea is a vibrant tapestry of culture and ecology, and where viable ecosystems flourish alongside healthy island communities.”

Regional Conservation Plan

The Islands Trust Conservancy’s work is guided by the Regional Conservation Plan (RCP), a science-based and community informed plan that identifies, prioritizes and plans for the protection of the best of the islands' natural spaces. The conservation plan guides and focuses efforts and resources on what is most urgently in need of protection. The [2018 -2027 Regional Conservation Plan](#) identifies healthy forests as a biodiversity priority and highlights the vulnerability of the Coastal Douglas-fir Biogeoclimatic Zone. ²⁴As a guiding document, the RCP needs to be implemented using land use planning and conservation tools and prioritized for implementation by local trust committees and other levels of government.

Conservation Covenants

Conservation covenants are one of the strongest tools to protect sensitive environmental features like the CDF zone because they permanently protect the natural features of the land. Conservation covenants are written legal agreements between a local government authority or conservation agency and a landowner, in which a landowner promises to protect all or part of the land in specified ways. The covenant runs with the land; it is registered on the land title under section 219 of the *Land Title Act*. This ensures the promise to protect the land binds future owners of the land and the conservation organization(s) who hold the covenant. Only under special circumstances and with the agreement of all parties can the covenant be modified. For more information: <http://www.islandstrustfund.bc.ca/media/9407/covenantbrochure.pdf>

Conservation covenants are voluntary and can be negotiated with developers or land owners as part of rezoning applications or through other development approvals through the land use planning process. Conservation covenants are also registered by land owners on their own accord, to ensure future protection of valued ecological features or in order to achieve a tax benefit.



²⁴ (Islands Trust Conservancy , 2018)

Land Acquisition for Conservation

As a regional land trust, the Islands Trust Conservancy is able to accept gifts of land, including land within the CDF zone. The ITC permanently protects land as nature reserves or sanctuaries. As a qualified donee under the Income Tax Act, the ITC can issue tax receipts for land donations. The ITC acquires land through partnerships, through land or financial donations, and through fundraising campaigns. See <http://www.islandstrustfund.bc.ca/> for more information.

Tax Exemptions

The Islands Trust Natural Areas Property Tax Exemption Program (NAPTEP) provides landowners with an annual 65% exemption on the property taxes for the portion of their property protected with a NAPTEP covenant. To qualify for NAPTEP, the property needs to have one (or more) of the following eligible features:

- Relatively undisturbed sensitive ecosystems
- Habitat for rare native plant species or plant communities
- Habitat critical to native animal species' breeding, rearing, feeding or staging
- Special geological features

The Trust Fund Conservancy could consider regulatory/policy change to create a special NAPTEP for the Coastal Douglas-fir zone and associated ecosystems. The program could be tailored using a targeted communications program and mapping that identifies contiguous forest cover, highlighting those properties that are adjacent to lands already protected.

The federal [Ecological Gifts Program](#) provides donors of eligible conservation covenants with a tax credit for land donations that can be applied to income and used for reduction in capital gains as part of estate planning.²⁵

²⁵ (Government of Canada)

Outside of the Box – Partnering for CDF Protection

Many of the success stories of ecosystem protection within Islands Trust are the result of partnerships and collaboration with other levels of government, community groups, the Islands Trust Conservancy and other land conservancies. The Islands Trust Act Section 8.2(b) gives Trust Council to coordinate and assist in the determination, implementation, and carrying out of regional, improvement district and government of British Columbia policies. Not all tools that are outside of the Islands Trust tool box can be accessed through coordination, but in many cases collaboration could lead to better protection of the CDF zone.

Municipal and Regional District Tools

Within Islands Trust, only Bowen Island has incorporated as a municipality. Some of the following tools could be used by the Bowen Island Municipality or could be requested by Islands Trust as legislative amendments by the Province.

Parkland

One of the best ways to protect land is through the creation of parks and protected areas. While, local trust committees can decide on parkland dedication during the subdivision process, the Islands Trust Act does not give the Islands Trust the ability to manage parkland. Across the Islands Trust Area there are National, Provincial, and Regional parks that area managed by these three levels of government. Some of these parks are contiguous with land owned by the Islands Trust Conservancy and/or land protected by conservation covenants.

The Bowen Island Municipality can manage parks and has a recently approved Parks Plan that includes a number of classifications, including Nature Parks and Environmental Areas for environmental protection, although it does not specifically address protection of the Coastal Douglas fir and Associated Ecosystems.

Asset Management Plans

Natural assets such as aquifers, forests, streams, riparian areas and foreshores can provide municipalities with vital services equivalent to those from many engineered assets.

*The **Town of Gibsons** was the first municipality in North America to pass a municipal asset management policy. The policy explicitly defines and recognizes natural assets as an asset class and creates specific obligations to operate, maintain and replace natural assets alongside traditional capital assets. These obligations include having well-defined natural asset management strategies in place, as well as the financial resources to maintain them (Town of Gibsons).*

Asset management frameworks are an important tool for local governments to account for the ecological services provided by the natural areas of their region. Such programs can account for and raise the awareness of Ecosystem services provided by CDF ecosystems. [Municipal Natural Assets Initiative](#) is a not-for-profit enterprise that supports and guides local governments to identify, value, and account for natural assets in their financial planning and asset management programs.²⁶ The Islands Trust could team up with its Regional District partners to develop Natural Asset Management Plans for the Trust Area that focuses on the relationship between CDF zone forests and freshwater sustainability. The Bowen Island Municipality could do this on its own.

Tree Protection Bylaws

While local governments cannot regulate forestry under the Forest Range and Practices Act (FRPA) and Private Managed Forest Land Act (PMFL), municipalities can adopt tree protection bylaws and can regulate, prohibit, and impose requirements by bylaw in relation to trees.

