



Regional Planning Committee

Revised Agenda

Date: November 3, 2021
Time: 10:00 am - 3:00 pm
Location: Electronic Zoom Meeting

Pages

1. CALL TO ORDER 10:00 AM - 10:00 AM
2. APPROVAL OF AGENDA
 - 2.1. New Items and Re-Ordering of the Agenda
 - 2.1.1. RFD for Agenda Item 6.1 - Review of Trust Council Policy 5.9.1 Best Management Practices For Delivery of Local Planning Services To Local Trust Committees

The RFD will be provided at a later date prior to the meeting. The attachments to the RFD are provided in this agenda.
 - 2.2. Approval of the Agenda
3. TOWN HALL
4. DELEGATIONS

None
5. ADOPTION OF MINUTES/COORDINATION
 - 5.1. Minutes of Meetings
 - 5.1.1. Regional Planning Committee draft minutes of September 29, 2021 4 - 9
 - 5.2. Resolutions Without Meeting

None
 - 5.3. Follow-up Action List 10 - 16
6. WORK PROGRAM ITEMS

6.1. Review of Trust Council Policy 5.9.1 Best Management Practices For Delivery of Local Planning Services To Local Trust Committees - RFD 17 - 75

This draft policy and attachments reflect changes requested by RPC. As discussed at a previous RPC meeting, the changes include policy for systematic review of all 20 OCPs and LUBs, a recommended process and bylaw format, and criteria for helping staff to recommend prioritisation of land use planning project requests from local trust committees.

Staff will provide a RFD as a late item with recommendation to forward as a draft to Trust Council in December for review and comment. EC should be asked for time on the Trust Council agenda for a session to review this document.

6.2. Freshwater Sustainability Strategy - RFD 76 - 115

1. That Regional Planning Committee receive the Draft Freshwater Sustainability Strategy and forward it to Trust Council for review.

2. That Regional Planning Committee request staff to return with an Islands Trust Freshwater Sustainability Strategy policy document for approval following Trust Council review

7. BUSINESS

7.1. Updates to Business Cases Related to the Implementation of the Freshwater Sustainability Strategy - RFD 116 - 131

1. That Regional Planning Committee forward to Financial Planning Committee for inclusion in the Fiscal Year 2022/23 Budget the revised business case for Strategic Plan Item No. 2.5 – to complete the Islands Trust Groundwater Recharge Mapping project.

2. That Regional Planning Committee forward to Financial Planning Committee for inclusion in the Fiscal Year 2022/23 Budget the revised business case for Strategic Plan Item No. 2.4 – to implement Freshwater Sustainability recommendations related to the development of a State of Freshwater Report.

3. That Regional Planning Committee defer the business case for Strategic Plan Item No. 2.4 - to implement Freshwater Sustainability recommendations related to the development of a Freshwater Stewardship Outreach Plan to the 2023/24 budget year.

8. NEW BUSINESS

9. CORRESPONDENCE

9.1. 2021-10-23 Maxine Leichter 132 - 133

10. WORK PROGRAM

10.1. Regional Planning Committee Work Program 134 - 136

11. NEXT MEETING

11.1. RPC Meeting Schedule for 2022 - RFD

137 - 139

12. ADJOURNMENT

3:00 PM - 3:00 PM



Regional Planning Committee Minutes of a Regular Meeting

Date: September 29, 2021
Location: Electronic Meeting

Members Present: Laura Busheikin, Chair
David Maude, Vice Chair
Jeanine Dodds, Local Trustee
Laura Patrick, Executive Committee Representative
Timothy Peterson, Local Trustee
Kate-Louise Stamford, Local Trustee
Jane Wolverton, Local Trustee
Peter Luckham, Ex Officio Member
Kees Langereis, Local Trustee

Staff Present: David Marlor, Director, Local Planning Services
Narissa Chadwick, Island Planner
Lisa Wilcox, Senior Intergovernmental Policy Advisor
Dionne LoForte, LPS Administrative Assistant/Recorder

Others Present: No members of the public present

1. CALL TO ORDER

The meeting was called to order at 10:03 a.m. Chair Busheikin acknowledged that the meeting was being held on Coast Salish traditional and treaty territories and that September 30 will be the first National Day for Truth and Reconciliation.

2. APPROVAL OF AGENDA

2.1 New Items and Re-ordering of the Agenda

The following addition to the agenda was presented for consideration, to be added to agenda item 6.1 Regional Planning Committee Budget and Work Program for FY2022/:

Resolution TC-2021-084

that Trust Council refer the Residential Floor Area report back to the Regional Planning Committee and request that the report incorporate the work being done on North Pender and South Pender and to update the report to identify environmental benefits.

2.2 Approval of Agenda

By general consent the Regional Planning Committee approved the agenda as amended.

3. TOWN HALL

None

4. DELEGATIONS

None

5. ADOPTION OF MINUTES/COORDINATION

5.1 Minutes of Meetings

5.1.1 Regional Planning Committee Minutes of August 25, 2021

By general consent the Regional Planning Committee minutes of August 25, 2021, were approved as presented.

5.2 Resolutions Without Meeting

None

5.3 Follow-Up Action List

Director Marlor indicated that Staff will provide draft amendments to Trust Council Policy "5.9.1 Best Management Practices" at the November 3, 2021 RPC meeting.

6. WORK PROGRAM ITEMS

6.1 Regional Planning Committee Budget and Work Program for FY2022/23 – Business Cases - RFD

Create model density bonus bylaws for affordable housing

Discussion included:

- emphasize that housing is within the authority of Islands Trust;
- coordinate with other partners such as housing advocacy and environmental groups and First Nations;
- conduct community consultation;
- develop communication materials;
- broaden the business case to "create model bylaws to support affordable housing";
- consider a dedicated staff person on housing throughout the entire Trust Area;
- the term "affordable housing" is problematic in that "affordable" may not be realistic and different islands have different housing needs.

RPC-2021-022

It was MOVED and SECONDED,

that Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2022/23 the business case for Strategic Plan Item

No. 4.4iv , as amended, to organize a workshop for planning staff to focus on the development of model bylaws to address housing options suitable to the Islands Trust area.

CARRIED

The Freshwater Sustainability Strategy (FWSS) - Cultural Knowledge and Engagement Program

Planner Chadwick presented the program and the interconnectedness of two other business cases, which are the Groundwater Sustainability Program and the Freshwater Sustainability Reporting Program. It was noted that:

- Islands Trust and local trustees are responsible for relationship building and collaboration with many stakeholders.
- The implementation of the outreach plan would happen in the following fiscal year (2023/24).
- There is on-going community engagement taking place already via Community Information Meetings.
- Senior Freshwater Specialist William Shulba will create a presentation on groundwater resources.

RPC-2021-023

It was MOVED and SECONDED,

that Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2022/23 the business case for Strategic Plan Item No. 2.4 – to support a Fresh Water Sustainability Strategy outreach and engagement plan.

CARRIED

Freshwater Sustainability Reporting Program

Planner Chadwick spoke to the program. Discussion included whether the budget for this program is sufficient for it to be successful.

RPC-2021-024

It was MOVED and SECONDED,

that Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2022/23 the business case for Strategic Plan Item No. 2.4 – to support the creation of a 2022 State of Freshwater Report.

CARRIED

Groundwater Mapping

Planner Chadwick presented the program on behalf of Senior Freshwater Specialist Shulba.

RPC-2021-025

It was MOVED and SECONDED,

that Regional Planning Committee amend the business case for Strategic Plan Item No. 2.5 - to finish Groundwater Mapping in the Trust Area to include Salt Spring.

CARRIED

RPC-2021-026

It was MOVED and SECONDED,

that Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2022/23 the business case for Strategic Plan Item No. 2.5 - to finish Groundwater Mapping in the Trust Area.

CARRIED

Heritage Conservation Overlay Mapping

Director Marlor presented the business case.

RPC-2021-027

It was MOVED and SECONDED,

that Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2022/23 the business case for Strategic Plan Item No. 4.8 - to finish the heritage conservation overlay mapping project.

CARRIED

Inclusion of Bylaw Enforcement and ITC in Local Government Development Approvals Program

Director Marlor presented the business case. Discussion included:

- A description of potential savings will be provided with updated business cases that will be presented at the next RPC meeting
- The software to be installed is already used in other local governments
- A description of the impact to working with other local government planning departments will be explored and reported on with updated business cases
- The impact to the Islands Trust Conservancy budget
- A user group to test the functionality of any new software include some trustees

RPC-2021-028

It was MOVED and SECONDED,

that Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2022/23 the business case for items not covered by the grant for the application processing services review project; and that the Regional Planning Committee endorse the project.

CARRIED

Committee recessed at 12:13 p.m. and resumed at 12:46 p.m.

Budget Estimates of 2022/23 Business Cases

RPC-2021-029

It was MOVED and SECONDED,

that Regional Planning Committee request staff to review the budget estimates within the 2022/23 business cases to ensure they reflect the committee's discussion on September 29, 2021, and are adequate for the intended work.

New Item - Referral from Trust Council

Resolution TC-2021-084

That Trust Council refer the Residential Floor Area report back to the Regional Planning Committee and request that the report incorporate the work being done on North Pender and South Pender and to update the report to identify environmental benefits.

Director Marlor stated that a briefing will be brought to the next RPC meeting.

7. BUSINESS

7.1 Freshwater Sustainability Strategy

Planner Chadwick provided a verbal update, indicating that a draft plan is being circulated to staff for their review and will be circulated to the strategic advisory roundtable afterwards. It is expected that the draft plan will be presented at the next RPC meeting.

7.2 Healthy Watersheds Initiative Additional Funding

Planner Chadwick provided an update on additional funding provided by the Provincial Healthy Watersheds Initiative.

RPC-2021-030

It was MOVED and SECONDED,
that Regional Planning Committee endorse the acceptance of the additional Healthy Watersheds Initiative funding supporting the creation of the Indigenous perspectives films and the hosting of the Indigenous youth and elders gathering.

CARRIED

RPC-2021-031

It was MOVED and SECONDED,
that Regional Planning Committee endorse the reallocation of \$16,000.00 of the Healthy Watersheds Initiative funding from the Lasqueti watershed restoration project to the Galiano Ecocultural Mapping project.

CARRIED

8. NEW BUSINESS

None

9. WORK PROGRAM

9.1 Regional Planning Committee Work Program

Presented for information.

10. NEXT MEETING

The next RPC meeting is scheduled for Wednesday, November 3rd, 2021.

12. ADJOURNMENT

By general consent the meeting adjourned at 1:19 p.m.

Laura Busheikin, Chair

Certified Correct:

Dionne LoForte, Local Planning Services & Bylaw Administrative Assistant/Recorder

Minutes are not official until adopted at a subsequent meeting.

Follow Up Action Report

Regional Planning Committee

09-Nov-2020

Activity	Responsibility	Dates	Status
1 that Regional Planning Committee request staff to report on the Trust Programs Committee affordable housing discussions on the next Regional Planning Committee agenda.	David Marlor	Target: 03-Nov-2021	In Progress

12-May-2021

Activity	Responsibility	Dates	Status
1 Director Marlor presented a briefing, Status of Strategic Plan Items Assigned to the Regional Planning Committee, indicating that staff will bring project charters for Strategic Plan items 2, 9 and 16iv to the August RPC meeting.	David Marlor	Target: 03-Nov-2021	Completed
2 that Regional Planning Committee request staff to bring back further analysis on fee-per-lot structure, including consideration of a cap and park dedication.	David Marlor Narrisa Chadwick	Target: 03-Nov-2021	In Progress

25-Aug-2021

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Regional Planning Committee

25-Aug-2021

Activity	Responsibility	Dates	Status
1 that the Regional Planning Committee request that Staff draft amendments to Trust Council Policy "5.9.1 Best Management Practices for Delivery of Local Planning Services to Local Trust Committees" to support a strategic approach to official community plan and land use bylaw reviews that: - include a robust project definition phase - include a recommended process (timeline and activities) for undertaking review of OCPs and LUBs in three categories - o Major, Minor and Extraordinary; - o define Major as a project that would take about 6-18 months and be undertaken by the Regional Planning Team, and follow a recommended process established in the Policy; - o define Minor as a project that would take six months or less and would be undertaken by the local planning team; - o define extraordinary as a project that requires more time and resources than "major", and would require external consultants and additional funding considerations; - include a recommended OCP and LUB format that all new OCPs and LUBs would use as a starting point, with local customization to deal with local issues permitted; - include criteria for making recommendations as to which OCPs should receive priority;	David Marlor	Target: 03-Nov-2021	In Progress

Follow Up Action Report

Regional Planning Committee

25-Aug-2021

Activity	Responsibility	Dates	Status
- limit the number of reviews started to two per 12 month period and staggered to accommodate resource requirements; - include guidelines for a community engagement and communication strategy that considers the IAP2 scale and best practices; - allow for the "Lasqueti community-driven approach"; - standardize the link between the OCP process and LUB process; and - include identification of stakeholders and key partners.			



Follow Up Action Report

Regional Planning Committee

25-Aug-2021

Activity	Responsibility	Dates	Status
2 that the Regional Planning Committee request that Staff draft amendments to Trust Council Policy "5.9.1 Best Management Practices for Delivery of Local Planning Services to Local Trust Committees" to establish the following as criterion for recommendations on projects that should be undertaken by the Regional Planning Team: The project: - will further reconciliation - will address climate change mitigation or adaptation - is necessary to add required content to an OCP as required by legislation - has a business case that clearly addresses scope, timeline and budget and has resulted from a robust LTC project definition phase - is endorsed or has been requested by a local trust committee resolution - is a top priority of a local trust committee - can be combined, or has harmonization potential with other projects, and therefore makes sense to undertake at the same time - will further the interest of the local community and/or address protection of Island biodiversity - is implementing work underway or completed by the Regional Planning Committee (i.e. model bylaws, strategies, etc.) - reduces effort or cost to the organization and that the policy include guidelines for allocation of Regional Planning	David Marlor	Target: 03-Nov-2021	In Progress

Follow Up Action Report

Regional Planning Committee

25-Aug-2021

Activity	Responsibility	Dates	Status
Team resources among LTCs.			
3 that Regional Planning Committee request that Staff draft consequential amendments to Trust Council Policy "6.2.1 Priority Setting/Review Guidelines" and "Policy 6.7.1 Work program, Follow-up Action List and Priorities Matrix."	David Marlor	Target: 29-Sep-2021	In Progress
4 Trust Council referred the "Residential Floor Area Ratio Model Bylaw Report" back to the Regional Planning Committee and requested that the report incorporate the work being done on North Pender and South Pender islands and to update the report to identify environmental benefits.	David Marlor	Target: 29-Sep-2021	Completed
5 that Trust Council forward the "Shoreline Protection Model Bylaw Report" dated March 2021 to local trust committees and Bowen Island Municipality for information.	David Marlor	Target: 29-Sep-2021	Completed
6 that Trust Council invite local trust committees and Bowen Island Municipality to advise the Regional Planning Committee if they intend to undertake policy or regulatory amendments based on the recommendations in the "Residential Floor Area Ratio Model Bylaw Report" or the "Shoreline Protection Model bylaw Report."	David Marlor	Target: 29-Sep-2021	In Progress

**Follow Up Action Report****Regional Planning Committee****25-Aug-2021**

Activity	Responsibility	Dates	Status
7 that Regional Planning Committee request staff identify the lack of environmental impacts/benefits within the Residential Floor Area Ratio Model Bylaw Report in the briefing to Trust Council.	David Marlor	Target: 29-Sep-2021	Completed
8 that Regional Planning Committee approve the reallocation of funding for the "Water licensing and water related development approvals processes communications" to support Indigenous youth engagement in the Salt Spring Island Stream Restoration project.	David Marlor Narrisa Chadwick	Target: 29-Sep-2021	Completed

29-Sep-2021

Activity	Responsibility	Dates	Status
1 that Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2022/23 the business case for Strategic Plan Item No. 4.4iv , as amended, to organize a workshop for planning staff to focus on the development of model bylaws to address housing options suitable to the Islands Trust area.	David Marlor Narrisa Chadwick		Completed
2 that Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2022/23 the business case for Strategic Plan Item No. 2.4 - to support a Fresh Water Sustainability Strategy outreach and engagement plan.	David Marlor Narrisa Chadwick		Completed



Follow Up Action Report

Regional Planning Committee

29-Sep-2021

Activity	Responsibility	Dates	Status
3 that Regional Planning Committee amend the business case for Strategic Plan Item No. 2.5 - to finish Groundwater Mapping in the Trust Area to include Salt Spring.	David Marlor Narrisa Chadwick		Completed
4 that Regional Planning Committee amend the business case for Strategic Plan Item No. 2.5 - to finish Groundwater Mapping in the Trust Area to include Salt Spring.	David Marlor Narrisa Chadwick		Completed
5 that Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2022/23 the business case for Strategic Plan Item No. 4.8 - to finish the heritage conservation overlay mapping project.	David Marlor Narrisa Chadwick		Completed
6 that Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2022/23 the business case for items not covered by the grant for the application processing services review project; and that the Regional Planning Committee endorse the project.	David Marlor Narrisa Chadwick		In Progress
7 that Regional Planning Committee request staff to review the budget estimates within the 2022/23 business cases to ensure they reflect the committee's discussion on September 29, 2021, and are adequate for the intended work.	David Marlor Narrisa Chadwick		Completed

REQUEST FOR DECISION

To: Regional Planning Committee **For the Meeting of:** November 3, 2021

From: David Marlor, Director, Local Planning Services **Date Prepared:** November 1, 2021

SUBJECT: Review of Trust Council Policy 5.9.1 Best Management Practices For Delivery of Local Planning Services To Local Trust Committees

RECOMMENDATION:

That the Regional Planning Committee endorse the draft policy “5.9.1 Best Management Practices For Delivery of Local Planning Services to Local Trust Committees” in principle, and forward to Trust Council for comment and feedback.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: n/a

- 1 **PURPOSE:** To update the Islands Trust policy on delivery of planning services to local trust committees to include a recommended process and format for systematic updates to official community plans and land use bylaws, to provide a framework for allocating planning resources for local trust committees’ land use planning projects.
- 2 **BACKGROUND:** At its regular meeting on August 25, 2021 the Regional Planning Committee passed the following resolution:

RPC-2021-013

It was MOVED and SECONDED,

that the Regional Planning Committee request that Staff draft amendments to Trust Council Policy “5.9.1 Best Management Practices for Delivery of Local Planning Services to Local Trust Committees” to support a strategic approach to official community plan and land use bylaw reviews that:

- *include a robust project definition phase*
- *include a recommended process (timeline and activities) for undertaking review of OCPs and LUBs in three categories*
 - *Major, Minor and Extraordinary;*
 - *define Major as a project that would take about 6-18 months and be undertaken by the Regional Planning Team, and follow a recommended process established in the Policy;*
 - *define Minor as a project that would take six months or less and would be undertaken by the local planning team;*
 - *define extraordinary as a project that requires more time and resources than “major”, and would require external consultants and additional funding considerations;*

- *include a recommended OCP and LUB format that all new OCPs and LUBs would use as a starting point, with local customization to deal with local issues permitted;*
- *include criteria for making recommendations as to which OCPs should receive priority;*
- *limit the number of reviews started to two per 12 month period and staggered to accommodate resource requirements;*
- *include guidelines for a community engagement and communication strategy that considers the IAP2 scale and best practices;*
- *allow for the “Lasqueti community-driven approach”;*
- *standardize the link between the OCP process and LUB process; and*
- *include identification of stakeholders and key partners.*

The draft “5.9.1 Best Management Practices for Delivery of Local Planning Services to Local Trust Committees” has these edits made. Two versions have been provided. One is a clean version and the second shows the marked up edits.

