



Mayne Island Local Trust Committee

Regular Meeting Agenda

Date: July 27, 2015
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 June 29, 2015 (for Adoption)	4 - 9
6.2 Section 26 Resolutions-without-meeting Report	
none	
6.3 Advisory Planning Commission Minutes	
none	
7. BUSINESS ARISING FROM THE MINUTES	
7.1 Follow-up Action List Dated July 2015	10 - 10
8. DELEGATIONS	
none	
9. CORRESPONDENCE	
<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
none	

10. APPLICATIONS AND REFERRALS

none

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Official Community Plan (OCP) - Land Use Bylaw (LUB) Review - Amended Project Charter 11 - 13

11.2 Local Trust Committee (LTC) Projects - Draft Questionnaire 14 - 20

----- BREAK ----- 2:30 PM to 3:00 PM

12. REPORTS

12.1 Work Program Reports (attached) 3:00 PM - 3:20 PM

12.1.1 Top Priorities Report Dated July 2015 21 - 21

12.1.2 Projects List Report Dated July 2015 22 - 22

12.2 Applications Report Dated July 2015 (attached)

12.3 Trustee and Local Expense Report Dated June 2015 (attached) 23 - 23

12.4 Adopted Policies and Standing Resolutions (attached) 24 - 27

12.5 Local Trust Committee Webpage

The Mayne Island Local Trust Committee website can be found at:
www.islandstrust.bc.ca/mayne

12.6 Chair's Report

12.7 Trustee Report

12.8 Electoral Area Director's Report

none

12.9 Trust Fund Board Report

none

13. NEW BUSINESS 3:20 PM - 4:00 PM

13.1 Local Trust Committee Input into the Strategic Plan - Phase 2 28 - 45

13.2 Riparian Area Regulations (RAR) - Prevost Island - Discussion

13.3 2015-16 LTC Budget Requests - Memo 46 - 50

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for September 28, 2015, at 1:00 pm., at the Mayne Island Agricultural Hall

Discussion to change meeting date from September 28th to 30th.

15. TOWN HALL

16. CLOSED MEETING (Distributed Under Separate Cover)

none

17. ADJOURNMENT

4:00 PM - 4:00 PM

Mayne Island Local Trust Committee Minutes of Regular Meeting

Date: June 29, 2015
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

Members Present: George Grams, Chair
Jeanine Dodds, Local Trustee
Brian Crumblehulme, Local Trustee

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

Public and Media Present: There were 4 members of the public present

1. CALL TO ORDER

Chair Grams called the meeting to order at 1:00 pm. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. He introduced the Trustees and staff.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 9.1 Email from Paula Buchholz
- 9.2 Letter RE: Coates Family
- 9.3 Iredale letter RE: Campbell Bay property

By general consent the agenda, as amended, was Approved.

3. TOWN HALL AND QUESTIONS

Paula Buchholz requested that the Minutes of May 25, 2015 be amended to more accurately reflect her comments/concerns. She requested the following revisions: her comments under Town Hall, last sentence, first paragraph, to read: The subdivision would have been designed differently. Owner's understanding during various times of subdivision was that there would be 9 residences allowed on the 96 acres remainder. Proposed LUB change would only allow 2 residences.

By general consent the Mayne Island Local Trust Committee agreed to revise the May 25, 2015 minutes with the above cited amendments.

Ms. Buchholz then questioned when the staff report dated April 16, 2015 would be finalized.

Planner Richardson stated that the remainder lots subject to proposed revision would be presented at the July LTC meeting.

Ms. Buchholz asked when LUB 146 paragraph 8.3 (which speaks to required covenants) was last changed.

Trustee Dodds reported it was inserted when Bylaw was created and was required in 1980.

Ms. Buchholz suggested that owners be notified if intending to change LUB/OCP if such changes affect their property.

Planner Richardson reviewed the notification process as required by the *Local Government Act*.

Trustee Dodds stated that a person can subscribe to automated updates from the local trust committee online. The proposed amendments will be presented at a Public Hearing for community input.

4. COMMUNITY INFORMATION MEETING

none

5. PUBLIC HEARING

none

6. MINUTES

6.1. Local Trust Committee Minutes Dated May 25, 2015

The following amendments to the minutes were presented for consideration:

- . Paula Buchholz's comments under Town Hall, last sentence, first paragraph, to read: The subdivision would have been designed differently. Owner's understanding during various times of subdivision was that there would be 9 residences allowed on the 96 acres remainder. Proposed LUB change would only allow 2 residences.

By general consent the minutes were adopted as amended.

6.2. Section 26 Resolutions-without-meeting Report

none

6.3. Advisory Planning Commission Minutes

none

7. BUSINESS ARISING FROM THE MINUTES

7.1. Follow-up Action List Dated June 2015

Received for information

8. DELEGATIONS

none

9. CORRESPONDENCE

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

9.1 Email from Paula Buchholz: see item 3. Town Hall

9.2 Coates Letter: A request has been made to rename a road after the Coates family who resided on Mayne Island for many years and had a significant historical presence on the island prior to relocating to Salt Spring Island.

MA-2015-46

It was Moved and Seconded that the Mayne Island Local Trust Committee direct Trustee Crumblehulme to draft a letter that expresses support of commemorating the Coates family on Mayne Island.

CARRIED

9.3 Iredale letter received June 29, 2015 questioning if Campbell Bay property is being considered for rezoning.

Planner Richardson will contact the Iredale's to clarify the situation.

10. APPLICATIONS AND REFERRALS

none

11. LOCAL TRUST COMMITTEE PROJECTS

11.1. Commercial Land Use Review - Staff Report & Draft Project Charter

Planner Richardson reviewed the work of the Task Force from 2011/2012. Moving forward, the intention now is to review reports from the Task Force and research commercial land use on island i.e. identify build-out potential. It was suggested there be a meeting with current commercial land owners to identify what is needed and identify parameters of growth. A community information meeting is planned, likely in April 2016.

MA-2015-47

It was Moved and Seconded that the Mayne Island Local Trust Committee approve the Draft Project Charter v1 June 26, 2015.

CARRIED

NA-2015-48

It was Moved and Seconded that the Mayne Island Local Trust Committee direct staff to put a moratorium on Commercial rezoning applications while the Draft Project Charter v1 is being completed for July 2016.

CARRIED

12. REPORTS

12.1. Work Program Reports

12.1.1. Top Priorities Report Dated June 2015

Trustee Dodds noted that the issue of fallow deer is now on the Strategic Plan for the CRD.

12.1.2. Projects List Report Dated June 2015

There are no changes to the list.

It was noted that there are now some posts on the shoulder of Georgina Point Road where erosion of the bank was of concern.

12.2. Applications Report

none

12.3. Trustee and Local Expense Report Dated May 2015

Received for information

12.4. Adopted Policies and Standing Resolutions

Received for information

12.5. Local Trust Committee Webpage

Will be updated as appropriate after the meeting. The Mayne Island webpage can be found at www.islandstrust.bc.ca/mayne

12.6. Chair's Report

Chair Grams reported on a very animated and adventurous Trust Council. The top ten objectives have been identified. A committee is being formed to review location of IT head office. There are a number of projects being undertaken at this time. BC Ferries addressed the Council and reported that ridership is up and at this time no further cuts to service are expected.