Tree protection bylaws usually apply to individual trees according to their species, diameter and can be in defined areas. They can also include²⁷:

- *Prohibitions on cutting trees in riparian corridors, environmentally sensitive areas, on floodplains, or in steep-slope areas;*
- *Prohibitions on cutting down significant trees or wildlife trees, or undertaking tree-damaging activities;*
- *Establishing a maximum cleared or non-treed area during development;*
- *Tree replacement standards that may be based on a ratio of trees removed to replanted (i.e. 1:5) depending on the size of the tree removed, the species of tree, and the percentage canopy cover (i.e. 25 percent) that is retained on site;*

A tree protection bylaw does not apply to property when applying it would prohibit the permitted use or density under the zoning bylaw.²⁸

Valuing Ecological Services

- The City of Nanaimo estimates it would cost \$4.7 million to \$8.3 million to engineer a system to replicate the water storage and flood control services provided by Buttertubs Marsh, a 40-hectare wetland in Nanaimo.
- Two mature trees provide enough oxygen for one person to breathe over the course of a year.
- One large tree can capture and filter nearly 140,000 litres of water per year, protecting watersheds and filtering drinking water, avoiding or reducing the need for costly water treatment.
- In one year, a hectare of forest can absorb four times the carbon dioxide produced by an average car's annual mileage.

Sources:

<http://waterbucket.ca/gi/2018/04/29>

<http://www.americanforests.org/explore-forests/forest-facts/>

²⁶ (Municipal Natural Assets Initiative)

²⁷ (Green Bylaws Tool Kit for Conserving Sensitive Ecosystems and Green Infrastructure, 2016)

Local trust committees and Regional Districts do not have the authority to adopt tree protection bylaws, with the exception of floodplains, etc.

In the *Denman Island Local Trust Committee v 4064 Ltd.* Supreme Court decision, the judge found that the legislature had specifically authorized the regulation of tree cutting on private land in urban areas, but deliberately limited the power of regional districts and local trust committees to regulate tree cutting on private land in rural areas. Consideration of granting this authority to rural areas was put off for another day by the legislature in 1992. Reasons stated were due to the complexities involved in granting local governments the right to regulate tree removal in rural areas.²⁹

Municipal Forests

Division 5 of the Local Government Act gives municipalities the power to set aside land for a municipal forest reserve; this land can be managed or leased for forestry purposes. This authority gives municipalities the ability to self-manage forest operations within their boundaries.³⁰

Partnerships with Local Organizations and First Nations

There are many examples of local community groups working on the islands to protect land in the Coastal Douglas Fir zone. Indeed, the Islands Trust Conservancy almost always relies on community partnerships to help fundraise and raise awareness of the importance of land conservation. The best success stories usually involve leadership from community groups as well as local and provincial government partnerships.

Robin Blencoe, Minister of Municipal Affairs, 1992 at second reading of the Bill to introducing tree cutting powers to municipalities:

This tree legislation addresses the concerns of municipalities and the public, who have been pressing for action as growth pressure in urban areas heightens the impact of tree removal on heritage, aesthetics, views and the environment. It was also developed in consultation with the Union of B.C. Municipalities, which has actively sought protection for trees in urban areas.

This amendment is an urban tree-cutting measure. The rural tree-cutting issue involves a greater complexity of interests including commercial, forestry, private land, local government, environmental and aboriginal interests. Although I support the desire for more control over tree-cutting in rural areas, this must be addressed in a broader process and in a coordinated and comprehensive way which is beyond the scope of this legislation.

My colleague the Minister of Forests is currently looking into the broader issues and will be seeking input from the various stakeholders, including regional districts and the Islands Trust, on the complex issue of logging on private land.

²⁸ ibid

²⁹ (Denman Island LTC v. 4064 Investments Ltd. , 2000)

³⁰ (Government of British Columbia)

[On Salt Spring Island,] an incredible community effort led by The Land Conservancy of BC and other local conservation groups involved over 1,000 donors and volunteers, and helped raise over \$20 million (about half from the NDP government of the day) to acquire all of Burgoyne Bay, and lands around Mt. Bruce and in the Maxwell Lake primary and secondary watersheds. CRD Parks was a major funding partner, acquiring hundreds of acres of green space (Holman, 2018).

There is opportunity for expanded collaboration with First Nations, regional districts and other government agencies. For example:

- Encourage regional district to consider the Regional Conservation Plan and protection of the CDF zone in their services and planning for expansion of the regional park systems.
- Build relationships with First Nations to support initiatives that have mutually beneficial objectives for CDF protection. For example, within Squamish territory, Gambier Island is a candidate site under the Land Resource Management Plan and the Strategic Land Use Agreement (2007).
- Work with local fire departments to advance CDF restoration through fire protection planning and community forest maintenance programs that reduce the threat of wildfires. Islands Trust could use its coordination authority to coordinate youth group employment programs for fire suppression and restoration, while at the same time providing advocacy and land owner education on the value of the CDF zone.
- Strengthen engagement with the Provincial and Federal Governments to find opportunities for protection of the CDF zone. An example is the role Islands Trust staff had in supporting the recent Ministerial Order that has protected the CDF zone on Crown Land across the Trust Area (see below).

Land owner stewardship

Landowner stewardship is the most important way to achieve protection of the Coastal Douglas Fir zone. With the majority of CDF land across the Trust Area privately held (68%), it is the residents and land owners who have the most responsibility and ability to carefully steward the CDF zone. Many special places on the islands are still special because of the care with which islanders take to preserving the land. The best examples are those who voluntarily register covenants to ensure that their ecological stewardship is continued after they are gone. This culture of stewardship is cultivated by the local community groups and land conservancies, and by the Islands Trust Conservancy. As a tool for protection, voluntary land stewardship is already encouraged and needs to be supported by continued funding of outreach, education, and



proactive communications. Contact programs for voluntary stewardship have been particularly effective, especially where there are partnerships with conservation groups.