The attachments to this document are also draft and staff do need to do more work to clean them up before they can be considered final. The intent is for the policy to establish recommended processes for undertaking project reviews. These are categorised as minor, major and extraordinary. This will allow staff to better estimate costs and timelines for projects if the recommended process and format are adhered to. This provides certainty and allow for better sequencing and budgeting for projects and updates to official community plans and land use bylaws.

The intent of this policy is to, where possible, harmonize the language, format and processes for official community plans to reduce and improve planning resource efficiency, and reduce complexity for the users of the documents. The policy does allow for local considerations and minor adjustments to account for local preferences.

As this is a change to the way we currently undertake planning projects, Trust Council should have the opportunity to review and provide feedback on the policy before finalising it for consideration of adoption. Therefore, this draft should be endorsed in principle by the Regional Planning Committee and forwarded to Trust Council in December for review and feedback.

3 IMPLICATIONS OF RECOMMENDATION

Staff would forward to Trust Council for feedback in December, and report back to the Regional Planning committee in February 2022.

ORGANIZATIONAL:

Time on Trust Council agenda for feedback opportunity would be required.

FINANCIAL:

No financial implications.

POLICY:

No policy implications.

IMPLEMENTATION/COMMUNICATIONS:

Communication would be via Trust Council agenda.

FIRST NATIONS:

No First Nations implications.

OTHER:

No other implications.

4 RELEVANT POLICY(S):

5.9.1 BEST MANAGEMENT PRACTICES FOR DELIVERY OF LOCAL PLANNING SERVICES TO LOCAL TRUST COMMITTEES

5 ATTACHMENT(S):

Amended Policy 5.9.1 (item 6.1 in agenda package)

RESPONSE OPTIONS

Recommendation: That the Regional Planning Committee endorse the draft policy “5.9.1 Best Management Practices For Delivery of Local Planning Services to Local Trust Committees” in principle, and forward to Trust Council for comment and feedback.

Alternative: That the Regional Planning Committee amend the draft policy “5.9.1 Best Management Practices For Delivery of Local Planning Services to Local Trust Committees”, endorse it as amended in principle, and forward to Trust Council for comment and feedback.

Prepared By: David Marlor, Director, Local Planning Services

Reviewed By/Date:



Policy:	5.9.1
Approved By:	Trust Council
Approval Date:	March 10, 2006
Amendment Date(s):	September 11, 2013
Policy Holder:	Director of Local Planning Services

BEST PRACTICES FOR DELIVERY OF LOCAL PLANNING SERVICES

Purpose

1. To ensure that Local Trust Committees (LTCs) use the Local Planning Services (LPS) staff resources provided to them in accordance with their legislated responsibilities under s. 24 of the *Islands Trust Act* or in accordance with any powers that may be delegated to them under s.10 of the *Islands Trust Act*.
2. To identify the core services provided to LTCs, and to outline the best practices for delivering those services to LTCs in a fair and equitable manner.

A. Definitions

Major Policy/Regulatory Work - a review of official community plan and/or land use bylaw that takes between six and 18 months to complete, and meets the recommended process and recommended bylaw format requirements in Appendix A and Appendix B.

Minor Policy/Regulatory Work – amendments to official community plan and/or land use bylaw that takes less than six months to complete, and meets the recommended process and recommended bylaw format requirements in Appendix A and Appendix C.

Extraordinary Policy/Regulatory Work - a review of official community plan and/or land use bylaw that does not meet the recommended bylaw process and/or the recommended bylaw format requirements in Appendix A or Appendix B, and would require external consultants and additional funding considerations.

Regional Planning Team – a Local Planning Services team assigned to exclusively manage major and extraordinary bylaw reviews for local trust committees and policy planning work of the Regional Planning Committee.

Local Planning Team - a Local Planning Services team assigned to undertake day-to-day planning functions of the local trust committees, including managing minor bylaw reviews, processing of applications and referrals, responding to enquiries, and administering local trust committee meetings.

B. Policy

1. Official Community Plan and Land Use Bylaw Reviews and Amendments

- 1.1 The Regional Planning Team will develop and deliver comprehensive Major Policy Work, Official Community Plan (OCP), and Land Use Bylaw (LUB) documents to assist LTCs in identifying and establishing policy preferences for managing growth development and conservation in island communities.
- 1.2 Comprehensive OCP and LUB reviews are considered to be major policy/regulatory work.
- 1.3 Regional Planning Team Staff will maintain a checklist of the “health” of official community plans, (Appendix D) and will use this to recommend to Trust Council via Regional Planning Committee prioritization of OCPs for review and update as part of Trust Council’s budget process. Staff will also consider the criteria established in Appendix D.
- 1.4 New and updated official community plans and land use bylaws will follow the recommended format in Appendix A, with some customization to allow for local conditions permitted.
- 1.5 A maximum of two reviews of official community plans and land use bylaws may be started each fiscal year to ensure adequate resourcing is available to complete.
- 1.6 Where possible, the OCP and LUB should be reviewed concurrently as part of the same project, or the LUB should be scheduled to be reviewed as soon as the OCP review is complete.

2. Major Policy/Regulatory Work

- 2.1 The Regional Planning Team will undertake major policy/regulatory projects of LTCs and the Regional Planning Committee. The criteria in Appendix E will be used by Regional Planning Team staff to recommend to Trust Council via the Regional Planning Committee prioritization of these projects.
- 2.2 Staff resources will limit the number and type of major policy/regulatory work that can start in any one year. This limit will also be considered when recommending OCP/LUB reviews.
- 2.3 For any major policy/regulatory work of an LTC or RPC to be considered, it must be a priority of the relevant local trust committee and one of its top priorities. The local trust committee must submit a business case as part of the budget process that sets out the scope, timeline and budget (including estimated staff resources required) of the proposed project. The business case must be endorsed by the local trust committee.

- 2.3 LTCs may initiate more frequent OCP/LUB reviews and extraordinary OCP/LUB review processes on specific policy issues subject to Trust Council approval of a special tax levy for the relevant Local Trust Area to fund the necessary costs, including additional staffing requirements. Minor OCP/LUBs reviews may also be undertaken as part of a LTCs normal work program, which would be undertaken pending available Local Planning Team resources.
- 2.4 LPS staff will strive for simplicity and certainty when drafting amendments and will engage stakeholders early in the review process. LTC chairs will ensure timely review and completion of documents.
- 2.5 LPS staff will provide LTCs with early advice about any proposed OCP amendment that may be inconsistent with the Islands Trust Policy Statement and will seek clarification from Trust Area Services staff if necessary. LPS staff will not spend time on OCP amendments that are inconsistent with the Islands Trust Policy Statement without the prior approval of Trust Council.
- 2.6 LPS staff will provide LTCs and the Executive Committee with early advice regarding any proposed OCP amendment that may require additional staff resources for administration or enforcement and will confirm the availability of those resources before bylaw adoption. LPS staff will ensure that Bylaw Enforcement staff confirm the enforceability of new OCP provisions that may require enforcement (such as Development Permit Areas) before they submit bylaws to an LTC for first reading.
- 2.7 For any policy work of an LTC to be considered to be undertaken by the Regional Planning Team, it must be a priority of the LTC and one of its top priorities.

3. Community Engagement

- 3.1 All community engagement for major policy/regulatory work will establish the appropriate IAP2 engagement level in the Project Charter.
- 3.2 All major policy/regulatory work shall follow the IAP2 commitments and provide opportunities to be heard, and provide feedback appropriate to the IAP2 level identified for that project.
- 3.3 Stakeholders and key partners should be identified early in the process and during the development of the Project Charter.
- 3.4 In some instances a community group may wish to independently review and make recommendations to the local trust committee. If this is endorsed by the local trust committee, this work would be outside of the Regional Planning Team. The Regional Planning Team could become involved if the local trust committee makes it a priority of the LTC, and has a Project Charter. These projects would be considered priorities the same as any other project under this Policy.

4. Local Trust Committee Meeting and Agenda Preparation

- 4.1 LPS staff will administer planning services through established agendas and a meeting schedule that the LTC pre-determines annually.
- 4.2 Legislative clerks and planners will prepare LTC business meeting agendas. LPS staff will release LTC business meeting agendas to trustees and post them on the Islands Trust website at least one week in advance of the meeting day.
- 4.3 LPS staff will provide applicants who have agenda items with a link to the agenda and any related reports at least one week prior to the meeting day.
- 4.4 LPS staff will not add late items to agendas except with the approval of the Chair. LTC members and staff should not add or suggest new decision items for the meeting agenda after staff has released it, unless the topic has arisen since the agenda release and must be resolved before the next LTC meeting. LTC members and staff who intend to suggest new decision items of this nature should ensure that all LTC members and LPS staff have at least two days' notice of any proposed resolutions.
- 4.5 LTC chairs will keep item debates focused and avoid public debate during the business session of the LTC.
- 4.6 LPS staff and LTC Chairs will ensure that all decisions on the LTC business agenda that require LPS staff resources are relevant to the responsibilities of LTCs to regulate the development and use of land, pursuant to s. 24 of the *Islands Trust Act*, or relevant to any powers that may be delegated to an LTC under s. 10 of the *Islands Trust Act*. LTCs should not instruct LPS staff to undertake work that is unrelated to these responsibilities.
- 4.7 Staff will only undertake work as directed by the local trust committee; trustees are to avoid individual directions or requests for significant staff work.

5. Special Projects

- 5.1 LTCs may undertake special planning projects subject to the necessary budget approvals by Trust Council, and management approval of the use of LPS staff resources.
- 5.2 LTCs that have had powers delegated under s. 10 of the *Islands Trust Act* may undertake special projects related to those powers, subject to the necessary budget approvals by Trust Council, and management approval of the use of LPS staff resources, or provision of additional staff resources.

6. Review of Development Applications

- 6.1 Local Planning Team planners will evaluate and provide reports to LTCs regarding all development applications that require an LTC decision.
- 6.2 Local Planning Team planning staff will provide updates at LTC meetings regarding the status of applications and referrals that do not require an LTC decision, except for building permit and Crown land referrals.
- 6.3 LTCs are encouraged to make decisions when staff has provided all requested information and avoid unnecessary extensions to the application review period.
- 6.4 At the discretion of an LTC, application referrals to Advisory Planning Commissions (APCs) or other advisory bodies may be limited to those applications requiring an LTC decision. Commissions and advisory bodies are required to reply within given timelines.
- 6.5 LPS staff and LTC chairs will ensure that staff recommendations and LTC resolutions that require the use of LPS staff resources do not exceed LTC decision-making responsibilities as indicated in s.24 of the *Islands Trust Act*, or responsibilities related to any powers that may be delegated to an LTC under s. 10 of the *Islands Trust Act*.
- 6.6 LPS staff will not undertake a comprehensive review of a development application that is inconsistent with the relevant OCP or the Islands Trust Policy Statement. If planning staff receive a development application that is inconsistent with the relevant OCP, the application will be returned to the applicant advising that the proposed application is contrary to the policies of the OCP. If the applicant wants to proceed the application must be amended to include a request to amend the OCP.
- 6.7 Community information meetings are encouraged in conjunction with the review of development applications. These meetings may be hosted by the LTC or the applicant and are desirable before first reading of the bylaw. The purpose of these meetings is to identify the scope of a project, identify issues that need to be reviewed in the planning analysis and to allow the public to ask questions of the applicant, trustees and staff. Community information meetings are also desirable as a separate session immediately prior to a Public Hearing when a proposed bylaw is available and has received at least first reading by the LTC. Meetings at this point allow members of the public to engage in dialogue with the applicant, or ask questions of trustees and staff about the planning report or the bylaw prior to the Public Hearing.

7. Bylaw Enforcement

- 7.1 LPS staff will carry out bylaw enforcement activities in accordance with Trust Council Policy 5.5.1.

8. Management of Local Planning Services Staff Time

- 8.1 LTCs will endeavor to schedule most regular LTC business meetings during normal week day business hours of the Islands Trust. LTCs may schedule meetings to address comprehensive OCP and LUB reviews on weekend days to ensure participation by non-resident owners. LTCs will be mindful of the impact of staff overtime on their respective LTC work programs and will schedule staff participation accordingly.

C. Legislated References

Sections 10 and 24, *Islands Trust Act*

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

n/a

Appendix A

Standard Bylaw format – Major OCP/LUB Amendment

Appendix B

Standard Process – Major OCP/LUB Amendment

Appendix C

Standard Process – Minor OCP/LUB Amendment

Appendix D

Official Community Plan – Evaluation Framework

Appendix E

Criterion for Major Project prioritization recommendations



Policy:	5.9.1
Approved By:	Trust Council
Approval Date:	March 10, 2006
Amendment Date(s):	September 11, 2013
Policy Holder:	Director of Local Planning Services

BEST MANAGEMENT PRACTICES FOR DELIVERY OF LOCAL PLANNING SERVICES TO LOCAL TRUST COMMITTEES

Purpose

1. To ensure that Local Trust Committees (LTCs) use the Local Planning Services (LPS) staff resources provided to them in accordance with their legislated responsibilities under s. 24 of the *Islands Trust Act* or in accordance with any powers that may be delegated to them under s.10 of the *Islands Trust Act*.
2. To identify the core services provided to LTCs, and to outline the best management practices for delivering those services to LTCs in a fair and equitable manner.

Definitions

n/a

Policy

Major Policy/Regulatory Work - a review of official community plan and/or land use bylaw that takes between six and 18 months to complete, and meets the recommended process and recommended bylaw format requirements in Appendix A and Appendix B.

Minor Policy/Regulatory Work – amendments to official community plan and/or land use bylaw that takes less than six months to complete, and meets the recommended process and recommended bylaw format requirements in Appendix A and Appendix C.

Extraordinary Policy/Regulatory Work - a review of official community plan and/or land use bylaw that does not meet the recommended bylaw process and/or the recommended bylaw format requirements in Appendix A or Appendix B, and would require external consultants and additional funding considerations.

Regional Planning Team – a Local Planning Services team assigned to exclusively manage major and extraordinary bylaw reviews for local trust committees and policy planning work of the Regional Planning Committee.

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Local Planning Team - a Local Planning Services team assigned to undertake day-to-day planning functions of the local trust committees, including managing minor bylaw reviews, processing of applications and referrals, responding to enquiries, and administering local trust committee meetings.

B. Policy

1. Official Community Plan and Land Use Bylaw Reviews and Amendments

Work, Official Community Plan (OCP), and Land Use Bylaw (LUB) documents to assist LTCs in identifying and establishing policy preferences for managing growth development and conservation in island communities.

work.

1.3 Regional Planning Team Staff will maintain a checklist of major island OCPs every community plans, (Appendix D) and will use this to budget approval by recommend Regional Planning Committee prioritization of OCPs for review and update as part of Trust Council's budget process. Staff will also consider the criteria established in Appendix D.

1.4 New and updated official community plans and land use bylaws will follow the recommended format in Appendix A, with some customization to allow for local conditions permitted.

1.5 A maximum of two reviews of official community plans and land use bylaws may be started each fiscal year to ensure adequate resourcing is available to complete.

1.6 Where possible, the OCP and LUB should be reviewed concurrently as part of the same project, or the LUB should be scheduled to be reviewed as soon as the OCP review is complete.

2. Major Policy/Regulatory Work

2.1 The Regional Planning Team will undertake major policy/regulatory projects of LTCs and the Regional Planning Committee. The criteria in Appendix E will be used by Regional Planning Team staff to recommend to Trust Council via the Regional Planning Committee prioritization of these projects.

2.2 Staff resources will limit the number and type of major policy/regulatory work that can start in any one year. This limit will also be considered when recommending OCP/LUB reviews.

2.3 For any major policy/regulatory work of an LTC or RPC to be considered, it must be a priority of the relevant local trust committee and one of its top priorities. The local trust committee must submit a business case as part of the budget process that sets out the scope, timeline and budget (including estimated staff resources required) of the proposed project. The business case must be endorsed by the local trust committee.

1.2 2.3 LTCs may initiate more frequent OCP/LUB reviews and extraordinary or review processes on specific policy issues subject to Trust Council approval of a special tax levy for the relevant Local Trust Area to fund the necessary costs, including additional staffing requirements. Minor OCP/LUBs reviews may also be undertaken as part of a LTCs normal work program, which would be undertaken pending available Local Planning Team resources.

engage stakeholders early in the review process. LTC chairs will ensure timely review and completion of documents.

that may be inconsistent with the Islands Trust Policy Statement and will seek clarification from Trust Area Services staff if necessary. LPS staff will not spend time on OCP amendments that are inconsistent with the Islands Trust Policy Statement without the prior approval of Trust Council.

any proposed OCP amendment that may require additional staff resources for administration or enforcement and will confirm the availability of those resources before bylaw adoption. LPS staff will ensure that Bylaw Enforcement staff confirm the enforceability of new OCP provisions that may require enforcement (such as Development Permit Areas) before they submit bylaws to an LTC for first reading.

