



Mayne Island Local Trust Committee

Regular Meeting Agenda

Date: May 27, 2019
Time: 1:00 pm
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

			Pages
1.	CALL TO ORDER	1:00 PM - 1:00 PM	
2.	APPROVAL OF AGENDA		
3.	TOWN HALL AND QUESTIONS		
4.	COMMUNITY INFORMATION MEETING		
	none		
5.	PUBLIC HEARING		
	none		
6.	MINUTES		
6.1	Local Trust Committee Minutes Dated March 25, 2019 (for Adoption)		4 - 11
6.2	Public Hearing Record Dated March 25, 2019 (for Receipt)		12 - 13
6.3	Section 26 Resolutions-without-meeting Report		
	none		
6.4	Advisory Planning Commission Minutes		
	none		
7.	BUSINESS ARISING FROM THE MINUTES	1:20 PM - 1:30 PM	
7.1	Follow-up Action List Dated May 2019		14 - 15
8.	DELEGATIONS		
9.	CORRESPONDENCE		
<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>			

10.	APPLICATIONS AND REFERRALS	1:30 PM - 2:15 PM	
10.1	MA-DVP-2019.2 (LaRock) - Staff Report (attached)		16 - 26
10.2	MA-DVP-2019.3 (Hill&Pearson) - Staff Report (attached)		27 - 37
10.3	MA-RZ-2018.1 (Cotton Park) (for discussion)		38 - 38
11.	LOCAL TRUST COMMITTEE PROJECTS	2:15 PM - 2:30 PM	
11.1	Housing Project (for discussion)		
12.	REPORTS	2:30 PM - 3:00 PM	
12.1	Work Program Reports (attached)		
12.1.1	<u>Top Priorities Report Dated May 2019</u>		39 - 39
12.1.2	<u>Projects List Report Dated May 2019</u>		40 - 40
12.2	Applications Report Dated May 2019 (attached)		41 - 43
12.3	Trustee and Local Expense Report Dated March 2019 (attached)		44 - 44
12.4	Adopted Policies and Standing Resolutions (attached)		45 - 46
12.5	Local Trust Committee Webpage		
12.6	Trustee Report		
12.7	Chair's Report		
12.8	Islands Trust Conservancy Report Dated March 2019 (attached)		47 - 48
13.	NEW BUSINESS	3:00 PM - 3:30 PM	
13.1	Annual Report - Staff Memo (attached)		49 - 49
13.2	Salt Water Intrusion Vulnerability Mapping (for discussion)		
13.3	Groundwater Sustainability Project (for discussion)		
13.4	Capital Regional District re Draft Mgmt Plans for Mt. Parke and St. John Regional Parks		50 - 51
13.5	Public Engagement on Mayne Island for Visions 2099: The Future of the islands in the Salish Sea - Staff Report (attached)		52 - 93
14.	UPCOMING MEETINGS	3:30 PM - 3:45 PM	
14.1	Next Regular Meeting Scheduled for June 24, 2019 at the Agricultural Hall, Mayne Island		

15. TOWN HALL

16. CLOSED MEETING (Distributed Under Separate Cover)

3:45 PM - 4:00 PM

16.1 Motion to Close Meeting

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1)(a,d) for the purpose of considering:

- *Adoption of In-Camera Meeting Minutes Dated March 25, 2019*
- *Appointment of APC Members*

AND that the recorder and staff attend the meeting.

16.2 Recall to Order

16.3 Rise and Report

17. ADJOURNMENT

4:00 PM - 4:00 PM



Mayne Island Local Trust Committee

Minutes of Regular Meeting

Date: March 25, 2019
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

Members Present: Dan Rogers, Chair
David Maude, Local Trustee
Jeanine Dodds, Local Trustee

Staff Present: Gary Richardson, Island Planner
Patricia Todd, Recorder

Public: There were approximately twenty (20) members of the public.

1. CALL TO ORDER

Chair Rogers called the meeting to order at 1:00 p.m. Chair Rogers acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

Item 13.2 "Office Location" was added.

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

Doug Hill asked if BEN Bylaw appeals are now being heard in Victoria.

Chair Rogers stated BEN appeals will be administered from Victoria location.

4. COMMUNITY INFORMATION MEETING

4.1 Commercial Land Use Review - Bylaws 174 & 175

Planner Richardson spoke to the Bylaw process. Staff reports are available on line and the Bylaw binder is available to the public. The Planner stated that proposed bylaws do not automatically rezone sites to Commercial.

Effect of bylaws on areas outside of core e.g. Fernhill Centre was raised.

Planner Richardson spoke to the number of uses already allowed for this area and that draft bylaws increase flexibility and uses.

5. PUBLIC HEARING

5.1 Mayne Island Local Trust Committee Bylaw 174 - OCP Amendment 1, 2019 AND Mayne Island Local Trust Committee Bylaw 175 - LUB Amendment 1, 2019

Public Hearing record under separate cover.

6. MINUTES

6.1 Local Trust Committee Minutes Dated January 28, 2019 (for Adoption)

By general consent the Local Trust Committee meeting minutes of January 28, 2019 were adopted.

6.2 Section 26 Resolutions-without-meeting Report

There was a Resolution without Meeting to cancel the February 25, 2019 LTC meeting.

6.3 Advisory Planning Commission Draft Minutes Dated July 16, 2018

Received for information.

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated March 2019

Planner Richardson updated the LTC on the status of follow-up items.

8. DELEGATIONS

none

9. CORRESPONDENCE

Correspondence received concerning current applications or projects is posted to the LTC webpage

none

10. APPLICATIONS AND REFERRALS

10.1 MA-DVP-2019.1 (Buzza) - Staff Report

Planner Richardson spoke to the application for a reduction of rear and side lot lines for construction of a garage. Due to the slope and driveway appears only one site appropriate. There is also a woodshed that straddles the lot line requiring a lot line setback be reduced to 0.

There were no replies from neighbours and one concern submitted regarding wood shed.

Craig Slater, whose property abuts, stated that wood shed and a fence encumbers property and he has been speaking with the applicant regarding relocating these items. Wood shed has been moved back from lot line. He is asking that reduction of side set back for the woodshed not be approved. He also stated that measurements for driveway and proposed garage are inaccurate.

MA-2019-016

It was Moved and Seconded,

that Mayne Island | Land Use Bylaw 146, 2008 is varied as follows:

- a) Article 5.3(8)(a); and Article 5.1(8)(b) are varied to permit a proposed accessory building (garage) be sited within 0.305 metres of an interior side lot line and to be sited within 0.305 metres of a rear lot line.

CARRIED

10.2 MA-RZ-2018.1 (Cotton Park) - Bylaws No. 178 & 179

Trustee Maude recused himself and left the meeting room at 1:52 p.m. for this item due to conflict of interest.

Planner Richardson addressed the application which is to rezone from Residential to Park. There were some minor adjustments to application after the January meeting which are being brought forward today.

Recommendation is to limit structures to 400 sq. ft.

If given First Reading today then application will be sent out to appropriate First Nations and agencies.

Trustee Dodds spoke to community concerns regarding activities at property i.e. Weddings, a gazebo and would recommend that structures be limited to 200 sq. ft.

MA-2019-017

It was Moved and Seconded,

that Mayne Island Local Trust Committee direct staff to amend draft Bylaw 178 to reduce structures to a total of 200 square feet.

CARRIED

MA-2019-018

It was Moved and Seconded,

that Mayne Island Local Trust Committee Draft Bylaw 177 cited as "Mayne Island Official Community Plan Bylaw No. 144, 2077, Amendment No. 1, 2019" be read a first time.

CARRIED

MA-2019-019

It was Moved and Seconded,

that Mayne Island Local Trust Committee Draft Bylaw 178 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2019, be read a first time.

CARRIED

MA-2019-020

It was Moved and Seconded,

that the Mayne Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 177 cited as “Mayne Island Official Community Plan Bylaw No, 144, 2007, Amendment No. 1, 2019” and Bylaw 178 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2019”, as amended, are not contrary or at variance with the Islands Trust Policy Statement.

CARRIED

Trustee Maude returned to the meeting room at 2:07 p.m.

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Mayne Island LTC Commercial Use Review Bylaws No 174 & 175

Planner Richardson stated that Public Hearing is now complete and draft Bylaws have had First reading.

MA-2019-021

It was Moved and Seconded,

that the Mayne Island Local Trust Committee Proposed Bylaw 174 cited as “Mayne Island Official Community Plan Bylaw 144, 2007, Amendment No. 1, 2018” be read a Second time.

CARRIED

MA-2019-022

It was Moved and Seconded,

that the Mayne Island Local Trust Committee Proposed Bylaw 175 cited as “Mayne Island Land Use Bylaw 146, 2008, Amendment No. 1, 2018” be read a Second time.

CARRIED

MA-2019-023

It was Moved and Seconded,

that the Mayne Island Local Trust Committee Proposed Bylaw 174 cited as “Mayne Island Official Community Plan Bylaw 144, 2007, Amendment No. 1, 2018” be read a Third time.

CARRIED

MA-2019-024

It was Moved and Seconded,

that the Mayne Island Local Trust Committee Proposed Bylaw 174 cited as “Mayne Island Land Use Bylaw 146, 2008, Amendment No. 1, 2018” be read a Third time.

CARRIED

MA-2019-025

It was Moved and Seconded,

that the Mayne Island Local Trust Committee Proposed Bylaw 174 cited as “Mayne Island Official Community Plan Bylaw 144, 2007, Amendment No. 1, 2018” be forwarded to the Secretary of the Islands Trust for Executive committee Approval.

CARRIED

MA-2019-026

It was Moved and Seconded,

that the Mayne Island Local Trust Committee Proposed Bylaw 174 cited as “Mayne Island Land Use Bylaw 146, 2008, Amendment No. 1, 2018” be forwarded to the Secretary of the Islands Trust for Executive Committee Approval.

CARRIED

MA-2019-027

It was Moved and Seconded

That the Mayne Island Local Trust Committee Proposed Bylaw 174 cited as “Mayne Island Official Community Plan Bylaw 144, 2007, Amendment No. 1, 2018” be forwarded to the Minister of Municipal Affairs and Housing.

CARRIED

A break was taken from 2:15 p.m. to 2:30 p.m.

12. REPORTS

12.1 Work Program Reports

12.1.1 Top Priorities Report Dated March 2019

Planner Richardson stated that Item 1 remains on list until Ministry of Municipal Affairs and Housing approval.

12.1.2 Projects List Report Dated March 2019

Received for information.

12.2 Applications Report Dated March 2019

Received for information.

12.3 Trustee and Local Expense Report Dated January 2019

Received for information.

12.4 Adopted Policies and Standing Resolutions

Received for information.

12.5 Local Trust Committee Webpage

Will be updated according to meeting information.

12.6 Chair's Report

Chair Rogers reported that Trust Council met two weeks ago on Gabriola Island.

Resolutions included:

1. Adopted 2019/2020 budget.
2. Confirmed Fresh Water Specialist, First Nations Policy Advisor and Conservancy position.
3. Declared Climate Change Emergency within Trust area.
4. Approved a Reconciliation Declaration.

12.7 Trustee Report

Trustee Dodds reviewed the recent Fallow deer cull conducted by First Nations hunters. There were approximately 70 deer killed however a few poaching incidents raised concerns within community. Funding was through UBCM via the CRD and is now completed. There will be an article in the April Mayne Liner detailing the fallow deer issues in an effort to educate the community as to problem. Seed Saturday hosted speaker John Elliott – “All in the same canoe”. Presentation was well attended and excellent.

Trustee Maude reported on the AGM for Housing Society: looking at options, tiny homes, affordable housing, etc. The Salt Water Intrusion Map is going to be important for the island/development. He felt that fallow deer hunt was successful and unfortunate that poaching occurred.

12.8 Islands Trust Conservation Report

None

13. NEW BUSINESS

13.1 Mayne Island Local Trust Committee BEN Bylaw 173

MA-2019-028

It was Moved and Seconded,

that the Mayne Island Local Trust Committee Bylaw No. 173, cited as Mayne Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 156, 2011, Amendment No, 1, 2018, be adopted.

CARRIED

13.2 Office Location

Trustee Maude spoke to Islands Trust (IT) looking for alternative space for Planner Richardson on the island.

Discussion as to Planners sharing space with CRD staff on other islands. Concerns raised that CRD did not discuss situation with IT and that usage in light of expense is a consideration.

Chair Rogers will speak with Executive Committee regarding situation.

MA-2019-029

It was Moved and Seconded,

that Mayne Island Local Trust Committee direct staff to determine appropriate island office location in consultation with Mayne Island Local Trust Committee.

CARRIED

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for May 27, 2019, at the Agricultural Hall, Mayne Island

15. TOWN HALL

Chris Roehrig asked what BOV was.

Chair Rogers explained BOV stood for Board of Variance.

Planner Richardson outlined function of Board – another avenue when requesting variances.

Neighbours of Oceanwood property raised concern regarding “application” for a housing project presented at the Housing Society AGM.

Staff noted that no application had been submitted and it would be viewed as a new application (not compared with previous application which was ultimately withdrawn).

Trustee Dodds spoke to the Salt Water Intrusion Map and requested this item be on agenda for April. Information could impact future development for island.

Map and Salt Water Study will be added to island web page.

16. CLOSED MEETING

16.1 Motion to Close Meeting

MA-2019-030

It was Moved and Seconded,

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1) (a,d) for the purpose of considering:

- *Adoption of In-Camera Meeting Minutes Dated November 26, 2018*
- *Appointment of BOV Members*

AND that the recorder and staff attend the meeting.

CARRIED

16.2 Recall to Order

Meeting recalled 3:08 p.m.

16.3 Rise and Report

Chair Rogers reported out that the in-camera minutes from November 26, 2018 are adopted and 3 members were appointed to BOV.

17. ADJOURNMENT

By general consent the meeting was adjourned at 3:09 p.m.

Dan Rogers, Chair

Certified Correct:

Pat Todd, Recorder

**Mayne Island Local Trust Committee
Record of a Public Hearing
Proposed Bylaw No. 174 & 175**

Date: March 25, 2019
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

Members Present: Dan Rogers, Chair
Jeanine Dodds, Local Trustee
David Maude, Local Trustee

Staff Present: Gary Richardson, Island Planner
Pat Todd, Recorder

Others Present: There were approximately twenty (20) members of the public present.

5. PUBLIC HEARING

**5.1 Mayne Island Local Trust Committee Bylaw 174 - OCP Amendment 1, 2019 AND
Mayne Island Local Trust Committee Bylaw 175 - LUB Amendment 1, 2019**

Chair Rogers stated that the Public Hearing for Bylaw 174 – OCP Amendment 1, 2018 and Bylaw 175 – LUB Amendment 1, 2018 was being convened pursuant to Section 892 of the Local Government Act.

Planner Richardson reviewed the processes to date.

Marie Elliot, property owner Fernhill Rd., distributed a letter which she then read. Concerns were raised as to water and septic demands from increased density; drainage issues; density of proposed core; parking, sidewalks and increased taxes.

Chair Rogers called three times for further speakers.

There being no further comments from the Public, the Public Hearing was closed at 1:29 p.m.