Provincial Role

Crown Land

Across the Islands Trust Area, 14.19 % of the land is considered Crown land. Some of this Crown land is leased under Tree Farm Licences to private companies for timber harvesting. Other crown land is held in reserve, or given protective status with land use orders. Recently, a number of Crown parcels in the CDF zone were protected by a Ministerial Order. The Islands Trust compiles [Crown Land Profiles](#) to record current knowledge regarding vacant Crown land parcels in the Islands Trust Area.

[2018 Ministerial Order](#) Protects CDF Zone on Crown Land

An additional 980.5 hectares of the Coastal Douglas-fir ecosystem has been protected in 19 land parcels near the communities of Bowser, Qualicum Beach, Nanoose Bay and Cedar on Vancouver Island, and on Galiano and Salt Spring islands. The final set of approved parcels was based on the results of public review and First Nations consultation. Some of the parcels are of interest to First Nations. The area of Coastal Douglas-fir ecosystem protected from logging now totals over 11,000 hectares. The protection has legal authority by way of amendment to the Coastal Douglas-fir Order under the Land Act. Under the Coastal Douglas-fir land-use order, the protected lands are managed for enhanced stewardship and conservation. (Province of British Columbia , 2018).

Forest Management

Relative to other regions in British Columbia, the Islands Trust Area has less crown lands subject tree farm licences for commercial forestry, regulated by the [Forest & Range Practices Act \(FRPA\)](#). Crown Land represents only 14% of the Islands Trust Area, while private land extends over 68.6% of the landscape. Private land is not subject to FRPA ; the Province does not have legislation that directly regulates forestry on private land. Forestry is exempt from local government regulation and there are few tools to use to protect the integrity of the forest from timber extraction.

Forestry cannot be regulated by local governments. A longstanding common law principle known as profit à prendre entrenches the rights of people to extract profit from the natural resources of the land. Common law land ownership is typically characterized as a bundle of rights. These rights include the rights to use and occupy the land free from interference of non-owners, as well as the right to take or sever minerals, soil, trees and other resources from the land.

This principle was referenced in the reasons for decisions in concluding the Denman Island Local Trust Committee reached beyond its authority in its attempt to regulate forest practices on private land using a development permit area. Both the BC Supreme Court and the Court of Appeal

decided the development permit authority was not broad enough to allow the LTC to regulate forestry, in part because the enabling legislation did not indicate a clear intention to curtail or interfere with the common law right to extract timber.³¹

As common laws, the profit à prendre principle is not found in statute. It represents deeply held social constructs that favour the rights of individuals to exploit natural resources on private property. Even if societal attitudes towards the best use of land were to shift, it would likely take an act of the legislature rather than a court decision to overturn this principle.

Water Sustainability Act

The BC [Water Sustainability Act \(WSA\)](#) is provincial legislation that was brought into force in 2016. The WSA is the principal law for managing the diversion and use of water resources; its stated objective is “to ensure a sustainable supply of fresh, clean water that meets the needs of B.C. residents today and in the future.” The WSA includes a range of regulatory tools that are implemented by the Province, but also some that local governments can access to manage water resources within their jurisdictions. While this legislation does not provides specific tools and was not intended as a way to protect the forest ecosystems of the CDF zone, it does give Islands Trust tools to protect watersheds which in turn may result in greater CDF protection by default.

³¹ (Denman Island LTC v. 4064 Investments Ltd. , 2000)

Conclusion:

The biggest threat to the CDF zone in the Islands Trust is the incremental fragmentation of the forest through rural and residential development. Islands Trust bodies can mitigate this by working together to achieve the following overall objectives:

- Maintain Contiguous Forest Cover
- Protect and Restore Functioning Ecosystems
- Protect Watershed Ecology
- Honour the Cultural Heritage of Coast Salish Stewardship

The tools available to the Islands Trust can achieve much greater protection of the Coastal Douglas-fir zone and associated ecosystems across the Trust Area. The recommended tools are suggested from the position that the best tools are the ones that are easiest to use and are most squarely within the jurisdiction of Islands Trust. Islands Trust and the Islands Trust Conservancy together have the authority to regulate land use, act as a land conservancy, and coordinate with other levels of government. The land use planning powers of local trust committees can be much more effectively used to protect this vulnerable ecosystem from rural sprawl and overdevelopment. Islands Trust can also work collaboratively with community groups, conservation groups, and individuals to advance a broader set of tools for protection of the CDF Zone.

The report suggests a path for Trust Council, the Islands Trust Conservancy, and local trust committees to protect the CDF zone:

Ten Essential Steps for Islands Trust to Protect the CDF Zone:

1. **Trust Council Strategic Plan** – prioritise CDF protection in the Trust Council strategic plan to ensure resources support work plans that advance CDF protection
2. **Implement the Regional Conservation Plan (RCP)** - Adopt the RCP into OCPs with special emphasis on protecting contiguous forest and old growth within the Coastal Douglas-fir zone and associated ecosystems.
3. **Mapping** - Map contiguous tracks of the Coastal Douglas-fir zone and associated ecosystems.
4. **LTC Top Priority:** Local trust committees to make protection of Coastal Douglas-fir zone and associated ecosystems a top priority in their work plans. This will ensure staff and other resources are put to the task.
5. **Education and Communications** - Educate the public about the importance of CDF protection by incorporating a strong communications program into TFC conservation initiatives and into the land use planning process, especially when considering DPAs for CDF protection.
6. **Official Community Plan Updates:** Review OCPs for strong language that prioritises protection of the CDF zone in land use planning and honours the cultural heritage of Coast Salish stewardship.
7. **Development Permit Areas** - Create DPAs to protect the Coastal Douglas-fir zone and associated ecosystems.