Planning Team, it must be a priority of the LTC and one of its top priorities.

3. Community Engagement

3.1 All community engagement for major policy/regulatory work will establish the appropriate IAP2 engagement level in the Project Charter.

3.2 All major policy/regulatory work shall follow the IAP2 commitments and provide opportunities to be heard, and provide feedback appropriate to the IAP2 level identified for that project.

3.3 Stakeholders and key partners should be identified early in the process and during the development of the Project Charter.

3.4 In some instances a community group may wish to independently review and make recommendations to the local trust committee. If this is endorsed by the local trust committee, this work would be outside of the Regional Planning Team. The Regional Planning Team could become involved if the local trust committee makes it a priority of the LTC, and has a Project Charter. These projects would be considered priorities the same as any other project under this Policy.

3. 4. Local Trust Committee Meeting and Agenda Preparation

meeting schedule that the LTC pre-determines annually.

will release LTC business meeting agendas to trustees and post them on the Islands Trust website at least one week in advance of the meeting day.

and ~~copies of~~ any related reports at least one week prior to the meeting day.

LTC members and staff should not add or suggest new decision items for the meeting agenda after staff has released it, unless the topic has arisen since the agenda release and must be resolved before the next LTC meeting. LTC members and staff who intend to suggest new decision items of this nature should ensure that all LTC members and LPS staff have at least two ~~day's~~days' notice of any resolutions.

business session of the LTC.

that require LPS staff resources are relevant to the responsibilities of LTCs to regulate the development and use of land, pursuant to s. 24 of the *Islands Trust Act*, or relevant to any powers that may be delegated to an LTC under s. 10 of the *Islands Trust Act*. LTCs should not instruct LPS staff to undertake work that is un-related to these responsibilities.

to avoid individual directions or requests for significant staff work.

approvals by Trust Council, and management approval of the use of LPS staff resources.

undertake special projects related to those powers, subject to the necessary budget approvals by Trust Council, and management approval of the use of LPS staff resources-or provision of additional staff resources.

all development applications that require an LTC decision.

the status of applications and referrals that do not require an LTC decision, except for building permit and Crown land referrals.

information and avoid unnecessary extensions to the application review period.

(APCs) or other advisory bodies may be limited to those applications requiring an LTC decision. Commissions and advisory bodies are required to reply within given timelines.

that require the use of LPS staff resources do not exceed LTC decision-making responsibilities as indicated in s.24 of the *Islands Trust Act*, or responsibilities related to any powers that may be delegated to an LTC under s. 10 of the *Islands Trust Act*.

that is inconsistent with the relevant OCP or the Islands Trust Policy Statement. If planning staff receive a development application that is inconsistent with the relevant OCP, the application will be returned to the applicant advising that the proposed application is contrary to the policies of the OCP. If the applicant wants to proceed the application must be amended to include a request to amend the OCP.

development applications. These meetings may be hosted by the LTC or the applicant and are desirable before first reading of the bylaw. The purpose of these meetings is to identify the scope of a project, identify issues that need to be reviewed in the planning analysis and to allow the public to ask questions of the applicant, trustees and staff. Community information meetings are also desirable as a separate session immediately prior to a Public Hearing when a proposed bylaw is

available and has received at least first reading by the LTC. Meetings at this point allow members of the public to engage in dialogue with the applicant, or ask questions of trustees and staff about the planning report or the bylaw prior to the Public Hearing.

Council Policy 5.5.1.

Appendix A

Standard Bylaw format – Major OCP/LUB Amendment [INSERT LASQUETI FORMAT OUTLINE]

Appendix B

Standard Process – Major OCP/LUB Amendment

Appendix C

Standard Process – Minor OCP/LUB Amendment

Appendix D

Official Community Plan – Evaluation Framework

Appendix E

Criterion for Major Project prioritization recommendations

EAST BEAUTIFUL ISLAND
Official Community Plan 2021

Schedule X to [Insert Island Name] Official Community Plan Bylaw No. XXXX, 20XX

Islands Trust Object

The object of the trust is to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia.

Islands Trust Act, Part 1, Section 3, 1996



Islands Trust 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 honors the rich history, stewardship, and cultural heritage the embodies this place we all call home.

The Islands Trust Council is committed to 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 by Islands Trust Council, March 14, 2019

Acknowledgments

I'm baby vexillologist chia vegan palo santo live-edge brunch small batch butcher succulents. Knausgaard banh mi narwhal wayfarers humblebrag pinterest XOXO pug celiac small batch. Single-origin coffee banh mi chartreuse tousled shaman 3 wolf moon truffaut, af sartorial la croix pickled edison bulb. Stumptown selfies gluten-free poutine letterpress vegan cronut tote bag 90's butcher. Wolf synth pinterest keffiyeh, direct trade vexillologist pabst plaid.

This section should include (at the discretion of each island)

- Elected officials
- Advisory Commission Members
- Technical Working Group Members
- Specific community members
- First Nations participants
- General community

This section should also include:

- Photo/artwork acknowledgements

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Part 1: OCP Fundamentals

What is it?

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How does it work?

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How is it used?

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How was it made?

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- This is a list item
- This is also a list item
- This is a longer list item that is a bit longer so it runs to two lines so we can see what that looks like

How does it change?

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Some text that is emphasized

Vision, Goals, Objectives and Policies

A “vision” describes an overarching aspiration for the future state of our community—what we want to achieve by 20XX. The Vision presented here represents community inputs collected and compiled through participation in the OCP update.

“Goals” describe a desired future state and are worded broadly in a single sentence.

Sidebar text box header

Some sidebar text content. Pitchfork selvage banh mi cliche slow-carb woke corn air plant. Tilde sartorial taxidermy skateboard readymade tacos 90's vape put a bird on it VHS before they sold out. Fixie heirloom cardigan PBR&B flannel adaptogen cloud bread. Pork belly tofu dreamcatcher, gastropub roof party subway tile. Offal artisan polaroid gochujang, vice tousled hot chicken DIY four dollar toast echo park.

Adding more text will make the box taller.

“Objectives” are focused on a single topic related to the goal and are directional and action oriented. Typical verbs used are ‘to improve’, ‘reduce’, ‘protect’, or ‘minimize’.

“Policies” policies are specific actions, position statements, or requirements in support of an objective or set of objectives. Policy directions may be presented as mandatory requirements (e.g. “shall” or “must”) if they are within LTC jurisdiction and

control. For matters that are outside the jurisdiction of the LTC, ‘advocacy and partnership policies’ are used to describe where and how the LTC would like to work with First Nations, other governments, agencies, or organizations to advance the community Vision, Goals and Objectives



Part 2: Island Vision

Islands Trust Object

The object of the trust is to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia.

Island Vision

The [Insert Island] community envisions an island that

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Island Goals

The [Insert Island] community has the following goals to achieve its vision

Goal 2.1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed congue nisi et rutrum m

Goal 2.2: Lorem ipsum dolor sit amet, consectetur

Goal 2.3: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed congue nisi et rutrum m

Island Objectives

The [Insert Island] community has identified the following overarching objectives to achieve its goals . . .

Objective 2.1

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Objective 2.2:

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Objective 2.3:

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Island Policies

The [Insert Island] Local Trust Committee will be guided by the following overarching policies to achieve the community's objectives

Policy 2.1:

XX
XX

Policy 2.2:

XX
XX

Policy 2.3:

XX
XX

Part 3: Island Context

Ecology/Geology

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Climate Change

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First Nations Reconciliation

Coast Salish Peoples, including the XXXXX, have lived and resided on or near East Beautiful Island since time immemorial.

The history of Coast Salish Peoples is sustained in the language, place names, village sites, cultural and sacred sites that encompass the whole of the Islands Trust Area. Coast Salish Peoples have seen and lived the transformation of their lands and waters since contact. This tide of change has greatly impacted the eco-system that sustained them, and the cultural heritage of the first peoples of the Salish Sea. Coast Salish Peoples have and will continue to be a thriving people, government, and community, connected to the lands and waters through spiritual, cultural, and traditional knowledge for generations to come.

The XXXXXXXX Peoples speak a language called XXXXXXXXXXXX, and have a rich and vibrant economic, social, cultural, and spiritual life that is connected to these lands and waters. The lands and waters of the XXXXXXXX Peoples is enriched with history, place names, village sites, cultural sites, and sacred sites and the islands and

waters form the basis of their language, culture, and spiritual life within the Salish Sea.

[Insert Island] is the location of the XXXXXXXXXXXX First Nation and XXXXXXXXX First Nation reserve #X. The importance and inherent rights and jurisdiction that this area holds to the XXXXXXXXXXXX Peoples continues now and into the future and the stewardship of these lands and waters for their children's children endures.

Settler History

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East Beautiful Island Today

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Part 4: Ecosystem Preservation and Protection

Ecosystems

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Ecosystem Goals

Goal 4.1

Goal 4.2

Goal 4.XX

Coastal and Marine Ecosystems

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Coastal and Marine Ecosystem Objectives

Objective 4.1

Objective 4.2

Objective 4.3

Coastal and Marine Ecosystem Policies

Policy 4.1

Policy 4.2

Policy 4.3

Forest Ecosystems

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Forest Ecosystem Objectives

Objective 4.4

Objective 4.5

Objective 4.6

Forest Ecosystem Policies

Policy 4.4

Policy 4.5

Policy 4.6

Freshwater and Wetland Ecosystems

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nibh laoreet consequat vel at lacus. Aliquam laoreet odio vel auctor ornare. Nam et pellentesque risus, at hendrerit mi. Mauris eget lobortis nulla.

Freshwater and Wetland Ecosystem Objectives

Objective 4.7

Objective 4.8

Objective 4.9

Freshwater and Wetland Ecosystem Policies

Policy 4.7

Policy 4.8

Policy 4.9

Sensitive Ecosystems

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Sensitive Ecosystem Objectives

Objective 4.10

Objective 4.11

Objective 4.12

Sensitive Ecosystem Policies

Policy 4.10

Policy 4.11

Policy 4.12

Objective 4.15

Species at Risk Policies

Policy 4.13

Policy 4.14

Policy 4.15

Species at Risk

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Species at Risk Objectives

Objective 4.13

Objective 4.14

Part 5: Resilient Communities

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Resilient Community Goals

Goal 5.1

Goal 5.2

Goal 5.XX

Cultural and Natural Heritage

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Cultural and Natural Heritage Objectives

Objective 5.1

Objective 5.2

Objective 5.3

Cultural and Natural Heritage Policies

Policy 5.1

Policy 5.2

Policy 5.3

Land Use, Housing, and Managed Growth

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Land Use, Housing, and Managed Growth Objectives

Objective 5.4

Objective 5.5

Objective 5.6

Land Use, Housing, and Managed Growth Policies

Policy 5.4

Policy 5.5

Policy 5.6

Community Character

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Community Character Objectives

Objective 5.7

Objective 5.8

Objective 5.9

Community Character Policies

Policy 5.7

Policy 5.8

Policy 5.9

Transportation and Movement

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Transportation and Movement Objectives

Objective 5.10

Objective 5.11

Objective 5.12

Transportation and Movement Policies

Policy 5.10

Policy 5.11

Policy 5.12

Drinking Water, Waste Disposal and Utilities

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Drinking Water, Waste Disposal and Utilities Objectives

Objective 5.13

Objective 5.14

Objective 5.15

Drinking Water, Waste Disposal and Utilities Policies

Policy 5.13

Policy 5.14

Policy 5.15

Recreation

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Recreation Objectives

Objective 5.16

Objective 5.17

Objective 5.18

Recreation Policies

Policy 5.16

Policy 5.17

Policy 5.18

Health, Well Being and Learning

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Health, Well-Being and Learning Objectives

Objective 5.19

Objective 5.20

Objective 5.21

Health, Well-Being and Learning Policies

Policy 5.19

Policy 5.20

Policy 5.21

Economic Opportunities

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Economic Opportunities Objectives

Objective 5.22

Objective 5.23

Objective 5.24

Economic Opportunities Policies

Policy 5.22

Policy 5.23

Policy 5.24

Objective 5.27

Farming and Forestry Policies

Policy 5.25

Policy 5.26

Policy 5.27

Farming and Forestry

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Farming and Forestry Objectives

Objective 5.25

Objective 5.26

Part 6: Land Use Designations

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Rural Neighbourhoods Land Use Designation

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Rural Neighbourhoods Land Use Designation Objectives

Objective 6.1

Objective 6.2

Objective 6.3

Rural Neighbourhoods Land Use Designation Policies

Policy 6.1

Policy 6.2

Policy 6.3

Residential Neighbourhoods Land Use Designation

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Residential Neighbourhoods Land Use Designation

Objectives

Objective 6.4

Objective 6.5

Objective 6.6

Residential Neighbourhoods Land Use Designation Policies

Policy 6.4

Policy 6.5

Policy 6.6

XXXXXXXXXXXXXXXXXXXX Land Use Designation

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XXXXXXXXXXXXXXXXXXXX Land Use Designation Objectives

Objective 6.7

Objective 6.8

Objective 6.9

Residential Neighbourhoods Land Use Designation Policies

Policy 6.10

Policy 6.11

Policy 6.12

Part 7: Plan Implementation

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Land Use Bylaw

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Development Approvals Information

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Development Permit Areas

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Development Permit Area 1

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Development Permit Area 1 Objectives

Objective 7.1

Objective 7.2

Objective 7.3

Development Permit Area 1 Guidelines

Guideline 7.1

Guideline 7.2

Guideline 7.3

Development Permit Area 2

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Development Permit Area 2 Objectives

Objective 7.4

Objective 7.5

Objective 7.6

Development Permit Area 2 Guidelines

Guideline 7.4

Guideline 7.5

Guideline 7.6

Heritage Conservation Areas

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Heritage Conservation Area 1

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Heritage Conservation Area 1 Objectives

Objective 7.7

Objective 7.8

Objective 7.9

Heritage Conservation Area 1 Guidelines

Guideline 7.7

Guideline 7.8

Guideline 7.9

Heritage Conservation Area 2

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Heritage Conservation Area 2 Objectives

Objective 7.10

Objective 7.11

Objective 7.12

Heritage Conservation Area 2 Guidelines

Guideline 7.10

Guideline 7.11

Guideline 7.12

Temporary Use Permits

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Temporary Use Permit Objectives

Objective 7.13

Objective 7.14

Objective 7.15

Temporary Use Permit Guidelines

Guideline 7.13

Guideline 7.14

Guideline 7.15

Density Transfer

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auctor ornare. Nam et pellentesque risus, at hendrerit mi. Mauris eget lobortis nulla.

Objectives

Objective 7.16

Objective 7.17

Objective 7.18

Policies

Policy 7.16

Policy 7.17

Policy 7.18

Amenity Zoning

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Objectives

Objective 7.19

Objective 7.20

Objective 7.21

Policies

Policy 7.19

Policy 7.20

Policy 7.21

Relationship to Other Plans

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Objectives

Objective 7.25

Objective 7.26

Objective 7.27

Policies

Policy 7.25

Policy 7.26

Policy 7.27

Part 8: Plan Monitoring

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Part 8: Schedules and Maps

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Map 2: XXXXXXXXXX

Map 3:

Schedules

Schedule 1: XXXXXXXX

Schedule 2: XXXXXXXXXX

Schedule 3:

Maps

Map 1: XXXXXXXX

Part 9: Administration

Authority and Interpretation

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Severability

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Part 10: Appendices

Definitions

XXX
XXX
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Demographics

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XXX

Housing Needs Assessment

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XXX

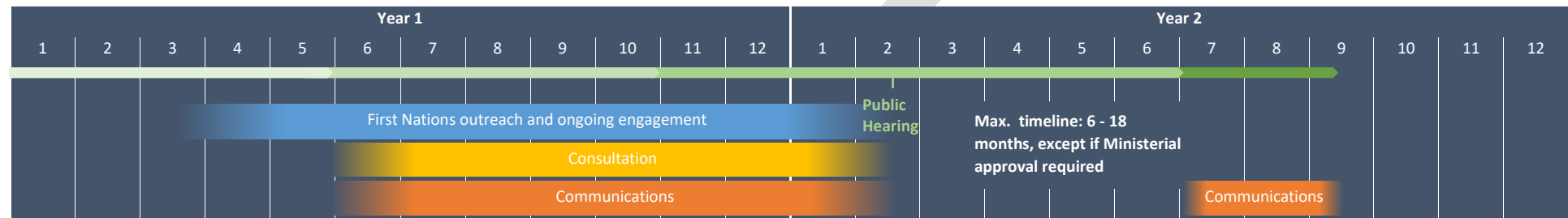
Other documents referenced in this plan

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Appendix B – Standard Process – Major OCP/LUB Amendment (DRAFT)

Major Policy/Regulatory Work

Project scope:	• Several topic areas or larger category review (e.g. housing, shoreline/CDFPC protection, temporary use permits, village planning, farm plan implementation, Cannabis regulation)				
Project Manager:	Regional Planning staff	Budget:	+ \$5K, needs business case, approval from EC for \$20 K	Planning staff time:	XX% of workload;
				Consultant Involvement:	None to limited/focused



PHASE 1: Project Initiation & Analysis	PHASE 2: Consultation & Bylaw Drafting	PHASE 3: Legislative Process	PHASE 4: Implementation
• Added to Top Priorities • Preliminary scoping • Consideration of project charter • Resolution requesting funding • Funding allocated, hire consultant • Discussion paper(s) • Development of work plan, engagement and communications plan,* data/mapping gathering	• First Nation, stakeholder and public engagement and communications as per plan • Data/mapping gathering/analysis • Development of draft bylaw(s) • Legal review of bylaw(s)	• 1st, 2nd, 3rd readings • Further engagement • Bylaw referrals • Public hearing • Bylaw changes • Approvals by EC & Ministry (OCPs) • Adoptions of Bylaw(s)	• Bylaw consolidation • Bylaw enforcement • Application checklists • Lessons learned • Bylaw adoption news release