Having done a day with the interisland free boat(s) Chair Grams reported doing 20 round trips with over 100 passengers. Planning is underway for next year and the San Juan County is interested.

A hiring committee has been established to recruit for the upcoming CAO vacancy.

Salt Spring Island continues with possible incorporation. The preliminary report is expected the end of September and would be presented to the Minister March 2016.

12.7. Trustee Report

Trustee Dodds spoke to the recent Trust Council held on Galiano Island. There was a celebration for National Aboriginal Day on Mayne Island which was very well organized and well attended. There is now an Islands Trust representative on a committee that is addressing oil spill preparedness.

Trustee Dodds remembered Don Slinn who passed away in May. He was a long-time resident of the island and a strong advocate for Mayne. One of his more significant efforts was to lobby for the reinstatement of "Island" in the address for Mayne.

Trustee Crumblehulme reported that there were two recipients from Mayne Island for the Stewardship Awards: Michael Dunn and the Mayne Island Agricultural Society. He acknowledged the efforts of John Aiken in organizing the National Aboriginal Day celebration. San Juan County Council would like to meet with the Southern Gulf Islands Trustees to look at common concerns and economic development. The CRD has some financial assistance for this and plans are to meet in September.

Trustee Crumblehulme reviewed the presentation by the Conservancy at the Trust Council regarding concerns about potential oil spills.

12.8. Trust Fund Board Report - May 2015

Received for information

13. NEW BUSINESS

13.1. Questionnaire - Draft Questionnaire Regarding LTC Projects

Planner Richardson will have questionnaire ready for July meeting.

There was discussion as to the design of the Mayne Island questionnaire.

13.2. Riparian Area Regulations – Update

Salt Spring Island identified which waterways are Riparian Area Regulation (RAR) applicable. 60% were designated as Development Permit Areas.

It was restated that Mayne Island has no presence of fish or potential for fish. The Ministry has accepted setbacks for Prevost Island. Planner Richardson will review the status of Prevost.

13.3. Green Shores for Home - Thetis Pilot Reports – discussion

Trustee Crumblehulme spoke to Thetis Island starting to make changes to waterfront construction to protect the shoreline and address erosion concerns. There is a brochure available for contractors and home owners.

The brochure could be included with the questionnaire mail out to owners of water front properties.

14. UPCOMING MEETINGS

14.1. The next regular meeting is scheduled for July 27, 2015, at the Mayne Island Agricultural Hall

15. TOWN HALL

none

16. CLOSED MEETING

none

17. ADJOURNMENT

By general consent the meeting was adjourned at 2:20 pm.

George Grams, Chair

Certified Correct:

Pat Todd, Recorder



Islands Trust

Follow Up Action Report w/ Target Date

Mayne Island May-25-2015

No.	Activity	Responsibility	Target Date	Status
1	Prepare letter from the LTC to water districts regarding STVRs. Use previous example.	Gary Richardson		On Going

2	Bring Draft Project Questionnaire to next LTC meeting for LTCs consideration.	Gary Richardson		Done
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Jun-29-2015

No.	Activity	Responsibility	Target Date	Status
3	Minutes of May 25 adopted as amended.	Lori Foster		Done

4	Staff to respond to letter Iredale letter received at the mtg.	Gary Richardson		Done
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5	Project Charter for Commercial Land Use Review approved by LTC as drafted. Update charter showing LTC approval date.	Gary Richardson		Done
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6	LTC passed resolution to not process rezoning applications for commercial land use until the review project is complete July 2016. Staff to advise anyone considering making commercial rezoning application.	Gary Richardson		Done
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7	RAR - staff to review RAR regs for Prevost Island and contact Ministry staff regarding response to ombudspersons recommendations regarding the RAR.	Gary Richardson		On Going
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8	Green shores - add information pamphlet in next LTC mail out providing information on green shores to waterfront land owners.	Gary Richardson		On Going
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9	July agenda include break for stewardship presentation and coffee and cake.	Sharon Lloyd-deRosario		Done
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Date: July 20, 2015

File No.: 6500-20- OCP/LUB
amendments

To: Mayne Island Local Trust Committee
For the meeting of July 27, 2015

From: Gary Richardson, Island Planner

CC: Robert Kojima RPM

Re: OCP and LUB Amendments 2015

Background

The LTC initiated a project to amend the OCP/LUB in February 23, 2015.

Research has been proceeding regarding large lot remainders and TUP guidelines for STVRs. Reports regarding the three issues contained in this project will be prepared for the September, October and November LTC meetings. The project charter has been amended to reflect these target dates.

There is an amended project charter attached for the LTC's consideration.

Next Steps

Review the attached project charter at the July 27, 2015 LTC meeting and either amend the charter or adopt as drafted. The next steps after that are outlined in the charter.

Summary of Planning Recommendations

Staff is recommending the project charter be adopted as drafted as it provides a reasonable time frame for staff to prepare the necessary reports and draft bylaws and provides for sufficient community consultation on the three main changes being brought forward for review.

RECOMMENDATION:

That the Mayne Island Local Trust Committee approve the attached project charter version 3, dated July 17, 2015 as drafted.

Prepared and Submitted by:

Gary Richardson

Name, Title

July 20, 2015

Date

Attachments: Project Charter version 3

OCP and LUB Amendmemnts- Charter v3 July 17, 2015

Mayne Island Local Trust Committee

Purpose to: amend the TUP guidelines in the Mayne Island OCP regarding Short Term Vacation Rentals (STVRs); amend the OCP and LUB to allow STVR use of cottages; and to amend the Mayne Island Land Use Bylaw regarding density controls on large remainder lots.

Background The project was initiated at the LTCs February 23, 2015 business meeting and amended at the April 27 Mtg. Three projects from the LTCs project list were combined to create one work program priority. The project has three main components. One is to amend the Temporary Use Permit section of the OCP to include a comprehensive list of guidelines that will need to be addressed when a TUP for an STVR is applied for. The second is to amend the OCP and LUB to allow STVR use of cottages. The third is to amend the wording of the LUB that applies to how density is controlled on large remainder lots.