**I CERTIFY THAT THIS IS A FAIR AND ACCURATE SUMMARY OF THE NATURE OF REPRESENTATIONS
RESPECTING THE MEETING HELD.**

Certified Correct:

Pat Todd, Recorder



Follow Up Action Report

Mayne Island

25-Mar-2019

Activity	Responsibility	Dates	Status
1 LTC Minutes of January 28, 2019 adopted as drafted.	Maple Hung		Completed
2 MA-DVP-2019.1 (Buzza) issued as amended.	Jas Chonk		Completed
3 MA-RZ-2018.1 (Cotton Park) Bylaws 177 and 178 1) amend bylaw 178 to reduce total floor area of of building to 200 sq.ft. - Done 2) Bylaw 177 and 178 update showing 1st reading - Done 3) First Nations Consultation (on hold per request of MIPRC) 4) Refer bylaws to First Nations and Agencies (on hold per request of MIPRC)	Gary Richardson Jas Chonk Sharon Lloyd-deRosario		Completed
4 Mayne Island Commercial Land Use Review (Bylaws 174 and 175) 1) Update bylaws with public hearing, 2nd and 3rd readings - Done 2) Forward to executive for approval - April 17 EC mtg - Done 3) Forward bylaw 174 to Minister of Municipal Affairs and Housing for approval	Jas Chonk Sharon Lloyd-deRosario		Completed
5 Mayne LTC Ben Bylaw 173 - update showing adoption - Done Consolidate to BEN Bylaw 156	Jas Chonk Robert Barlow Sharon Lloyd-deRosario		In Progress
6 Place Salt Water Intrusion Vulnerability Mapping on May agenda for discussion.	Jas Chonk Sharon Lloyd-deRosario		Completed

Follow Up Action Report

Mayne Island

25-Mar-2019

Activity	Responsibility	Dates	Status
7 In-Camera minutes of November 26, 2018 adopted as drafted.	Maple Hung		Completed
8 Priscilla Ewbanks, Pricilla Zimmerman and Jim Petrie appointed to the Mayne Board of Variance for 3 years ending Jan 1, 2022. (MH - sent letters to appointed members & CC'd LTC)	Jas Chonk Sharon Lloyd-deRosario		Completed
9 Staff, in consultation with LTC, to determine location of new on-island office space.	Gary Richardson		Completed



File No.: MA-DVP-2019.2 (LaRock)

DATE OF MEETING: May 27, 2019
TO: Mayne Island Local Trust Committee
FROM: Narissa Chadwick, Island Planner
Southern Team
COPY: Robert Kojima
SUBJECT: Development: Variance Permit
Applicant: Louis LaRock
Location: 181 Cherry Tree Lane

RECOMMENDATION

1. That the Mayne Island Local Trust Committee approve the issuance of Development Variance Permit MA-DVP-2019.2 (La Rock).

REPORT SUMMARY

The purpose of this report is to consider a Development Variance Permit (DVP) for the height of an accessory building to be used as a workshop, crafting space and storage.

The above recommendation is supported for the following reasons:

- Given the size of the lot, the applicant would not be able to increase the size of the building footprint.
- The height of the proposed building does not affect the views of neighbours.
- The height variance being requested does not exceed the maximum height of residential buildings in the Settlement Residential (SR) zone (9m/29.5ft).
- The proposed new building is set back on the property.

BACKGROUND

The property in question is within the Settlement Residential Zone (SR). The proposal is to vary the building height regulations in the Mayne Island Land Use Bylaw 146, 2008 (LUB) by varying:

Article 5.1(10) which states that the maximum height for any accessory building or structure is 5 metres (16.5 ft).

The application is proposing the construction of a workshop/crafting/storage space with a height of up to 9 metres (28.6 ft).

The property currently has a principal dwelling, a small cabin and a wood shed. The applicant indicates, based on local knowledge, that the cabin and the deck on the house (which is located in the setback) are pre-existing non-conforming.

The owners intend to use the new building to store the bulk of their belongings while their main house is being rebuilt. After that it will be used as a workshop, crafting space and storage.

Staff visited the site on April 17, 2019 (see Figure 3 for photos).

Siting of the proposed building conforms to the regulations in the Mayne Island Land Use Bylaw 146, 2008 (LUB) (see Figure 4 for Site Plan and Appendix 1 for Site Context).

A copy of the notice and draft permit (MA-DVP-2019.2) are Attachments 2 and 3.

Figure 1 – Subject Property

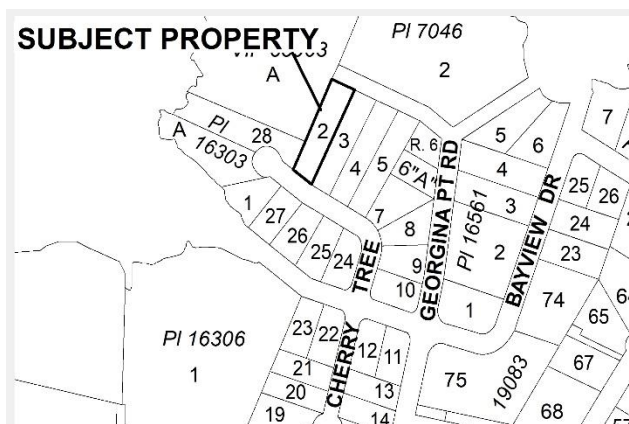


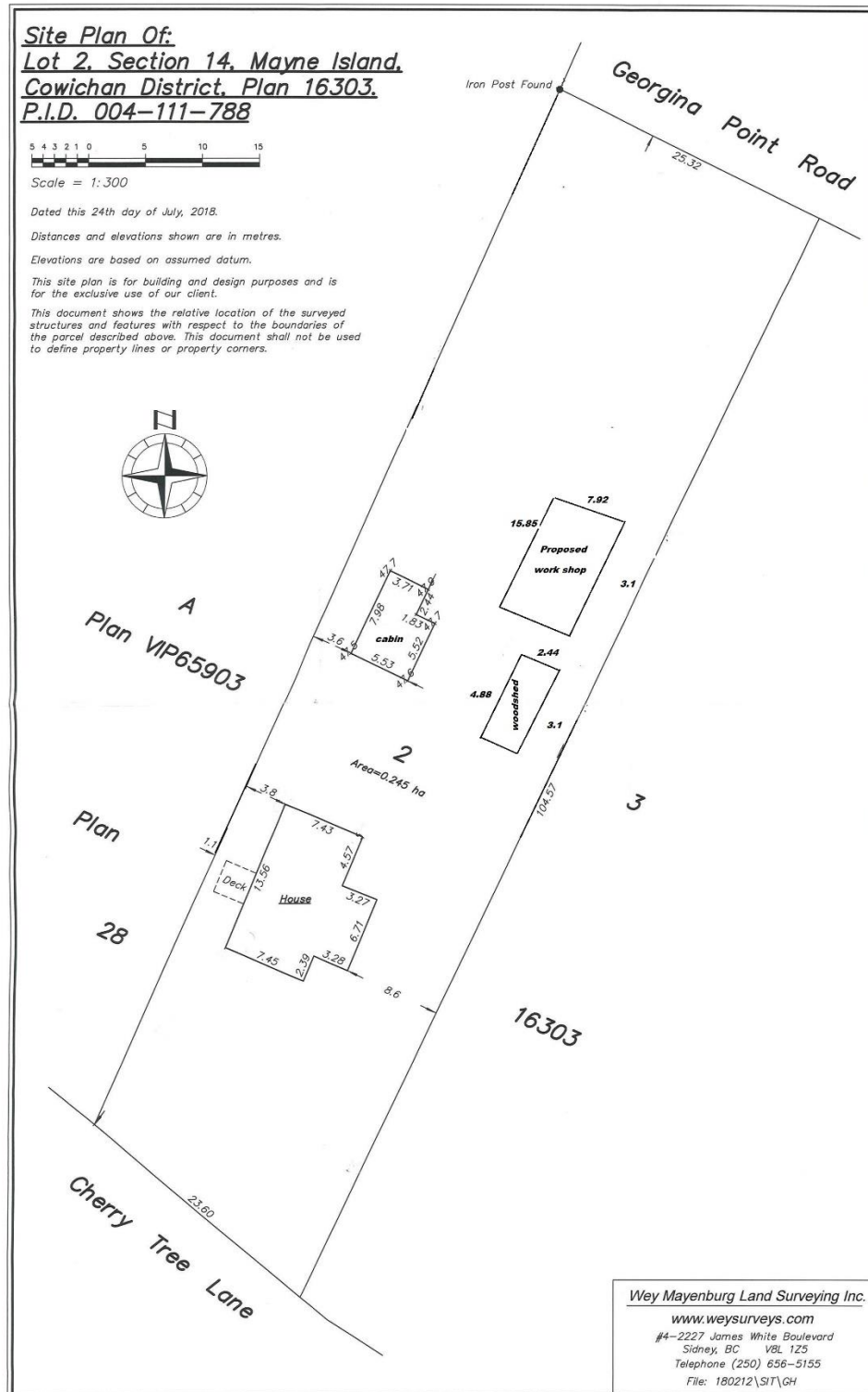
Figure 2 – Orthophoto



Figure 3 – Photos



Figure 4 – Site Map



ANALYSIS

POLICY/REGULATORY

Islands Trust Policy Statement:

There are no relevant policies for this application.

Official Community Plan:

The property is designated as **SR – Settlement Residential** in the Mayne Island Official Community Plan No. 144, 2007 (OCP). There are no Development Permit Areas designated in the OCP for the subject property.

Land Use Bylaw:

The property is in the **Settlement Residential (SR) Zone** in the LUB. The existing residential use complies with use and density provisions for the zone on the property.

Issues and Opportunities

Rationale for the Variance

The applicant's rationale for the variance:

- The applicants will be rebuilding their main house and will use the new building for storage during the building period.
- Given the size of the lot, the footprint of the building cannot be expanded very much more without exceeding the allowable lot coverage of 20%.
- The height of the proposed building will not affect the views of neighbours.

Impact on Neighbouring Properties

This proposed building will not impact the views for neighbouring residences.

The proposed building is sited in a manner to limit impact to neighbours.

The Overall Intent of the Regulation being varied:

The overall purpose of the height regulation is:

- Limiting the impact on the environment.
- Protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
- Maintaining rural character in the neighbourhood.
- Establishing certainty with respect to residential development by maintaining consistent regulations.

Potential Impacts of Granting the Variance

Granting a variance can potentially create an expectation in the community regarding future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation each application should be evaluated on its own merits.

Consultation

DVP Notices were circulated to surrounding property owners and residents. The notification period will end at 4:30 p.m. on May 24, 2019.

At the time of writing, staff had not received any written submissions. Any submissions received prior to the LTC Meeting will be forwarded to the LTC and reported at the meeting.

Rationale for Recommendation

The recommendation on Page 1 is supported as:

- The height variance being requested does not exceed the maximum height residential buildings in the Settlement Residential (SR) zone (9m/29.5ft).
- Given the location of the proposed building it will likely be unobtrusive.
- Given the size of the property a larger building or additional accessory buildings would not be possible.
- The applicant confirms that the building will not be used for residential purposes. .
- The variance would not be contrary to the intent of the bylaw regulation.

This variance is one of three variances on height of accessory buildings submitted to the LTC this year. The LTC may want to consider changes to the Land Use Bylaw to address this issue.

ALTERNATIVES

- **Request further information**

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC are advised to describe the specific information needed and the rationale for this request.

Recommended wording for the resolution is as follows:

That the Mayne Island Local Trust Committee request that the applicant submit to the Islands Trust...

- **Deny the application**

The LTC may deny the application.

Recommended wording for the resolution is as follows:

That the Mayne Island Local Trust Committee deny application MA-DVP-2019.2 (LaRock).

Submitted By:	Narissa Chadwick, Island Planner	May 6, 2019
Concurrence:	Robert Kojima, Regional Planning Manager	May 16, 2019

ATTACHMENTS

1. Site Context
2. Notice
3. Draft Permit

ATTACHMENT #1 – SITE CONTEXT

LOCATION

Legal Description	LOT 2, SECTION 14, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 16303
PID	004-111-788
Civic Address	181 Cherry Tree Lane, Mayne Island

LAND USE

Current Land Use	Settlement Residential
Surrounding Land Use	Settlement Residential

HISTORICAL ACTIVITY

File No. (None)	
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POLICY/REGULATORY

Official Community Plan Designations	The property is designated as SR – Settlement Residential in the Mayne Island Official Community Plan No. 144, 2007 (OCP). There are no Development Permit Areas designated in the OCP for the subject property.
Land Use Bylaw	The property is in the Settlement Residential (SR) Zone in the Mayne Island Land Use Bylaw No. 146, 2008. The existing residential use complies with use and density provisions for the zone on the property.
Other Regulations	The applicant has indicated, based on local knowledge, that the cabin on the property is pre-existing non-conforming as is the deck on the side of the house that is within the setback.
Covenants	N/A
Bylaw Enforcement	N/A

SITE INFLUENCES

Islands Trust Fund	This application has no considerations for the Islands Trust Fund.
Regional Conservation Strategy	This application has no considerations for the Regional Conservation Plan.
Species at Risk	N/A
Sensitive Ecosystems	There are no identified sensitive ecosystems on this property
Hazard Areas	There are no identified hazardous areas on this property.
Archaeological Sites	There are no archeological sites listed on the Remote Access to Archeological Data (RAAD) within the property or within 100 metres.

	However, there does appear to be archeological potential on a small portion of the lot. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i>. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.]
Climate Change Adaptation and Mitigation	Given the distance from the sea of the lot location, the impacts from anticipated or possible climate change induced hazards are not immediate.



Islands Trust

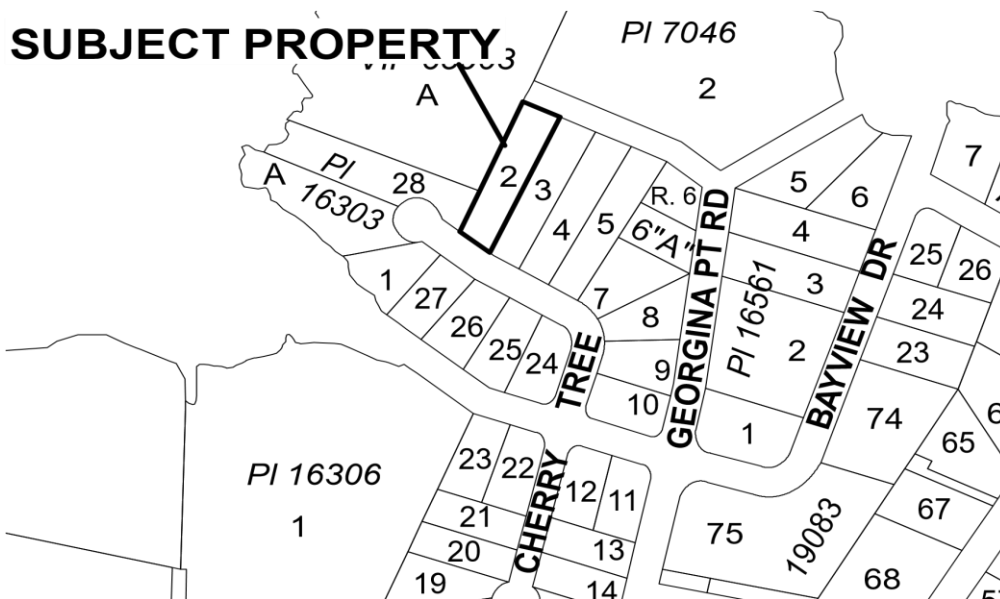
**NOTICE
MA-DVP-2019.2
MAYNE ISLAND LOCAL TRUST COMMITTEE**

NOTICE is hereby given that the Mayne Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit pursuant to Section 499 of the *Local Government Act*. The proposed permit would vary the Mayne Island Land Use Bylaw No.146, 2008, by varying:

1. Article 5.1(10) which states that the maximum height for any accessory building or structure is 5 metres (16.5 feet) to permit a proposed accessory building (workshop/storage) to be up to 9 metres (29.5 feet) high.

The property is located at **181 Cherry Tree Lane** and is legally described as Lot 2, Section 14, Mayne Island, Cowichan District, Plan 16303 (PID: 004-111-788).

The general location of the subject property is shown in the following sketch:



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C., V8R 1H8, between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday inclusive, excluding Statutory Holidays, commencing **May 13, 2019** and up to and including **May 24, 2019**.

For the convenience of the public only, and not to satisfy Section 499 (2) (c) of the *Local Government Act*, additional copies of the Proposed Permit may be inspected at various Notice Boards on Mayne Island, B.C., commencing **May 13, 2019**.