8. **Density bonus and amenity zoning** - Create density bonus zones in exchange for CDF protection by way of a conservation covenant; identify protection of the CDF zone as an amenity to be voluntarily offered at time of rezoning.
9. **Park dedication** - Amend OCPs to include language directing the provision of land rather than cash in lieu at time of park dedication in the subdivision process. Include language guiding LTCs to request land where there are priority areas in the CDF zone. Advocate for other levels of government to protect more of the CDF zone as park land.
10. **Tax Incentives:** Tailor the NAPTEP program to highlight and prioritise the CDF zone in TFC conservation goals.

Resources and References

Resources

There are a number of resources and other tool kits available designed to assist local governments in planning for conservation:

- The [Green Bylaws Toolkit](#) was updated in 2016. It provides a comprehensive resource and local government planning guide.
- The BC Ministry of Environment's [Develop with Care](#) and Best Management Practices (BMPs).
- The [Coastal Douglas-fir Conservation Partnership](#) has a number of resources including a more general tool kit on protection of the Coastal Douglas Fir Zone.
- The [South Coast Conservation Program \(SCCP\)](#) works towards the protection and restoration of species and ecosystems at risk and has developed many resources for local governments.

References

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Turner, N. T. (2017). *Saanich Ethnobotany: Culturally Important Plants of the WSÁNEĆ People*. Victoria BC: Royal BC Museum.

Appendices:

Appendix 1: Legislative and Governance Context

Appendix 2: First Nations of the Islands Trust Area

Appendix 1: Legislative and Governance Context

The Islands Trust is governed by the [Islands Trust Act](#) (ITA) which:

- Establishes and confers responsibilities and powers on the corporate bodies of the Islands Trust:
 - trust council
 - the executive committee
 - a local trust committee and the
 - Islands Trust Conservancy.
- Identifies the Islands Trust Area and the "[object](#)" (mandate) of the Islands Trust
- Transfers land use planning powers from Regional Districts to Local Trust Committees
- Prohibits a Regional District from adopting bylaws, issuing permits or undertaking work contrary to a Local Trust Committee bylaw
- Establishes the relationship with Island Municipalities
- Guides some governance procedures
- Provides for budget and requisition of taxes

The Islands Trust 'Object'

The object is spelled out in the [Islands Trust Act](#) and provides the 'purpose' for all Islands Trust corporate bodies.

"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."

Trust Council:

The electors of each Local Trust Area elect two local trustees to form each local trust committee and to sit on Trust Council. Two municipal trustees are elected to represent Bowen Island Municipality. The 26 elected trustees of the Islands Trust Council are charged with conducting the financial management of Islands Trust (with the exception of the Islands Trust Conservancy) and with carrying out the provincial mandate to preserve and protect the Islands Trust Area. Section 8(2) of the ITA confers Trust Council with the powers to:

- a) *acquire and dispose of land,*
- b) *coordinate and assist in the determination, implementation and carrying out of municipal, regional and improvement district and government of British Columbia policies for the preservation and protection of the trust area and its unique amenities and environment,*

- c) *make recommendations to the Islands Trust Conservancy respecting priorities for the acquisition, use and disposition of property by the Islands Trust Conservancy,*
- d) *make recommendations to the Lieutenant Governor in Council respecting the acquisition, use and disposition by the government of land located in the trust area,*
- e) *make recommendations to the Lieutenant Governor in Council respecting the determination, implementation and carrying out of policies for the preservation and protection of the trust area and its unique amenities and environment,*
- f) *engage in activities to gain knowledge about the history and heritage of the trust area and to increase public awareness, understanding and appreciation of that history and heritage,*
- g) *conserve heritage property,*
- h) *support and give financial assistance to activities referred to in paragraphs (f) and (g) that are undertaken by others,*
- i) *recommend to a regional district board that it exercise its tax exemption authority under section 392 of the [Local Government Act](#) in relation to heritage property in the trust area, and*
- j) *assign duties to the executive committee and to the local trust committees³².*

Executive Committee:

The Executive Committee (EC) is comprised of the Trust Council chair and the vice chairs (who chair each local trust committee) and are elected by Trust Council at the beginning of each term. The duties of EC are to:

- a) consider land use bylaw amendments and official community plan amendments submitted to it for approval. Bylaw approval by EC involves consideration of whether the bylaws are consistent with the Islands Trust Policy Statement, as required under the ITA.
- b) act as a local trust committee for that part of the trust area that is not in a local trust area or a municipality (The [Ballenas-Winchelsea Islands Local Trust Area](#) is the only area of Islands Trust that falls into this category).
- c) carry out other duties that the trust council directs.³³

Local Trust Committees:

Local trust committees (LTCs) are responsible for land use planning and regulation in each local trust area. The local trust committees' authority to enforce bylaws and regulate development and the use land comes from the *Islands Trust Act and the [Local Government Act \(LGA\)](#)*. Part 14 of

³² Islands Trust Act 2018

³³ Islands Trust Act, 2018.

the LGA, “Planning and Land Use Management,” establishes the land use planning tools and procedures available to local governments in BC. LTC responsibilities include preparation and adoption of official community plans, land use bylaws, which include zoning and subdivision regulations, soil removal and deposit bylaws, and authorization of other permits, such as siting and use permits or development permits in development permit areas.

Islands Trust Conservancy:

Governed by the Islands Trust Conservancy Board, the Islands Trust Conservancy (formerly the Islands Trust Fund) is a regional land trust and is legally independent from the Islands Trust. Its vision is to create a network of protected areas in the islands so that Canada's Salish Sea is a vibrant tapestry of culture and ecology, and where viable ecosystems flourish alongside healthy island communities. The Islands Trust Conservancy is a qualified donee as defined by the Income Tax Act and can issue tax receipts for income tax purposes to individuals who donate land or cash to be used for conservation. The Islands Trust Fund achieves its mission by:

- Working with landowners to protect ecosystems on private property
- Building a strong conservation alliance in the islands by supporting local island conservancies, and
- Demonstrating the highest standards of land stewardship in its nature reserves.