First Nations outreach and engagement: • Situation analysis • Minimum: Bylaw referrals • Additional: e.g. Direct contact to gauge interest & options for participation, early referrals, cultural knowledge workshops	Consultation: • Minimum: IAP2: Inform - Bylaw referrals (including APC) & Public Hearing • Additional: e.g. early referrals; IAP2: Consult/Involve? - e.g. surveys, charrettes, world cafés, community meetings	Communications: • Minimum: Regular website updates, 1 community information meeting (CIM) / open house • Additional e.g.: additional CIM / open house, project news releases, mailouts re: commencement & bylaw adoption, plain language guide for bylaws
*engagement and communications plans includes the three elements above		

Appendix C – Standard Process – Minor OCP/LUB Amendment (DRAFT)

Minor Policy/Regulatory Work

Project scope:	- Technical review (e.g. correct errors, review definitions, up date references, improve readability (format, style, organization, spelling/grammar, references)); and/or - a smaller topic focus (e.g. new DPA; updating general/subdivision regulations; minor LUB amendments that implement OCP amendments, update dock or commercial zoning regulations; adopt model bylaw, First Nation recognition, administrative bylaw amendments (fees, procedures, etc.), OCP map amendments)					
Project Manager:	Local Planning staff	Budget:	Max \$5K, from LTC Project Bdgt	Planning staff time:	XX% of workload; influenced by other work	Consultant Involvement: None



PHASE 1: Project Initiation & Analysis	PHASE 2: Consultation & Bylaw Drafting	PHASE 3: Legislative Process	PHASE 4: Implementation
- Added to Top Priorities - Preliminary scoping - Consideration of project charter - Funding allocated - Discussion paper/other analysis - Development of work plan, engagement and communications plan,* data/mapping gathering	- First Nation, stakeholder and public engagement and communications as per plan - Development of draft bylaw(s) - Legal review of bylaw(s)	1st, 2nd, 3rd readings - Bylaw referrals - Public hearing - Bylaw changes - Approvals by EC & Minister (OCPs) - Adoptions of Bylaw(s)	- Bylaw consolidation - Bylaw enforcement - Application checklists - Lessons learned - Bylaw adoption new release

First Nations outreach and engagement: - Situation analysis - Minimum: Bylaw referrals - Additional: e.g. Direct contact to gauge interest & options for participation, early referrals, cultural knowledge workshops	Consultation: - Minimum: IAP2: Inform - Bylaw referrals (including APC) & Public Hearing - Additional: e.g. early referrals; IAP2: Consult - e.g. surveys, charrettes, world cafés, community meetings	Communications: - Minimum: Regular website updates/news releases, 1 community information meeting (CIM) / open house - Additional e.g.: additional CIM / open house, mailouts re: commencement & bylaw adoption, plain language guide for bylaws
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*engagement and communications plan includes the three elements above

APPENDIX D - Official Community Plan - Evaluation Framework

This evaluation framework is currently in draft form. Staff will be working to better align the framework with the OCP template.

Baseline Data/ Context	Does not Contain	Contains	Needs Updating
Douglas fir ecosystem condition (where info is available)			
Groundwater conditions/ vulnerability projections (where info is available)			
Groundwater regions (where info is available)			
Conservation Profile			
Climate Projections			
Climate Change Targets			
Natural Assets Inventory			
Population projections/demographic trends			
First Nations Territorial Recognition			
Economy			
Provincially Required Content	Does not Contain	Contains	Needs Updating
Statements and map designation for residential development required to meet anticipated housing needs over a period of at least five years.			
Statements and map designation for present and proposed commercial, industrial, institutional, agricultural, recreational and public utility land uses.			
Statements and map designation for present and proposed public facilities, including schools, parks and waste treatment and disposal sites.			
Statements and map designation for sand and gravel deposits that are suitable for future sand and gravel extraction.			
Statements and map designation for phasing of any major road, sewer and water systems.			
Statements and map designation for restrictions on the use of land that is subject to hazardous conditions or that is environmentally sensitive to development			

Housing Policies for affordable housing, rental housing and special needs housing			
Targets for the reduction of greenhouse gas emissions, and policies and actions of the local government proposed to achieve those targets			
Riparian Area Regulation			
First Nations Reconciliation	Does not Contain	Contains	Needs Updating
First Nations acknowledgment			
First Nations history			
First Nations goals and policies - HCA (Part 15 of LGA)			
Protection of culturally significant species			
Ecosystem Preservation and Protection			
Policies related to forest ecosystem preservation and protection - DPA for Coastal Douglas fir ecosystem			
Policies related to wetland ecosystem and riparian area protection - Regulatory bylaws for the protection of foreshore and nearshore - Riparian Area DPAS			
Policies related to coastal and marine ecosystem preservation - locations of boat launches, docks, anchorages that do not degrade sensitive marine or costal areas - Marine Environmental Protection DPAs			
Policies protecting sensitive ecosystems			
Policies protecting species at risk			
Policies protecting native species			
Policies related to the management of invasive species			
Ground water maps			
Policies supporting freshwater sustainability - ground water budgets - greywater recycling - rainwater catchment			

- density and intensity limits where problems with water quantity and quality			
Resilient Communities			
Policies related to the protection of agricultural land			
- Agricultural land designations			
Preservation , protection, encouragement of farming , sustainable farming			
Crown lands for agricultural leases			
Impacts of farming addressed			
Policies addressing the retention of large parcels for sustainable forest use.			
- Forest land designations			
Policies addressing reducing the fragmentation of forests			
- DPAs for forest protection			
- Forest ecosystem reserves			
Policies protecting soils and other subterranean			
- DPA?			
Community Safety and Resilience (Emergency Management and Climate Change Adaptation)			
Policies addressing slope instability			
Policies addressing erosion			
Analysis of climate change vulnerability			
Policies supporting and encouraging local food production			
Policies addressing drought			
- Policies and regulations to align with development potential as identified through mapping of aquifers, development of water consumption budgets and identification of salt water intrusion risks.			
- Policies encouraging rainwater capture			
Policies addressing wildfire mitigation			
- DPA re: hazardous conditions			
Policies addressing storm surge and other flooding			
- Enact regulations under s.479 of the Local Government Act and flood level regulation under s. 524 of the LGA			
Policies addressing sea level rise			
- DPA			

- Setbacks (LUBs) - Softshores/greenshores DPA?			
Designation of areas for the landing of emergency helicopters			
Low Carbon Communities (GHG Reduction)			
Policies encouraging compact, complete and connected land use			
Policies minimizing emission intensive transportation			
Policies supporting and encouraging active transportation			
Policies encouraging low carbon agriculture and food production			
Policies supporting renewable energy systems and efficient building siting and design			
Policies related to carbon sink preservation - Park designation - Policies related to type of agriculture? - Lot coverage maximums - DPAs related to forest, ecosystems, eelgrass etc.			
Accommodations for recycling, re-use and composting facilities			
Healthy and Prosperous Communities			
Policies supporting economic activities that are compatible with community character and the preservation and protection of islands ecosystems			
Policies addressing health-related facilities			
Polices related to cultural and recreational facilities and services			
Satisfying LGA requirements			
Indicators			

Islands Trust OCP/LUB Review Prioritization Matrix

Last updated

October 29, 2021

<u>LTA</u>	<u>Bylaw area</u>	<u>OCP adoption date</u>	<u>LUB adoption date</u>	<u>Over 15 Years Since Major Update</u>
BW	BW	2013	2013	
Denman	Denman	2008	2008	
Gabriola	Decourcy	2001	2001	
Gabriola	Mudge	2007	2007	
Gabriola	Gabriola	1997	1999	
Galiano	Galiano	1995	1999	
Gambier	Gambier	2001	2004	
Gambier	Gambier Associated Islands	2009	2013	
Gambier	Keats	2002	2002	
Gambier	Bowyer and Passage		2011	
Hornby	Hornby	2014	2014	
Lasqueti	Lasqueti	2005	2005	
Mayne	Mayne	2007	2008	
North Pender	North Pender Associated Islands	2002	2003	
North Pender	North Pender	2007	1996	
Salt Spring	Salt Spring	2008	1999	
Salt Spring	Piers Island	1982	2003	
Salt Spring	Prevost & Associated Islands		1972	
Saturna	Saturna	2010	2019	
South Pender	South Pender	2011	2016	
Thetis	Thetis Associated Islands	2014	2014	
Thetis	Thetis	2011	2011	
Thetis	Valdes		1998	

<u>10-15 years Since Major Update</u>	<u>Multiple OCPs/LUBs in LTA</u>	<u>Missing Prov. Req'd Elements</u>	<u>On Top Priorities</u>
			X
	X		
	X		
	X		
	X		X
	X		
	X		
	X		
			X
	X		
	X		
	X		
	X		
	X		
	X		
	X		
	X		



REQUEST FOR DECISION

To: Regional Planning Committee **For the Meeting of:** November 3, 2021

From: Narissa Chadwick
Island Planner **Date Prepared:** October 29, 2021

SUBJECT: Draft Freshwater Sustainability Strategy – Presentation

RECOMMENDATION:

- 1. That the Regional Planning Committee receive the Draft Freshwater Sustainability Strategy and forward it to Trust Council for review.***
 - 2. That the Regional Planning Committee request staff to return with an Islands Trust Freshwater Sustainability Strategy policy document for approval following Trust Council review.***
-

1 PURPOSE:

The purpose of this Request for Decision is to present the Draft Freshwater Sustainability Strategy to the Regional Planning Committee and recommend that it be forwarded to Trust Council for review at the December 2021 quarterly meeting. Following review from Trust Council, staff recommend that the draft document be made into a policy document to be approved by the Regional Planning Committee.

2 BACKGROUND:

Freshwater is fundamental for life. The quantity and quality of freshwater determines carrying capacity on the islands in the Islands Trust Area. Dependent primarily on groundwater replenished by the rain, freshwater resources in the Islands Trust Area is a unique amenity that is inherently vulnerable. As development pressures continue, population grows and the impacts of a changing climate intensify, freshwater vulnerabilities for communities, economies, Indigenous heritage, and ecological systems grow. Freshwater vulnerability is being experienced by residents with lower groundwater levels being recorded and saltwater intrusion increasing.

Trust Council recognized the importance of protecting freshwater in the 2019 -2022 Strategic Plan, which identifies freshwater stewardship as a top priority. By declaring a climate emergency the Islands Trust acknowledge the need to address increasing vulnerabilities. The initiation of the Groundwater Sustainability Science Program in 2019 and the development of the Freshwater Sustainability Strategy in 2020 by the RPC demonstrates a commitment to addressing the critical need to address threats to freshwater vulnerability.

This Freshwater Sustainability Strategy provides a framework for action to be taken over the next decade (2022 to 2032) and beyond to protect water resources over the longer term. It harmonizes the efforts of groundwater-focused projects, expands this work to other islands in the Trust Area, supports

the translation of the science into land use policy and regulation as well as identifies ways enhance community stewardship and support for measures that will address freshwater vulnerabilities. It includes overarching goals, objectives, programs, specific actions, and outlines an implementation plan.

The development of the Freshwater Sustainability Strategy was undertaken in the fiscal year 2021/22 and was funded by Watersheds BC - Healthy Watershed Initiative (\$90,000) in addition to \$20,000 allocated by the Regional Planning Committee (RPC). It was a collaborative exercise including inputs from a literature review, interviews with internal and external stakeholders, workshops and informal meetings with Islands Trust staff, a special session with the RPC, Indigenous Cultural Knowledge Holder engagement, and an ad hoc stakeholder Strategy Advisory Roundtable (SAR) that consisted of 23 individuals representing community groups, government agencies, improvement districts, Indigenous Cultural Knowledge Holders, and members of the Trust Council and staff.

With the development of the Freshwater Strategy, the Islands Trust joins a number of other forward thinking local governments such as the Nanaimo Regional District, the Cowichan Valley Regional District who are taking progressive steps toward addressing threats to freshwater sustainability in a focussed way. This work is not only addressing immediate issues but also those that are anticipated to increase as a result of climate change.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL and FINANCIAL :

The Freshwater Sustainability Strategy will contribute to a shift in traditional ways of addressing issues related to the sustainability of freshwater in the Islands Trust. It addresses the challenge of increasing freshwater vulnerability in a way that will require significant interdepartmental coordination and an increase in, or reallocation of, staff resources.

By receiving the Draft Strategy, the RPC signals support to forward to Trust Council for review with the intention of creating a final policy document to be approved by the RPC following review. Adopting a Freshwater Sustainability Strategy Policy will be the first step toward prioritizing the allocation of resources to support the Strategy. Programs and actions set out in the Strategy are to be operationalized through annual workplans, budget requests, and program-specific implementation plans. Budget contributions will be determined on an annual basis.

POLICY:

Islands Trust policy statement states that islands should be self-sufficient in their supply of freshwater. The development of the Freshwater Sustainability Strategy and the implementation of actions identified within it support the 2018-2022 Strategic Plan objective to “Protect quality and quantity of freshwater resources in the Islands Trust”.

A main program of the Strategy is the Freshwater Reporting Program which will consolidate and report out on the progress of the programs, research, data, and implemented actions. It is anticipated that a “State of Freshwater in the Islands Trust Area” document will be published every four years prior to the end of each election cycle to help inform the subsequent work plans and priorities.

IMPLEMENTATION/COMMUNICATIONS:

Staff are currently exploring options to fund the publication of the Freshwater Sustainability Strategy Policy document which is envisioned to be a publically accessible document containing maps and graphics. Due to the Healthy Watersheds Initiative funding deadline for all deliverables on December 15th 2021 of the that funding could not be used for this purpose.

Communications is a focus of the Strategy. The Cultural Knowledge and Engagement Program under the Strategy, focusses on sharing information, research, and Indigenous Cultural Knowledge with

communities, staff and Trustees. The goals are to foster stewardship, develop support for land use decisions, and encourage water conservation and watershed protection. This will require Islands Trust to increase its capacity to communicate with residents, businesses, visitors, and non-resident property owners.

One of the priority actions for 2022 identified in the Strategy is the development of an organizational plan for Strategy implementation that defines the responsibilities of the Regional Planning Committee, Trust Programs Committee, Trust Council and key staff. This will include a Freshwater Forum for the Trustees, including education sessions and workshops to focus priorities and coordinated efforts.

FIRST NATIONS:

The Strategy recognizes the critical importance of understanding Indigenous perspectives and ways of knowing when engaging in policy development and planning in the Islands Trust. The development of the Strategy involved a unique approach to facilitating this understanding. Five Indigenous Cultural Knowledge Holders were invited to share their teachings with the Strategic Advisory Committee. The Cultural Knowledge and Engagement Program under the Strategy prioritizes understanding and sharing Indigenous ways of knowing. As a result the Strategy can be seen as one of the Islands Trust's tools supporting Reconciliation.

4 ATTACHMENT(S):

1. Letter from consultant
2. The Islands Trust Draft Freshwater Sustainability Strategy

RESPONSE OPTIONS

Recommendations:

1. ***That the Regional Planning Committee receive the Draft Freshwater Sustainability Strategy and forward it to Trust Council for review.***
2. ***That the Regional Planning Committee request staff to return with an Islands Trust Freshwater Sustainability Strategy policy document for approval following Trust Council review.***

Alternative Recommendations:

1. **The RPC could request amendments to the Draft Freshwater Sustainability Strategy before forwarding to Trust Council.** The RPC should identify the specific amendments to be made prior to the December 2021 Trust Council quarterly meeting.
2. **The RPC could choose not to endorse the Draft Freshwater Sustainability Strategy.** Not endorsing the Strategy will threaten the ability for the Islands Trust to move forward to address freshwater vulnerability in a focused, consistent and effective. It will also challenge the Islands Trust eligibility for external funding to implement freshwater sustainability activities.

Prepared By: Narissa Chadwick, Island Planner

Reviewed By/Date: Robert Kojima, Regional Planning Manager/ October 29,2021



28 October 2021

From

Kirk Stinchcombe
Econics
3450 Uptown Boulevard - Suite 350
Victoria BC V8Z 0B9

To

Narissa Chadwick, RPP
Island Planner, Islands Trust
200-1627 Fort St.
Victoria BC, V8R 1H8
Via email

Dear Narissa

On behalf of Econics and Compass Resource Management, please find attached the most recent draft of the Islands Trust Freshwater Sustainability Strategy (Draft V10), prepared for approval by Regional Planning Committee and ultimately Trust Council.

As you know, Econics was privileged to act as the lead writer of this strategy on behalf of Islands Trust, but the development was remarkably collaborative. Through the Strategy Advisory Roundtable established for this project, we worked through almost all aspects of the strategy with 16 key stakeholders and staff from other agencies. At least 12 Islands Trust staff members provided input at various stages. Three Trustees were extensively involved, including sitting on the Strategy Advisory Roundtable. Five Indigenous Cultural Knowledge Holder graciously shared their time and knowledge with us through a parallel process to help us better reflect Indigenous perspectives in the strategy and proposed actions. I hope our effort is worthy of their generosity.

Many of these individuals reviewed a recent draft of this document in September through October and provided extensive feedback. With your help, we have endeavored to capture everyone's perspectives, ideas, and proposed revisions to the best of our ability.

Econics
econics.com
info@econics.com
+1 250 590 8143

I particularly want to express my gratitude to both you and William Shulba for your enthusiastic and extensive contributions throughout this project and especially during the report drafting phase over the past few months. As I have said to you before, I have been involved in many processes like this over the years, but this one stands out as exceptionally collaborative. I believe that your contributions led to a document that will integrate well with Islands Trust's standard administration and planning practices, and hopefully adequately captures Islands Trust's voice.

My understanding is that our team now turns this over to you and it becomes a draft Islands Trust document rather than a consultant's report. It will go through your standard approval processes and, upon approval, will become Islands Trust Policy. As such, we have attempted to write in the voice of Trust Council rather than our own, as discussed with you and your leadership team earlier in the process. I also understand that, after approval, it will undergo graphic design and then be released to the public through the Islands Trust website.