Enquiries or comments should be directed to Narissa Chadwick, Island Planner at (250) 405-5189, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: information@islandstrust.bc.ca, before **4:30 p.m., May 24, 2019**, The Mayne Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at 1:00 p.m., **May 27, 2019**, at the Mayne Island Agricultural Hall, 430 Fernhill Road, Mayne Island, BC.

All applications are available for review by the public. Written comments made in response to this notice will also be available for public review.

Sharon Lloyd-deRosario, Deputy Secretary



PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE

DEVELOPMENT VARIANCE PERMIT

MA-DVP-2019.2

To: Louis La Rock

1. This Development Variance Permit applies to the land described below:
LOT 2, SECTION 14, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 16303 (PID: 004-111-788)
2. Mayne Island Land Use Bylaw 146, 2008 is varied as follows:
 - a) Article 5.1 (10) is being varied to permit a proposed accessory building (workshop/storage) to be up to 9 metres (29.5 feet) high.
 - b) The development shall be consistent with Schedule "A" and "B" which are attached to and form a part of this permit.
3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Mayne Island Land Use Bylaw No.146, 288" and to obtain other approvals necessary for completion of the proposed development, including approval of the Capital Regional District and Ministry of Transportation and Infrastructure.

AUTHORIZING RESOLUTION PASSED BY THE MAYNE ISLAND LOCAL TRUST COMMITTEE THIS ## DAY OF MONTH, 2019.

Deputy Secretary, Islands Trust

Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ## DAY OF MONTH, YEAR, THIS PERMIT AUTOMATICALLY LAPSES.

MAYNE ISLAND LOCAL TRUST COMMITTEE

MA-DVP-2019.2

SCHEDULE "A"

Site Plan Of:

Lot 2, Section 14, Mayne Island,

Cowichan District, Plan 16303.

P.I.D. 004-111-788



Scale = 1:300

Dated this 24th day of July, 2018.

Distances and elevations shown are in metres.

Elevations are based on assumed datum.

This site plan is for building and design purposes and is for the exclusive use of our client.

This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property lines or property corners.



A
Plan VIP65903

Plan
28

Cherry Tree Lane

2
Area=0.245 ha

Iron Post Found

Georgina Point Road

cabin

Proposed work shop

woodshed

House
Deck

Wey Mayenburg Land Surveying Inc.

www.weysurveys.com

#4-2227 James White Boulevard

Sidney, BC V8L 1Z5

Telephone (250) 656-5155

File: 180212\31T\GH

MAYNE ISLAND LOCAL TRUST COMMITTEE
MA-DVP-2019.2
SCHEDULE "B"





File No.: MA-DVP-2019.3
(Hill&Pearson)

DATE OF MEETING: May 27, 2019
TO: Mayne Island Local Trust Committee
FROM: Narissa Chadwick, Island Planner
Southern Team
COPY: Robert Kojima
SUBJECT: Development: Variance Permit
Applicant: Douglas Hill and Christine Pearson
Location: 211 Mariner's Way

RECOMMENDATION

1. That the Mayne Island Local Trust Committee approve the issuance of Development Variance Permit MA-DVP-2019.3 (Hill&Pearson).

REPORT SUMMARY

The purpose of this report is to consider a Development Variance Permit (DVP) for the height of an accessory building to be used as a garage and storage.

The above recommendation is supported for the following reasons:

- Given the size and slope of the property constructing a one-storey accessory building with a larger footprint would be difficult.
- The height variance being requested does not exceed the maximum height for residential buildings in the Settlement Residential (SR) zone (9m/29.5ft).
- The height of the garage would not affect the views of neighbours.
- The immediate neighbour who would be most impacted by the building has provided a letter of support.

BACKGROUND

The property in question is within the Settlement Residential Zone (SR). The proposal is to vary the building height regulations in the Mayne Island Land Use Bylaw 146, 2008 (LUB) by varying:

Article 5.1(10) which states that the maximum height for any accessory building or structure is 5 metres (16.5 ft).

The application is proposing the construction of a 35.3m² (380 ft²) new garage/storage space with a height of up to 7.62m (25 ft).

The property currently has a small principal dwelling and a shed on it. The creation of a loft space in the garage will provide additional storage space. Staff visited the site on April 17, 2019 (see Figure 3 for photos).

Siting of the building conforms to the regulations in the Mayne Island Land Use Bylaw 146, 2008 (LUB) (see Figure 4 for Site Plan and Appendix 1 for Site Context). The property contains a pre-existing non-conforming accessory building – a shed. The shed is located within the setback from the sea and the side lot line.

A copy of the notice and draft permit (MA-DVP-2019.3) are Attachments 2 and 3.

Figure 1 – Subject Property

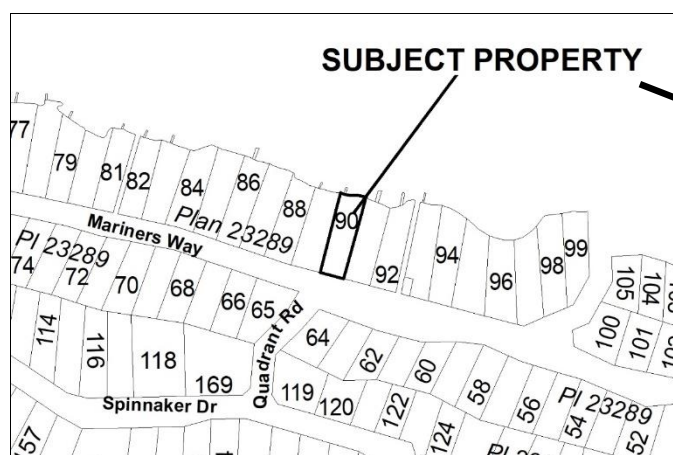


Figure 2 – Orthophoto



Figure 3 – Photos



Village Bay

Natural Boundary Per Plan 23289

Present Natural Boundary

72.6 +/-

17.7

6.4 +/-

3.63

Deck

Shed

1.0

74.5 +/-

8.8

Deck

2.19

2.30

House

7.49

4.06

2.30

2.30

4.00

3.3

21.31

Mariners Way

The subject property is the following registered land:

4015986

File No.: 130322/A

Policy/Regulatory

There are no relevant policies for this application.

The property is designated as **SR – Settlement Residential** in the Mayne Island Official Community Plan No. 144, 2007 (OCP). There are no Development Permit Areas designated in the OCP for the subject property.

The property is in the **Settlement Residential (SR) Zone** in the LUB. The existing residential use complies with use and density provisions for the zone on the property.

Rationale for the Variance

Z:\09 Current Planning\08 MA\3190 DVP\25 Applications (P)\2019\MA-DVP-2019.3 (Hill & Pearson)\06 Staff Reports\MA-DVP-2019.3 HillPearson - Staff Report draft.docx

- They have very limited storage space and no garage.
- Given the size and slope of the lot expanding the building footprint would be challenging.
- Their immediate neighbour, with a lot line is very close to the location of the proposed garage, is supportive.
- The height of the garage does not affect the views of neighbours.

Impact on Neighbouring Properties

This proposed garage will have minimal impacts on views from neighbouring residences.

The proposed garage would be sited 8 metres from the front lot line and 3 metres from side lot line.

The size and configuration of the proposed garage would be generally consistent with development within the neighbourhood.

The Overall Intent of the Regulation being Varied

The overall purpose of the height regulation is to:

- Limit impacts of development on the land.
- Protect views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
- Maintain rural character and a consistent development pattern in the area.
- Establish certainty with respect to residential development by maintaining consistent siting and size regulations.

Potential Impacts of Granting the Variance

Granting a variance can potentially create an expectation in the community regarding future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation each application should be evaluated on its own merits.

Consultation

DVP Notices were circulated to surrounding property owners and residents. The notification period will end at 4:30 p.m. on May 24, 2019.

At the time of writing, staff have received one written submission. Any submissions received prior to the LTC Meeting will be forwarded to the LTC and reported at the meeting.

Rationale for Recommendation

The recommendation on Page 1 is supported as:

- The height variance being requested does not exceed the maximum height for residential buildings in the Settlement Residential (SR) zone (9m/29.5ft).

- The proposed building would have a small footprint and will likely be unobtrusive.
- Given the size and slope of the property, a larger building or additional accessory buildings would be difficult to construct.
- It is clear that the loft space is not intended to be used for residential purposes, as plans indicate no intention to include running water.
- There is no existing garage on the property and the house is small and lacks storage space.
- Responses from neighbours have been supportive.
- The variance does not impact the intent of the bylaw regulation.

This variance is one of three variances on height of accessory buildings recently submitted to the LTC this year. The LTC may want to consider changes to the Land Use Bylaw to address this interest.

ALTERNATIVES

- **Request further information**

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC are advised to describe the specific information needed and the rationale for this request.

Recommended wording for the resolution is as follows:

That the Mayne Island Local Trust Committee request that the applicant submit to the Islands Trust...

- **Deny the application**

The LTC may deny the application.

Recommended wording for the resolution is as follows:

That the Mayne Island Local Trust Committee deny application MA-DVP-2019.3 (Hill&Pearson).

Submitted By:	Narissa Chadwick	May 7, 2019
Concurrence:	Robert Kojima, Regional Planning Manager	May 7, 2019

ATTACHMENTS

1. Site Context
2. Notice
3. Draft Permit

ATTACHMENT #1 – SITE CONTEXT

LOCATION

Legal Description	Lot 90, Section 6, Mayne Island, Cowichan District, Plan 23289
PID	000-153-621
Civic Address	211 Mariner's Way, Mayne Island V0N 2J2

LAND USE

Current Land Use	Settlement Residential
Surrounding Land Use	Settlement Residential

HISTORICAL ACTIVITY

File No. (None)	
-----------------	--

POLICY/REGULATORY

Official Community Plan Designations	The property is designated as SR – Settlement Residential in the Mayne Island Official Community Plan No. 144, 2007 (OCP). There are no Development Permit Areas designated in the OCP for the subject property.
Land Use Bylaw	The property is in the Settlement Residential (SR) Zone in the Mayne Island Land Use Bylaw No. 146, 2008. The existing residential use complies with use and density provisions for the zone on the property.
Other Regulations	There is one existing accessory building sited inside the setback from the natural boundary of the sea. The applicant identifies it to be pre-existing non-conforming.
Covenants	The lot has a building scheme on title. This is not enforceable by the LTC.
Bylaw Enforcement	N/A

SITE INFLUENCES

Islands Trust Fund	This application has no considerations for the Islands Trust Conservancy.
Regional Conservation Strategy	This application has no considerations for the Regional Conservation Plan.
Species at Risk	N/A
Sensitive Ecosystems	There are no sensitive ecosystems identified on this property.
Hazard Areas	There are no identified hazardous areas on this property.
Archaeological Sites	There are no archeological sites listed on the Remote Access to Archeological Data (RAAD) within the property or within 100 metres.

	However, there does appear to be archeological potential on a small portion of the lot. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i>. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	The elevation indicates that the impacts from anticipated or possible climate change induced hazards are not immediate.
Shoreline Classification	Sediment Shoreline - Boulder/Cobble



Islands Trust

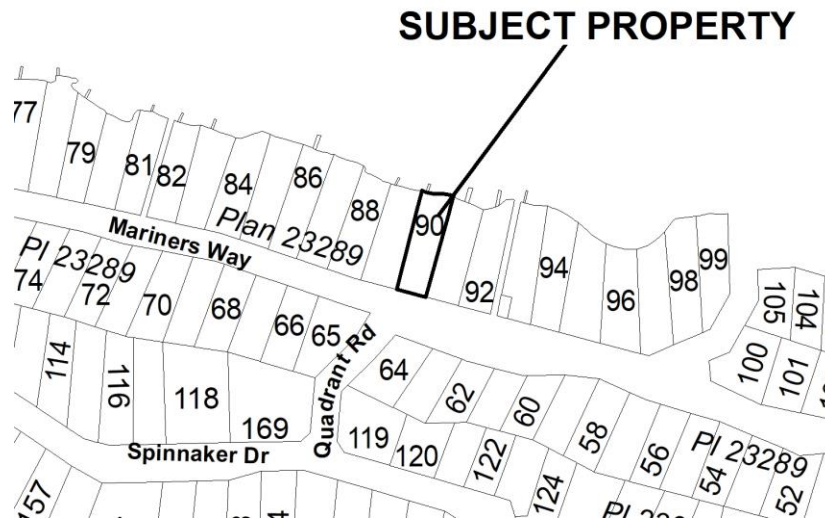
**NOTICE
MA-DVP-2019.3
MAYNE ISLAND LOCAL TRUST COMMITTEE**

NOTICE is hereby given that the Mayne Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit pursuant to Section 499 of the *Local Government Act*. The proposed permit would vary the Mayne Island Land Use Bylaw No.146, 2008, by varying:

1. Article 5.1(10) which states that the maximum height for any accessory building or structure is 5 metres (16.5 feet) to permit 1) a proposed accessory building (garage/storage shed) to be 7.62 metres (25 feet) high.

The property is located at **211 Mariner's Way** and is legally described as Lot 90, Section 6, Mayne Island, Cowichan District, Plan 23289 (PID: 000-153-621).

The general location of the subject property is shown in the following sketch:



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C., V8R 1H8, between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday inclusive, excluding Statutory Holidays, commencing **May 13, 2019** and up to and including **May 24, 2019**.

For the convenience of the public only, and not to satisfy Section 499 (2) (c) of the *Local Government Act*, additional copies of the Proposed Permit may be inspected at various Notice Boards on Mayne Island, B.C., commencing **May 13, 2019**.

Enquiries or comments should be directed to Narissa Chadwick, Island Planner at (250) 405-5189, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: information@islandstrust.bc.ca, before **4:30 p.m., May 24, 2019**. The Mayne Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at 1:00 p.m., **May 27, 2019**, at the Mayne Island Agricultural Hall, 430 Fernhill Road, Mayne Island, BC.

All applications are available for review by the public. Written comments made in response to this notice will also be available for public review.

Sharon Lloyd-deRosario, Deputy Secretary



Islands Trust

PROPOSED

**MAYNE ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
MA-DVP-2019.3**

To: Douglas Hill and Christine Pearson

1. This Development Variance Permit applies to the land described below:
LOT 90, SECTION 6, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 23289 (PID: 000-153-621)
2. Mayne Island Land Use Bylaw 146, 2008 is varied as follows:
 - a) Article 5.1 (10) is being varied to permit: 1) a proposed accessory building (garage/storage shed) to be up to 7.62 metres (25 feet) high.
 - b) The development shall be consistent with Schedule "A" and "B" which are attached to and form a part of this permit.
3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Mayne Island Land Use Bylaw No. 146, 288" and to obtain other approvals necessary for completion of the proposed development, including approval of the Capital Regional District and Ministry of Transportation and Infrastructure.

AUTHORIZING RESOLUTION PASSED BY THE MAYNE ISLAND LOCAL TRUST COMMITTEE THIS ## DAY OF MONTH, 2019.

Deputy Secretary, Islands Trust

Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ## DAY OF MONTH, YEAR, THIS PERMIT AUTOMATICALLY LAPSES.