Appendix 2: First Nations with Asserted Interests in the Trust Area

First Nations with Asserted Interests in the Trust Area: Listed Saanich Peninsula, south Vancouver Island, then northward on Vancouver Island. Then Mainland BC, north to south, then eastward.

WSÁNEĆ (Saanich) Peoples

https://en.wikipedia.org/wiki/Saanich_people

- Tsartlip First Nation <http://tsartlip.com/>
- Tsawout First Nation <http://www.tsawout.com/>
- Tseycum First Nation <http://www.tseycum.ca/>
- Pauquachin First Nation <http://pauquachin.com/>
- Malahat Nation <https://www.malahatnation.ca/>

Lekwungen People

- Songhees First Nation <http://www.songheesnation.ca/>
 - Esquimalt First Nation <http://www.esquimaltnation.ca/>
- Beecher Bay (Sc'ianew) First Nation)
<http://www.beecherbaybc.com/>
- Sooke (T'sou-ke) First Nation <http://www.tsoukenation.com/>

Squamish Nation <http://www.squamish.net/>

Musqueam Nation <https://www.musqueam.bc.ca/>

Tsleil-waututh Nation <https://twnation.ca/>

Hul'quimi'num Treaty Group <http://www.hulquminum.bc.ca/>

- Cowichan Tribes <http://www.cowichantribes.com/>
- Halalt First Nation <https://halalt.org/>
- Penelakut Tribe <http://www.penelakut.ca/>
- Lyackson First Nation <http://lyackson.bc.ca/>
- Lake Cowichan First Nation <http://lakecowichanfn.ca/>
- Chemainus (Stz'uminus) First Nation <http://www.stzuminus.com/>

Nanaimo (Snuneymuxw) First Nation <http://www.snuneymuxw.ca/>

Nanoose (Snaw-Naw-As) First Nation <http://www.nanoose.org/>

Qualicum First Nation <http://www.qualicumfirstnation.com/>

K'omoks First Nation <http://www.komoks.ca/>

Campbell River (Wei Wai Kum) First Nation

<http://www.weiwaikum.ca/>

Cape Mudge (We Wai Kai) Nation

<http://www.wewaikai.com/welcome-we-wai-kai-nation>



REQUEST FOR DECISION

To: Local Planning Committee **For the Meeting of:** August 23, 2018
From: David Marlor, Director of Local Planning Services **Date Prepared:** August 16, 2018
SUBJECT: Budget request for 2019/20 fiscal year

RECOMMENDATION: That the Local Planning Committee request that Trust Council include \$25,000 for Local Planning Committee Strategic Plan projects in the 2019-20 fiscal year budget.

DIRECTOR COMMENTS: This request is in alignment with the Budget Process Policy and would allow the Local Planning Committee to undertake work assigned to it in Trust Council's Strategic Plan.

1 PURPOSE: To seek a decision from Local Planning Committee (LPC) about the budget funding the committee estimates will be required in 2019-20 to undertake work program items.

2 BACKGROUND:

Prior to fiscal 2018-19, the Local Planning Committee sought funding for specific projects it intended to undertake in the fiscal year. The incoming Trust Council will adopt a new Strategic Plan and may assign additional activities to the LPC for 2019-20.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None.

FINANCIAL: This recommendation would result in an inclusion of funds for LPC work in the 2019/20 Fiscal year budget.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: The Local Planning Committee budget request would be forwarded to the Financial Planning Committee. Staff would develop a work plan and refined budget breakdown for consideration by December Trust Council.

FIRST NATIONS: None.

OTHER: None.

4 RELEVANT POLICY(S):

1. 6.3.1 Budget Process Policy
2. Islands Trust Council Strategic Plan 2014-2018

5 ATTACHMENT(S): None.

RESPONSE OPTIONS

Recommendation: That the Local Planning Committee request that Trust Council include \$25,000 for Local Planning Committee Strategic Plan projects in the 2019-20 fiscal year budget.

Alternative:

- 1) Request a different amount of funding.
- 2) Request funding for defined projects/purpose.
- 3) Defer decision until the next meeting.
- 4) Do not request funding.

Prepared By: David Marlor, Director, Local Planning Services

Reviewed By/Date: Julia Mobbs, Director, Administrative Services



BRIEFING

To: Local Planning Committee **For the Meeting of:** August 23, 2018
From: David Marlor **Date Prepared:** August 17, 2018
SUBJECT: Local Planning Committee Orientation Toolkit

PURPOSE: To seek trustee feedback on the LPC Orientation toolkit.

BACKGROUND:

Staff produced an orientation toolkit for LPC in 2015. Staff is considering updating the toolkit for the incoming LPC members and would benefit from LPC member input on potential areas of improvement.

ATTACHMENT(S):

1. LPC Orientation Toolkit (2017)

FOLLOW-UP: Staff will follow-up on feedback provided.

Prepared By: David Marlor

Reviewed By/Date:



Local Planning Committee Toolkit

June, 2017

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Composition

The Local Planning Committee (LPC) consists of trustees appointed by the Council Chairperson with one Executive Committee member as assigned by the Council Chairperson. LPC members hold their seats until their replacements are elected after the next election. The Trust Council Chairperson is an ex-officio (non-voting) member of the LPC.

LPC members elect their Committee Chairperson and Vice-Chairperson. The Council Chairperson may appoint an interim Council Committee Chairperson when required. The LPC Chairperson will normally chair the Committee meeting. However, the Chairperson may designate the Vice-Chairperson to act as Chairperson. In the absence of the Chairperson and Vice-Chairperson the Committee shall choose a Committee member to act as Chairperson of the meeting.

Responsibilities and Authorities Assigned by Trust Council

Council committee responsibilities are assigned by policy or resolution of the Islands Trust Council. Trust Council has assigned tasks to the LPC by policy. Those that are most frequently referred to are summarized below.

Assignments made by Trust Council resolution are recorded in the minutes and Follow Up Action List and generally relate to short-term tasks.