Adoption and implementation of this strategy by Trust Council will position Islands Trust among the most progressive regional governments in British Canada and indeed the country. Based on my experience working with you and many other jurisdictions, I also believe it is a very necessary step forward to address the significant water challenges the Islands Trust and its residents face.

Thank you once again for the opportunity to work in this important project, and I look forward to continuing to work with Islands Trust on these weighty issues in the future.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Kirk Stinchcombe', with a stylized, flowing script.

Kirk Stinchcombe
Managing Director

cc.
William Shulba, Islands Trust
Elan Failing, Compass Resource Management
Rebecca Mersereau, Econics

**Islands Trust
Freshwater Sustainability Strategy**

October 2021

Draft V10



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Prepared for Islands Trust
Prepared by Econics and Compass Resource Management
28 October 2021

Executive Summary

Islands Trust's mandate is to preserve and protect the unique amenities and environment of the Islands Trust Area. Among these unique amenities is freshwater, which has always been vulnerable. As development pressures continue, population grows, and the impacts of a changing climate intensify, freshwater vulnerabilities for communities, economies, Indigenous heritage, and ecological systems increase.

Freshwater sustainability needs to be the lens through which Islands Trust land use decisions are made. To effectively facilitate this, it is imperative that the Islands Trust continues to support research, advocate for water literacy, and provide open public access to knowledge about freshwater.

This Freshwater Sustainability Strategy provides a foundation to address supply challenges and support climate change adaptation. It identifies actions for the Islands Trust to take over the next decade (2022 to 2032) to protect water resources over the longer term. It describes the context in which this work takes place, overarching goals, objectives, and programs, specific actions, and outlines an implementation plan. Importantly, because Islands Trust cannot accomplish this mission on its own, the strategy also identifies how it will work with key partners in other government agencies, First Nations, community groups, and island residents.

Supported by the BC Healthy Watersheds Initiative and endorsed by the Islands Trust Regional Planning Committee and Trust Council, development of this strategy began in late 2020. Strategy development was informed by input from an *ad hoc* stakeholder Strategy Advisory Roundtable throughout the spring of 2021. This group consisted of 23 individuals representing community groups, government agencies, improvement districts, Indigenous Cultural Knowledge Holders, and members of the Trust Council and staff. A parallel process, led by Islands Trust, engaged Indigenous Cultural Knowledge Holders to share perspectives on the Indigenous ways of knowing and the cultural value of water.

Strategy Goals and Objectives

The strategy's overarching **goals** are as follows:

- Protect ecosystems and the overall health of watersheds and groundwater in the Islands Trust Area
- Collaborate with First Nations and Indigenous organizations to create understanding of cultural and spiritual values of water and how they interrelate to ecosystems and community well-being in decision making
- Preserve or enhance quantity and quality of drinking water sources for current and future Trust Area residents
- Enable British Columbians to enjoy the islands' water for recreation, aesthetic, and spiritual purposes

Supporting **objectives** are the means by which the goals will be met. Strategy objectives are as follows:

- Understand and respect Indigenous ways of knowing and community knowledge about water resources; weave together different ways of understanding to improve water management

- Improve information and knowledge about the quality and quantity of water resources
- Use the best available information to protect watersheds and water resources in land use planning and development decisions
- Increase public awareness of water efficiency, stewardship of watersheds, groundwater, and drinking water resources
- Improve coordination of effort among the various governments and agencies with authority over water resources
- Enable integrated decision-making that considers the cumulative effects of human activities and climate change impacts on the region's water resources

Freshwater Sustainability Programs

Freshwater sustainability **programs** are the mechanism that Islands Trust will use to organize and implement **actions** to realize the goals and objectives. The strategy is organized around four programs as listed below. The table on the following page summarizes the actions that fall under each program.

- Groundwater Sustainability Science Program (GWSS)
- Watershed Sustainability Science Program (WSS)
- Cultural Knowledge and Engagement Program (CKE)
- Freshwater Sustainability Reporting Program (FSR)

Successful implementation of program actions will require sustained partnerships and focussed advocacy to draw on the experience and resources of other agencies given the complex jurisdictional structure of water management in British Columbia.

Implementation

The implementation period for this strategy is 2022 to 2032. Progress towards the goals and objectives will be continuously reviewed on at least an annual basis through an adaptive management approach. The following actions should start or continue in 2022 as priorities:

- develop an organizational plan for strategy implementation that identifies responsibilities of Regional Planning Committee, Trust Programs Committee, Trust Council and key staff, and identify options for enlisting a Freshwater Sustainability Strategy Coordinator;
- continue implementation of groundwater science programs including data inventory, groundwater recharge potential mapping, and groundwater availability assessments;
- as new water availability and vulnerability information becomes available, integrate this into land use policies and regulations through minor and major updates to official community plans and land use bylaws;
- commence design and implementation of new land-use planning tools;
- continue to identify sites of cultural and spiritual significance to First Nations through the Cultural Heritage Mapping Project;
- develop and commence implementation of the freshwater stewardship outreach plan; and,
- publish the first 'state of freshwater report' by consolidating existing research and information.

Staff will present updated program plans, including budgets, to the Islands Trust Regional Planning Committee, Trust Programs Committee, and Trust Council on at least an annual basis. Project charters will be presented as required to each local trust committee or island municipal council that make particular projects a priority, and to Trust Council Committees for federation-wide projects.

Summary Freshwater Sustainability Strategy Actions Organized by Programs

Groundwater Sustainability Planning Program (GWSS)	
GWSS 1	Improve data management to inform decision making
GWSS 2	Develop a coordinated long-term water monitoring program
GWSS 3	Continue groundwater data and information inventory
GWSS 4	Continue groundwater recharge potential mapping
GWSS 5	Continue groundwater availability assessments
GWSS 6	Establish groundwater regions as a focus for land use planning for all Islands
GWSS 7	Integrate water availability and vulnerability information into land-use policies and regulations
GWSS 8	Implement appropriate planning and regulatory tools to protect vulnerable aquifers and sensitive aquatic ecosystems
GWSS 9	Improve the availability of water-related information to support development application reviews
GWSS 10	Customize water supply requirements for new development to local circumstances
Watershed Sustainability Science Program (WSS)	
WSS 1	Inventory and understand the status of watersheds and aquatic ecosystems
WSS 2	Continue to explore the potential for rainwater harvesting and other alternatives to supplement water supplies and promote this as conservation and resilience strategy
Cultural Knowledge and Engagement Program (CKE)	
CKE 1	Identify freshwater sites of cultural and spiritual significance to First Nations
CKE 2	Collaborate with First Nations and Indigenous organizations to increase community awareness of water-related cultural values, interests, and inherent rights
CKE 3	Develop and implement a freshwater stewardship outreach plan
CKE 4	Develop and implement water-focussed training for new Trustees and Trust staff
CKE 5	Use market research methods to understand and monitor change in attitudes and behaviours related to water
CKE 6	Support water purveyors' adoption of sustainable water management practices
Freshwater Sustainability Reporting Program (FSR)	
FSR 1	Publish 'state of freshwater' report for the Islands Trust

Collaboration and Advocacy with Other Agencies (CAOA)	
CAOA 1	Collaborate with First Nations and Indigenous organizations to develop understanding and integrate their participation, perspectives, and interests into water-related decision making by all agencies
CAOA 2	Work with the Provincial Government to employ appropriate regulatory instruments in areas with acute water challenges
CAOA 3	Work with partner regulatory agencies to harmonize approval processes and integrate Freshwater Sustainability Strategy goals and objectives into decisions
CAOA 4	Work with partner agencies to manage water use and quality impacts from existing users, particularly in areas experiencing supply constraints

1. Introduction

Islands Trust’s mandate is to preserve and protect the unique amenities and environment of the Islands Trust Area. Among these unique amenities is freshwater, which is replenished only by seasonal rainfall. Island forests act as freshwater filters. Watershed ecosystems and aquifers filter and store precipitation from the rainy winter months for human need in the driest of days of summer. To ensure preservation of this precious resource, island residents, since time immemorial, have collectively protected sensitive ecosystems, riparian areas, and wetlands.

In 2019, Islands Trust Council declared a climate emergency and acknowledged that this contributes to unprecedented stresses on vulnerable local freshwater resources across the Islands Trust Area. As development pressures continue, population grows, and the impacts of a changing climate intensify, vulnerabilities of for communities, economies, Indigenous heritage, and ecological systems grow. Freshwater sustainability needs to be the lens through which Islands Trust land use decisions are made. To effectively facilitate this, it is imperative that the Islands Trust continues to facilitate research, advocate for water literacy, and provide open public access to knowledge about freshwater.

This Freshwater Sustainability Strategy provides a foundation to address supply challenges and support climate change adaptation. It identifies actions for the Islands Trust to take over the next decade (2022 to 2032) to protect water resources over the longer term. It describes the context in which this work takes place, overarching goals, objectives, and programs, specific actions, and outlines an implementation plan. Programs and actions set out here will be operationalized through annual workplans, budgets, and program-specific implementation plans.

Importantly, because Islands Trust cannot accomplish this mission on its own, the strategy identifies how it will work with key partners in other government agencies, First Nations, community groups, and island residents.

This strategy has four main parts, as follows.

- Section 2 provides context, including an overview of the process used to develop the strategy, some Indigenous perspectives on water management shared through that process, historical background, an overview of water resources, and the role of partners in freshwater stewardship;
- Section 3 discusses strategy goals and objectives;
- Section 4 identifies strategy programs and actions; and,
- Sections 5 discusses implementation including early priorities, strategy resourcing, administration, governance, scheduling, and monitoring.

2.0 Strategy Context

This strategy applies to all freshwater (marine waters are out of scope) across the entirety of the Islands Trust Area. This includes the waters and islands of the Salish Sea between Vancouver Island and the British Columbia mainland (see Figure 1). The Islands Trust Area covers 5,200 square kilometres and includes 13 major islands and 450 smaller islands. It is home to 26,000 residents, 10,000 non-resident property owners, and is within the traditional territory of 28,000 Coast Salish people.



Figure 1: Islands Trust Map [PLACEHOLDER]

2.1 Strategy Development Process

Supported by the BC Healthy Watersheds Initiative and endorsed by the Islands Trust Regional Planning Committee and Trust Council, development of this strategy began in 2020. Islands Trust was assisted by a consulting team from two firms, Econics and Compass Resource Management. Key inputs to the project included:

- a literature review of documentation related to water sustainability, policy, and governance in the Islands Trust Area;
- interviews with select internal and external stakeholders familiar with water management challenges;
- two virtual workshops with about a dozen Islands Trust staff members each,
- informal meetings with numerous Trust staff members; and,
- a special session with Trust Council's Regional Planning Committee, attended by a majority of Trustees, in May 2021.

Strategy development was informed by input from an *ad hoc* stakeholder Strategy Advisory Roundtable throughout the spring of 2021. This group consisted of 23 individuals representing community groups, government agencies, improvement districts, Indigenous Cultural Knowledge Holders, and members of the Trust Council and staff. Roundtable members are listed in the acknowledgements section at the end of this document.

A parallel process, led by Islands Trust, engaged Indigenous Cultural Knowledge Holders to share perspectives on the cultural value of water.

2.2 Indigenous Perspectives on Freshwater Sustainability

It is critical to understand Indigenous perspectives and ways of knowing when planning for the Islands Trust Area. The land and waters of the region have been home to Indigenous Peoples since time immemorial. The Islands Trust Area is situated within the treaty and territorial lands and waters of many First Nations, whp occupied and utilized the area of the Islands Trust for countless generations and have collective inherent rights to hunt, gather, and fish (see Text Box 1).

Text Box 1: First Nations and the Islands Trust Area

The Islands Trust Areas is located within the treaty and territorial lands and waters of the BOĶĖĆEN, Quw'utsun Tribes, Xeláltxw, Xwémalhkww/ʔop qaymıx^w, K'ómoks, toq qaymıx^w, Ts'uubaa-asatx, Ləkʷəŋən (SXIMEŁŁ, Songhees, T'Sou-ke), Lyackson, MÁLEXEŁ, Spune'luxutth, Qualicum, Scia'new, səlılw ətaʔ, SEMYOME, shíshálh, Snaw-naw-as, Snuneymuxw, Skwxwú7mesh, SṪAUTW, Stz'uminus, łaʔəmen, scə́waθən məsteyəx^w, We Wai Kai, Wei Wai Kum, WJOŁŁP, WŚIKEM, and x^wməθk^wəyəm.

To understand Indigenous perspectives, the Islands Trust asked five Indigenous Cultural Knowledge Holders (recognized in the acknowledgements section at the end of this document) to share teachings about the connection between water and the well-being of the environment, people, and community. Cultural Knowledge Holders generously contributed their time and knowledge to help non-Indigenous participants and the strategy authors better understand the role of water in Indigenous oral history, protocol, ceremony, and culture. They participated in the Strategy Advisory Roundtable, conducted several internal workshops with Trust staff, and hosted a special session with Roundtable members to share Indigenous ways of knowing and learning about water.

The Cultural Knowledge Holders shared that, for Coast Salish Peoples, water is integral to understanding oneself and one's place. Teachings about it are passed down by Elders, who learned from their own Elders. They taught that water allows for spiritual healing, provides energy and balance to people and ecosystems, and, in the words of one participant, "allows us to live in a good and kind and gentle way". The image in Figure 2 captures some of these teachings.

Freshwater is subject to Indigenous rights and title and Islands Trust recognizes this jurisdiction. Injustices and discrimination can and have occurred when First Nations people are prevented from exercising inherent rights to access these places for cultural purposes, in the Trust Area and beyond.



Figure 2: Cultural Knowledge Holders Perspectives on Freshwater Stewardship
Art by Corrina Keeling

Many of the actions under this strategy are intended to contribute to Islands Trust's commitment to reconciliation and to establishing and maintaining mutually respectful relationships between First Nations people and the Islands Trust. Specific actions include a commitment to identify freshwater sites of cultural and spiritual significance and to use planning tools such as covenants and development permit areas to protect these places. Islands Trust commits to collaborate with First Nations to develop understanding and integrate their participation, perspectives, and interests into water-related decision making. The Trust will collaborate with First Nations and Indigenous organizations to increase community awareness of water-related cultural values, interests, and inherent rights.

Islands Trust Council recognizes that reconciliation is fundamental to building meaningful relationships now and into the future. Its future work to ensure freshwater sustainability provides an opportunity to demonstrate this commitment and to celebrate the richness of Coast Salish history, knowledge, and culture (see, for example, Text Box 2).

Text Box 2: Islands Trust's Heritage Preservation Overlay Mapping

The Heritage Mapping Project, already underway, is an example of Islands Trust efforts, in cooperation with First Nations and other levels of government, to preserve and protect known and unknown archaeological and cultural heritage sites, sacred sites, traditional use areas, and other culturally significant areas. This project:

- engages First Nations governments, Elders, youth, Cultural Knowledge Holders and Traditional Ecological Knowledge Holders to review project methodology;
- attempts to better understand the relationship between Indigenous cultural heritage preservation, species at risk, and freshwater resource sustainability;
- uses gathered information to inform meaningful engagement with First Nations; and,
- informs policy development related to the preservation of areas of cultural significance.

2.3 Islands Trust’s History with Freshwater Sustainability

The Freshwater Sustainability Strategy builds on decades of work to protect the water resources in the Islands Trust Area. The following timeline illustrates some of the events leading up to this strategy.

1973	Provincial Legislature Hansard report that gives rise to the Islands Trust specifies that “virtually without exception, shortage or potential shortage of potable water is of major concern to practically all islands...”
1974	Islands Trust created “to preserve and protect the Trust Area and its unique amenities and environment for the benefit of residents of the Trust Area and of the Province generally...”
1994	Consolidation of Islands Trust’s <i>Policy Statement</i> affirms a commitment to water management, including establishing a policy that islands in the Trust Area should be self-sufficient regarding their supply of freshwater
2004	Islands Trust partners with other agencies to create the <i>Gulf Islands Waterscapes</i> educational poster to help residents understand how groundwater works and potential impacts from human activities
2007	Regional District of Nanaimo develops its first <i>Drinking Water and Watershed Protection Action Plan</i> (capturing the Gabriola Island Local Trust Area)
2014	Islands Trust releases the <i>Gulf Islands Groundwater Protection Regulatory Tool Kit</i> , a discussion paper that identifies regulatory options available to protect groundwater quality and quantity, including a model bylaw
2013	Salt Spring Island Water Protection Alliance is created (see Text Box 3)
2016	British Columbia <i>Water Sustainability Act</i> comes into force
2017	- Islands Trust’s Senior Freshwater Specialist staff position is created (becomes permanent in 2020) “Our Wells and Groundwater” workshops on every major island
2018	- Independent market research survey of residents identifies water management as a significant concern, with nearly half (41%) of respondents indicating that they worry about their household running out of freshwater <i>2018-22 Trust Council Strategic Plan</i> includes the objective to “protect [the] quality and quantity of freshwater resources of the Trust Area”
2019	- The Groundwater Sustainability Project is initiated by five southern local trust committees to improve understanding of groundwater recharge and availability - Trust Council Climate Emergency Declaration - Trust Council Reconciliation Declaration - Islands Trust <i>Policy Statement</i> review process begins, strengthening commitment to freshwater protection
2020	- Cowichan Valley Regional District develops its first <i>Drinking Water and Watershed Protection Strategy</i> (capturing the Thetis Local Trust Area in its scope) - Islands Trust receives Healthy Watersheds Initiatives funding - The Islands Trust Area Groundwater Recharge Mapping project is funded

Figure 3: Timeline of Gulf Islands Water Management Activities

Text Box 3: Salt Spring Island Watershed Protection Alliance

The Salt Spring Island Watershed Protection Alliance (SSIWPA) was formed in June 2013 as a forum for coordinated freshwater management through integrated planning, policy development, and implementation. It was created by Islands Trust (under Council Bylaw 154), which provides (under the Salt Spring Local Trust Committee) additional authority to coordinate regional activities among agencies. It receives funding under a special property tax requisition, which supports water-related operations that are not included within general operations of the Local Trust Committee. Other agencies contribute additional funding and resources for SSIWPA projects.