Objectives

- Amend LUB to provide for certainty with respect to how density is controlled on large lots.
- Amend the OCP to provide certainty for both the applicant and public as to guidelines that need to be addressed before the issuance of an STVR TUP.
- Amend the OCP/LUB to allow cottages to be used as STVRs

In Scope

- Staff report analyzing each of the three topics and providing options and recommendations
- Supplementary staff reports if required
- Draft Bylaws to implement amendments—fact sheet
- Community Information Mtgs
- Statutory requirements
- Implementation

Out of Scope

- Additional or extra ordinary community consultation
- Amendments to any other portions of the OCP or LUB
- Amendments to unrelated by-laws

Workplan Overview

Deliverable/Milestone	Date
1) Staff report regarding density large lot remainders	September
2) Staff reports re: STVR use of cottages TUP guidelines for STVRs	October
3) Prepare staff reports and draft bylaws for LTC and Community consideration (three topics).	November/December
4) Community Information meeting	January/February 2016
5) Staff report on comments raised at CIM	March 2016
6) Public Hearing	April/May 2016

Project Team

Gary Richardson, Island Planner	Project Manager
Sharon Lloyd-deRosario	Admin support
Lori Foster	Admin support
Barb Dashwood	GIS support

RPM Approval:

Robert Kojima

Date:

LTC Endorsement:

Resolution #:

Date:

Budget

Budget Source:

Fiscal	Item	Cost
2015/16	CIM	800.00
2015/16	Public Hearing	1000.00
2015/16	Contingency	200.00
	Total	2000.00 13

Date: July 17, 2015

To:
For the meeting of July 27, 2015

From: Gary Richardson, Island Planner

CC: Robert Kojima, RPM

Re: Draft Questionnaire

Background

The Mayne Island LTC has requested staff to prepare a draft questionnaire in order to advise the Mayne Island community of the projects the LTC is presently working on and to solicit input as to what type of projects the community would like to see the LTC pursuing during the present term.

The LTC presently has the following as its work program top priorities:

1. Commercial Land Use Review

The project charter has been approved this review. The first phase is to be completed July 2016.

2. OCP and LUB review – Large Lot Remainders and STVRs

The project charter has been approved for this project; an amendment is being recommended that would have this project to the public hearing stage in March 2016.

3. Fallow Deer Management

This project is awaiting a response from the CRD regarding a funding request for a management plan.

The LTC presently has the following on its project list.

1. Climate Change Adaptation
2. Riparian Area Regulations

3. Road Issues

The most pressing item on the projects list is implementing the Riparian Area Regulations.

Staff has prepared a questionnaire to obtain comment from the Mayne Island community on what projects it thinks the LTC should be working on this term. The questionnaire also contains questions on how the community prefers to obtain LTC information and what environmental issues are important to them. There are also questions on residency, bylaw enforcement, seniors housing and affordable housing.

The questionnaire would be easier to understand and be commented on by the general public if a fact sheet accompanies it explaining some of the terms used.

The LTC has \$750.00 in its special projects budget that can be used for this project.

A reference to greenshores has been included as requested by the LTC.

This is a first draft of the questionnaire and should be reviewed and commented on by the LTC and the Islands Trust communications specialist.

This initiative is presently not on the LTC work program and should be placed as a priority project as that would ensure a project charter is prepared, staff resources can be provided, and sufficient time can be dedicated to advance it to completion.

Next Steps

1. LTC to review the draft questionnaire and provide comment.
2. LTC to consider placing community questionnaire project as a work program priority.
3. Staff to forward draft questionnaire and LTC comments to communications specialist for comment.
4. Staff to email amended questionnaire to LTC for review. Final version to be prepared for September LTC meeting.
5. Fact sheets explaining terms used in the questionnaire to be circulated to LTC prior to September LTC meeting.
6. Staff to prepare a project charter for the questionnaire project for the September LTC meeting.

RECOMMENDATIONS:

1. That the Mayne Island Local Trust Committee amend its work program by placing "community questionnaire project" as one of its top work program priorities and move fallow deer management plan to the projects list.

Prepared and Submitted by:

Gary Richardson

July 17, 2015

Name, Title

Date

Concurred in by:



Robert Kojima
Regional Planning Manager

July 20, 2015

Date

Attachment: Draft Questionnaire dated July 17, 2017

Draft 1

July 17, 2015



Mayne Island Local Trust Committee

Work Program Priorities Questionnaire

The Mayne Island Local Trust Committee (LTC) is canvassing Mayne Island residents and property owners in order to obtain community input on its work program. The work program is the LTC's top work priority list and provides guidance to the LTC and Islands Trust staff. The Mayne LTC is part way through a four year term that ends in November 2018.

The Mayne Island LTC website can be found at <http://www.islandstrust.bc.ca/islands/local-trust-areas/mayne.aspx> (shorten). The website has up to date information on projects that the LTC is working on as well as: Local Trustee articles; dates when the planner is on island; LTC meeting calendar, agendas and minutes; LTC bylaws ; current land use applications; land use application guides and forms; and other resource information.

If you are a waterfront property owner you are also receiving information on the green shores program for reference. Anyone else is interested in the green shores program information can be found by following this link (place link here).

There can be no more than three work program priorities at one time. The list can be amended by replacing projects with new ones once they are completed.

The LTC also has a list of projects that it's not currently working on but may put on the priority list in the future. The current non-active project list includes: climate change adaptation; riparian area regulations; and road issues.

The present active work program priority projects are:

1. Commercial Land Use review

The objectives of this project are to review existing Mayne Island Official Community Plan (OCP) and Land Use Bylaw (LUB) policies and regulations to determine if they provide for sufficient future commercial land use and to ensure that they provide clarity and guidance for future commercial land use decisions. The first phase of the project (review phase) is scheduled to be completed in the summer of 2016. If the LTC determines that OCP and LUB amendments are required a new timeline for the second stage (amendment stage) will be prepared.

2. Official Community Plan and Land Use Bylaw Amendments

This project has three components:

The first is to review covenants on large lots remaining from past subdivisions to ensure appropriate density controls are in place. To ensure that no more lots, residences or cottages can be realized than is permitted by the OCP and LUB.

The second is to review policies contained in the OCP regarding the issuance of Temporary Use Permits (TUPs) by preparing a list of guidelines that will need to be addressed when a TUP that allows for the short term vacation rental (STVR) of a home or cottage is applied for.

The third is to consider allowing cottages to be rented as STVRs.

3. Fallow Deer Management Plan

The Capital Regional District (CRD) has been requested to secure funding and provide expertise in the drafting of a fallow deer management plan with the intent of having a management plan that specifically addresses the long term management of fallow deer. The LTC and Islands Trust staff are supporting this project and will participate if requested

This questionnaire can be completed and returned to the Islands Trust office by post, fax, or email using the contact information at the end of this survey, or it can be completed online at:

www.islandstrust.bc.ca/islands/local-trust-areas/mayne/shorten

The completed questionnaire will assist the LTC in determining its work program goals for the rest of its term. When completing the questionnaire please provide any comments that you have in the area provided. If you would like to comment in more detail you are encouraged to attach your comments to the completed questionnaire.

Questions:

1. Do you have any comments regarding the Commercial Land Use Review that the LTC is presently undertaking?

Comments:

2. Do you have any comments regarding the OCP/LUB review regarding short term vacation rentals that the LTC is currently undertaking?

Comments:

3. Do you have any comments regarding fallow deer that would assist the CRD and LTC in the preparation of a management plan?

Comments:

4. Are there any other comments you would like to provide to the LTC regarding its current work program?

Comments:

5. What do you see as the most important work program priority for the LTC to put its resources into over the coming months/years? You can reference the priorities listed in this questionnaire or recommend new ones that have not been addressed. If you have more than one please consider putting them in priority sequence.