MAYNE ISLAND LOCAL TRUST COMMITTEE

MA-DVP-2019.3

SCHEDULE "A"

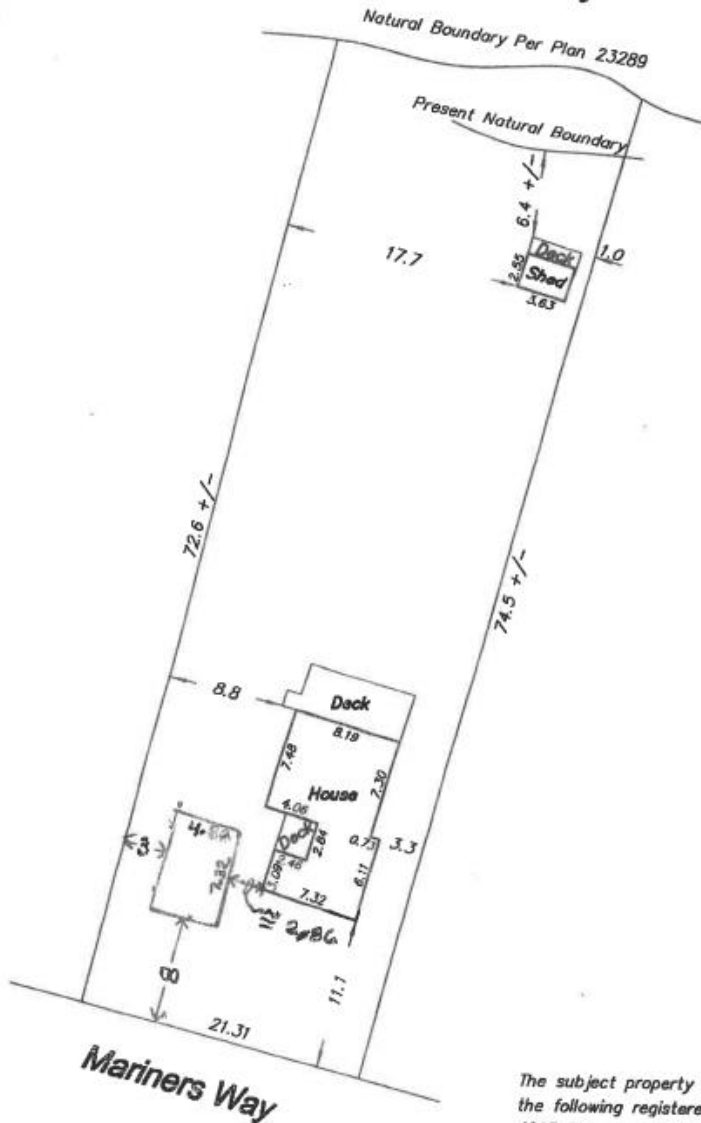
Certified Correct this 23rd day of January, 2014.

Scale = 1:400

Distances shown are in metres

B.C.L.S. (Not valid unless originally signed & sealed)

Village Bay



The subject property is affected by the following registered documents:
401588G

File No.: 130322\CRT\BM

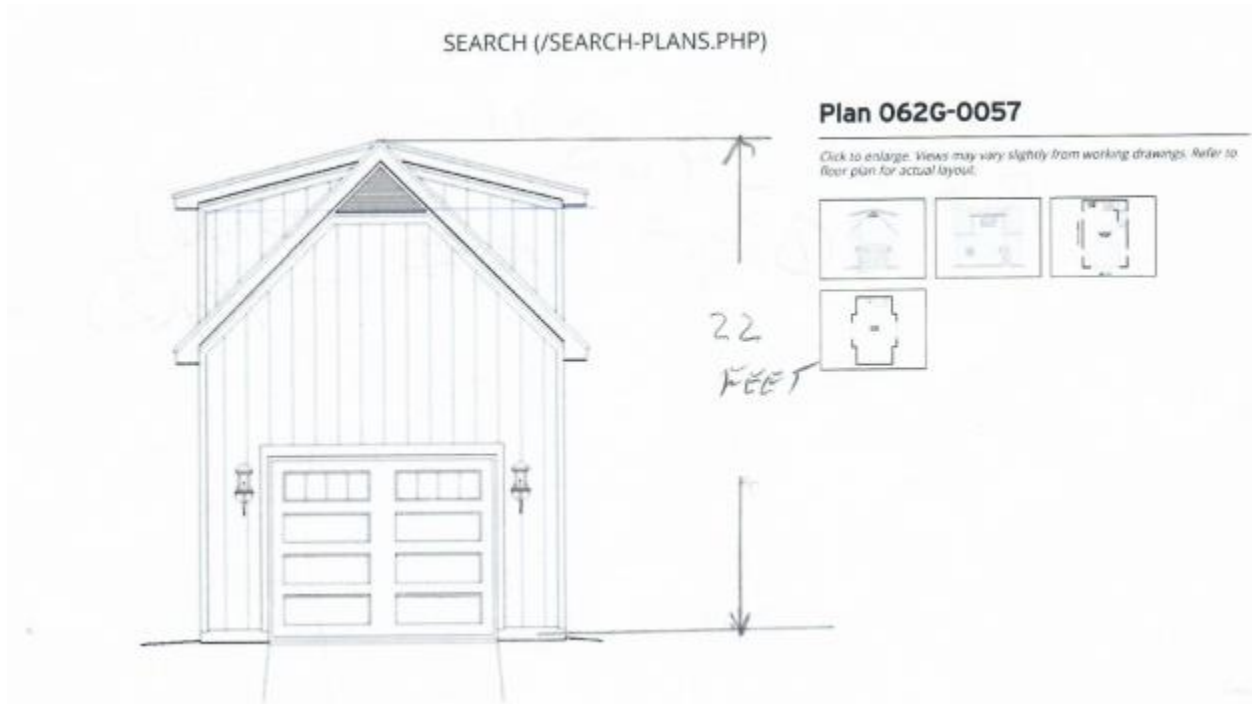
ALL RIGHTS RESERVED

Copyright by Richard J. Wey & Associates Land Surveying Inc.

MAYNE ISLAND LOCAL TRUST COMMITTEE

MA-DVP-2019.3

SCHEDULE "B"



From: Bill Duggan <cwduggan05@gmail.com>

Sent: Monday, May 13, 2019 8:41 AM

To: Gary Richardson <grichardson@islandstrust.bc.ca>; Justine Starke <jstarke@crd.bc.ca>; Peter Askin <leonpurrs@hotmail.com>

Subject: Cotton Park rezoning

Hi Gary,

At our regular board meeting May 9th we unanimously voted to request the time allowed to present the commission's position on the Cotton Park rezoning application be extended until September 2019.

We ask this of the Local Trust Committee in order that we have sufficient time to assure the most beneficial situation for the park and the community now and in future years.

Best Regards,

Bill Duggan
Chair, MIPRC

Top Priorities Report

Mayne Island

1. *Commercial Land Use Review*

Public Hearing being held March 25, 2019 for bylaws 174 and 175.

Bylaws to be approved by Executive of the Islands Trust May 22, 2019 then (174) will be forwarded to the Minister of Municipal Affairs and Housing for approval.

Responsible

Gary Richardson

Dates

Rec'd: 27-Apr-2015

Target: 31-Oct-2018

2. *Housing Review (tiny home initiative)*

Initial discussion to be on May 27 LTC agenda.

Responsible

Dates

Rec'd: 26-Nov-2018

3. *Review of Zoning for Contractors Yards*

Initial staff report and project charter to be prepared.

Responsible

Gary Richardson

Dates

Rec'd: 26-Mar-2018

Projects Report

Mayne Island

1. <i>Climate Change Adaptation</i>	Responsible	Date Received
Consider regulatory changes and implementation of new DPA authority		02-Mar-2009
2. <i>Waste Management</i>	Responsible	Date Received
		31-Oct-2017
3. <i>Fallow Deer</i>	Responsible	Date Received
		26-Mar-2018
4. <i>Review permitted accessory building height</i>	Responsible	Date Received
		30-Jul-2018
5. <i>Cannabis Production - Regulating structures</i>	Responsible	Date Received
		24-Sep-2018



Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
MA-DVP-2019.2	LaRock, Louis Planner: Narrisa Chadwick	20-Mar-2019	allow an accessory building height of up to 9 meters
Planning Status			
Status Date: 16-May-2019 Staff report and draft permit prepared for LTC consideration at May 27, 2019			
Status Date: 21-Mar-2019 PTA created file, fees received, LTC notified, to be given to Planner			

File Number	Applicant Name	Date Received	Purpose
MA-DVP-2019.3	Christine Mary Pearson Planner: Narrisa Chadwick	02-Apr-2019	height variance for an accessory building
Planning Status			
Status Date: 16-May-2019 Staff report and draft permit prepared for LTC consideration at May 27, 2019 LTC Mtg.			
Status Date: 02-Apr-2019 PTA created file, fees received, LTC notified, Planner to be assigned.			

Rezoning

File Number	Applicant Name	Date Received	Purpose
MA-RZ-2018.1	Capital Regional District (MIPRC) Planner: Gary Richardson	01-Nov-2018	Rezone from Rural to Park
Planning Status			
Status Date: 16-May-2019 MI Parks Commission asked that the application be put on hold until September 2019.			

Applications

Status Date: 15-Mar-2019

Staff report and amended bylaws on March 25, 2019 agenda for consideration.

Status Date: 20-Jan-2019

Staff report and draft bylaws on January 28, 2019 LTC agenda for consideration.

Subdivision

File Number	Applicant Name	Date Received	Purpose
MA-SUB-2018.1	Brent Mayenburg (Maude) Planner: Gary Richardson	09-Apr-2018	Proposed 3 lot conventional subdivision
Planning Status			
	Status Date: 16-May-2019		
	PLA received from MoTI April 25, 2019.		
	Status Date: 19-Jun-2018		
	Referral response sent to MOTI, applicant, owner and LTC cc'd		
	Status Date: 07-Jun-2018		
	Ian contact applicant to discuss potential issues (arch. site, covenant against further sub., proof of water, frontage, etc). Waiting on reply		
File Number	Applicant Name	Date Received	Purpose
MA-SUB-2018.3	Wey Mayenburg Land Surveying Inc (Peace) Planner: Gary Richardson	16-Oct-2018	proposed subdivision to create 2 parcels for residential use
Planning Status			
	Status Date: 26-Mar-2019		
	Review response sent to MoTI and applicant.		
File Number	Applicant Name	Date Received	Purpose
MA-SUB-2019.1	Mayenburg, Brent Planner: Gary Richardson	22-Jan-2019	parcel line adjustment subdivision (boundary adjustment)
Planning Status			



Applications

Status Date: 16-May-2019

Review response sent to MoTI May 16, 2019

Status Date: 14-Feb-2019

PTA created file, fees received, MoTi application received, Planner to pick up application

Islands Trust
 LTC EXP SUMMARY REPORT F2019
 Invoices posted to Month ending March 2019

645 Mayne	Invoices posted to Month ending March 2019	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-645	LTC "Trustee Expenses"	750.00	57.86	692.14
LTC Local				
65200-645	LTC - Local Exp - LTC Meeting Expenses	1,500.00	1,364.75	135.25
65210-645	LTC - Local Exp - APC Meeting Expenses	500.00	146.99	353.01
65220-645	LTC - Local Exp - Communications	250.00	860.00	-610.00
65230-645	LTC - Local Exp - Special Projects	500.00	0.00	500.00
TOTAL LTC Local Expense		<u>2,750.00</u>	<u>2,371.74</u>	<u>378.26</u>
Projects				
73001-645-4059	Mayne Commercial Land Use Review	2,000.00	1,224.50	775.50
TOTAL Project Expenses		<u>2,000.00</u>	<u>1,224.50</u>	<u>775.50</u>

Mayne Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

Updated: September 24, 2018

No	Meeting Date	Resolution No.	Issue	Policy and Description
1.	May 2, 2011	MA-LTC-44-11	Options for adopting In Camera Minutes	It was Moved and Seconded that Mayne Island Local Trust Committee direct staff to only include in-camera minutes on agendas where there are other reasons to close the meeting to the public.
2.	February 1, 2012		Special Occasion Liquor License referrals	That where a Liquor Control and Licensing Branch Special Occasion License referral relates to a property where Mayne Island Land Use Bylaw 146, 2008 permits public assembly uses, such as halls, recreation facilities or restaurants, and where it can be determined that the organization or applicant have had no issues related to parking or past complaints for the preceding three years, staff may approve the Special Occasion License without referral to the Local Trust Committee. All other Special Occasion License referrals are to be referred to the Local Trust Committee for consideration.
3.	June 27, 2016	MA-LTC-2016-055	Statutory Public Notice Advertising	That the Mayne Island Local Trust Committee advertise all statutory public notices in the Mayne Limer
4.	June 26, 2017	MA-2017-027	Unlawful Dwelling Enforcement Policy	That the Mayne Island Local Trust Committee directs staff to take enforcement action against unlawful dwellings only if one of the following conditions exists: 1.1. There is a complaint from an immediate neighbor; or, 1.2. There is a referral from an agency responsible for health and safety issues that is doing concurrent enforcement. 2. Nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Mayne Island Local Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time.
5.	June 26, 2017	MA-2017-028	Unlawful STVR Enforcement policy	That the Mayne Island Local Trust Committee adopts the following resolution in regards to Bylaw Enforcement of Unlawful Short Term Vacation Rentals (USTVR): a) Given finite resources available for enforcement activities and in order to ensure the most effective results for enforcement activities, Unlawful Short Term Vacation Rentals that have one or more of the following characteristics will be subject to proactive enforcement: i) they are advertised on the internet, newspapers or other media; ii) they are not managed by an owner of the USTVR property who lives on Mayne Island; iii) more than one dwelling on the lot is simultaneously made available for USTVR; iv) while the property is used as a USTVR, persons are permitted to stay in tents or trailers; v) there are issues related to health and safety on the property; vi) there is a written complaint by owners or residents of two properties about bona fide serious nuisance issues such as noise or parking congestion related to the USTVR;

No	Meeting Date	Resolution No.	Issue	Policy and Description
				vii) the owner of the property uses more than one property on Mayne Island as a USTVR. b) Nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Mayne Island Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time.
6.	September 24, 2018		Cannabis Retail Referrals	- Proposed or amended licenses for non-medical cannabis retail establishments require an application to the local trust committee. - The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. - The public consultation process shall be determined by the local trust committee after initial review of the proposal. - However, as a minimum, the local trust committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: - Name of the applicant and a description of the proposal in general terms - The location of the proposed establishment and the subject site - The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered. - The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application - How public comments may be submitted to the local trust committee



Islands Trust Conservancy Report to Local Trust Committees and Bowen Island Municipality March 2019

Local Trust Committee Referrals

The ITC Board considered two local trust committee referrals regarding development proposals on two properties adjacent to ITC Nature Reserves on Salt Spring and North Pender Islands. Read the details in the Island-by-Island Activities.

Standards and Practices for Land Trusts

The ITC Board received a comparison report about the revised Canadian Land Trust Alliance Standards and Practices. While the Islands Trust Conservancy meets the majority of recommended standards, there will be further work done to ensure it fulfills all relevant recommendations.

ITC Board Fund Development Advisory Committee

The ITC Board Fund Development Advisory Committee met for the first time since forming in a special closed meeting after the regular closed and open March 26 ITC Board meetings.

Islands Trust Reconciliation Declaration

The ITC Board discussed options for endorsement or participation in the Islands Trust Reconciliation Declaration.

Summary of Current Island-by-Island Activities

The ITC continues to work on management plans for eight nature reserves on Thetis (1), Gambier (3) and Denman (4) Islands and received forage fish habitat mapping for Sidney and James Islands.

Denman

The ITC Board received a briefing on the Comox Valley Regional District Engagement with First Nations in relation to a request from the Cowichan Valley Regional District to allow a segment of the Denman Cross Island Trail to cross the Lindsay Dickson Nature Reserve.

Management planning for the Valens Brook Nature Reserve, including the recent addition, is under way. Invasive species removal and trail clearing, sign installation, and tree protection for forest restoration continue at Inner Island, Lindsay Dickson, and Morrison Marsh Nature Reserves on Denman. New ten-year management plans for these three nature reserves will be completed in 2019.

Gabriola

Expansion of the boardwalk over wet areas and exposed roots on the west side of the loop trail in Elder Cedar Nature Reserve has been completed and additional minor trail improvements are planned for 2019.

Galiano

The ITC received a report from the Habitat Acquisition Trust that approximately 30 m³ of Scotch broom was removed from the bluffs at Trincomali Nature Sanctuary by volunteers in October 2018. Improved signage for the trail in Vanilla Leaf Land Nature Reserve is planned for 2019.

Gambier

Management planning for three Gambier Island Nature Reserves (Brigade Bluffs, Long Bay Wetland, Mount Artaban) continues.

Lasqueti

The ITC and the Lasqueti Island Nature Conservancy (LINC) have met the fundraising goal for the Salish View acquisition campaign. Staff are continuing working to finalize the land transfer. Once the land transfer is complete, public consultation and management planning will begin.