Initial membership included six agencies - BC Ministry of Environment, Capital Regional District's (CRD) Integrated Watersheds Program, Islands Trust, Island Health, North Salt Spring Waterworks District, and the CRD's Fernwood-Highland Water Commission. It has since grown to include over 15 provincial, regional, or local agencies and community organizations, all of which share responsibility for water management on Salt Spring Island.

Since its formation, SSIWPA partners have contributed to the following:

- the St. Mary Lake Integrated Watershed Management Plan;
- coordinated technical review of water availability and climate change in lake systems;
- research and technical reviews on issues such as water availability, drought and climate change impacts, lake nutrient-loading models, and groundwater recharge modelling;
- groundwater, lake level, and stream flow monitoring programs;
- aquifer analysis, groundwater budgets, and recharge mapping;
- surveys of small water systems' consumption and production data;
- publishing the *Non-Potable Rainwater Harvesting Best Practices Guide* for residents; and,
- public education about water resources and conservation including water fairs, rainwater harvesting tours, event booths, open houses, webinars, and workshops.

SSIWPA remains a forum for dialogue between agencies. It has advanced public awareness about water issues on the islands and fosters innovative policy development, cross-agency information sharing, and better data management.

2.4 Freshwater Resources in the Islands Trust Area

Freshwater resources in the Islands Trust vary from island to island. Some islands have large lakes; others do not. Most streams are ephemeral, meaning they flow only parts of the year. Most islands are very dry much of the year. Almost no rain falls in the summer, and seasonal droughts are increasing in intensity and duration, consistent with climate change projections.

Groundwater in the Islands Trust Area is mainly recharged in the rainy season, through delicate freshwater networks in limited fractured rock basins or small sand and gravel deposits. Groundwater is essential for ecosystem health and overall hydrological function of watersheds. In many places, this scarce resource is vulnerable to threats such as contamination from pollution caused by human activities, overuse, and saltwater intrusion, especially during the summer when demand is high and recharge is low.

Saltwater intrusion involves movement of ocean water or saline groundwater into freshwater aquifers, which can lead to groundwater quality degradation. While this occurs naturally in certain vulnerable coastal areas, groundwater pumping has increased intrusion in some parts of the Islands Trust Area, such as East Point of Saturna Island. Sea level rise and storm surge amplified by climate change contributes to this problem, which is likely to worsen in the years to come.

Many island residents depend on groundwater for their drinking source. The majority of people rely on domestic wells, making groundwater mainly a privately managed public resource. There are over 11,000 registered wells across the Islands Trust Area, the great majority of which supply single family households. Since well registration by drillers to the provincial GWELLS database was not mandatory prior to 2016 (and is still only recommended for domestic wells) there are likely to be more than this number.

Risks from contamination to both private and community water supplies come from septic systems, agricultural activities, stormwater flows, accidental spills, and other sources of pollution.

There are over 250 community water systems. Some are small, with only a few connected houses, but there are larger systems operated by regional districts, regulated private utilities, and improvement districts (incorporated public bodies governed by a board of elected trustees). The largest community system - North Salt Spring Waterworks District - serves over 5,500 year-round residents from water sourced from St. Mary and Maxwell Lakes. Community water systems face supply challenges because they need to balance the demands of current users with the potential of new users to connect to these systems. Outdoor irrigation restrictions are common in the summer and are elevated to outright watering bans during drought years.

Ensuring there is sufficient freshwater on the islands to sustain natural ecosystem processes and for human use is key element of freshwater sustainability. Protection of surface water ecosystems and aquatic habitat values relies upon an understanding of the interactions and hydraulic connection between surface and groundwater. Identifying and monitoring environmental flow in streams, wetlands, and lakes assists with determining the vulnerability of freshwater networks to over-use for human needs.

Focussed and collaborative action is needed to ensure freshwater availability in the face of increasing demand and decreasing supply. With the intensifying vulnerability of freshwater supply islanders are increasingly concerned. Nearly half (41%) of respondents to a 2018 survey of Islands Trust residents indicated that they worry about their household running out of fresh water. This underscores the need for Islands Trust, along with other levels of government, water purveyors, First Nations, and residents to work together to protect it and build resilience.

2.5 Partners in Freshwater Stewardship

Islands Trust can only deliver the commitments set out in this strategy by working together with partners. Its jurisdiction is limited to the powers vested in it under the *Islands Trust Act* and the *Local Government Act*. The Trust must work cooperatively with others to undertake its work. Indeed, the Islands Trust's object specifies that it will achieve its mandate "in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia." Moreover, Islands Trust is firmly committed to working collaboratively with First Nations on planning and decision making.

This situation is not unique to Islands Trust. Elsewhere in British Columbia, responsibility for water management is shared among a sizable number of agencies, private companies, organizations, and individuals. Table 1, below, lists just some of the organizations involved in

water management in the Islands Trust Area. Table 2 provides a high-level overview of how responsibilities are divided. This jurisdictional arrangement offers the opportunity to share resources, information, tools, and expertise. By working together, effort is magnified, greater efficiency can be achieved for residents, and energy and expertise can be leveraged.

Islands Trust serves a unique and important role within this arrangement as the governance body that was established to preserve and protect the unique amenities and the environment in the Islands Trust Area. In this role, it can identify regional priorities, articulate and support local needs, coordinate across different orders of government, and manage joint work. It can also inspire other agencies to undertake research, fund and collaborate on projects which will improve scientific understanding, strengthen governance, and educate residents.

This strategy was developed collaboratively with representatives from many of these organizations through the Strategy Advisory Roundtable. Continuing to work with these and other partners, in many different capacities, is a foundational and integral element of how it will be successfully implemented.

Table 1: Islands Trust's Partners in Water Management**First Nations**

BOKEĆEN (Pauquachin) First Nation
 Cowichan Tribes
 Halalt First Nation
 Homalco First Nation
 K'ómoks (Comox) First Nation
 Klahoose First Nation
 Lake Cowichan First Nation
 Lekwungen (Songhees) Nation
 Lyackson First Nation
 MÁLEXEL (Malahat) Nation
 Penelakut Tribe
 Qualicum First Nation
 Scia'new (Beecher Bay) First Nation
 SEMYOME (Semiahmoo) First Nation
 shishálh (Sechelt) First Nation
 Skwxwú7mesh (Squamish) Nation

Snaw-naw-as (Nanoose) First Nation
 Snuneymuxw (Nanaimo) First Nation
 SṠÁUTW_ (Tsawout) First Nation
 Stz'uminus (Chemainus) First Nation
 SXIMEŁŁ (Esquimalt) Nation
 T'Sou-ke (Sooke) First Nation
 Tla'amin (Sliammon) First Nation
 Tsleil-Waututh/Səlilwətaʔ/Selilwitulh
 (Burrard Inlet) First Nation
 Tsawwassen First Nation
 We Wai Kai (Cape Mudge) First Nation
 Wei Wai Kum (Campbell River) First
 Nation
 WJOŁŁP (Tsartlip) First Nation
 WŚIŁEM (Tseycum) First Nation
 xʷməθkʷəy̓əm Musqueam Indian Band

Federal Government

Fisheries and Oceans Canada
 Natural Resources Canada
 Geological Survey of Canada
 Water Survey of Canada

Provincial Government

Ministry of Agriculture, Food and Fisheries
 Ministry of Environment and Climate Change Strategy
 Ministry of Forests, Lands, Natural Resource Operations and Rural Development
 Ministry of Health
 Ministry of Transportation and Infrastructure

Regional Districts

Capital Regional District
 Comox Valley Regional District
 Cowichan Valley Regional District
 Metro Vancouver
 qathet Regional District
 Sunshine Coast Regional District
 Regional District of Nanaimo

Other Local and Regional Authorities

Island Health
 Vancouver Coast Health
 Bowen Island Municipality

Non-Government Entities

Improvement districts
 Other water purveyors
 Community and stewardship groups

Industry/Other

Hydrogeologist and hydrologist sector
 Water service sector (well drilling,
 pump installation and water treatment)
 Agricultural sector
 Education sector

Planning sector
 Development sector
 Irrigation and landscaping sector

* note: This list is not intended to be comprehensive

Table 2: Freshwater Sustainability Jurisdictional Responsibilities

	Water Service Provision	Drinking Water Regulation	Land Use Planning and Regulation	Building Permit Approvals	Water Knowledge and Science	Water Allocation and Licensing	Pollutant Discharge	Parks and Recreation	Roads and Drainage	Agriculture	Fisheries and Wildlife
Islands Trust			X		X						X
First Nations Governments	X		X		X		X			X	X
Federal - Fisheries and Oceans Canada					X						X
Federal - Natural Resources Canada					X						
Federal - Geological Survey of Canada					X						
Federal - Water Survey of Canada					X						
BC Ministry of Environment and Climate Change Strategy		X			X	X	X	X			X
BC Ministry of Transportation and Infrastructure			X						X		
BC Ministry of FLNR		X			X	X	X				X
BC Ministry of Agriculture					X					X	
BC Ministry of Health		X			X						
BC Environmental Assessment Office	X		X		X						
Regional districts	X		X	X	X			X			
Island Health/Vancouver Coastal Health		X			X		X				
Bowen Island Municipality	X		X		X			X	X		
Improvement districts and other water purveyors	X				X						
Community and stewardship groups					X						
Private sector	X		X		X					X	X
Residents	X				X		X			X	X

FLNR: BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development

3.0 Strategy Goals and Objectives

This section outlines the overarching goals and objectives for the strategy. These were developed collaboratively with the Strategy Advisory Roundtable.

3.1 Strategy Goals

The strategy's overarching **goals** - the results it aims to achieve - are as follows:

- Protect ecosystems and the overall health of watersheds and groundwater in the Islands Trust Area
- Collaborate with First Nations and Indigenous organizations to create understanding of cultural and spiritual values about water and how they interrelate to ecosystems and community well-being in decision making
- Preserve or enhance quantity and quality of drinking water sources for current and future Trust Area residents
- Enable British Columbians to enjoy the islands' water for recreation, aesthetic, and spiritual purposes

3.2 Strategy Objectives

Supporting **objectives** are the means by which the goals will be met. Strategy objectives are as follows:

- Understand and respect Indigenous ways of knowing and community knowledge about water resources; weave together different ways of understanding to improve water management
- Improve information and knowledge about the quality and quantity of water resources
- Use the best available information to protect watersheds and water resources in land use planning and development decisions
- Increase public awareness of water efficiency, stewardship of watersheds, groundwater, and drinking water resources
- Improve coordination of effort among the various governments and agencies with authority over water resources
- Enable integrated decision-making that considers the cumulative effects of human activities and climate change impacts on the region's water resources

4.0 Freshwater Sustainability Programs

Freshwater sustainability **programs** are the mechanisms that Islands Trust will use to organize and implement **actions** to realize the goals and objectives set out above (see Figure 4). Supporting existing projects and introducing new ones under well defined programs is consistent with Islands Trust regular business practices.

The strategy is organized around four programs as follows:

- Groundwater Sustainability Science Program (GWSS)
- Watershed Sustainability Science Program (WSS)
- Cultural Knowledge and Engagement Program (CKE)
- Freshwater Sustainability Reporting Program (FSR)



Figure 4: Freshwater Sustainability Strategy Flow Diagram

Each program will require dedicated financial and staff resources, endorsed through Islands Trust’s standard project charter process, to support related projects. Projects under each program may be overseen by Trust Council, Regional Planning Committee, or individual local trust committees/island municipal councils, but will be coordinated to support attainment of overall strategy goals.

In addition, while not a specific program, a number of actions are organized under the theme “collaboration and advocacy with other agencies” given the importance of working with delivery partners.

The rest of this section presents the strategy actions, organized under programs, as summarized in Table 3 below.

Table 3: Summary Freshwater Sustainability Strategy Actions Organized by Program

Groundwater Sustainability Science Program (GWSS)	
GWSS 1	Improve data management to inform decision making
GWSS 2	Develop a coordinated long-term water monitoring program
GWSS 3	Continue groundwater data and information inventory
GWSS 4	Continue groundwater recharge potential mapping
GWSS 5	Continue groundwater availability assessments
GWSS 6	Establish groundwater regions as a focus for land use planning for all Islands
GWSS 7	Integrate water availability and vulnerability information into land-use policies and regulations
GWSS 8	Implement appropriate planning and regulatory tools to protect vulnerable aquifers and sensitive aquatic ecosystems
GWSS 9	Improve the availability of water-related information to support development application reviews
GWSS 10	Customize water supply requirements for new development to local circumstances
Watershed Sustainability Science Program (WSS)	
WSS 1	Inventory and understand the status of watersheds and aquatic ecosystems
WSS 2	Continue to explore the potential for rainwater harvesting and other alternatives to supplement water supplies and promote this as conservation and resilience strategy
Cultural Knowledge and Engagement Program (CKE)	
CKE 1	Identify freshwater sites of cultural and spiritual significance to First Nations
CKE 2	Collaborate with First Nations and Indigenous organizations to increase community awareness of water-related cultural values, interests, and inherent rights
CKE 3	Develop and implement a freshwater stewardship outreach plan
CKE 4	Develop and implement water-focussed training for new Trustees and Trust staff
CKE 5	Use market research methods to understand and monitor change in attitudes and behaviours related to water
CKE 6	Support water purveyors' adoption of sustainable water management practices
Freshwater Sustainability Reporting Program (FSR)	
FSR 1	Publish 'state of freshwater' report for the Islands Trust
Collaboration and Advocacy with Other Agencies (COA)	
CAOA 1	Collaborate with First Nations and Indigenous organizations to develop understanding and integrate their participation, perspectives, and interests into water-related decision making by all agencies
CAOA 2	Work with the Provincial Government to employ appropriate regulatory instruments in areas with acute water challenges
CAOA 3	Work with partner regulatory agencies to harmonize approval processes and integrate Freshwater Sustainability Strategy goals and objectives into decisions
CAOA 4	Work with partner agencies to manage water use and quality impacts from existing users, particularly in areas experiencing supply constraints

4.1 Groundwater Sustainability Science Program (GWSS)

Most islanders rely on groundwater wells for their drinking supply. Access to reliable and current data about groundwater is essential to understanding its status and the risks to drinking water and ecosystems.

The Groundwater Sustainability Science Program (GWSS), undertakes primary research and mapping to improve information and knowledge about water quantity and quality and to better understand groundwater vulnerability. This will be supplemented, when possible, with knowledge shared by Cultural Knowledge Holders.

By estimating the balance between groundwater recharge and human and ecological demand, as well as the impacts of climate and other factors, availability assessments will provide better information to facilitate improved protection through Islands Trust's land use planning activities and development decisions. Planning tools include covenants, development permit areas, zoning, density bonusing, and subdivision servicing regulations. Decisions, authorizations, approvals, and planning by other responsible agencies will be better informed.

Research from this program will guide communications and engagement to help islanders better understand risks to groundwater and the things they can do to protect it.

Current Activities

- Islands Trust Volunteer Observation Well Network (pilot stage on Salt Spring Island)
- Islands Trust Aquifer Conceptualization Project (2017-21 in Northern Gulf Islands; 2018-21 in Southern Gulf Islands)
- Islands Trust Groundwater Recharge Mapping Project (2018-22, all islands)
- Islands Trust Groundwater Availability Assessment Project (2019-22 in Southern Gulf Islands)
- Islands Trust Saltwater Intrusion Risk Mapping Project (2019-22, all islands)
- Galliano Groundwater Sustainability Planning Implementation Project
- North Pender Groundwater Sustainability Planning Implementation Project

Actions

GWSS 1. Improve data management to inform decision-making

Robust plans and systems to attain, collect, maintain, and access necessary data and information are critical to success. Islands Trust will work with the Provincial Government and other agencies to improve systems for uploading, storing, analyzing, and accessing data. Wherever feasible, publicly accessible, open, provincial systems will be used. Islands Trust will develop data interpretation tools and dashboards to more easily present information to residents, planners, and Trustees.

GWSS 2. Develop a coordinated long-term water monitoring program

Water monitoring must be continuous and coordinated with other agencies that have existing programs and regulatory structures. Islands Trust will collate data pertaining to water quality, quantity, and aquatic ecosystems. This will require expanding the Trust's role in coordinating

these activities among water purveyors, regional districts, health authorities, First Nations, Provincial agencies, and community groups. In select cases, this will require direct involvement in on-the-ground monitoring. Islands Trust may also engage local stewardship groups and residents to participate in data collection.

GWSS 3. Groundwater data and information inventory

This action, already well underway, entails gathering and inventorying existing groundwater datasets and identifying gaps. This is foundational to many other actions in the strategy that use scientific information to inform decision making and influence resident behaviour.

GWSS 4. Groundwater recharge potential mapping

Understanding the potential of rainwater recharge is necessary to determine how much groundwater is available for environmental and human needs. By developing and running models customized to local conditions, this action (already well underway) spatially identifies intrinsic recharge potential on an island-by-island basis.

GWSS 5. Groundwater availability assessments

Islands Trust will continue to estimate how much groundwater is available to support new uses or demands. This is determined through groundwater budget assessments that consider recharge potential, climate-related data, estimated human consumption, and hydrological modelling. Results will be presented in publicly available water budget dashboards.

GWSS 6. Establish groundwater regions as a focus for land use planning for all Islands

Based on characteristics such as drainage areas, bedrock geology, mapped aquifers, structural geology, and the distribution and characteristics of water wells, groundwater regions are natural water management units for water allocation and planning. Groundwater regions have already been defined for the Southern Gulf Islands. Additional ones on other populated islands will be delineated in the coming years. They should be established as a primary management unit for planning purposes. Links should be made between these regions and protected area networks.

GWSS 7. Integrate water availability and vulnerability information into land-use policies and regulations

As Official Community Plans and local land-use bylaws are updated across the Islands Trust Area, new information about water availability and vulnerability will be incorporated to reduce risks related to unsustainable resource use and deterioration of water quality. Depending on the local water circumstances, this may entail reconfiguring zoning, so density is situated in areas with sufficient water availability and lower risk.