Comments:

6. Do you live on Mayne Island?
 - Full-time
 - Part-time / seasonal

- Short, periodic visits only
- other

Comments:

7. How do you prefer to hear about Local Trust Committee business? (select all that apply)

- By visiting the website
- Email (subscriber)
- Newspaper – Mayneliner
- Newspaper – Islands Tides
- Conversations with Local Trustees
- Conversations with Islands Trust staff
- Posted notices
- Word of mouth
- By attending Local Trust Committee meetings
- Newsletters sent by mail

8. For the following list of topics indicate if you think the Mayne Island Local Trust Committee (Islands Trust) is doing enough to address them:

- Enforcing bylaws

Yes No Don't Know Comments:

- Promoting environmental stewardship and education

Yes No Don't Know Comments:

- Protecting sensitive ecosystems and habitat

Yes No Don't Know Comments:

- Protecting the shoreline and coastal environment

Yes No Don't Know Comments:

- Protecting the marine environment

Yes No Don't Know Comments:

- Protecting vegetation (tree removal)

Yes No Don't Know Comments:

- Providing for seniors housing

Yes No Don't Know Comments:

- Providing for affordable housing

Yes no Don't Know Comments:

- Other

Comments:

Thank you for completing the Questionnaire. You can follow the progress of this work program review and any other initiatives being undertaken by the Mayne LTC at the LTCs website at www.islandstrust.bc.ca/islands/local-trust-areas/mayne (shorten).

Jeanine Dodds, Local Trustee Brian Crumblehulme, Local Trustee

George Grams, Chair

Island Planner Gary Richardson: grichardson@islandstrust.bc.ca

Phone: 250 405-5157

Please return completed surveys by to:

Islands Trust

Email: lfoster@islandstrust.bc.ca

Mail: Attn: Lori Foster

200-1627 Fort St

Victoria, BC V8R 1H8



Islands Trust

Top Priorities

Print Date: Jul-20-2015

Mayne Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Commercial Land Use Review	Existing OCP policies and LUB regulations being reviewed.	Apr-27-2015	Gary Richardson	Jul-31-2016	On Going
2	OCP/LUB Amendment Density Provisions on Large Lots, TUP Policies, and Short Term Vacation Rental review.	Staff report being prepared for September LTC meeting.	Feb-23-2015	Gary Richardson	May-25-2015	On Going
3	Fallow Deer Eradication	Letter prepared for Director Howe requesting Fallow Deer Management Plan (done) Waiting for response from Director Howe	Jan-26-2015	Gary Richardson	Mar-30-2015	On Going



Islands Trust

Print Date: Jul-20-2015

Projects

Mayne Island

No.	Description	Activity	Received/Initiated	Status
1	Climate Change Adaptation	Consider regulatory changes and implementation of new DPA authority	Mar-02-2009	On Going
2	Riparian Area Regulations	Project moved from Top Priorities pending ombudsperson report response and Ministry decision on SSI bylaw. Staff to prepare a report and recommendations on how to proceed once SSI bylaw decision made and Ministry response to ombudsperson complete	Jan-26-2015	On Going
3	Road Issues		Jun-27-2012	On Going

Islands Trust
LTC EXP SUMMARY REPORT F2016
Invoices posted to Month ending June 2015

645 Mayne	Invoices posted to Month ending June 2015	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-645	LTC "Trustee Expenses"	750.00	0.00	750.00
LTC Local				
65200-645	LTC - Local Exp - LTC Meeting Expenses	1,500.00	217.83	1,282.17
65210-645	LTC - Local Exp - APC Meeting Expenses	750.00	0.00	750.00
65220-645	LTC - Local Exp - Communications	300.00	280.00	20.00
65230-645	LTC - Local Exp - Special Projects	750.00	0.00	750.00
TOTAL LTC Local Expense		<u>3,300.00</u>	<u>497.83</u>	<u>2,802.17</u>
Projects				
73001-645-3005	Mayne RAR	2,500.00	0.00	2,500.00
73001-645-4053	Mayne Density & STVR Review	2,000.00	0.00	2,000.00
73001-645-4059	Mayne Commercial Land Use Review	2,000.00	1,807.70	192.30
TOTAL Project Expenses		<u>6,500.00</u>	<u>1,807.70</u>	<u>4,692.30</u>

Mayne Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

Updated: July 25, 2012

No	Meeting Date	Resolution No.	Issue	Policy and Description
1.	October 1, 2007	MA-LTC-70-07	Guidelines for Use When Considering Funding for Reports	The MILTC has adopted a policy establishing the set of guidelines the LTC should employ when purchasing a report for LTC and public use.
2.	February 7, 2011	MA-LTC-13-11 This resolution repeals MA-LTC-90-09	STVRS Bylaw Enforcement	1. Given finite resources available for enforcement activities and in order to ensure the most effective results for enforcement activities STVRs that have one or more of the following characteristics will be subject to enforcement: 1. They are advertised on the internet, newspapers or other media; 2. They are not managed by the property owner; 3. More than one dwelling on the lot is simultaneously made available for STVR; 4. While the property is rented persons are permitted to stay in tents or trailers; 5. There are issues related to health and safety; 6. 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 STVR; 7. The owner of the property uses more than one property on Mayne Island as a STVR. 2. No enforcement actions under section 1.1 will be taken against any STVR operation that takes place in a lawful cottage or dwelling while the operator lives in a lawful dwelling or cottage on the same property. 3. 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. This means that persons who have two lawful dwelling places on one lot and who live in one dwelling while the other is used as an STVR will be exempt from enforcement if they advertise. Staff recommends that the other factors continue to apply because STVR operations that have third party management, have more than one location on Mayne Island, or use more than one dwelling or cottage or permit camping are essentially operating as a resort or motel. The safety and nuisance triggers for enforcement protect the renters, the operators, and the neighbourhoods. It also reduces the Islands Trusts' liability.

No	Meeting Date	Resolution No.	Issue	Policy and Description
3.	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 .
4.	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.
5.	July 25, 2012	MA-LTC-34-12 x-ref #2 above	STVR Bylaw enforcement policy	That Mayne Island Local Trust Committee resolves to extend the current Short Term Vacation Rental bylaw enforcement policy, as written in Staff Report dated June 26, 2012 until the project to review use of second dwellings for Short Term Vacation Rentals is complete.

GUIDELINES FOR MAYNE ISLAND LTC TO USE WHEN CONSIDERING FUNDING FOR REPORTS

**Adopted by Resolution MA-LTC-70-07 at the regular meeting of
October 1, 2007.**

ISSUE: What guidelines should an LTC employ when purchasing a report for LTC and public use?

BACKGROUND:

Islands Trust financial policy provides that an LTC cannot sponsor an event, even a community non-profit venture. LTC's can, however, purchase goods and services which are of benefit to the LTC and, by extension, the community it serves. Therefore, LTC's have supported worthwhile conferences, workshops and the like by purchasing a report on conference issues, proceedings, findings and recommendations.