North Pender

The ITC Board discussed a referral from the North Pender Island Local Trust Committee for Bylaw No. 220. The subject property for the bylaw is adjacent to the Medicine Beach Nature Sanctuary. The ITC Board noted concerns about the effects of light pollution on many animal species, including bats, and concerns about storage of toxic materials on the site. Staff provided the ITC Board response to the local trust committee and followed up with planning staff regarding best management practices for external lighting and wildlife.

Salt Spring

The ITC Board considered a referral from Salt Spring Island planning staff regarding a Development Variance Permit for lands adjacent to the Lower Mount Erskine Nature Reserve. The ITC Board indicated that its interests are not significantly impacted and directed staff to work with the Salt Spring Island Planner to follow up with the landowner to provide information regarding conservation options to provide a natural buffer for the Nature Reserve.

Thetis

The ITC is assisting the Thetis Island Nature Conservancy and the Cowichan Community Land Trust with an application for funding for a trail and kiosk on Fairyslipper Forest Nature Reserve. The ITC continues to work on management plans for recent acquisitions on Thetis Island, including archaeological work and communications with the Penelakut Tribe regarding cultural values on the lands. ITC staff plan to install signage informing the public of Thetis Island nature reserve boundaries in 2019.

Please feel free to contact the Islands Trust Conservancy for more details.

Kate-Louise Stamford, Chair kstamford@islandstrust.bc.ca

Islands Trust Conservancy itcmail@islandstrust.bc.ca

MEMORANDUM

File No.: 0680-25
(Annual Report)

DATE OF MEETING: May 27, 2019
TO: Mayne Island Local Trust Committee
FROM: Robert Kojima, Regional Planning Manager
Southern Team
SUBJECT: 2018-2019 Annual Report

RECOMMENDATION:

1. That the Mayne Island Local Trust Committee endorse the following text for inclusion in the 2018-2019 Annual Report for approval by the Islands Trust Council and submission to the Minister of Municipal Affairs & Housing.

The Mayne Island Local Trust Committee (MA LTC) held six regular business meetings in the 2018/19 fiscal year.

Work for this period focused on advancing the LTC priorities on a Commercial Land Use review and completing the Riparian Area Regulations project. The LTC has also initiated a project on groundwater sustainability.

The MA LTC also considered one rezoning applications and five development variance permits.

DISCUSSION

Local trust committees are asked to endorse their draft sections of the 2018-2019 Annual Report so that Trust Council is readily able to approve the annual report at the Trust Council meeting in June 2019.

Preparation of the Islands Trust Annual Report is outlined in Trust Council's [Annual Report Policy 6.10.i](#). Once each committee has approved its section, staff will create a draft Annual Report for review by the Executive Committee and subsequent consideration of Trust Council in June. Upon approval by Trust Council, staff will send the Annual Report to the Minister of Municipal Affairs & Housing and circulate it as indicated in Trust Council's policy.

The recommended text (above) has been reviewed by the Islands Trust Communications Specialist and approved by the Director of Local Planning Services (or designate).

Submitted By:	Robert Kojima Regional Planning Manager	May 15, 2019
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Making a difference...together

Regional Parks
490 Atkins Avenue
Victoria, BC, Canada V9B 2Z8

T: 250.478.3344
F: 250.478.5416
www.crd.bc.ca/parks

May 9, 2019

File No. 6130-30
St. John Point/Mt. Parke

Mayne Island Local Trust Committee
c/o Robert Kojima, Regional Planning Manager
Islands Trust
1627 Fort Street, Suite 200
Victoria, BC V8R 1H8

Sent via email: rkojima@islandstrust.bc.ca

Dear Mayne Island Local Trust Committee:

**RE: CAPITAL REGIONAL DISTRICT – DRAFT MANAGEMENT PLANS FOR MT. PARKE
AND ST. JOHN POINT REGIONAL PARKS, MAYNE ISLAND**

Over the past six months, the Capital Regional District (CRD) has been developing park management plans for St. John Point and Mt. Parke regional parks on Mayne Island. At its May 8, 2019 meeting, the CRD Board released the draft management plans for public review and comment.

Copies of the two draft management plans are attached for your reference and the CRD invites the Mayne Island Local Trust Committee to provide comments. Recognizing your meeting schedule, the CRD would appreciate receiving Local Trust Committee comments by June 30. Your comments can be provided directly to Carolyn Stewart, Park/Trail Planner, at cstewart@crd.bc.ca or by mail to 490 Atkins Avenue, Victoria, BC V9B 2Z8.

For your information, the draft management plans and related comment forms are available to the public through the CRD website at <https://www.crd.bc.ca/project/mt-parke-st-john-pt-management-plans>. The public review period is May 9 to June 9, 2019. To provide opportunities for the community to talk with staff about the two draft management plans, the CRD will have a booth at the Mayne Island farmers market on May 18 and will host an evening open house at the community centre on May 28 (see attached poster).

At this time, the CRD anticipates reviewing comments received and finalizing the management plans over the summer and CRD Board consideration for approval in the fall 2019.

Sincerely,

Jeff Leahy, RPF, Senior Manager
CRD Regional Parks

Attachments

cc: Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services, CRD
Carolyn Stewart, Planner, Regional Parks, CRD
Gary Richardson, Planner, Islands Trust (grichardson@islandstrust.bc.ca)



Mt. Parke Regional Park



St. John Point Regional Park Reserve

PROVIDE YOUR INPUT ON THE FUTURE OF Mt. Parke and St. John Point

The Capital Regional District (CRD) has drafted management plans for both Mt. Parke and St. John Point regional parks. These plans will provide strategic guidance for on-going park management over the next 15-20 years. Download the draft plans from the CRD website.

Visit us on Mayne Island at:

May 18, 10am - 1pm

CRD booth at Farmers Market
430 Fernhill Road

May 28, 6pm - 8:30pm

Open House at Community Centre
493 Felix Jack Road

Provide your comments online until June 9, 2019.

www.crd.bc.ca/project/mt-parke-st-john-pt-management-plans



File No.: 4800-25

DATE OF MEETING: May 27, 2019

TO: Mayne Island Local Trust Committee

FROM: Gillian Nicol,
Project Lead, Visions 2099: The Future of the islands in the Salish Sea
Program Coordinator, Trust Area Services

Andrew Templeton,
Communication Lead, Visions 2099– The Future of the islands in the Salish Sea
Communication Specialist, Trust Area Services
Southern Team

COPY: Russ Hotsenpiller
Project Sponsor, Visions 2099–The Future of the islands in the Salish Sea
Chief Administrator Officer, Islands Trust

SUBJECT: Public Engagement on Mayne Island for Visions 2099: The Future of the islands in the Salish Sea (Working Title)

RECOMMENDATION

That the Mayne Island Local Trust Committee endorse the recommended public engagement activities to take place in the Mayne Island Local Trust Area in support of the Trust Council's Visions 2099: The Future of the islands in the Salish Sea, as outlined in the May 27th, 2019 staff report.

REPORT SUMMARY

The purpose of this report is to give the Mayne Island Local Trust Committee (MA LTC):

- background information on Trust Council's Visions 2099: The Future of the islands in the Salish Sea (working title);
- an outline and description of the in-person and online engagement activities that are proposed for the Mayne Island Local Trust Area, which will take place at some point between July and November 2019.

BACKGROUND

On June 21, 2017, the Islands Trust Council voted to assign the Executive Committee (EC) co-ordination of a review of the following sections of the Islands Trust Policy Statement: Introduction, Part I, Part II and Schedule 1 - Definitions.

The Executive Committee established the objectives for this review as follows:

1. To receive final adoption by Trust Council of a bylaw amending Introduction, Part I, Part II and Schedule 1 - Definitions sections of the Policy Statement that includes up-to-date information, improved history section and appropriate acknowledgment of First Nations, and a recognition of the increasing impacts of climate change.

2. To improve understanding of the content and function of the Policy Statement
3. To increase awareness and knowledge about Islands Trust and its mandate
4. To promote understanding of Reconciliation and history
5. To develop stronger relationships with First Nations
6. To seek input on long term visions for the Trust Area
7. To gain experience with the Policy Statement amendment process to inform future processes and budget processes
8. To increase awareness about the potential impacts of climate change on the Trust Area, as well as opportunities for mitigation, resilience, and adaptation policies to prepare for this threat

At its March 2019 meeting, EC approved an engagement plan to support this review process. With the working title *Visions 2099: The Future of the islands in the Salish Sea*, the plan features a twin-track approach with strategies designed to engage First Nations alongside residents of the island communities and the general public. It is with the latter engagement work that this current report is concerned.

An individual engagement plan will be developed for each local trust area, making use of different engagement options, which are outlined in the appendix.

Both online and in-person, the approach will be one of openhearted engagement, a genuine opportunity to take the temperature and better understand the visions that different communities/people have for themselves, the islands individually, and for the region as a whole, in order to better understand present hopes and fears and to effectively prepare for the future.

This discussion will be framed through the Object of the Islands Trust with acknowledgement that the world has changed in the intervening years, and the Islands Trust needs to remain effective in preserving and protecting for the long-term and be prepared to meet new and unexpected challenges.

Recommended Engagement Activities

The recommended course of action for the Mayne Island Local Trust Area in support of *Visions 2099* is as follows:

1. We would hold a community drop-in and world café event (Appendix 1, Page 14 for more information) during the engagement period of July to November 2019. During the community drop-in portion of the event, information boards with the following content will be posted:
 - The history of First Nations in the Salish Sea region, with specific reference to the Mayne Island LTA;
 - Reconciliation and rights and title;
 - A very brief history and purpose of the Islands Trust and our areas of responsibility;
 - An overview of how the Policy Statement impacts decision-making in the Islands Trust Area;
 - A snapshot of environmental health and demographics of the Mayne Island LTA, how things might change in the future if trends continue as they are;
 - A snapshot of the environmental and social health of the Salish Sea region as a whole;
 - Identify some of the issues that unite island communities; how things might change in the future if trends continue as they are.

The world café is a technique that brings people together in simultaneous rounds of conversation about questions that matter. We will provide members of the public an opportunity to foster meaningful discussion on questions pertaining to the topics from the information boards and others identified. This method provides the opportunity for members of the public to collaborate with others and empower one another.

2. We will hold an information booth (Appendix 1, Page 14 for more information), featuring local and regional information boards and access to the online survey during one of the existing community events, markets, and/or other community driven events. We hope to target the general public as well as residents of the island during one of these existing events.
3. That the online engagement (Appendix 1, Page 15 for more information) would offer a robust online campaign using a range of social media tools, subscriber notice list, and our website to disseminate information about the engagement process. It will contain the same information about the Mayne Island LTA provided during the in-person engagement and encourage online participation on the issues.

Promotion of the project will happen at both the regional and local level. This will include advertising in local papers and promotion through social media. A few weeks in advance of the proposed in-person engagement, individuals with an interest in the Mayne Island LTA will be invited to submit their suggestions and ideas for topics that could fit within the broad themes of the project for the in person engagement.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

1. Request further information

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request.

2. Suggest alternative engagement methods

The LTC suggest an alternative option for how engagement could take place in the Mayne Island LTA, supported by the materials contained in the attached Visions 2099 document. The LTC should be aware that the engagement processes—involving as it does, 13 different local trust areas and Bowen Island Municipality—is complex and requires a certain level of consistency across the entire Islands Trust Area to support appropriate data-collection.

RECOMMENDATION

That the **Mayne Island Local Trust Committee** endorse the recommended public engagement to take place in the Mayne Island Local Trust Area in support of the Trust Council’s Policy Statement amendment project.

Submitted By:	Gillian Nicol, Project Lead, Visions 2099: The Future of the islands in the Salish Sea Program Coordinator, Trust Area Services Andrew Templeton Project Communication, Visions 2099: The Future of the islands in the Salish Sea Communications Specialist, Trust Area Services	May 16, 2019
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	Southern Team	
Concurrence:	Russ Hotsenpiller Project Sponsor, Visions 2099: The Future of the islands in the Salish Sea Chief Administrator Officer, Islands Trust	May 16, 2019

ATTACHMENTS

Appendix 1: Engagement plan for the Visions 2099: The Future of the islands in the Salish Sea, working title.



**Visions 2099:
The future of the islands in the Salish Sea
(Working Title)
Engagement Plan**

**(to inform amendments to Introduction, Part I, Part II and
Schedule 1 - Definitions sections
of the Islands Trust Policy Statement and the Islands Trust Act)**

May 16th, 2019

Introduction

On June 21, 2017, the Islands Trust Council voted to assign the Executive Committee, with involvement from Trust Programs Committee as appropriate, co-ordination of a review of the Introduction, Part I, Part II and Schedule 1 - Definitions sections of the Policy Statement; herein called Phase 1. By limiting the review/ amendment process to the preamble and definitions sections, Trust Council provides an opportunity to update sections of the document while promoting better understanding of the Islands Trust and an opportunity for all parties in the amendment process (Islands Trust staff, provincial staff, First Nations, referral agencies and the public) to familiarize themselves with the Policy Statement and amendment processes.

Thereafter, information and insight gained from Phase 1 will be applied to the more complex engagement required to amend the commitment, recommendation and directive policies of Trust Council in Part Three, Four and Five of the Policy Statement; herein called Phase 2. Trust Council's Policy Statement Amendment Policy outlines the required steps for Trust Council to review and amend the Policy Statement Bylaw. Key considerations for the amendment process are that the Policy Statement Bylaw may be amended by Trust Council only with the approval of the Minister responsible for local government, and such Ministerial approval will be based on ensuring no conflicts with Provincial interests and adequate engagement with First Nations.

The Policy Statement Amendment Policy defines the required sections and audiences for a plan for engaging First Nations and stakeholders on the Policy Statement. These are addressed below.

In November 2017, the Islands Trust Chair sent letters to First Nations inviting them to be involved in this project. This plan will support re-initiation of that invitation.

In December 2018, Trust Council requested that the Minister consider 10 changes to the Islands Trust Act that address the themes of enforcement and administration, modernization and advancing the mission.

In March 2019, Trust Council adopted a Reconciliation Declaration that will underpin this project. The First Nations Engagement Principles Policy sets out that Trust Council is committed to proving sincere desire for reconciliation with First Nations. Phase 1 engagement will endeavor to ensure First Nations define how they want to comment and which areas of the Policy Statement they would like to review. Phase 1 should ensure that we do not define the process and limit it to how we would like to engage. We want to ensure that engagement is allowing for collaborative decision-making and relationship building. This may include First Nations providing extensive comments on the document as a whole, while others may only focus on certain areas.

In March 2019, Trust Council added climate change mitigation, resilience, and adaptation policies to the Islands Trust Policy Statement amendment project.

Reconciliation with First Nations and the impact of climate change are changing how we think of our communities and how we plan for the future. With these major forces in play, impacting our lives on both the individual and collective levels, we need to ensure that the policy foundations set in place today preserve and protect the islands in ways that will ensure their health into the long-term future. What are our Island Visions for 2099? Do our current policy frameworks guide us to that desired future?

Objectives

1. To receive final adoption by Trust Council of a bylaw amending Introduction, Part I, Part II and Schedule 1 - Definitions sections of the Policy Statement that includes up-to-date information, improved history section and appropriate acknowledgment of First Nations, and a recognition of the increasing impacts of climate change.
2. To improve understanding of the content and function of the Policy Statement
3. To increase awareness and knowledge about Islands Trust and its mandate
4. To promote understanding of Reconciliation and history
5. To develop stronger relationships with First Nations
6. To seek input on long term visions for the Trust Area.
7. To gain experience with the Policy Statement amendment process to inform future processes and budget processes.
8. To increase awareness about the potential impacts of climate change on the Trust Area, as well as opportunities for mitigation, resilience, and adaptation policies to prepare for this threat

Context

The Policy Statement was developed over a period of two years from 1991 to 1993, through a comprehensive public consultation process that generated a high level of public participation and interest. However, at that time the consultation process did not focus or include engagement with First Nations who had historical and present day treaty, rights and title, and reserves within the Trust Area. Trust Council considered input from individuals, groups and other government agencies through presentations and more than 400 written submissions that outlined values, hopes and concerns. The Islands Trust Council adopted the Policy Statement bylaw in June 1994, following approval by the Minister of Municipal Affairs. Trust Council made updates to the Policy Statement in 1996, 1998, and 2002, following further consultation and ministerial approval.