GWSS 8. Implement appropriate planning and regulatory tools to protect vulnerable aquifers and sensitive aquatic ecosystems

Restrictive covenants, development permit areas, zoning, and subdivision servicing requirements all have potential to improve protection of vulnerable watersheds, aquifers, and

sensitive ecosystems. See Text Box 4 for examples of regulatory tools that could advance strategy objectives. Selection of appropriate instruments for a local trust area/island municipality are based on the following considerations:

- the nature and gravity of the water management challenges;
- Indigenous cultural heritage values;
- the availability of reliable data and information to support application of the tools;
- the past experiences of local trust committees/island municipal councils and Islands Trust staff with various regulatory instruments;
- capacity to implement, monitor, and enforce the selected approaches;
- the level of administrative effort required relative to potential benefits;
- political commitment; and,
- community values and expectations.

Text Box 4: Planning-related Regulatory Instruments that Could Advance Freshwater Sustainability Strategy Objectives

- Covenants enabled under S. 219 of the *Land Title Act* can be used in conjunction with rezoning applications to reduce the direct impacts of development on Indigenous culturally sensitive areas as well as vulnerable and valuable water features (e.g., riparian areas and those with high groundwater vulnerability or low recharge potential). Covenants can be used to secure commitments from property owners for things such as the use of stormwater management features like permeable pavers or green infrastructure, or for monitoring and reporting of private well levels. Interagency discussion is encouraged regarding covenant subjects, duration, and appropriate use.
- Development permit area (DPA) regulations can be established under S. 488 of the *Local Government Act* to enable an elevated level of protection for sensitive areas (e.g., vulnerable groundwater areas) or to promote water conservation. While covenants are used only in conjunction with rezoning applications, DPAs would additionally apply to applications for renovations, alterations, construction of accessory buildings, and to subdivisions, which are adjudicated by the Ministry of Transportation and Infrastructure.
- Zoning regulates what, where and how much of, activities may occur on specific parcels of land. Zoning can limit site coverage, including placing maximums on square footage covered by buildings and limiting impermeable surface. Zoning can limit density thereby limiting the demand on groundwater supply. Zoning can also be used to increase setbacks from watercourses.
- Density bonusing enables provision of additional density in exchange for a community amenity and could be used to encourage lot clustering focused on preserving important aspects of the watershed.
- Subdivision servicing regulations can establish standards for the subdivision of land that maximize infiltration of water and minimize impervious surfaces. They can also be used to evaluate the sustainability of new groundwater withdrawal from a specific aquifer. They can require each proposed lot to have a reliable source of potable water and specify potable water quality and quantity standards.
- Incorporating impervious surface limits into the servicing requirements contained in land-use bylaws could advance water quality objectives related to improving groundwater recharge for both rezoning and subdivision applications.

GWSS 9. Improve the availability of water-related information to support development application reviews

Some local trust areas/island municipalities use development application information bylaws to guide applicants and to determine what evidence is required to support applications. A review of existing bylaws will ensure sufficient information is provided by applicants about water availability and the likely impacts of proposed developments. These bylaws should be aligned with requirements for proof-of-water set out in land-use bylaws, and the information required for any other regulatory tools (e.g., development permit areas).

GWSS 10. Customize water supply requirements for new development to local circumstances

Incorporating proof-of-water requirements into land-use bylaws for subdivision and rezoning applications provides an opportunity to customize requirements to the unique characteristics of each local trust area/island municipality. It can also improve integration of water management considerations into subdivision applications administered by the Ministry of Transportation and Infrastructure. Some land-use bylaws in the Islands Trust Area already include proof-of-water provisions. However, these may not account for the latest information or climate change. Islands Trust will review all proof-of-water requirements currently in use, incorporate new requirements into land-use bylaws for areas that do not currently have them, and develop parallel requirements for rezoning applications.

4.2 Watershed Sustainability Science Program (WSS)

The Watershed Sustainability Science Program (WSS) will improve understanding of water resources and features on the surface of the land, as well as the attributes of aquatic ecosystems. This will involve conventional scientific approaches as well use of Indigenous ways of knowing. This work will aid in anticipating and mitigating future ecosystem disturbances caused by climate change and development.

Rainwater is a resource that can and should be used to supplement potable water supplies and conserve otherwise limited sources. This program will advance understanding of potential impact rainwater harvesting and other alternatives can have on addressing islanders' water needs.

Several actions already discussed above under the Groundwater Sustainability Science Program overlap significantly with the Watershed Sustainability Science Program, as follows:

- GWSS 1. Improve data management to inform decision making
- GWSS 2. Develop a coordinated long-term water monitoring program
- GWSS 7. Integrate water availability and vulnerability information into land-use policies and regulations
- GWSS 8. Implement appropriate planning tools to protect vulnerable aquifers and sensitive aquatic ecosystems
- GWSS 9. Improve the availability of water-related information to support development application reviews
- GWSS 10. Customize water supply requirements for new development to local circumstances

Much like the Groundwater Sustainability Science Program, information products (reports, maps, etc.) developed under this program will inform Islands Trust's land use planning decisions and the planning and decisions of other agencies. This information can also be used to develop outreach and communications tools to support residents and visitors to reduce their water use and become effective watershed stewards.

Current Activities

- Hornby Island Healthy Watersheds Project (2021/22)
- Salt Spring Island Watershed Protection Alliance (on-going)
- Healthy Watersheds Resiliency Mapping (2020-22, select islands)

Actions

WSS 1. Inventory and understand the status of and impacts on watersheds and aquatic ecosystems

Similar to the approach used for groundwater, Islands Trust will work with partners to gather, inventory, and analyze the available data for surface water quality and quantity, as well as aquatic ecosystem attributes. This can include identifying the impacts of land clearing and logging on watershed health and freshwater sustainability. This longer-term undertaking will build understanding of the status of these resources. It will reveal where there are gaps that should be addressed through additional data collection and analysis.

To manage scope of work, a risk-based approach will be used to implement this action by focussing effort on priority watersheds facing known issues such as supply constraints, water quality deterioration, or significant development pressure. Climate change impacts and projections will be prominent considerations when assessing risks. Coordination with other agencies that collect, analyze, and distribute information about watersheds is critical for this action. This includes the Province, regional districts, water service providers, First Nations, and private companies.

WSS 2. Continue to explore the potential for rainwater harvesting and other alternatives to supplement water supplies and promote this as conservation and resilience strategy

Rainwater harvesting is already a common activity throughout the region, and some local trust areas have requirements to install rainwater harvesting infrastructure for new construction.

High seasonal variation in precipitation in the Islands Trust Area - especially prolonged summer drought conditions - can necessitate large (and therefore costly) storage infrastructure if one wants to rely on rainwater. Nevertheless, this will be an increasingly important strategy for residents due to limitations of existing supplies and because of climate change. Rainwater harvesting builds individual and community resilience to emergencies.

Any expansion of rainwater harvesting policy and bylaw requirements in the Island Trust Area will be guided by detailed analysis to ensure any new regulations will be worthwhile. This analysis can be used to identify and address regulatory and practical barriers, support amendments to proof-of-water requirements, and design education and outreach materials.

4.3 Cultural Knowledge and Engagement Program (CKE)

Under the Cultural Knowledge and Engagement Program (CKE), Islands Trust will share information, research, and Indigenous ways of knowing with communities, staff, and trustees. The goals are to foster stewardship, develop support for land use decisions, and encourage water conservation and watershed protection. This will require Islands Trust to increase its capacity to communicate with residents, businesses, visitors, and non-resident property owners.

This program prioritizes understanding and sharing Indigenous ways of knowing. Knowledge about both surface and groundwater has been passed down from generation to generation. It is rich and valuable evidence that can inform Island Trust's actions supporting the sustainability of freshwater in conjunction with science-based information. Understanding Indigenous values and perspectives can inform protection of spiritually significant sites and support access to these places for Indigenous communities.

Current Activities

- Indigenous perspectives on freshwater film (2021)
- Naut'sa maut Tribal Council's Indigenous Youth values of water art contest (2021)
- Cultural Heritage Mapping Project (2021-2023)
- Update and distribution of water conservation brochure

Actions

CKE 1. Identify freshwater sites of cultural and spiritual significance to First Nations

This action will be implemented through Islands Trust's Cultural Heritage Mapping Project, already underway, which may encompass other (non-Indigenous) cultural heritage. Cultural knowledge holders, First Nations governments, and Indigenous organizations will be asked to continue to support Islands Trust's data and information collection work, recognizing that different First Nations will have different perspectives on how or whether to participate. Work under this action will be based on a foundation of learning, respect, and collaboration. It will be based on commitment to address First Nation's concerns and interests, and acknowledgement that consent from all parties will be required due to possible sensitivity about how cultural information is shared.

CKE 2. Collaborate with First Nations and Indigenous organizations to increase community awareness of water-related cultural values, interests, and inherent rights

Taking guidance from The United Nations Declaration on the Rights of Indigenous Peoples, Islands Trust will collaborate with First Nations and Indigenous organizations to develop broader public understanding of Indigenous perspectives and First Nations interests related to water. This action has already been initiated with the participation of Indigenous Cultural Knowledge Holders in the development of this Freshwater Sustainability Strategy, who openly and generously shared water-related perspectives, experiences, and stories. The Islands Trust Reconciliation Action Plan provides detailed guidance for continuing this discussion so that Indigenous perspectives and interests can influence and strengthen water stewardship.

CKE 3. Develop and implement a freshwater stewardship outreach plan

Developing a freshwater stewardship outreach plan will support successful implementation of this strategy by:

- increasing awareness of water management challenges in the Islands Trust Area;
- generating support for related policies, investments, and regulations;
- empowering residents and visitors to actively participate in sustainable water management (e.g., by conserving water, not engaging in activities that might contaminate water, or contributing to aquatic ecosystem stewardship efforts); and,
- employing community-based social marketing techniques to leverage the passion and expertise of residents and encourage peer-to-peer learning.

The outreach plan will consist of the following broad elements:

- communications materials and tactics aimed at improving awareness of water challenges, constraints, Indigenous cultural heritage values, conservation, and stewardship;
- materials tailored to new residents, visitors, and non-resident property owners; and,
- tailored outreach resources and opportunities on specialized water topics (e.g., rainwater harvesting, water quality protection, water storage, composting toilets) such as workshops, webinars, information booths, print material and online tools.

Implementing this action will require coordination with regional districts that already offer outreach programs to island residents through drinking water and watershed protection services, such as the one already in place in Regional District of Nanaimo.

CKE 4. Develop and implement water-focussed training for new Trustees and Trust staff

To assume the leadership role the Islands Trust aspires to, deeper awareness and understanding of water challenges and water resource management principles is required across the organization. An orientation session will be held at the outset of each Trust Council term for Trustees and staff, combined with shorter annual refreshers and updates on Freshwater Sustainability Strategy progress. This will help stimulate the change management required in an organization that has historically focussed on land-use management.

CKE 5. Use market research methods to understand and monitor change in attitudes and behaviours related to water

Following adoption of this strategy, a statistically reliable market research survey will be conducted to establish a baseline of how water is used and valued by Trust Area residents. The survey will ensure appropriate geographic representation for all islands and be structured to provide insight into differences in water-use behaviour and perceptions among individuals who use private wells versus those served by community water systems. Results will be used to inform messages for the freshwater stewardship outreach plan and help prioritize science- and planning-focussed actions elsewhere in the strategy.

CKE 6. Support water purveyors' adoption of sustainable water management practices

There are over 250 small water systems throughout the islands operated by a variety of water purveyors. These include systems operated by improvement districts, regional districts, private operators, and a municipal system on Bowen Island. Water purveyors have access to additional tools and levers to influence water use behaviour that Islands Trust does not have. This includes the ability to encourage conservation through water services pricing, to require or encourage restrictions on lawn and garden irrigation, or to provide direct incentives such as product rebates.

Small water purveyors can be challenged by increasingly stringent regulatory requirements and limited resources to renew critical infrastructure. Islands Trust will support them by convening a community of practice where they may not already be one established. Those that wish to take part will be able share information and support adoption of best practices. Examples of topics of common interest include source water protection, water use trends, water availability and licensing, pricing and financial management, and demand management programs.

4.4 Freshwater Sustainability Reporting Program (FSR)

Islands Trust's water protection efforts are currently challenged by a lack of regular monitoring and reporting mechanisms. The availability of accessible, island-specific information is essential for building community awareness, support, and engagement in stewardship.

The science and data-based actions set out in this strategy will increasingly shed light on the status of water resources in each local trust area/island municipality and the challenges for sustainable management. As this understanding progresses, the information will be translated into 'state of freshwater' reports.

Actions

FSR 1. Publish 'state of freshwater' report for the Islands Trust

Islands Trust will produce an informative and easy-to-understand 'state of freshwater sustainability' report by the end of every Trust Council term that includes sections on each local trust area/island municipality. This will inform Trust Council's strategic planning. It will assist with reviewing and updating programs and projects under this strategy. It will help with allocating budgets and with seeking external funding to support projects. Finally, it will facilitate public involvement and conservation.

This report will highlight information such as:

- descriptions of water resources on the islands (e.g., watersheds, aquifers),
- sources of potable and other domestic water used,
- known water-related risks and challenges (e.g., poor water quality, low wells),
- local water monitoring activities, and
- water balance information (e.g., precipitation, recharge, sustainable rates of use).

4.5 Collaboration and Advocacy with Other Agencies (CAOA)

While collaboration and advocacy with other agencies is necessary for the majority of the actions listed above, there is need for additional focus on this in some areas. As the actions below highlight, achieving the goals in this strategy will require sustained partnerships and focussed advocacy to draw on the experience and resources of other agencies. This is a response to the complex jurisdictional structure of water management in British Columbia as discussed in section 2.5, above.

Actions

CAOA 1. Collaborate with First Nations and Indigenous organizations to develop understanding and integrate their participation, perspectives, and interests into water-related decision making by all agencies

As discussed in section 2.2, the Islands Trust is located within the treaty and territorial lands and waters of 15 different First Nations. These Nations have diverse history, perspectives, and interests. Building an understanding of that diversity, of Indigenous values and perspectives that relate to water, and of Nations' and Indigenous peoples' interests in freshwater resources is a significant undertaking. Efforts will be guided by the Islands Trust Reconciliation Action Plan. The Freshwater Sustainability Strategy presents opportunities to recognize and elevate Indigenous perspectives and First Nations interests in water and integrate this into Islands Trust's planning and processes.

CAOA 2. Work with the Provincial Government to employ appropriate regulatory instruments in areas with acute water challenges

The Provincial Government has the ability to trigger several regulatory instruments under existing legislation that may be effective for addressing specific and acute water challenges in the Islands Trust Area, noting that newer groundwater licensing provisions of the *Water Sustainability Act* are currently being implemented.

The most promising instruments for the Islands Trust include Water Objectives (enabled under s.43 of the *Water Sustainability Act*), Area-based Management Plans (provided for in s.89 of the *Environmental Management Act*) or Water Sustainability Plans and/or area-based regulations under the *Water Sustainability Act* (provided for in Part 3 and Part 6 respectively). Potential applications for some of these tools are described in Text Box 5. Additional provincial regulatory tools may be considered in the future.

Through concerted engagement with the Ministry of Environment and Climate Change Strategy as well as the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Islands Trust will pursue a commitment from the Province to employ appropriate regulatory instruments to support strategy goals and objectives. This may include developing a Memorandum of Understanding to commit to a joint process of exploring options, participating in pilot projects, or working through Trust Council or the Technical Advisory Committee (discussed below in section 5.2) to garner public and political support.

Text Box 5: Potential Provincial Regulatory Tools for the Islands Trust Area

Area-based regulations under the *Water Sustainability Act* could be used to:

- reduce saltwater intrusion risks by requiring drilling authorizations or other regulatory restrictions for wells close to foreshore areas or areas with demonstrated vulnerability to saltwater intrusion,
- help manage groundwater use in areas with limited and vulnerable resources by requiring water licensing among all groundwater users, including domestic ones, or
- require increased monitoring and reporting of water use, including through metering.

Water Objectives could be used to establish water quality or quantity thresholds for a sensitive aquifer that must be taken into consideration by local, regional, and provincial agencies when making decisions governing land and resource use.

CAOA 3. Work with partner regulatory agencies to harmonize approval processes and integrate Freshwater Sustainability Strategy goals and objectives into decisions

Landowners and developers in the Islands Trust Area work with several regulatory agencies to undertake changes in land-use or pursue different development or renovation activities. The breakdown of roles and responsibilities can be unclear, confusing, and time-consuming to those seeking these services, especially when regulations conflict. This contributes to barriers to more affordable housing and creates a risk that water management considerations are divorced from land or other resource management decisions.

To mitigate these risks, Islands Trust will work with other regulatory agencies to review existing approval processes with the objectives of:

- identifying opportunities to harmonize approval processes,
- enhancing consideration of sustainable freshwater management in external review processes and decision making, and,
- removing regulatory barriers to the attainment of strategy goals and objectives.

CAOA 4. Work with partner agencies to manage water use and quality impacts from existing users, particularly in areas experiencing supply constraints

Many of the planning and regulatory actions identified above pertain specifically to new development (e.g., Actions GWSS 8, 9 and 10). This could imply that the goals of this strategy can be achieved only by managing the impact of new water users. However, some unregulated existing users can consume disproportionately large volumes or be the source of water quality problems. There is potential for this strategy to disproportionately impact new users and impede the realisation of community priorities such as affordable housing or other important community initiatives. Improvements in efficiency and stewardship practices among current water users is important to achieving equity and advancing community priorities.

Islands Trusts' legislative authorities are limited to land use planning activities, many of which tend to focus on new users. However, other agencies have a number of tools at their disposal to manage water use among existing users. Water service providers can impose watering restrictions in community systems in times of shortage or they can help deliver conservation education programs. The Provincial Government can employ tools under the *Water Sustainability Act* or *Environmental Management Act* to curtail use or stop pollution.