In order that LTC's receive value for their purchases, the Mayne Island LTC has raised the issue outlined above. It has asked that guidelines be considered for use in evaluating future opportunities to purchase reports on a wide variety of subjects related to LTC mandates.

CONSIDERATIONS:

There are a number of factors or considerations an LTC might need to entertain. These considerations are cited below in an order which range from "fundamental" to "consequential".

1. Does the LTC have the budgetary capacity to consider the opportunity to purchase a conference report or proceeding?
2. Is the subject matter germane to the work and/or mandate of the LTC?
3. If the answers to 1 and 2 above are in the affirmative, the LTC may wish to consider requirements for the report they agree to purchase.

GUIDELINES

If the LTC decides to purchase a conference report or proceedings, it may require that reporting guidelines below be met as a condition of purchase.

These guidelines are:

1. The full proceedings of the conference or workshop are preferred.
2. If full proceedings are not produced or available the report to the LTC should include:
 - (a) The agenda of the conference or workshop
 - (b) A list of presenters and the topics they represented
 - (c) A summary of each topic discussed
 - (d) A copy of all papers presented at the conference
 - (e) A list of all recommendations made by the conference (if not cited in the papers or summary of each topic)
 - (f) A summary of any follow-up actions identified by the conference
 - (g) A copy of any contact list or referral resources generated by the conference,.
3. If only a narrative report is produced, the narrative should include or address the information sought in (a) to (g) above.

It is hoped that the guidelines above will ensure that the LTC will receive all relevant information generated by the conference or workshop.

REQUEST FOR DECISION

To: Local Trust Committees

For the Meeting of: Various dates (see list attached at end)

From: Linda Adams
Chief Administrative Officer

Date Prepared: June 29, 2015

File No.: Strategic Plan

SUBJECT: PHASE 2 LOCAL TRUST COMMITTEE INPUT INTO DEVELOPMENT OF THE ISLANDS TRUST STRATEGIC PLAN FOR 2014-2018

RECOMMENDATION:

That the ** Local Trust Committee recommend to Trust Council that the *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term (Attachment 1)*, be amended as follows: *(to be determined by each LTC)*.

That the ** Local Trust Committee request its planner to complete Attachment 3, based on the LTC's work program, and forward it to the Chief Administrative Officer by August 7.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The Islands Trust Council is in the process of developing a Strategic Plan, which will guide staff work programs, and budget development for the 2014-2018 term. Following earlier input from trustees and Islands Trust bodies, the Islands Trust Council has approved a Discussion Draft that identifies potential objectives and examples of strategies and activities for the 2014-2018 term. At this stage in the process, the Executive Committee is seeking input from Local Trust Committees (LTCs) with a focus on the objectives and strategies that LTCs believe to be priorities. Public consultation is also planned from July-August. An initial version of the Strategic Plan is scheduled for adoption in September, for the purposes of activities in the remainder of the 2015-2016 fiscal year and budget planning for the 2016-2017 fiscal year.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The task of developing and providing LTC recommendations about a Strategic Plan can be accommodated with existing resources.

FINANCIAL:

No external financial implications of providing LTC recommendations about a Strategic Plan.

LTC's requests for strategies and actions for the 2015-2016 fiscal year should consider the available resources in the current budget.

Should an LTC propose strategies and actions that would require additional resources in a future fiscal year, such requests would be considered by the Financial Planning Committee and Trust Council during the budget development process.

POLICY: No implications for existing policy. Trust Council's Strategic Plan could include objectives and strategies that result in amendments to existing policies.

IMPLEMENTATION/COMMUNICATIONS:

LTCs may wish to consider the following questions, in developing their input into *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term*:

- Is the list of potential priority objectives complete? Should any be removed or amended?
- Should additional potential objectives be added? Should any be removed or amended?
- What is the relative importance of each potential objective identified?
- Are there additional or different strategies that should be identified at this stage? (Note: only broad strategies need to be identified at this stage; later in the process, more specific activities will be identified to carry out each strategy)

Local Trust Committee resolutions regarding potential additions, deletions or changes to the Discussion Draft of the Strategic Plan should be conveyed to the Chief Administrative Officer by **August 7**, for assembly and inclusion in the Executive Committee's August 19 meeting agenda package. Where this timing is not possible, resolutions should be submitted as soon as practical, for inclusion in Trust Council's September 2015 meeting agenda package.

OTHER: As other Islands Trust bodies will be asked for input about the Strategic Plan and Trust Council will have further opportunities to discuss successive drafts of the Strategic Plan, LTCs may wish to focus on matters that are most relevant to LTC work.

As the *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term* indicates a number of strategies and activities for the Local Planning Committee and Local Trust Committees, completion of Attachment 3 will assist Trust Council in understanding LTCs' interests in addressing the topics identified.¹

BACKGROUND

- The Islands Trust Council adopts a strategic plan each term to focus its work on the priority areas identified by trustees, as well as the many separate bodies that make up the Islands Trust. Trust Council has assigned the Executive Committee the responsibility for facilitating development of the Strategic Plan.
- The Executive Committee has been following a process for Strategic Plan as provided to Trust Council at its June [Strategic Planning Session](#).
- In June 2015 Trust Council had a facilitated session and confirmed the list of *Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term* shown in Attachment 1, for the purposes of further consultation.
- A diagram and glossary of strategic planning terms is included in Attachment 2 for reference.

REPORT/DOCUMENT:

Attachment 1 -- *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term*

Attachment 2 – Diagram and Glossary of Strategic Planning Terms

Attachment 3 – Local Trust Committees and Draft Strategic Plan 2014-2018

KEY ISSUE(S)/CONCEPT(S):

¹ Thanks to Trustee Tony Law for development of Attachment 3.

RELEVANT POLICY:

- The Strategic Plan is intended to carry out the Islands Trust Policy Statement, by identifying priorities for each term.
- [Trust Council's Policy 2.4.i](#) gives the Executive Committee the responsibility to facilitate development of the Strategic Plan.

DESIRED OUTCOME:

Phase 2 of LTC input into the Islands Trust's Strategic Plan for 2014-2018.

RESPONSE OPTIONS

Recommended:

That the ** Local Trust Committee recommend to Trust Council that the *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term*, be amended as follows: *(to be determined by each LTC)*

That the ** Local Trust Committee request its planner to complete Attachment 3, based on the LTC's work program, and forward it to the Chief Administrative Officer by August 7.

Alternative:

That the ** Local Trust Committee not provide comments regarding the *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term* at this time.

Prepared By: Linda Adams, Chief Administrative Officer

Reviewed By/Date: N/A



Linda Adams, Chief Administrative Officer

NOTE: This RFD has been prepared for receipt at the following meetings of LTCs:

Ballenas/Winchelsea: (Special meeting before Aug 7 if desired by LTC)

Denman LTC: July 21

Gabriola LTC: July 23

Galiano LTC: July 6

Gambier LTC: Aug 6

Hornby LTC: July 17

Lasqueti LTC: July 30

Mayne LTC: July 28

North Pender LTC: July 30

Salt Spring LTC: July 9 or Aug 6

Saturna LTC: (Special meeting before Aug 7 if desired by LTC)

South Pender LTC: (Special meeting before Aug 7 if desired by LTC)

Thetis LTC: Aug 11

Input from LTCs will be forwarded to the Executive Committee, Council's Advisory Committees (where feasible) and the September meeting of Trust Council.