Trust Council [Policy 2.3.i – Council Committee System](#) sets out that the role of Council committees is to:

- Provide policy advice to Trust Council in response to Council's referrals, Committee initiatives and external requests of the Trust;
- Provide feedback to staff on matters going to Trust Council;
- Implement and maintain a Committee-specific work program;
- Make recommendations to Trust Council on interagency liaison or protocol initiatives;

- Create subcommittees (or task forces) which may be comprised of Trustees, staff or external persons as required for a specific duration to examine a particular Committee matter upon approval by Trust Council;
- Provide input and feedback to the annual budget process; and
- Provide input to Trust Council's organizational strategic planning process.

LPC TERMS OF REFERENCE

- Trust Council [Policy 2.3.ii – Local Planning Committee Terms of Reference](#) provides an overview of the LPC's role, as assigned by Trust Council.

Relevant Policies

REQUESTS FOR DECISION

Trust Council [Policy 2.2.i – Requests for Decision](#) establishes a process and format for presenting Requests for Decision to Trust Council.

COMMUNICATIONS

Trust Council [Policy 6.10.ii – Communications](#) establishes designated spokespeople and responsibilities in regards to organizational communications.

All provincial legislation can be found on the [BC Laws website](#). LPC members may find it useful to refer to a particular section of the *Islands Trust Act*, *Local Government Act*, or other legislation from time to time.

Work Program

Local Planning Committee work is managed through its Work Program, as per Trust Council [Policy 6.7.i. Work Program, Follow-up Action Lists and Priorities Chart](#). There are two general components to the Work Program: the Top Priorities and the Long List.

Top Priorities

The Local Planning Committee may identify up to three prioritized work items that are then listed under Work Program in order of priority.

Work items can be significant and long-term, such as the development of a new policy, or may be relatively minor.

On-Going Items List or Long List

The LPC's On-going Items List or Long List is a record that lists projects the LPC has been assigned by Trust Council or those it may wish to initiate in the future, once current priorities have been addressed. Action does not generally occur until the item is approved and moved to the Priority list, subject to available time and resources.

Work Program points to consider:

- Early in the term, the LPC should identify potential work program priorities in consultation with staff.
- Senior staff review potential projects and report back to the LPC on the feasibility of the project including: options, availability of resources, project scope and timeline, budget requirements, consistency with policies, legislation and the Islands Trust Strategic Plan.
- If additional resources are required, the project will need to be included as a budget request.
- Once a project is approved, staff will proceed with the work, reporting quarterly to LPC. The Director of Local Planning Services ensures that there are sufficient resources assigned to the project and that the timeline is being met.

Follow-Up Action List

The Follow-up Action List (FUAL), as per Trust Council [Policy 6.7.i](#), details actions arising from decisions and directions the LPC made at a meeting and is the principle mechanism for ensuring that LPC directions are carried out in a timely manner by the appropriate staff. Follow up action lists are drafted by Local Planning Services staff after a LPC meeting, with target completion dates and tasks assigned to the relevant staff person. Occasionally a member of the LPC will be requested by the LPC to undertake an action and that can be

noted on the FUAL. Once an action is done, it is noted as completed on the FUAL. A FUAL report is generated for each LPC meeting agenda.

Project Charters

At the initiation of a significant project, staff will prepare a Project Charter for LPC endorsement. A project charter for a LPC project is prepared by staff, approved by the Director, Local Planning Services, and presented to the LPC for review and endorsement at the start of a project. Project charters are a means of managing projects by identifying the objectives, timeline, budget, roles and responsibilities, and deliverables. The staff assigned to the project will use the timeline, milestones and deliverables in the project charter in proceeding with the project. Regular staff reports are provided to the LPC with updates, analysis, options and recommendations as the principle mechanism by which the LPC reviews the progress of the project and makes decisions as needed.

Resources

Staff Support

The Director of Local Planning Services and an assigned planner provide the main staff support to the LPC.

Staff's primary function to a Committee is to act in a support/advisory role and as such a Committee may make requests of staff. It is the Chief Administrative Officer's role to manage and direct staff support to the Committees and concerns in this regard should be communicated by the Committee Chairperson to the Chief Administrative Officer.

Unresolved matters shall be dealt with by the Executive Committee.

Staff roles for the LPC are assigned as follows:

- **The Director of Local Planning Services** is the main contact for the LPC. The Director oversees the preparation of the agenda, attends all LPC meetings and assigns staff resources to the LPC for undertaking work items.
- **The Assigned Planner** dedicates a portion of her or his time to undertake the work of the LPC. This planner is also likely assigned to one or more Trust Committees, therefore only a portion of the planner time is available to the LPC. The time allocated to the LPC is nominally 35 hours per quarter.
- **The Bylaw Enforcement Administrative Assistant** is the administrative support for the LPC. This position will arrange meeting logistics; compile the agenda; distribute and post to the Islands Trust website the agenda packages; record minutes; compile the follow-up action list for all LPC meetings; and post to the Islands Trust website the draft minutes and the approved minutes once they are approved at the next meeting or by RWM.

Budget Support

Trust Council allocates a meeting expense budget for Council committees, which does not include funding for special projects.

Budget Category	17/18 budget	Comments
Meeting Expense	\$3 000	Room rental, travel, meals, teleconference charges, etc.

Special projects (e.g. development of model bylaws, research, outreach publications) of the LPC require a program request during the annual budget process. Such funding would

cover the costs of items such as meetings, travel, contractor time, consultation and communications, advertising, legal review, and any statutory notifications associated with a project. Staff time, the largest single cost, is not included in these budgets.

Project funding requests for an upcoming fiscal period are reviewed by the Financial Planning Committee and recommended projects are forwarded to Trust Council for inclusion in the annual budget. If the LPC wishes to re-allocate a budget amount to a different project once the budget is adopted, this may be approved, and the Financial Planning Committee must be informed of the budget change.