In March 2010, Trust Council established a Policy Statement Assessment Task Force to conduct a preliminary assessment of the Trust Policy Statement and make recommendations regarding further actions. The task force produced a final report in May 2011. In March 2012, Trust Council decided not to undertake a three year comprehensive Policy Statement review process with funding from Canada's Gas Tax Fund.

Since that time there has been many changes in case law such as the Tsilhqot'in decision, signing of the United Nations Declaration on the Rights of Indigenous Peoples, the Trust and Reconciliation

Commission Calls to Action, as well as the Islands Trust First Nations Engagement Policy, and Islands Trust Reconciliation Declaration. There have also been changes in the region that include population growth, property value increases, demographics changes, climate change concerns, and increased concern with marine shipping and other marine uses. In preparation for this engagement initiative, staff have prepared an interim State of the Islands report that will inform conversations. There is an opportunity to engage on these societal and environmental changes through an inclusive process that creates positive opportunities to educate about the present state and the role of Islands Trust, and to envision a desired future.

Approach

Island Vision 2099

The project will be overseen by the Executive Committee with involvement from Trust Programs Committee as appropriate. In addition, the Ministry of Municipal Affairs and Housing has requested that the project have an inter-municipal advisory group comprised of, at minimum, representatives of the Ministry of Municipal Affairs and Housing, the Ministry of Indigenous Relations and Reconciliation, and Forests, Lands and Natural Resource Operations and Rural Development. There is also a need to keep the Minister of Municipal Affairs and Housing informed about the project on a regular basis. The first update to the Minister is proposed for mid-May 2019.

The project will feature a twin-track approach with strategies designed to engage with First Nations alongside engagement work designed for general island communities. It will also include regular updates to Trust Council and some engagement with Trust Council itself. As an agency that works on behalf of all British Columbians, the project will accept feedback from individuals who have an interest in the Trust Area but may not currently be a resident or landowner.

Both online and in-person, the approach will be one of openhearted engagement, a genuine opportunity to take the temperature and better understand the visions that different communities/people have for themselves, the islands individually and for the region as a whole, in order to better understand present hopes and fears and to effectively prepare for the future.

This discussion will be framed through the Object of the Islands Trust with acknowledgement that the world has changed and the Islands Trust needs to remain effective in preserving and protecting for the long-term and be prepared to meet new and unexpected challenges.

To support the conversation, we will provide background information in the following topic areas:

- The history of First Nations in the region and the LTA in question;
- Reconciliation and rights and title;
- A very brief history and purpose of the Islands Trust and our areas of responsibility;
- A snapshot of environmental health and demographics of the LTA in question, how things might change in the future if trends continue as they are;
- A snapshot of the environmental and social health of the region as a whole;

- Identify some of the issues that unite island communities; how things might change in the future if trends continue as they are.

The first three bullet points—dealing with First Nations, Reconciliation, and the Islands Trust—are communication exercises that will help establish context and baseline knowledge among those who are participating in the process. If people want to discuss these issues, we will note their points of view but will try to gently keep the conversation focused on the primary topics.

It will be under the following bullet points—local and regional environmental health—that the engagement activities will be organized (at least for the general communities). Feedback and ideas generated under these two headings will help us reshape how the Policy Statement could / should be reframed.

Both online and in-person, the process for engagement will be similar: layout the background information, as described above, and then invite feedback on the core issues that communities are facing on the local and larger regional levels and what could/should be doing to preserve and protect.

Key messages

In keeping with Islands Trust Public Engagement Principles (Appendix C) and the [December 2016 First Nations and Public Engagement project charter](#) this engagement strategy aims to be inclusive, respectful of Reconciliation principles, accessible, transparent, and adaptable. Initial key messages will be those below, recognising that these messages will evolve as staff develop the engagement materials, hear from the Ministry about how to proceed with engaging on the Islands Trust Act changes, and receive feedback:

- The Islands Trust Policy Statement is fundamental to the operations of the Islands Trust, guiding decisions about land use planning and advocacy.
- The 20-year-old Policy Statement continues to offer a positive vision for the Trust Area but is overdue for some updates.
- The Policy Statement Amendment Project will offer diverse opportunities for community members and First Nations to raise issues they are passionate about;
 - Trust Council's current Policy Statement Amendment Project is focused on the introduction and definition sections.
- The Policy Statement will play a role in reconciliation creating policies and principles that uphold the Islands Trust Reconciliation Declaration, and other guiding principles at this time.

Staff will work with the Executive Committee on any major deviations from this messaging.

Interested parties

- Trust Council
- Executive Committee
- Trust Programs Committee
- Interagency advisory group
- Trust Area community members
- Islands Trust trustees
- Islands Trust staff
- Honourable Selina Robinson, Minister of Municipal Affairs and Housing
- Ministry of Municipal Affairs and Housing staff
- Media
- First Nation Chiefs and Councils
- Referral agencies: (listed below)

Islands Trust bodies

1. Ballenas-Winchelsea Islands LTC
2. Bowen Island Municipality
3. Denman Island LTC
4. Gabriola Island LTC
5. Galiano Island LTC
6. Gambier Island LTC
7. Hornby Island LTC
8. Lasqueti Island LTC
9. Mayne Island LTC
10. North Pender Island LTC
11. Salt Spring Island LTC
12. Saturna Island LTC
13. South Pender Island LTC
14. Thetis Island LTC
15. Trust Fund Board

First Nations

16. Cowichan Tribes
17. SXIMEŁEŁ (Esquimalt) Nation
18. Halalt First Nation
19. Homalco First Nation
20. K'ómoks (Comox) First Nation
21. Klahoose First Nation
22. Lake Cowichan First Nation
23. Lyackson First Nation

24. MÁLEXEL (Malahat) Nation
25. xʷməθkʷəy̓əm Musqueam Indian Band
26. BOKÉCEN (Pauquachin) First Nation
27. Penelakut Tribe
28. Qualicum First Nation
29. Scia'new (Beecher Bay) First Nation
30. SEMYOME (Semiahmoo) First Nation
31. Shíshálh (Sechelt) Nation
32. Snaw-naw-as (Nanoose) First Nation
33. Snuneymuxw (Nanaimo) First Nation
34. Lekwungen (Songhees) Nation
35. Sk̓wx̓wú7mesh (Squamish) Nation
36. Stz'uminus (Chemainus) First Nation
37. Tla'amin (Sliammon) First Nation
38. T'Sou-ke (Sooke) Nation
39. W̱JOŁŁP (Tsartlip) First Nation
40. S̱ÁUTW̱ (Tsawout) First Nation
41. Tsawwassen First Nation
42. Tsleil-Waututh/
Səlílwətaʔ/Selilwitulh (Burrard Inlet)
Nation
43. W̱SIKEM (Tseycum) First Nation
44. We Wai Kai (Cape Mudge) First
Nation
45. Wei Wai Kum (Campbell River) First
Nation

46. Treaties and Treaty Groups

47. Douglas Treaty
48. Nanwakolas Council
49. Hul'qumi'num Treaty Group
50. Laich-kwil-tach Treaty Society
51. Naut'sa mawt Tribal
52. Te'mexw Treaty Association

Regional Districts

53. Capital Regional District
54. Comox Valley Regional District
55. Cowichan Valley Regional District
56. Metro Vancouver Regional District

- 57. Nanaimo Regional District
- 58. qathet Regional District
- 59. Sunshine Coast Regional District

School District Boards

- 60. School District No. 45 (West Vancouver) (Gambier)
- 61. School District No. 46 (Gambier)
- 62. School District No. 79 (Thetis)
- 63. School District No. 68 (Gabriola/Ballenas-Winchelsea)
- 64. School District No. 69 (Lasqueti/Ballenas-Winchelsea)
- 65. School District No. 71 (Denman/Hornby)
- 66. School District No. 64 (Gulf Islands – Galiano/Mayne/North Pender/Salt Spring/Saturna/South Pender)

Improvement District Boards

- 67. Gabriola (Fire Protection District)
- 68. Graham Lake (Improvement District)
- 69. Schmidt (Improvement District)
- 70. Galiano Estates (Improvement District)
- 71. Gossip Island (Improvement District)
- 72. Montague (Improvement District)
- 73. Spanish Hills (Improvement District)
- 74. Wise Island (Improvement District)
- 75. Bennett Bay (Waterworks District)
- 76. Campbell-Bennett Bay (Improvement District)
- 77. Lighthouse Point (Waterworks District)
- 78. Mayne Island (Improvement District)
- 79. Village Point (Improvement District)
- 80. Georgina (Improvement District)
- 81. Razor Point (Improvement District)
- 82. Trincomali (Improvement District)
- 83. Harbour View (Improvement District)
- 84. Mount Belcher (Improvement District)
- 85. North Salt Spring (Waterworks District)
- 86. Piers Island (Improvement District)
- 87. Salt Spring Island (Fire Protection District)
- 88. Scott Point (Waterworks District)
- 89. Secret Island (Waterworks District)
- 90. Saturna Shores (Improvement District)
- 91. Thetis Island (Improvement District)
- 92. Vaucroft (Improvement District)

Provincial Government

- 93. Ministry of Agriculture

94. Ministry of Municipal Affairs and Housing (Intergovernmental Relations and Planning Branch)
95. Ministry of Municipal Affairs and Housing (Housing Policy Branch)
96. Ministry of Energy, Mines and Petroleum Resources
97. Ministry of Environment and Climate Change Strategy
98. Ministry of Environment and Climate Change (BC Parks and Conservation Officer Service Division)
99. Ministry of Forests, Lands, Natural Resource Operations and Rural Development – South Coast Office, Crown Lands, Water Licensing, Ecosystems, Archaeology
100. Ministry of Forests, Lands, Natural Resource Operations and Rural Development – West Coast Office– South Coast Office, Crown Lands, Water Licensing, Ecosystems, Archaeology
101. Ministry of Transportation and Infrastructure on Vancouver Island and South Coast
102. Ministry of Indigenous Relations and Reconciliation (West Coast Office)
103. Ministry of Indigenous Relations and Reconciliation (South Coast Office)
104. Ministry of Health
105. BC Ferries
106. Agricultural Land Commission

Federal government

107. Environment Canada
108. Transport Canada
109. Fisheries and Oceans Canada – Fish Protection and Aquaculture
110. Parks Canada

Resources

The project will be supported by the following elected officials:

Position	Role
Chair	Spokesperson and participant in First Nations meetings
Vice Chairs	Participant in First Nations meetings, as required, as spokespeople as required.
Trustees	Participants in public engagement processes on their islands.

This project will be supported by the following staff positions:

Position	Role
Chief Administrative Officer	General project oversight and participant at meetings with First Nations, project sponsor
Director, Trust Area Services	Project manager, note taker at First Nations meetings as required, project reporting
Senior Intergovernmental Policy Advisor	Delivery of First Nations engagement, support to public engagement, note taker at First Nations meetings as required, project reporting
Senior Policy Advisor	Support for public engagement and support to First Nations engagement, note taker at First Nations meetings as required, project reporting
Communications Specialist	Communications planning and implementation
Program Coordinator	Project coordination, delivery of public engagement, delivery of first nations engagement, correspondence mgm't, meeting logistics, referral mgm't, tracking of project milestones/ costs/reporting, comms support
Finance Officer	Processing of service contracts
Finance Clerk	Processing of invoices
Director, Local Planning Services	Advisor on public engagement processes

Regional Planning Officers	Support and advisor on public engagement processes and events
Island Planners and Planners 1 and 2	Provide support when leading up to engagements and during engagements
Legislative Clerks	Support report writing and event/engagement planning
Administration Assistant	Support event/engagement planning

Promotion

To support the engagement processes in-person and online, staff will be creating a variety of print and digital materials that will explore the key themes of the review process from both a regional and local perspective for each local trust area.

Launch: On Monday June 24th, 2019, after presenting to Trust Council, staff will launch the Island Visions 2100 engagement. This will include sending out a media release and follow up with key media, an all island subscriber notice, a dedicated page on our website with a pop-up from the home page, and through our social media platforms for both the Islands Trust and the Islands Trust Conservancy (Twitter, YouTube, and a planned new Facebook page). This campaign will be supported by advertising in local print media and strategic boosts to social media posts.

Throughout the engagement process, these social media platforms will lead individuals to information about the upcoming in-person engagements, as well as the online survey-based engagement process.

Video: During the launch period, the Trust will release two videos: **What is the Islands Trust?** and **What is your Vision for the islands in the Salish Sea** (which will act as an introduction to goals of the Policy Statement process). In addition to supporting dialogue, the videos will help build awareness about the Islands Trust and the work that we do.

Print: Brochures on both subjects – What is the Islands Trust and the Policy Statement review—will be made available to trustees and staff, along with posters of detailing upcoming island engagements and links to the Islands Trust website where they can connect to the online survey.

Social media: Staff will provide trustees with the appropriate information and tools to help spread the word on our social media platforms, which will help boost our new Facebook page.

Partnerships: Staff will reach out and collaborate with regional governments, local governments, community organizations, and educational intuitions to help spread the word.

Prizes: The Islands Trust will offer a range of prizes during the engagement process. We will provide some prizes during our online survey, in-person engagement events, and/or for youth who participate in

our art engagement at the markets/fairs. We will also offer door prizes at every in-person engagement to help spread the word. The prizes would range from \$5.00 to \$250.00. Some examples are ferry passes, local artwork and other local products from islands, and short trips depending on the engagement method.

Engagement Method

This plan includes multiple channels for engagement with the public, First Nations, referral agencies, and Trust Council. It includes a suite of tools that will be selected and applied as appropriate for each community/Nation.

First Nations and Organizations Engagement

First Nations engagement begins with Trust Council's Declaration on Reconciliation and making that visible and distributed out to community. The Declaration affirms the organization's commitment to Reconciliation and how the Trust will be moving forward. From that platform we will then begin re-engaging with First Nations within the consultation boundary of the Islands Trust Area. The engagement will consider the commitments within existing and planned protocol agreements with First Nations. Results from this re-engagement will determine which Nations we will develop more meaningful engagement with in the process of a dialogue about and reviewing the Policy Statement. Meaningful engagement will include the following suite of engagement option to be applied as appropriate and as desired by the individual Nations:

- Leadership government to government meetings to discuss core concerns;
- Community meetings with membership and leadership to talk about the Policy Statement and the vision for the future;
- Online interaction including surveys, newsletter notices, Facebook, letters to Chiefs and Councils;
- Meetings with alliances and First Nation associations such as First Nations Summit, BC Treaty Commission and Tribal Councils;
- Collaborate with schools and youth organizations.

There will be follow-up and building of relations. Staff will ensure that meetings held for purposes of relationship building are not classified as consultation on the Policy Statement. Staff will keep a record of each meeting and compile into an engagement record to provide to Ministry with the final bylaw after third reading.

Staff will collaboratively develop storyboard as an education component of Reconciliation for use at engagement events. Acknowledgement of place will be included as a central theme.

General Public and Island Resident Engagement

The engagement strategies for the general public and island residents will include educational materials and will be supported by prepared questions and a strongly facilitated process. All in-person events will be supported by companion online engagement opportunities (survey and e-mail).

Creating opportunities for meaningful engagement means building new communities and sparking people's imagination. Our goal is to create content that resonates enough that people personalize it and push it onto the other audiences. We want social media users to own the message we are trying to confirm with them. We will do this by encouraging them to personally consider: What are their Island Vision 2099?

There will be a suite of five different engagement options developed to be applied locally as appropriate, with decisions to be made in consultation with local trustees and in consideration of different island populations.