Islands Trust

Strategic Plan

Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term

Discussion Draft for Public Consultation

June 25, 2015

Policy Statement Goal A: Ecosystem Preservation and Protection...

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
1 PROTECT the natural environment of islands	1.1 Encourage voluntary stewardship of natural environment	Promote community participation in conservation through information sharing and education about private land stewardship options.	TFB
		Share information about best practices for covenants and NAPTEP with all planning staff.	TFB
		Improve and update mapping of natural and modified environments, including terrestrial ecosystem mapping, protected area networks, nearshore mapping and areas under sustainable forestry or sustainable agricultural use.	TFB
		Research and develop a pilot landowner contact program in collaboration with a local conservancy.	TFB
		Support island-based land trusts with partnerships, funding and capacity building opportunities.	TFB
	1.2 Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area	Present NAPTEP program to BIM Council for consideration	EC
		Finalize Letter of Understanding with BIM.	TFB
		Launch NAPTEP on Bowen Island (subject to BIM approval).	TFB

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
	1.3 Protect fish habitat by implementing Riparian Areas Regulation	Identify RAR watersheds. Improve mapping of riparian areas. Adopt new bylaws to implement RAR.	LTCs**
	1.4 Establish reliable, adequate and sustainable funding for the Islands Trust Fund	Seek legislative change regarding TFB name. Develop and implement strategy re changes to name. Review and launch long-term funding strategy.	EC
	1.5 Establish core conservation areas to protect biodiversity priorities identified in the Regional Conservation Plan	Map and prioritize high biodiversity areas and develop a strategy for protection. Protect land with high biodiversity, through acquisition, donation, or conservation covenant.	TFB
	1.6 Reduce greenhouse gas emissions & Encourage renewable sustainable and environmentally friendly energy systems	Use new planning tools to reduce greenhouse gas emissions (e.g. as illustrated in Council toolkit <i>Reducing Greenhouse Gases in the Islands Trust Area</i>). Develop a Renewable Energy Tool Kit.	LTCs**/BIM***
	1.7 Use land use planning tools and decisions to protect coastal Douglas fir and associated ecosystems	Develop a planning toolkit to illustrate how to protect coastal Douglas fir and associated ecosystems.	LPC
	1.8 Advocacy re protection of ecosystems	Advocate for a fallow deer management plan.	EC
2. PRESERVE coastal shorelines and marine areas	2.1 Use land use planning tools for shoreline protection	Specific activities and phases to be determined by LTCs and BIM.	LTCs**/BIM***
	2.2 Participate in planning for National Marine Conservation Area Reserve	Respond to NMCA implementation steps with complementary activities, as required.	TPC
	2.3 Advocate for protection of the Salish Sea and Howe Sound re shipping safety, derelict vessels and industrial activities	Advocacy letters from the Islands Trust Chair. 'Letter of Comment' to hearings related to Kinder Morgan tanker traffic. Continue to advocate for senior government solutions to derelict vessels.	EC

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
		Howe Sound advocacy – specific activities and phases to be defined by TPC with input from Gambier LTC and BIM.	TPC
		Participate in the Howe Sound Forum.	EC
		(EC to identify/confirm advocacy priorities in consultation with Trust Council).	EC
		(e.g. light pollution, freighter anchorage activities , bridge connections, etc).	
		Advocate to reduce negative impacts of shellfish aquaculture practices.	EC
		Develop working relationships with government and private agencies having interests in shellfish aquaculture.	
		Participate in working groups and activities pertaining to shellfish aquaculture.	
	2.4 Encourage voluntary stewardship of nearshore ecosystems	TBD	TPC
	2.5 Work with San Juan County to have a coordinated oil spill response strategy	TBD	TPC

Policy Statement Goal B: Stewardship of Island Resources...

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
3. REDUCE our ecological footprint	3.1 Use land use planning tools to maximize resource efficiency	Amend OCPs to include new policies about resource efficiency. Amend LUBs to address resource efficiency (i.e. to make best use of existing buildings).	LTCs
	3.2 Advocate for efficient and sustainable transportation systems	TBD	EC
4. PROTECT quality and quantity of water resources	4.1 Coordinate with other agencies to protect water quality	Facilitate structured decision-making process to identify strategies for St. Mary Lake watershed management through SSIWPA (SSI). Further activities and phases to be identify by LTCs with this as a priority.	LTC
	4.2 Use land use planning tools to ensure levels of development are consistent with a sustainable water supply	TBD	LTCs

Policy Statement Goal C: Sustain Island Character and Healthy Communities...

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?	
			EC	TPC
5. ENHANCE protect/restore community socio-economic diversity and economic sustainability	5.1 Advocate for sustainable, affordable and appropriate ferry service	To be defined by decisions of EC and recommendations of TPC.		
	5.2 Use land use planning tools and decisions to improve the availability of affordable, accessible, appropriate housing (as described in Trust Council's Community Housing Toolkit)	Amend OCPs to include affordable housing policies.	LTCs**/ BIM***	
		Amend LUBs to improve availability of affordable housing.	LTCs**/ BIM***	
		Develop an inventory of approaches and communications materials related to secondary suites and affordable housing initiatives on each island.	LPC	
		Develop an inventory of incentives for landowners.	LPC	
	5.3 Use land use planning tools to promote economic sustainability	Amend LUB to ensure an appropriate supply of land zoned for emerging industrial and commercial needs in one LTA.	LTCs**	
		Improve planning for island villages (SSI and Gabriola). Amend LUB in one or more LTAs to address the diversity of economic and employment opportunities (e.g. Galiano project re contractor yards).		
	5.4 Use land use planning tools to address challenges of an aging population	Develop an inventory of approaches to short-term vacation rentals on each island.	LPC	
		Develop an inventory of land use planning tools that address aging population.	LPC	
	5.5 Use land use planning tools to assist communities in adapting to future climate change and rising sea levels	Develop a toolbox of planning tools that address climate change. Amend OCPs to address future climate change and rising sea levels. Amend LUBs to address future climate change and rising sea levels.	LTCs**	
	5.6 Work with other agencies to advocate for and promote economic sustainability	Recommend an advocacy position to TC for sustainable and appropriate agricultural policies - for presentation to the Agricultural Land Commission (ALC).	TPC	
		Advocate to the ALC re sustainable and appropriate agricultural policy, based on positions approved by TC.	EC	

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?	
			TPC	LTCs
		Specific activities to be determined (e.g. foster reputation/attraction of the Islands Trust Area as a model of sustainability, work related to waste management).		
	5.7 Reduce or eliminate tax revenue exported out of the Islands Trust Area	Initiate study into options for Islands Trust office and/or job locations.	EC	
	5.8 Facilitate exploration of intra and inter-island transportation options	Develop a project charter.	TPC	