Any hiring of contractors for a project or application must be tendered and awarded consistent with Trust Council [purchasing procedure](#).

Islands Trust Website

The Islands Trust Website (www.islandstrust.bc.ca) contains webpages for the LPC.

LPC members are encouraged to review the LPC webpages as this will be a useful source of information throughout the term. The website contains meeting schedules, agenda packages, and draft or adopted minutes.

The Trust Area Services unit manages the Islands Trust website and establishes standards and consistency. The Director of Local Planning Services and the assigned planner manage LPC web pages.

Meetings

Types of Meetings

Trust Council [Policy 2.1.ix Meeting Procedure Guidelines](#) provide some guidance on conduct of LPC meetings.

Open Meetings

There are two types of open meetings, as per Provincial Legislation:

- Regular Business Meetings are scheduled for a whole calendar year at the start of each year. These meetings may be cancelled or rescheduled throughout the year, if needed.
- Special Meetings are organized on an as needed basis.

Typically, the regular business meetings are where all LPC business is conducted. This includes consideration of briefings and requests for decision documents, along with routine business such as adoption of minutes and a work program. All meetings are open to the public unless specifically closed. The LPC rarely receives delegations, but has provided an opportunity for them when requested.

Special meetings are organized as needed and usually contain only one or two business items and usually do not include routine business such as approval of minutes. However, the LPC is not limited as to what business they may conduct at a special meeting. As special meetings are primarily used to deal with an urgent matter, and as Council committees do not typically deal with urgent business, special meetings for Council committees are uncommon.

Closed Meetings

The *Community Charter* allows local governments to conduct some business within a closed meeting, where the LPC can choose who can attend (closed meetings are often referred to as 'in camera') and excludes all others. The *Community Charter* is very specific as to what business can and cannot occur within a closed meeting. The LPC rarely needs to go in camera. A potential reason for the LPC to go in-camera could be for the receipt of legal advice.

Electronic Meetings

Committees are encouraged to utilize teleconferencing or web-conferencing arranged by staff as a cost efficient means of conducting meetings. A teleconference or web-conference meeting shall be considered a duly constituted meeting, provided it has been scheduled with at least one week notice and that an agenda package has been distributed for trustees' review.

Scheduling Meetings

Trust Council [Policy 2.3.i. Council Committee System](#) sets out that the Council committees will have four meetings per year and that any further meetings must be planned within the approved Committee's meeting expense account.

Adoption of the annual regular meeting schedule for a calendar year typically occurs at a regular meeting in the fall of the preceding year. In an election year, this occurs as soon as possible at the beginning of the new term. Meetings are scheduled based on the following factors:

- the LPC's preferred meeting day (typically the same day of the week), held quarterly;
- meetings are adjusted for statutory holidays, conflicts with Trust Council, Executive Committee, and LTC meetings;
- meetings are not scheduled for late in December and early in January due to Christmas office closure and potential weather-related cancellations;
- meeting start times are timed around ferry schedules and to minimize impacts on overtime.

Arranging and coordinating LPC meetings requires a significant amount of staff resources. Moving, cancelling and postponing regular business meetings will happen and it is a normal part of business. Staff will accommodate LPC requirements; however, please bear in mind any change to a business meeting date requires a significant amount of 'unseen' staff resources. The staff time required to prepare and follow up on special meetings may be close to that of a regular business meeting.

Some factors for LPC members to keep in mind regarding meeting planning:

- consideration of staff resourcing (including staff responsible for putting the agenda together and staff required for meeting attendance), and availability of all LPC members and minute-takers;
- support staff are responsible for tracking all meetings, producing meeting notices, posting the meeting schedule on the website, booking meeting venues including catering if necessary, arranging for minute takers, ensuring that minutes are signed and filed, as well as preparing, distributing and filing agenda packages;
- meetings are scheduled on a regular basis to provide certainty for all participants, to ensure ongoing business moves forward, and to ensure staff resources are available to prepare for and attend the meeting.
- The annual meeting schedule is adopted by a resolution of the LPC.
- All LPC decisions are conducted in meetings.

Meeting Agendas

Agendas are prepared well in advance of all meetings and complete agenda packages are distributed to the members of the LPC at least 10 full days before the meeting and posted to the website at least 7 full days before the meeting per the Islands Trust Council [Policy 2.3.i. Council Committee System](#). At a minimum, the agenda should include:

- 1) Approval of minutes of the previous meeting;
- 2) Follow Up Action List;
- 3) Council referral items.

Committee meeting agendas will be prepared by the designated staff in consultation with the Chairperson. The following is a guide to the timeline used for LPC regular business meeting agenda preparation.

Days Before the Meeting:

19-14 days	Staff holds teleconference with Committee Chair to review the draft agenda content and timings.
14 days	Deadline for staff and trustees to identify agenda topics.
14-12 days	Documents in regards to approved agenda items to be submitted to Director, Local Planning Services and staff compiles agenda package in eSCRIBE.
11 days	Trustees and relevant staff are notified of agenda package in WebDAV.
10-1 days	DLPS and Chair are consulted if a late agenda is requested. Late agenda items are discouraged and should be for pressing matters only. Routine or minor additions to existing agenda items may be distributed by email and added at the meeting.
8 days	Agenda package is posted to the website.

During Meeting:

- Late Items are discouraged. However, late items may be added with LPC approval at the meeting. These items must be provided to staff to ensure that the agenda package can be updated with the additions after the meeting.

Days After the Meeting:

14 days	Deadline for posting the draft minutes to the website
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Motions and Resolutions

Resolutions are the official record of LPC decisions and are recorded in the meeting minutes. The importance of a well prepared motion cannot be understated, and the time a trustee spends preparing the wording for a motion will pay off. A clear resolution will allow staff and the public to understand the LPC's direction now and in the future, and an unclear resolution can create confusion, delays, and time spent working on something not intended by the LPC.