- Large-scale community drop-in and open space / world café events, featuring educational information boards;
- Vision Booth, featuring information boards set up at community events, markets, or other community driven event; this could also include making online content available through laptops or tablets;
- Online survey/e-mail feedback;
- Collaborating with schools/ youth organizations.

Each engagement channel will feature a data collection method, all of which will feed into a final report on the findings from the engagement process. During in person, large-scale community engagements, we will provide educational information boards and brochures that address the key themes and help explain the work of the Islands Trust. Each of these themes will also be supported by a short explainer video that provides the context and background, which will also be a part of our online education campaign. The online component will feature a survey and potential live-streaming of key meeting(s).

Our goal is to have in-person engagements within each of the thirteen island communities. Because each island community is different, our expectation is that the Island Vision 2099 process will have a different look in each local trust area, drawing on the different engagement options available. Working with trustees, we will identify which combination of engagements will work best in a particular local context. It is also expected that local trust areas with larger populations will receive a higher number of in-person engagements.

This process is also an opportunity for Islands Trust to pilot the use of different forms of engagement tools and methods and measure their effectiveness.

Below are identified 'options' streams which will run parallel to one another. First Nation and Alliances engagement will commence at the same time as the process designed to reach out to the general public and island residents

Engagement methods: the suite of options

The IAP2's Spectrum of Public Participation (see Appendix D) was designed to assist with the selection of the level of participation that defines the public's role in any public participation process as much as possible, within resources, we will strive to follow these guidelines for public engagement

In defining the different First Nations engagement options, it is acknowledged that some Nations might rather have Islands Trust build relationships with designated individuals and/or committees instead of with the wider community. This form of engagement, which is outlined below as option C, could be something that happens in its own right or as a precursor to a large-scale event that involves the rest of the community. In these instances, individuals and/or committees could support the implementation of a large-scale event hosted by both governments

General Public and Island Residents	Options	Description	Objectives	Timeframe	Who is involved?	Estimated Budget
	Option A: Community drop-in and open space, featuring information boards that explore each of the major Visions 2099 themes.	Following IAP2 guidance on how to conduct healthy engagement processes, we host an open house first to featuring information boards that explore each of the major Visions 2099 themes, and then we would use world café forms of engagement. The goal through open house engagement is to help improve public understanding about a complex project to receive public input and provide information through information boards covering major themes. World Café engagement style would help foster meaningful discussion on questions pertaining to	To provide opportunities for members of the public and island residents a chance to participate in an interactive and dynamic way where we inform, consult, involve, collaborate and empower with them.	July – December 2019, Jan – March 2020	Trust Area Services staff, local trustees, Information Systems Coordinator, and Computer Applications Support Technician,	Upfront Cost - \$5,000.00, Individual Event - \$500.00 – \$2000.00

		these topic(s) among participants who otherwise would not listen, talk or share with one another.				
	Option B: Vision Booth	We will set up information booths, featuring local and regional information boards and access to the online survey during existing community events, markets, and/or other community driven events.	To target the general public as well as residents of the islands at existing events	July – December 2019	Trust Area Services staff, local trustees	\$300.00 - \$500.00 per event
	Option C: On-line survey & dedicated email address	The main form of the online engagement will be survey-based. We would offer a robust online campaign using a range of social media tools and our website to disseminate information about the engagement process. The online information campaign will replicate the information that will be produced for the in-person engagements, so individuals can learn about the situation in their local context as well as the regional context. Because some individuals are more comfortable with emails than surveys, we will also provide a dedicated	To provide an inclusive opportunity for the general public and island residents to participate in the process, if they cannot attend in person participation. It is also an opportunity to gain input from wider communities outside of the Islands Trust Area.	July – December 2019, January – March 2020	Trust Area Services Staff, Information Systems Coordinator, and Computer Applications Support Technician	\$4000.00

		"Visions2099@" email address where people can send in their idea. They can also send them through traditional mail as well				
	Option D: Collaborate with Schools/ Youth Organizations	We will provide opportunities to connect with students and youth with school classrooms and youth organizations. We would use a creative writing and/or art opportunities for youth to describe their vision of the islands. We would offer a prize.	To connect with youth, to be able to provide them with opportunities to engage in the issues that Visions 2099 is concerned with	July – December 2019	Trust Area Services Staff,	\$500 - \$1000.00

First Nations and Alliances	Options	Description	Objectives	Timeframe	Who is involved?	Estimated Budget
	Option E: Leadership government-to-government meetings	Leadership from Trust Council and leadership from a First Nation(s) meet to discuss core concerns. Each meeting takes place at a location convenient for First Nation leaders to attend.	To build relationship and discuss core concerns. If appropriate, support the provision of other 'options' for engagement to their membership	July 2019 — June 2021 and ongoing (Squamish mtg April 8)	CAO, Chair, Executive Committee, Trust Area Services Director and some Staff, possibly Trust Council	\$300.00 - \$500.00
	Option F: Community meetings with membership and leadership	A small-large scale lunch/dinner event where Islands Trust, in partnership with the Nation, provides opportunities for community members to share their core concerns of their territory, and their vision for the future.	For Islands Trust to build relationships with staff, leadership, and members of the community, Visions 2099 process and create opportunity to discuss their vision for the future and, if	July – December 2019	Trust Area Services Staff and local trustees	\$500.00 - \$2000.00

			appropriate, contribute to the Visions 2099 process.			
	Option G: Face-to-face with staff	Meetings with staff, and/or committees to work on various topics: educational materials, visioning work as part of the Visions 2099 process as well as other core concerns and/or items of interest to the First Nation.	To communicate and engage with Nations in an accessible manner that is appropriate to the situation.	July – December 2019	CAO, Trust Area Services Director and staff, Local Planning Services Director	\$200 - \$1000
	Option H: Survey engagement	A social media campaign targeted at a variety of community members from different Nations across the Salish Sea. Using a variety of tools, including targeted advertising and prizes, the campaign would encourage participants to view our background materials and fill in a special survey. May also include printed material distributed through newsletters and on reserve.	To engage a range of First Nations members through online survey.	July – December 2019	Trust Area Services Staff	\$750.00 - \$1000.00
	Option I: Meetings with alliances and First Nation associations	Islands Trust co-host an event with First Nation associations/alliances such as First Nations Summit, BC Treaty Commission, and Tribal Councils.	To connect with a range of First Nations all at once and build relationships with them. If appropriate, engage them with the issues of Visions 2099 and how they imagine the future.	July – December 2019	CAO, Trust Area Services Director and staff, Local Planning Services Director	\$250.00 - \$5000.00

	Option J: Collaborate with Schools/ Youth Organizations	We connect with schools in community along with organizations that support youth to offer some opportunities for them to be heard and to be able to take action through various means (e.g. art work, writing, etc).	To connect with youth, to be able to provide them with opportunities to engage in the issues that Visions 2099 is concerned with	July – December 2019, January to March 2020	Trust Area Services staff	\$500.00 - \$1000.00
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Referral agencies	N/A	As required by provincial statutes: LTCs; First Nations; local, regional, provincial and federal government agencies will be sent referral letters inviting input on the draft amendments to the Policy Statement	To solicit feedback on the proposed amendments.	June – September 2021	Trust Area Services staff, Chair	\$1,000
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Risks and mitigation

There are risks with any project. Due to the nature of this project and the number of First Nations and stakeholders involved, there is substantial risk that the project plan will need to be amended to respond to emerging issues, communication/engagement requests or other developments. Staff will try to be nimble and responsive and will maintain a focus on the big-picture (e.g. Reconciliation as an overarching priority) and will bring forward recommendations to Executive Committee for project amendments as needed.

At this time the Islands Trust has established a level of engagement and relationship with First Nations within the Trust Area. However, when looking at the relationship over time, many Nations may view processes and engagement with the Trust with hesitation. Not only is there a level of jurisdictional scepticism but there is also a level of distrust that the mandate of the Trust applies to First Nations concerns. First Nations view government bodies such as municipal, district, regional, and city as not having their interests at the forefront of their policies and processes. They may feel the jurisdictional authority lies with the Province and that providing education on Reconciliation, rights and title, and treaty is not a valuable process to engage in.

It is staff's understanding that many Nations within the Island Trust Area continue to see a lack of consideration by the Islands Trust and other levels of government in relation to their cultural heritage, archaeological sites, land use and marine use planning, and use of cultural and spiritual areas for recreational use without engagement on impacts or accommodation. This raises questions for Nations about the willingness of the Island Trust to truly engage and create meaningful policy processes that are inclusive of their core concerns. At this time, it could be seen that the Islands Trust preserves and protects only the values of post-colonial interests.

Given this situation, it maybe difficult to create an effective engagement process that allows for meaningful understanding of core concerns and impacts. It may be difficult to receive responses that recognize the cumulative effects and policy infinitives that will impact Nations rights and title. Therefore, it will require that the Islands Trust continues to engage and sets out the processes in which it will regain the trust of First Nations and First Nations community without defined timelines. Interagency meetings may allow for more valuable interactions that provide informed recommendations for engagement, but processes will be highly dependent on walking the talk: to build trust all Islands Trust bodies need to make decisions and undertake reconciliation actions that result in tangible sustained changes that demonstrate sustained commitment over time.

There is also risk that referral agencies will not understand the Policy Statement or purpose of referral. It has been many years since Islands Trust referral agencies have had to consider changes to the Policy Statement. In addition, they may question why their input is being sought on the introduction and definition sections only, rather than the policies that they may be more familiar with. They may wish to request significant amendments that are outside the scope of the project. To mitigate these risks, staff will undertake an assessment and, as necessary, contact referral staff before the referral is sent to explain the project. Should there be requests for significant changes that are outside the scope of this

project, staff will explain that these requests will be considered in future phases and will work with Ministry of Municipal Affairs staff and the interagency working group to coordinate responses.. Staff will also draft a clear, easy-to understand, referral letter.

Appendices

Appendix A – Draft timeline (subject to change based on feedback and First Nation engagement processes)

Appendix B – Budget

Appendix C – Islands Trust Public Engagement Principles and Communication Objectives

Appendix D - IAP2 Spectrum

Appendix E –Reconciliation Declaration

Appendix F – December 2018 Chair letter to Honourable Selina Robinson re Legislative change to the *Islands Trust Act*.

Appendix G – Visions 2099 Project charter



Appendix A: Visions 2099 Engagement Strategy – Work Plan

Deliverables Detail

Phase 1 of the Islands Trust Policy Statement involves amending Part 1, Part II and definitions.

Deliverable / Milestone	Target Completion Date	Responsible
Approval of revised Project Charter	March 27, 2019	Executive Committee
Endorsement of Policy Statement Engagement Plan	March 27, 2019	Executive Committee
Review of Policy Statement Engagement Plan	May ?, 2019	Trust Programs Committee
Approval of Policy Statement Engagement Plan	June 5, 2019	Executive Committee
Launch Policy Statement Engagement Process	June 24, 2019	Trust Council/Chair
Launch on-line engagement	June 24, 2019	TAS Staff
Undertake in-community meetings in each local trust area	July to December 2019	TAS Staff
Bowen Island Municipality	July to October 2019 - TBA	TAS Staff
Denman LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
Gabriola LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
Galiano LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
Gambier LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
Hornby LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
Lasqueti LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
Mayne LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
North Pender/South Pender LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
Salt Spring LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
Saturna LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
Thetis LTA public engagement meeting	July to October 2019 - TBA	TAS Staff
Undertake First Nations engagement	July to December 2019 and ongoing throughout	SIPA, CAO, Chair, Executive Committee, TAS Staff
Interim Report to Trust Council	December 2019	TAS Staff
Compilation of community and First Nations input report	December 2019	TAS Staff
Draft RFD with engagement analysis based on community and First Nations input, and recommendations to request staff draft bylaw	December to March 2020	TAS Staff
RFD to Trust Council with recommended ITPS amendments and request staff to draft bylaw	March 2020	
Trust Council – 1 st Reading of ITPS Amendment Bylaw	June 2020	
Referral of proposed bylaw to agencies and First Nations	June to September 2020	

Deliverable / Milestone	Target Completion Date	Responsible
Public Meeting (or on-line public review of the draft bylaw amendments)	June to September 2020	
RFD to Trust Council with summary of referrals and recommended amendments – if any	September 2020	
Trust Council consideration of 2 nd and Third Reading Reading	December 2020	
Submission to Minister for Approval	December 2020	
Final adoption by Trust Council (can be by RWM if not back in time for council meeting)	June 2021	

Appendix B: Budget

Preliminary estimates per activity are included above in the engagement methods section. A detailed budget will be developed prior to the launch of Visions 2099.

Item	Cost
Communication Materials	\$11,000
Legal review	\$4,000
FN engagement	\$20,000
Public engagement	\$25,000
Total activity costs:	\$60,000

Appendix C: Islands Trust Public Engagement Principles and Communications Objectives

(adopted by the Executive Committee, August 17, 2016)

“Good public participation results in better decisions” – [International Association for Public Participation](#).

Local trust committees and Trust Council make decisions about the islands in the Salish Sea that affect First Nations, the public and other stakeholders.

Effectively and consistently engaging with people affected by those decisions leads to good governance, better policies, durable decisions, reduced conflict and enhanced civic participation.

Successful public engagement is guided by well-defined and formalized principles that represent a promise to the public and stakeholder groups, help establish shared expectations and a shared vocabulary and improve the working relationship between elected officials, senior managers and staff.

The principles that follow are adapted from the Islands Trust Policy Statement, the Communications Policy 6.10.ii, in the Executive Committee Terms of Reference, observations from Trust Council roundtable discussions, staff survey and conversations, as well as the International Association of Public participation and best practices research in local government public engagement.

The principles will guide the communications and engagement initiatives and activities sponsored by Trust Council, local trust committees and within the organization.

Guiding Principles for public engagement at Islands Trust

Inclusive:

Those who are affected by an issue or decision should have an opportunity to influence outcomes and choices. Trust Council will seek information from a broad range of sources in its decision-making processes, recognizing the importance of local knowledge in this regard (Policy Statement)

Open and authentic:

Input of the public should play a role in the decision-making process. Trust Council believes that open, consultative public participation is vital to effective decision making for the Trust Area (Policy Statement)

Respectful of First Nations:

To strengthen relationships with over 30 tribes and nations in the Trust Area, Trust Council will root all its engagement practices in the spirit of reconciliation. (In a separate RFD, staff are seeking direction from EC to develop a Project Charter and set of principles to inform a new organizational approach to First Nations' relationship-building. Once approved by EC and possibly TC, these principles would be incorporated into all correspondence and communication.)

Diverse:

Decisions are more durable when all participants are aware of the range of interests and needs of everyone involved, including decision makers, surrounding an issue or decision.

Accessible:

Everyone potentially affected by the process has an opportunity to become involved.

Appropriate:

The public engagement process uses one or more discussion formats to reach the identified participants and, where feasible, invites input into the design of the process.

Informed:

Those involved in engagement exercises have the information required to meaningfully participate in the process.

Transparent:

Participants are informed about how their contributions were considered, used and/or not used.

Adaptable:

Each public engagement process, along with the collected feedback, is evaluated so that lessons can be shared broadly and applied to future engagement efforts.

Communications Objectives

The following communications objectives will be realized using different strategies and will be updated regularly as appropriate.

1. Improve community and agency understanding and support of the Islands Trust (2014-2018 Strategic Plan – priority #9)
2. Improve community engagement and participation in Islands Trust work (2014-2018 Strategic Plan – priority #10)
3. Increase profile (visibility) of the Islands Trust within the Trust Area (e.g. increased presence at community events and going where the public is)
4. Create and maintain a positive (modern, consistent, uniform) image of the Islands Trust (e.g. graphic design standards, issues management and processes, revisit tag line – on EC agenda)
5. Prepare trustees and staff (planning and bylaw enforcement) – the face of the organization – to deliver consistent and co-ordinated messages to the public and stakeholders in a way that reflects the unique character and needs of each island and project.
6. Create ongoing opportunities to listen to public and stakeholder opinions and concerns and report back when appropriate (e.g. web comments handling, feedback line/channel, comment cards at offices, rotating weekly/monthly FAQs on web, at LTC meetings, etc.)