Goal D: Effective, efficient and collaborative governance

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
6. STRENGTHEN relations with First Nations	6.1 Improve engagement with First Nations	Develop strategy to use funding allocated to improve FN relations.	EC
		Improve First Nations liaison at an informal political level.	LTCs
	6.2. Improve protection of archaeological and First Nations cultural resources	Seek common ground with local First Nations and build on it by identifying areas of shared advocacy and by proactively proposing shared partnerships.	LTCs
		Educational session at TC re concerns with archaeological site protection.	EC
7. IMPROVE organizational cost effectiveness and resilience	7.1 Improve cost effectiveness and quality of Trust Council operations	Advocacy with archaeology branch.	EC
		Develop toolkit for protection of archaeological sites.	LPC
		Amend TC Meeting Procedures Bylaw to enable electronic meetings.	EC
		Develop and adopt a program for review and update of Trust Council policies and procedures.	EC
		Develop and adopt an on-going performance measurement program for Trust Council operations (i.e. based on Key Performance Indicators or process analysis).	FPC
		Begin preliminary investigations into the possibility of forming a Gulf Island Regional District.	EC
		Increase opportunities for Trust Council to engage in in-depth discussion about its vision, goals, mandate and activities.	EC
		Provide for more collaboration with San Juan County representatives.	EC
		Develop an inventory of approaches and communications materials related to priority planning projects.	LPC
		Identify Key Performance Indicators for LTC operations. Develop an on-going performance measurement program for LTC operations.	LPC
7.2 Improve cost-effectiveness and quality of local planning services		Investigate the use of Alternative Dispute Resolution and/or mediation in bylaw enforcement.	LPC

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
8. Improve cooperation and integration with other levels of government	7.3 Prepare Island Trust organization to adapt to the potential incorporation of Salt Spring Island	'Value for money' audit and benchmarking of LPS services Process review of LPS services	LPC
		Identify Adaptation Strategy principles and objectives.	EC
		Review existing IT-MCSCD protocol agreement regarding incorporation of municipalities in the Islands Trust Area.	EC
		Develop detailed Islands Trust Adaptation Strategy to implement in the event of municipal incorporation of Salt Spring Island.	EC FPC
		Finalize and adopt detailed Adaptation Strategy.	EC
8. Improve cooperation and integration with other levels of government	8.1 Negotiate new protocol agreement and letter of understanding with the Ministry of Forests, Lands and Natural Resource Operations in regards to Crown land tenures	Revise and consolidate six agreements with the Province relating to Crown Land in the Islands Trust Area.	TPC
	8.2 Strategies to be determined (e.g. Integrated Community Sustainability Planning)	To be determined by LTCs, or potentially by LPC and EC (e.g. improve process for development of RD/LTC protocol agreements).	LTCs LPC
	8.3 Explore opportunities and benefits of working with UNESCO and the TFB and others in seeking nomination of the Trust Area as a UN Biosphere	Develop project charter to explore UN Biosphere designation.	TPC
9. Improve community and agency understanding and support of the Islands Trust	9.1 Engage communities and agencies in review/update of the Islands Trust Policy Statement	Develop project charter to explore review/update of the Islands Trust Policy Statement.	TPC
	9.2 Improve communications about the Islands Trust object and history	New communications tools, such as: website photos social media strategy video	EC
	9.3 Engage communities and agencies in development of updated land use bylaws	To be determined by LTCs	LTCs

Please see abbreviations at end of table

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
10. IMPROVE community engagement and participation in Islands Trust work	10.1 Improve communications and availability of information about Islands Trust activities	Electronic broadcast of meetings of Islands Trust bodies.	EC
	10.2 Improve Trust Council and Executive Committee engagement of stakeholders	Develop project charter	EC
	10.3 Improve LTC engagement of stakeholders	Develop project charter	LPC
11. HAVE a vision for the Islands Trust Area	TBD	TBD	TPC

* subject to decisions of Trust Fund Board **subject to decisions of local trust committees ***subject to decisions of Bowen Island Municipality

Colour Key for Last Column:

Colour	Potential committee/unit/body taking lead for a potential strategy
	Local Planning (through Local Planning Committee, Local Planning Services staff, Local Trust Committees and/or Bowen Island Municipality)
	Trust Programs Committee and/or Trust Area Services staff
	Executive Committee
	Trust Fund Board and/or Islands Trust Fund staff
	Financial Planning Committee

Abbreviations:

AVICC – Assoc. of Vancouver Island Coastal Communities	LTA – Local Trust Area	ProD – Professional Development
BIM – Bowen Island Municipality	LTC – Local Trust Committee	RAR – Riparian Areas Regulation
cDF – coastal Douglas fir	LUB – Land Use Bylaw	RD – Regional District
EC – Executive Committee	MCSCD – Ministry of Community, Sport and Development	RFD – Request for Decision
FN – First Nations	MVRD – Metro Vancouver Regional District	SSL – Salt Spring Island
FPC – Financial Planning Committee	NA – Not Applicable	TAS – Trust Area Services
FY – Fiscal Year	NEB – National Energy Board	TBD – To Be Determined
IT – Islands Trust	NAPTEP – Natural Area Protection Tax Exemption Program	TC – Trust Council
ITF – Islands Trust Fund	NMCA – National Marine Conservation Area	TFB – Trust Fund Board
ITPS – Islands Trust Policy Statement	OCP – Official Community Plan	TPC – Trust Programs Committee
LGA – Local Government Act		UBCM – Union of BC Municipalities
LPC – Local Planning Committee		
LPS – Local Planning Services		

Please see abbreviations at end of table

NOTES

Attachment 6

Strategic Planning - General Framework



Strategic Planning -- Glossary

Strategic Plan

- A high level plan that outlines an organization's mission and key objectives for the medium to long term, and sets out strategies for achieving the goals and objectives.
- Typically, a strategic plan covers a three to ten-year timeframe. In the case of the Trust Council, it has undertaken strategic planning exercises that correspond to a term of office (three years – now changed to four as of 2014), with some on-going strategies and actions that have carried on between terms.

Mission (Object)

- A broad statement of what an organization does, why it does it and who it does it for. In the case of the Islands Trust, its 'mission' is its provincial object:
"To preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the Government of British Columbia."

Goal

- A general statement of desired results to be achieved over an unspecified period of time. A goal should answer the question of 'what' needs to be achieved, rather than 'how' to achieve it.
- For the purposes of Trust Council's current strategic planning exercise, the current plan includes the three goals from the Islands Trust Policy Statement and a fourth that responds to the statement in the object about working in cooperation with others.

Objective

- A more precise statement of specific results to be achieved over a specified time.
- Like goals, objectives should focus on 'what' needs to be achieved, rather than 'how' to achieve it.
- For the purposes of Trust Council's current strategic planning exercise, Council has previously identified some potential objectives that have been grouped according to four goals and are related to objectives identified in the Islands Trust Policy Statement
- Typically, a local government should have between **seven** and **twelve** objectives at any one time.
- While an organization's mission and goals may remain relatively constant, objectives may change more frequently as some objectives are achieved, new ones emerge and priorities change.
- For the purposes of Trust Council's current strategic planning exercise, some potential objectives have been identified without particular time frames. As discussions continue, the number of objectives should be reduced and each objective should be made more specific both in terms of what is to be achieved and when.