Some important guidelines to keep in mind:

- Requests for Decision include wording in the form of a resolution. Trustees making motions should use this wording as the basis of the motion, even if it is amended somewhat. Staff reports also contain alternative options, usually worded in the form of a motion.
- Where a LPC resolution is sought, but a Request for Decision document has not been prepared (e.g. for minor items), staff will add 'Agenda Context Notes' that may include a recommended resolution.
- Motions brought to the table by an individual trustee should be written out, prior to the meeting if possible, circulated to the other members of the LPC and provided to the minute taker.
- Motions are moved and seconded. Motions can be seconded for discussion and the Chair can second a motion.
- Direction to staff should be in the form of a resolution.
- Discussion should occur after the motion has been moved and seconded.
- All resolutions must be voted on within a business meeting except RWMs (see below).
- Resolutions must stand alone and be as specific as practical by not referring to 'attached documents', although if required, documents should be referenced by title, date, and where appropriate, author.
- The Chair should always ask the minute taker to read aloud the motion before voting and ensure the minute taker has the resolution recorded correctly.

MEETING FOLLOW UP

After a LPC meeting, the Secretary updates and completes the LPC Follow Up Action List (FUAL) and emails it to all staff/trustees who have a task assigned to them.

Section 26 Resolutions-Without-Meeting

As described in [Policy 2.2.iii – Trust Council Resolutions without Meeting](#), the *Islands Trust Act* grants Islands Trust bodies a unique authority to make decisions outside of meetings (by phone, email or fax). This power was given in consideration of the relative infrequency of meetings compared to meetings of municipal councils and regional district boards, and the need to make some decisions in a timely manner. Use of resolutions-without-meeting (RWM), rather than making decisions in an open meeting, should be considered only for routine matters.

It is important to keep in mind that trustees cannot discuss or debate RWMs with other members of the LPC as that would violate open meeting rules. RWMs are not conducted in public (though a report of completed RWMs is included in the regular business meeting agenda) and the logistics can take up considerable staff time. For these reasons, RWMs should only be used in situations where the business cannot wait to the next business meeting or a business meeting is not scheduled within a reasonable time period. Some examples where a RWM may be appropriate: a discussion and debate has occurred at a meeting but the decision was deferred; scheduling a special meeting; or adopting minutes.

When minutes are being adopted via RWM, trustees are able to review the draft minutes and reply to staff with comments. Debating changes to the minutes between two trustees, including by email, is not lawful as it constitutes a quorum. As such, if each trustee has only minor changes, then the minutes will be updated and sent back out for adoption by RWM. If staff receives conflicting, complex or debatable comments back from individual trustees, then the process stops and the unaltered draft minutes will wait until the next LPC meeting for discussion.

Approval of a resolution is given where a majority of the members of the Trust Council entitled to vote on the resolution inform the Secretary or his/her designate of their approval in person, or by telephone, or by other means of telecommunication. A trustee may vote either "yes", "no", or abstain from voting. An abstention vote is recorded "yes", but there is also a notation of the name of the trustee who abstained. A trustee may also withdraw from voting if there is a perceived conflict of interest.

Once the vote has been conducted, the Chair shall declare the vote to have passed or failed in accordance with the results. The vote shall be recorded as a resolution without meeting of the Local Planning Committee.

The procedures to follow are as described in Policy 2.2.iii.

Minutes

As described in [Trust Council Policy 6.13 – Islands Trust Minutes Guidelines](#), all LPC meetings must have an official record, referred to as Minutes. Minutes are intended to be a record of decisions that were made, not a record of everything said at a meeting.

LPC minutes are normally taken by the Bylaw Enforcement Administrative Assistant who is assigned as Secretary for the LPC.

Once draft minutes have been prepared by the Secretary, they must be reviewed by the Chair of the LPC for informal feedback before circulation to members and posting on the Islands Trust website. The Chair may make suggestions to enhance the clarity and accuracy of the minutes, but may not alter the draft minutes to modify decisions with which she or he disagrees. Any substantive changes must be brought to the next meeting for formal amendment by the body.

Once finalized, the draft minutes will be placed on the next LPC meeting agenda for consideration of adoption. Occasionally, the minutes are forwarded to the trustees for comment by email and then adopted by RWM. Please see earlier section: [Section 26 Resolutions-Without-Meeting \(RWM\)](#).

Once the LPC has approved the minutes, the adopted set of minutes are posted to the website and form part of the public record. The adopted minutes will be signed by the Chair and by the Secretary and filed.

Contact Information

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Local Planning Services – LPC Support	
David Marlor, Director of Local Planning Services Telephone: 250-405-5169 Email: dmarlor@islandstrust.bc.ca	Justine Starke, Island Planner assigned to LPC Telephone: 250-405-5189 Email: jstarke@islandstrust.bc.ca Robert Barlow, Bylaw Enforcement Administrative Assistant, assigned as Secretary for the LPC Telephone: 250-405-5175 Email: rbarlow@islandstrust.bc.ca



Top Priorities

Local Planning Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Community Housing Needs	Current: Final reports to Trust Council in June. Planned: To Be Determined	18-Nov-2016	Justine Starke	31-Mar-2018
2	Protect Coastal Douglas-fir and Associated Ecosystems	Current: Undertake RFP Planned: To be determined	09-Nov-2017	Justine Starke	31-Oct-2018
3	Land Use Consultation for Radio Communication Towers	Current: Final Report to Trust Council in June Planned: NA	24-May-2017	Justine Starke	15-Feb-2018

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



Local Planning Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
	Blue Dot Campaign	Consideration of this proposal (added per resolution May 2015)			03-Mar-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
	Develop tool kit to assist LTCs and island municipalities to reduce ecological footprint.	Trust Council - strategic plan			17-Aug-2017
	Shoreline Marine Planning	Trust Council - Strategic Plan Item Conduct a working group session to brainstorm possible directions.			09-Nov-2017