Appendix D: IAP2 Spectrum

IAP2 Spectrum of Public Participation



IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION 					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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Appendix E: Reconciliation Declaration

The Islands Trust Council acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous peoples since time immemorial and honours the rich history, stewardship, and cultural heritage that embody this place we all call home.

The Islands Trust Council is committed to establishing and maintaining mutually respectful relationships between Indigenous and non-Indigenous peoples. Islands Trust states a commitment to Reconciliation with the understanding that this commitment is a long-term relationship-building and healing process.

The Islands Trust Council will strive to create opportunities for knowledge sharing and understanding as people come together to preserve and protect the special nature of the islands within the Salish Sea.

Adopted: March 14, 2019 Trust Council on Gabriola Island

Appendix F: December 2018 Chair letter to Honourable Selina Robinson re Legislative change to the Islands Trust Act



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Email information@islandstrust.bc.ca
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December 18, 2018

File No.: 0110-20

via email: MAH.minister@gov.bc.ca

The Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Parliament Buildings
Victoria BC V8V 1X4

Dear Minister Robinson:

Re: Request for legislative change

This request follows our January 23, 2018 meeting to discuss matters of importance to the Islands Trust Executive Committee, including potential legislative changes to the *Islands Trust Act* and other relevant legislation. At that time you requested a prioritized list of *Act* amendments that could form the basis for a review by Ministry and Islands Trust staff. I also understood from that discussion that it would be important that the Islands Trust ensure that it was fully utilizing its current authorities to achieve its preserve and protect mandate and that any proposed amendments to the *Act* would need to be demonstrably necessary.

We have taken that advice to heart and believe that we have identified realistic and achievable amendments to our primary legislation that will support the efforts of the Trust on behalf of all British Columbians. At their September 18, 2018 meeting Trust Council requested that I write to you asking for legislative change along three broad themes, as follows:

ENFORCEMENT AND ADMINISTRATION: Improvements to the Islands Trust's ability to enforce its current regulatory and legislative powers in support of the preserve and protect mandate of the Trust and its land use planning function. The Islands Trust does not have the same enforcements tools as other land use jurisdictions in British Columbia but is expected to provide a similar service. The recommended amendments are:

1. Allowance for entry warrants;
2. Development permit area enforcement via municipal ticketing;
3. Adoption of development approval information bylaws by local trust committees;
4. To enable the ability to charge fees for telecommunication applications.

MODERNIZATION: The *Islands Trust Act* has not been substantially amended in a number of years and there are areas that require updating in order for the organization to remain relevant. Recommended amendments are:

5. Amending the *Act* to add "First Nations" to the list of those with whom we work "in co-operation;"
6. The ability to delegate development permit and temporary use permits to staff;
7. Clarification of foreshore zoning authority and jurisdiction throughout the Trust Area;
8. In keeping with broader powers afforded regional districts, relative to S. 294 of the *Local Government Act*, to allow the Islands Trust entities, "incidental or conducive powers;"
9. To include reference to the ecosystem in section 8.2 of the *Islands Trust Act*.

ADVANCING THE MISSION OF THE ISLANDS TRUST: Diverse communities are a key element of Trust Council's vision for the Trust Area and relates to its current land use authority. Recommended amendments are:

10. Affordable Housing: to be able to enter into agreements with third parties to administer affordable housing, to be able to operate a housing service, and for local trust committees to be able to acquire and dispose of land.

(Appendix A attached provides a brief rationale and implementation requirement for each of the above amendments)

These amendments vary in terms of the difficulty or complexity of implementation with, in our minds, the foreshore jurisdiction and affordable housing service amendments being the most complicated and in need of a cooperative approach.

We would sincerely appreciate your Ministry's feedback on this proposal and how it could be achieved. We are hopeful that you will be able to dedicate some Ministry staff time in order to work with us on developing a defensible and modern update to the *Islands Trust Act*. Of course, we also wish to understand your priorities and if they can be realized through this work. Trust Council considers that this is an important opportunity for the Islands Trust, and the region, and we wish to work with you to implement reasonable change.

A topic as important as legislative change to the *Islands Trust Act* will require public engagement and I would appreciate collaboration with the Ministry on how it would foresee an appropriate process. Undoubtedly full and authentic public engagement will generate additional suggestions for legislative changes from the community itself. We are mindful that Island communities are participatory, feel their future is vested in the Trust and want to contribute to that future.

In closing, I note that Bill 52, : *Agricultural Land Commission Act* 2018 has passed into legislation and I am struck by the symmetry of how the Islands Trust and the Agricultural Land Reserve, born of a certain era in BC politics, have stood the test of time. We believe it is time that the *Islands Trust Act* is given appropriate and similar attention.

Of course, if it would be convenient to you or beneficial to this request, we are happy to meet with you at your convenience.

With appreciation,



Peter Luckham, Chair
Islands Trust Council

cc: Islands Trust Area MPs
 Islands Trust MLAs
 Islands Trust Electoral Area Directors
 Assistant Deputy Minister Faganello
 BOKEĆEN (Pauquachin) First Nation
 Cowichan Tribes
 Halalt First Nation
 Homalco First Nation
 Klahoose First Nation
 K'ómoks First Nation
 Lake Cowichan First Nation
 Lekwungen (Songhees) Nation
 Lyackson First Nation
 MÁLEXEŁ (Malahat) Nation
 Penelakut Tribe
 Qualicum First Nation
 Scia'new (Beecher Bay) First Nation
 SEMYOME (Semiahmoo) First Nation
 shíshálh First Nation

Snuneymuxw First Nation
 Sk̓wxwú7mesh (Squamish) Nation
 Snaw-naw-as (Nanoose) First Nation
 SṪÁUTW (Tsawout) First Nation
 Stz'uminus First Nation
 SXIMEŁEŁ (Esquimalt) Nation
 Tla'amin (Sliammon) Nation
 Tsawwassen First Nation
 Tsleil-Waututh Nation
 T'Sou-ke Nation
 Wei Wai Kum (Campbell River) First Nation
 We Wai Kai (Cape Mudge) First Nation
 W̱JOŁEŁP (Tsartlip) First Nation
 W̱SIKEM (Tseycum) First Nation
 xʷməθkʷəṽəm Musqueam
 Bowen Island Municipal Council
 Islands Trust Council
 Islands Trust website

Appendix A

Summary of potential amendments to the

Islands Trust Act, 2018

ENFORCEMENT AND ADMINISTRATION AMENDMENTS

1. Allowance for Entry Warrants	S. 28(1.1) of the <i>Local Government Act</i> is applicable to Regional Districts but not the Islands Trust. This authority should not be excluded from Islands Trust/local trust committees and the lack of authority impacts delivery of enforcement of land use planning decisions.
Implementation i. Amend Section 28 (1.1) of the <i>Local Government Act</i> to add “Islands Trust”. ii. Staff training and administrative training would be required. Actual bylaw enforcement procedures would require some change management process to ensure appropriate use. iii. There does not seem to be any cogent policy reason for excluding s. 424 of the <i>Local Government Act</i> (entry warrants) from the bundle of enforcement powers conferred on local trust committees. With this amendment of s. 28(1.1) of the <i>Islands Trust Act</i>, Division 1 of Part 12 of the <i>Local Government Act</i> including s. 424 would apply to the local trust committees and s. 424 in turn applies s. 275 of the Community Charter. Section 275 enables a justice to issue an entry warrant if satisfied that access to property is necessary for the purposes of the <i>Local Government Act</i>, which is the source of the enforcement powers that are conferred on local trust committees by s. 28(1.1) of the <i>Islands Trust Act</i>, in connection with which an entry warrant would be sought.	
2. Development Permit Area Enforcement Using Tickets	The use of ticketing to support the administration and delivery of a robust development permit authority would be the preferred outcome. The Trust has made this request of the Ministry in the past, most recently in 2016.
Implementation i. Pilot project in the Islands Trust Area – by conferring additional enforcement powers by regulation under Section 54(2) of the <i>Islands Trust Act</i>. ii. Add to s. 28 a section to the effect that under s. 264 of the Community Charter, applicable to local trust committees under s. 414 of the <i>Local Government Act</i> and s. 28(1.1) of the <i>Islands Trust Act</i>, a local trust committee may also designate ss. 489 and 501(2) of the <i>Local Government Act</i> for the purposes of s. 264. Section 489 is the section of the <i>Local Government Act</i> that prohibits subdivision, etc. in a development permit area if a development permit hasn’t been obtained. Section 501(2) is the section that requires land to be developed strictly in accordance with the permit. There are currently no jurisdictions that have the authority to issue tickets for development permit	

violations, so the Islands Trust would be joining municipalities and Regional Districts in requesting this change. While this authority would be useful to all local governments, it is particularly relevant for an entity with a statutory mandate to “preserve and protect” an area of the province that is environmentally sensitive, since the key land use management tools in relation to environmental protection are development permit area designations and development permit conditions. However, allowing local governments to ticket for an offence against a provincial statute is a novel idea.

The Ministry may want to consider proposing this amendment as a “pilot project” for the Islands Trust only, following the evaluation of which the Province might consider extending the authority to municipalities and regional districts, and offering to partner with the Province in monitoring and evaluating the enforcement approach. This additional authority could be conferred on the local trust committees by Cabinet order under s. 54(2) of the *Islands Trust Act* on a pilot project basis.

3. Adoption of Development Approval Information Bylaws by local trust committees (LTC)	Mainly an administrative improvement, this amendment would increase the efficiency and independent ability of LTCs to administer their areas. This should reduce wait times for applicants.
Implementation i. Amend <i>Islands Trust Act</i> by repealing s.29(3.1) Amendment of s. 29(3.1) of the <i>Local Government Act</i> is required. Implementation by the Islands Trust would be relatively easy, would simplify the process and would reduce staff/administrative time.	

4. For the Islands Trust to obtain the authority to charge a fee for telecommunications applications	A fee structure and process is needed to allow thorough review of antenna and telecom infrastructure applications.
Implementation (to be determined) The Ministry of Innovation, Science and Economic Development Canada (ISED) has jurisdiction over telecommunications. ISED looks for the relevant land use authority to issue a letter of concurrence, the production of which requires a public process. Section 462 of the <i>Local Government Act</i> restricts the ability for local trust committees to charge fees. The <i>Islands Trust Act</i> limits the Islands Trust to only proscribe fees associated with its land use authority. We would request assistance from the Ministry to find a means for the Islands Trust to charge a fee for such an occurrence as is described.	

MODERNIZATION

5. Support in principle for amending the <i>Islands Trust Act</i> to add "First Nations" to the list of those with whom we work "in co-operation"	This amendment is both timely and appropriate with the focus of Trust Council on principles of reconciliation and the adoption of a First Nations Engagement Plan.
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Implementation

- i. amendment to the *Islands Trust Act*, Part 2, Section 9 to add First Nations.
- ii. amendment to *Islands Trust Act*, Part 3 to add “First Nations”

This request was made to the Ministry in 2015. It would not be a significant challenge for the Islands Trust to implement. An amendment to Part 2 section 9 ‘Coordination agreements with other government bodies’ would enable the Trust Council and its delegates to enter into coordination agreements with First Nations and this seems uncontroversial.

6. Development Permit and Temporary Use Permit delegation to Staff

Unlike other jurisdictions in BC with land use authority, the Islands Trust does not have the ability to delegate via bylaw the authority to staff to issue development permits.

Implementation

- i. Amend Section 29 of the *Islands Trust Act* to enable local trust committees to delegate, by bylaw, the issuance of development permits and development variance permits, subject to the right of the applicant to have the local trust committee reconsider the matter without charge and to the local trust committee, in its procedures bylaw enacted under s. 460 of the LGA, establishing reconsideration procedures.

Each LTC would decide on whether or not to delegate issuance of development permits. This would reduce wait times, simplify the application process and reduce administrative costs. As development permits are issued based upon guidelines in the OCP or LUB, which are approved by LTCs, there is relatively little discretion afforded staff in issuing a permit. Implementation from an operating perspective would be straight forward once the delegation bylaws were adopted.

7. Clarification of foreshore zoning authority

There are jurisdictional inconsistencies with how foreshore zoning is administered with regard Regional Districts throughout the Trust Area. This matter is long standing and is a function of language and mapping in the *Islands Trust Act* and the Islands Trust Regulation.

Implementation (to be determined)

Clarification on this matter would support consistency in interpretation and aid in working with other jurisdictions that have foreshore zoning powers. Implications of implementation of any potential changes are undetermined. Engaging in discussions with the Ministry on this issue would require dedicated staff time and legal analysis.

The matter is sensitive since it potentially affects the enforcement of Islands Trust and regional district bylaws throughout the water areas within the trust area, where some of the most controversial land use issues tend to arise. Jurisdiction should not be controversial in relation to either the foreshore areas immediately adjacent to the various Gulf Islands or the estuary areas immediately adjacent to the upland areas of the regional districts, because effective land use management in either case has to include jurisdiction over immediately adjacent water area. However, a dividing line between jurisdictions has to be established somewhere, and there may be legitimate differences of opinion on where it should be.

8. Add language to *Islands Trust Act* similar to *Local Government Act*, s. 294, allowing for “incidental or conducive powers.”

A minor broadening of corporate power, similar to what Regional Districts have, would allow the Trust to undertake some supportive actions in support of the mandate of Trust.

Implementation

- i. Amend Section 4 of the *Islands Trust Act* by adding “The Trust Council, the executive committee, and the local trust committees have all the necessary power to do anything incidental or conducive to the exercise or performance of any power, duty or function conferred by this or any other enactment.”

This power is not a full ‘corporate person power;’ rather it would provide a backstop to a given jurisdictional issue or challenge. Some recommended language would be something like:

“the Local Trust Committee and, the Executive Committee, have all necessary power to do anything incidental or conducive to the exercise or performance of any power, duty, or function conferred on them by this or any other enactment.”

There is no logical reason that Islands Trust entities exercising exactly the same type of regulatory authority as other land use regulators should not have access to the same complementary authority to do things that are “incidental and conducive” to the exercise of their land use management authority. The wording of s. 294 makes the scope of these complementary powers exactly coterminous with the scope of the basic powers that have otherwise been conferred, so there is no substantive expansion of jurisdiction or authority and this should not be controversial.

9. Include reference to the ecosystem in section 8.2 of the *Islands Trust Act*

8.2 (f) and (h) of the ITA allows for ‘support and give financial assistance to activities referenced to in paragraphs (f) and (g) that are undertaken by others. This section seems to all LTCs to fund heritage and history related activities but does not include “environment or ecosystem.”

Implementation

- i. Amend s. 8(2)(f) of the *Islands Trust Act* to “amenities, environment, history and heritage”

Clarity is sought as to whether LTCs can allocate funds for environmental activities undertaken by others, in a similar fashion to history and heritage conservation. We recommend amending “history and heritage” in

two places in 8(2)(f) to “amenities, environment, history and heritage”. Amenities and environment are the terms used in the object statement in s. 3 of the Act.

ADVANCING THE MISSION OF THE ISLANDS TRUST

10. Affordable Housing and Housing service amendments	The Islands Trust has limited ability to provide affordable housing initiatives to communities and is reliant on Regional Districts to establish and deliver affordable housing services, in cooperation with the Trust. Increased authority in this area would be in keeping with both a key vision element of Trust Council and its strategic plan.
Implementation i. Amendments to confer the powers of a regional district board that would be required to establish and operate a non-profit housing service, including the authority to acquire and dispose of land and interests in land The Islands Trust would seek to be able to hold land for the purposes of affordable housing. We would seek to cooperate with relevant Regional Districts but also provide this service if a given Regional District does not provide a satisfactory service. Desired changes: a) To be able to enter into agreements with third parties to administer affordable housing. b) To be able to operate a housing service. c) Local Trust Committees be able to acquire and dispose of land.	