Strategy

- The actions that describe how objectives are to be achieved. Strategies are made up of a set or group of activities. As opposed to goals and objectives, strategies focus on 'how' to achieve things.

Activities

- The actions, steps, projects or initiatives undertaken by an organization to carry out a strategy. This is the more detailed 'break-down' of a strategy, indicating if certain activities need to take place first, before others can be undertaken.

Measurement

- A process of assessing progress in achieving objectives.

ATTACHMENT 3

Local Trust Committees and Draft Strategic Plan 2014/2018

Please indicate the Local Trust Committee's interests in addressing the topics identified as possible strategies for LTCs to implement this term:

Local Trust Committee:			Planner/date:	
	Topics included as possible strategies in the draft strategic plan	Topic is on LTC Work Program	Topic is on LTC Future Projects List	Topic may possibly be addressed by LTC this term
1.3	Protect fish habitat by implementing Riparian Areas Regulation			
1.6	Use land use planning tools to reduce greenhouse gas emissions			
1.7	Use land use planning tools and decisions to protect coastal Douglas fir and associated ecosystems			
2.1	Use land use planning tools for shoreline protection			
3.1	Use land use planning tools to maximize resource efficiency			
4.1	Coordinate with other agencies to protect water quality			
4.2	Use land use planning tools to ensure levels of development are consistent with a sustainable water supply			
5.2	Use land use planning tools and decisions to improve the availability of affordable, accessible, appropriate housing			
5.3	Use land use planning tools to promote economic sustainability			
5.4	Use land use planning tools to address challenges of an aging population			
5.5	Use land use planning tools to assist communities in adapting to future climate change and rising sea levels			
5.6	Work with other agencies to advocate for and promote economic sustainability			
6.1	Improve engagement with First Nations			
6.2	Improve protection of archaeological and First Nations cultural resources			
7.2	Improve cost-effectiveness and quality of local planning services			
8.2	Improve cooperation and integration with other levels of government			
9.3	Engage communities and agencies in development of updated land use bylaws			
10.3	Improve LTC engagement of stakeholders			

Date: July 16, 2015

File No.:

To: Local Trust Committee

From: Robert Kojima
Regional Planning Manager

CC: Island Planner

Re: 2016-2017 Budget Requests

Purpose

Local trust committees have been requested to submit project budget requests for the next fiscal year (2016-17).

Local Trust Committee Expense Budgets:

A budget for the Local Expense Account has been developed based on the current budget (2015/16) – copy attached. Local Trust Committees may request changes to this allocation, however, consideration should be given to historical spending and a rationale provided for making such a request.

A small amount of funding is included in the Special Projects line item in the Local Trust Committee Expense Account (\$750). This funding is intended to support minor local planning initiatives at the discretion of the Local Trust Committee and consistent with Islands Trust policy (a resolution is required to use these funds).

LTC Projects Budgets:

The Local Trust Committee will need to make funding requests to support anticipated project work in the next fiscal year.

Riparian Areas Regulation Budgets:

Local trust committees that have bylaws not compliant with the Provincial Riparian Areas Regulation should discuss their requirements for RAR funding in the next fiscal year to assist the regional planning managers and the Director in developing a budget for RAR.

Special Consideration:

Projects planned for the current fiscal (2015/16) which are not completed should be considered as a new project for the 2016/17 fiscal year with resources allocated to support that work.

Budget Request Timeline:

July	Regional Planning Managers develop detailed budget estimates for consideration by Local Trust Committees
July to Sept	Local Trust Committees review and approve budget requests at LTC meeting
Sept	Budget requests submitted to the Director of Local Planning Services
Oct	Management finalizes budget recommendations to FPC
Nov 4	FPC reviews and discusses first draft of the Budget
Nov 18	FPC approves a draft Budget and principles to be submitted to December Trust Council
Dec 9	Trust Council debates and endorses budget principles and preliminary budget

LTC Budget Requests

I have prepared a draft LTC project budget using the following approach:

- On-going Top Priority projects that are not anticipated to be completed in the current fiscal year with an estimated amount sufficient to complete the projects; where project charters have been endorsed, budgets noted in those documents have been used;
- Other projects from the Projects list that are anticipated become Top Priorities in next fiscal year have been identified in a general way, with an amount sufficient to commence a typical project. There is the option for this budget to be re-allocated to an appropriate alternate administratively after adoption of the budget.

The LTC should review the draft budget requests and:

1. delete any projects included in the draft budget request it does not consider a priority
2. identify any other projects it currently considers a priority for the next term and add them to the budget request (and the work program if necessary),
3. identify any additional expenses associated with any of the projects.

Resolution Wording

1. THAT the _____ Island Local Trust Committee approve and forward the draft 2016-17 LTC Project Budget Request to the Financial Planning Committee as presented; or

2. THAT the _____ Island Local Trust Committee revise the draft 2016-17 LTC Project Budget Request by including (deleting) _____ with a budget of \$_____ and forward to Financial Planning Committee as revised.

Prepared and Submitted by:



Robert Kojima
Regional Planning Manager

July 16, 2015

Date

Attachments:

1. Draft 2016-17 LTC expense budget
2. Summary table of LTC project budget requests

C EXPENSE BUDGET

	615-Denman	620-Gabriola	625-Galliano	630-Gambier	635-Hornby	640-Lasqueti	645-Mayne	650-N.Pender	655-Salt Spring	660-Saturna	665-S.Pender	670-Thetis	EC as LTC	LPC
	1095	4050	1258	313	1074	359	1112	1996	9780	359	236	372		
	5%	18%	6%	1%	5%	2%	5%	9%	44%	2%	1%	2%		
**														
expenses	2,500	4,250	2,500	2,500	2,500	500	1,500	2,750	8,000	1,000	1,000	1,000		
expenses	750	750	500	750	750	500	750	750	2,000	500	500	500		
ns	300	750	300	300	300	300	300	300	1,250	300	300	300		
s	750	2,250	750	750	750	750	750	750	4,500	750	750	750		
PENSES	4,300	8,000	4,050	4,300	4,300	2,050	3,300	4,550	15,750	2,550	2,550	2,550		
	0	0	0	0	0	0	0	0	0	6,000	0	0		
	4,300	8,000	4,050	4,300	4,300	2,050	3,300	4,550	15,750	8,550	2,550	2,550		
	7%	12%	6%	7%	7%	3%	5%	7%	24%	13%	4%	4%		

Project	Budget	Strategic Plan	Prov. Requirement	Continuation of existing OCP/LUB	Newly Adopted Policy in OCP	Notes
Commercial Land Use Review	\$ 4,000.00			x		to review existing commercial zoning, policies and inventory, and to recommend amendments
Riparian Area Regulations	\$ 4,000.00	x	x			to implement RAR
TOTAL PROJECTS	\$ 8,000.00					