Regional districts can create watershed protection services that can deliver water conservation outreach to residents in their areas, as has already been done in Regional District of Nanaimo and Cowichan Valley Regional District.

Islands Trust will work with other agencies to address water use among existing users through education or by using existing or new regulatory tools, where appropriate, to achieve the strategy goals. This may include working with landowners, businesses, and other agencies to implement education programs geared toward reducing per capita consumption as discussed above under Action CKE 3. In areas with acute challenges, this may also require utilizing appropriate regulatory tools as discussed above under Action CAO 2.

5.0 Implementation

This section provides some implementation guidance for the programs and actions set out above. It is recognized that effort will also be driven by Trust Council direction and priorities as they evolve over the decade long horizon for this strategy.

Note that more detail is required in many areas before implementation can commence. Delivery will be organized under the four programs outlined above and comprehensive operational plans will be developed following Islands Trust standard program and project charter process.

5.1 Early Priorities

Actions have been prioritized according to the following considerations:

- potential to improve water management or protection of water resources,
- capacity of Islands Trust to execute the actions based on existing organizational structure and resources,
- anticipated funding requirements,
- time required for successful execution, and
- logical sequencing of activities where there are dependencies between them.

All the actions set out in this strategy are important, but progress on water science and outreach components is of the highest priority. On some islands there may be evidence to indicate that an aquifer or watershed is already under threat. In these situations, support for policy and land use planning processes must be expedited to protect drinking supplies.

Based on this, the following actions should start or continue in 2022 as priorities:

- develop an organizational plan for strategy implementation that identifies responsibilities of Regional Planning Committee, Trust Programs Committee, Trust Council and key staff, and identify options for enlisting a Freshwater Sustainability Strategy Coordinator;
- continue implementation of groundwater science programs including data inventory, groundwater recharge potential mapping, and groundwater availability assessments (Actions GWSS 4,5 and 6);
- as new water availability and vulnerability information becomes available, integrate this into land use policies and regulations through minor and major updates to official community plans and land use bylaws (Action GWSS 7);
- implement new land-use planning tools through local trust area/island municipality groundwater implementation projects and projects of the Regional Planning Committee for the Regional Planning Team (Action GWSS 8);
- continue to identify sites of cultural and spiritual significance to First Nations through the Cultural Heritage Mapping Project, already underway (Action CKE 1);
- develop and commence implementation of the freshwater stewardship outreach plan (Action CKE 3) – note that this was identified as particularly important by the Strategy Advisory Roundtable; and,
- publish the first ‘state of freshwater report’ for the Islands Trust by consolidating existing research and information - this will provide a baseline for identification of strategic priorities for the 2022 Trust Council Strategic Plan (Action FSR 1).

5.2 Organization and Governance

Successful strategy implementation will require engaging with existing organizational structures and systems and creating new ones.

Trust-Wide Commitment

Given that the sustainability of freshwater in all the Islands Trust Areas is central to ecosystem and community health, freshwater vulnerability must be considered in all Islands Trust policy and land use decisions at both the Trust-wide and local trust committee level.

Inter-departmental Freshwater Sustainability Strategy Implementation Team

An Inter-departmental Islands Trust Staff Freshwater Sustainability Strategy Implementation Team will be established to help plan and guide implementation of Islands Trust-led projects, and to establish an accountability structure. Membership of this team will be decided in early days of strategy execution.

Technical Advisory Committee

An inter-agency Technical Advisory Committee will also be established. This body will guide implementation by coordinating, planning, prioritizing, and evaluating actions. It will consist of representatives of agencies and organizations with direct influence over strategy outcomes, including technical and policy staff from provincial agencies, regional districts, water purveyors, and First Nations. Supporting the effective functioning of the Technical Advisory Committee is imperative to the success of this strategy.

Reporting

Staff will present updated program plans to the Regional Planning Committee, Trust Programs Committee, and Trust Council on at least an annual basis, including budgets. Project charters will be presented as required to local trust committees or island municipal councils that make particular projects a priority, and to Trust Council Committees for federation-wide projects (e.g., through Regional Planning Committee or Trust Programs Committee).

5.3 Strategy Resourcing

Successful implementation of all the actions in this strategy will require sustained financial and personnel resource commitments from the Islands Trust. Most importantly, in addition to the Senior Freshwater Specialist, a dedicated Freshwater Sustainability Strategy Coordinator is needed to facilitate implementation (this could be done on a contract or temporary assignment basis for the first year). A First Nations planning position working with the Senior Intergovernmental Policy Advisor to support deeper First Nations engagement on freshwater and other Islands Trust projects is critical. Without this support, implementation of strategy actions will be put at risk.

Local trust committees, island municipal councils, and Trust Council committees are encouraged to consider priority setting with a freshwater sustainability lens. In some cases, the work of existing staff may need to be re-allocated to enable the implementation of some

of the actions in this strategy (e.g., developing policies and regulations informed by the groundwater data).

Other anticipated resourcing needs include contracted services for specialized skills like scientific analysis or market research, capital costs associated with technological products and supports, and varied expenses associated with public outreach (e.g., graphic design, printing, online communications platforms, signage, etc.).

Some strategy actions may be eligible for grant funding opportunities through programs such as the BC Real Estate Foundation, Habitat Conservation Trust Foundation, Green Municipal Fund, and EcoAction. However, core program funding will need to be secured through tax requisitions to meet implementation timelines and develop a sustainable program. Table 4, below, provides an indication of anticipated funding needs for each action. Budgets for programs will be developed as part of detailed implementation planning. Table 4 also shows an anticipated, high level implementation schedule for strategy actions, current status, and delivery partners.

Table 4: Freshwater Sustainability Strategy Implementation Schedule, 10-Year Budget Estimates, and Delivery Partners

Code	Action (Abbreviated Description)	Status*	Delivery Partners	Budget** Estimate	Timeline		
					2021- 2024	2025- 2027	2028- 2031
Groundwater Sustainability Science Program (GWSS)							
GWSS 1	Improve data management for decision making	N	ENV, FLNR, RD	\$\$			
GWSS 2	Coordinated long-term water monitoring program	N	Numerous	\$\$\$			
GWSS 3	Continue groundwater data and information inventory	C	ENV, FLNR, RD, WSP	\$\$\$			
GWSS 4	Continue groundwater recharge potential mapping	C	ENV, FLNR, RD	\$\$\$			
GWSS 5	Continue groundwater availability assessments	C	ENV, FLNR, RD	\$\$\$			
GWSS 6	Establish groundwater regions for land use planning	N	ENV, FLNR, FN	\$			
GWSS 7	Integrate water availability and vulnerability information	C	ENV, FLNR, FN	\$\$\$\$			
GWSS 8	Implement appropriate planning and regulatory tools	C	FN	\$\$			
GWSS 9	Support development application reviews	N	FN	\$			
GWSS 10	Customize water supply requirements	N	FN, TRAN	\$			
Watershed Sustainability Science Program (WSS)							
WSS 1	Inventory and understand watersheds and ecosystems	C	ENV, FLNR, RD, SG	\$\$\$\$			
WSS 2	Explore the potential of rainwater harvesting	C	ENV, HLTH, HA, RD	\$\$			
Cultural Knowledge and Engagement Program (CKE)							
CKE 1	Sites of cultural and spiritual significance to First Nations	C	FN, IO	\$			
CKE 2	First Nations cultural values, interests, and inherent rights	C	FN, IO	\$			
CKE 3	Freshwater stewardship outreach plan	N	RD, WSP, SG, FN	\$\$\$			
CKE 4	Water-focussed training for Trustees and staff	N		\$			
CKE 5	Market research on water-related behaviours and attitudes	N		\$\$			
CKE 6	Support water purveyors	N	WSP, HA, FLNR	\$\$			
Freshwater Sustainability Reporting Program (FWR)							
FSR 1	Publish ‘state of freshwater’ report for the Islands Trust	N		\$\$			
Collaboration and Advocacy with Other Agencies (CAOA)							
CAOA 1	Collaborate with First Nations and Indigenous Organizations	C	FN, IO	\$			
CAOA 2	Work with the Province to employ regulatory instruments	C	ENV, FLNR	\$			
CAOA 3	Harmonize approvals and integrate goals and objectives	C	ENV, FLNR, RD, FN	\$			
CAOA 4	Manage water use and quality impacts among existing users	N	ENV, FLNR, RD, WSP	\$			

ENV: BC Ministry of Environment and Climate Change Strategy; FLNR: BC Ministry of Forests, Lands, Natural Resource Operations, and Rural Development; FN: First Nations; HLTH: BC Ministry of Health; HA: Island Health/ Vancouver Coastal Health; IO: Indigenous Organizations; RD: Regional District; SG: Stewardship Groups; WSP: Water Service Providers; TRAN: BC Ministry of Transportation and Infrastructure

* Status: N = New; C = Continuing/Already Underway

** Includes staffing requirements. \$ = <\$10,000, \$\$ = \$10,000 - \$50,000, \$\$\$ = \$50,000 - \$100,000, \$\$\$\$ = >\$100,000

5.4 Progress Indicators

The following suite of indicators can be used to track general progress under each program. More specific, technical and/or outcome-focused performance indicators may be developed in the future for individual programs and projects. Examples include:

Groundwater Sustainability Science Program (GWSS) and Watershed Sustainability Science Program (WSS)

- number of groundwater regions and aquifers with monitoring wells;
- number of lake and streams included in active monitoring programs;
- number of watersheds and aquifers characterized;
- number of watersheds and aquifers with established water budgets or availability assessments;
- number of local trust areas/island municipalities with development application information bylaws that include water-related information requirements;
- number of local trust areas/island municipalities with revised policies and regulations addressing freshwater vulnerability;
- number of local trust areas/island municipalities with groundwater region maps in their OCPs; and
- number of water purveyors with monitoring programs and conservation strategies (including conservation-oriented pricing structures);

Cultural Knowledge and Engagement Program (CKE)

- amount of content provided to Islands Trust area residents, property owners, visitors, staff, and Trustees (e.g., videos, web content, workshops, information brochures);
- number of face-to-face and online events where cultural knowledge has been shared with staff, Trustees and the public;
- public awareness of watershed protection benefits, measured through market research;
- number of Islands Trust area residents, non-resident property owners, and visitors participating in water conservation and/or stewardship activities per year (measured based on both direct contact and access to online channels); and,
- completion of mapping of freshwater sites of cultural and spiritual significance.

Freshwater Sustainability Reporting Program (FWR)

- regular publication of ‘state of freshwater’ report.
- annual report presented to the Regional Planning Committee, Trust Programs Committee and Trust Council.

5.5 Updating the Plan

The implementation period for this strategy is 2022 to 2032. At the end of this period, a comprehensive review will be conducted to assess results and develop plans for the next operational period. Progress towards the goals and objectives will be continuously reviewed on at least a bi-annual basis through an adaptive management approach. This means adapting implementation based on empirical evidence as well as the perspectives of program managers and partners in other organizations. Changes in direction may be required because of monitoring results, new information about climate change, evolving perspectives among stakeholders and partners, or new priorities from Trust Council.

Acknowledgements

The update of this Plan would not have been possible without the following contributors:

Cultural Knowledge Holders*

Jeannine Georgeson
Tsawaysia Guss
Harold Joe
Jodann Teo
Hereditary Chief Bill Williams (Squamish)
Lisa Wilcox

* Jeannine Georgeson, Tsawaysia Guss, Harold Joe, and Jodann Teo were also members of the Strategy Advisory Roundtable. Lisa Wilcox is also Islands Trust staff.

Strategy Advisory Roundtable

Sylvia Barroso	BC Forests, Lands, Natural Resource Operations and Rural Development
Shannon Cowan	Salt Spring Island Watershed Protection Alliance
John Cox	Hornby Water Stewardship Project
Gary Holman	Capital Regional District
Philippe Kruchten	Village Point Improvement District
Michael McAllister	North Salt Spring Waterworks District
Kate Miller	Cowichan Valley Regional District
Julie Pisani	Regional District of Nanaimo
Ben Robinson	BC Forests, Lands, Natural Resource Operations and Rural Development
Ian Scott	Ian Scott Planning Services
Jonah Speigelman	Lasqueti Island Drinking Water and Watershed Protection Project
Brent Taylor	Polaris Land Surveying

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Econics
Compass Resource Management



REQUEST FOR DECISION

To: Regional Planning Committee **For the Meeting of:** November 3, 2021
From: Narissa Chadwick **Date Prepared:** October 29, 2021
SUBJECT: Updates to Business Cases Related to the Implementation of the Freshwater Sustainability Plan.

RECOMMENDATION:

1. That Regional Planning Committee forward to Financial Planning Committee for inclusion in the Fiscal Year 2022/23 Budget the revised business case for Strategic Plan Item No. 2.5 – to complete the Islands Trust Groundwater Recharge Mapping project.
 2. That Regional Planning Committee forward to Financial Planning Committee for inclusion in the Fiscal Year 2022/23 Budget the revised business case for Strategic Plan Item No. 2.4 – to implement Freshwater Sustainability recommendations related to the development of a State of Freshwater Report.
 3. That Regional Planning Committee defer the business case for Strategic Plan Item No. 2.4 - to implement Freshwater Sustainability recommendations related to the development of a Freshwater Stewardship Outreach Plan to the 2023/24 budget year.
-

1 PURPOSE:

To present to Regional Planning Committee (RPC) revised business cases related to Groundwater Recharge Mapping and the development of a State of Freshwater Report and recommend the option to defer the revised business case for the development of a Freshwater Stewardship Outreach Plan to the 2023/24 fiscal year.

2 BACKGROUND:

The business cases related to freshwater previously presented to the RPC were as follows:

- **\$50,000 for Groundwater Sustainability Science Program** to complete the Islands Trust Groundwater Recharge Mapping project by completing work in Howe Sound and select associated islands across the trust, and to produce a final document with webinar.
- **\$26,000 for Freshwater Sustainability Reporting Program** to support the development, publication and sharing of the 2022 State of Freshwater Report
- **\$27,000 for Cultural Knowledge and Engagement Program** to support the development of a Freshwater Stewardship Outreach Plan

Total: \$103,000

The Groundwater Sustainability Science Program (GWSS) is one of four programs within the Freshwater Sustainability Strategy (FWSS). The GWSS was initiated in 2019/20 fiscal with data gathering and mapping for the Southern Gulf Islands. This project included Galiano, Mayne, North Pender, Saturna and South Pender. Through 2020/21 the work was peer reviewed and is being used to inform amendments to the Galiano Island and North Pender Island OCP and LUBs. In 2020/21 the Islands Trust Recharge Mapping project was endorsed by the Regional Planning Committee. This involved completing mapping on Hornby, Denman, and Gabriola. Islands Trust Recharge Mapping project is projected to be completed on Salt Spring, Thetis, Valdez, and Lasqueti by the end of the 2021/22 fiscal year.

The business case presented to the RPC on September 29, 2021, was designed a placeholder awaiting update by the Senior Freshwater Specialist who was on annual leave. The updated business case focuses on completing the Islands Trust Groundwater Recharge Mapping project for Howe Sound and select associated islands across the Trust Area. The Senior Freshwater Specialist has identified that work for Salt Spring Islands is part of 2021/22 work. A final report, bringing together all the technical work, will be completed and presented to Islands Trust communities via a webinar. ***There is no change to the amount of \$50,000 requested for 2022/23.***

The Freshwater Sustainability Reporting Program (FSR) is a program under the Freshwater Sustainability Strategy. Fiscal 2022/23 will be an important year for this program. The publication of the first “State of Freshwater Report” will be the first major step in facilitating awareness of water resource challenges trust-wide. The development of the report will bring together all the work done through the GWSS creating freshwater profiles for each Local Trust Area similar to the conservation status profiles created by the Trust Conservancy ([see Salt Spring example](#)). It can also include climate projects and simplified ways of explaining the science. The report will require focused work to consolidate all information as well as communications expertise.

The business case supports a summer co-op student to help with translating some of the more technical information to be provided in the GWSS report into more accessible maps and diagrams. It also supports the hiring of a communications professional to help with report writing and formatting. ***Based on input from the RPC at the September meeting, the business case has been increased from \$26,000 to \$41,000.***

The “State of Freshwater Report” is intended to provide background for the development of strategic priorities for freshwater in the 2023-27 Islands Trust Strategic Plan. It will be updated every four years prior to the development of subsequent Strategic Plans. The Report is also intended to provide the background for a “State of Freshwater in the Islands Trust” forum to be held in the spring on 2023. This will provide the opportunity to educate trustees, staff and the public on issues related to freshwater in the Trust Area. A business case will be presented to support the forum next year for the 2023/24 budget year.

The Cultural Knowledge and Engagement Program is a third program under the Freshwater Sustainability Strategy. Under the Cultural Knowledge and Engagement Program (CKE), Islands Trust will share information, research, and Indigenous Cultural Knowledge with communities, staff and trustees. The goals are to foster stewardship, develop support for land use decisions, and encourage water conservation and watershed protection. This will require Islands Trust to increase its capacity to communicate with residents, businesses, visitors, and non-resident property owners.

The business case supports the formatting and publication of the Freshwater Sustainability Policy which will be based on the Strategy and the development of a Freshwater Outreach Plan. Considering the increased budget ask for the State of the Freshwater Report and that financial resources for 2022/23 are constrained, staff recommend the development of a communications and outreach plan be deferred until 2023/24. This business case also includes formatting and publication of the Freshwater Sustainability Policy. Professional formatting of the FWSS is estimated to be more than previously

anticipated (\$6,000 as compared to \$2,700). Staff are exploring other funding options including reallocating funding received from the Provincial Healthy Watersheds Initiative (HWI) which recently announced the possibility of an extended timeline which would make this possible. With the work being done on the State of the Freshwater Report, there will be adequate momentum related to communications related to the FWSS. ***Considering the increased amount for professionally formatting the report, the business case has been increased from \$27,000 to \$31,000.***

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

The Freshwater Sustainability Strategy harmonizes the efforts of groundwater-focused projects, expands this work to other islands in the Trust Area, supports the translation of the science into land use policy and regulation and identifies ways to enhance community stewardship and support for measures that will address freshwater vulnerabilities. Its development has involved Trust Area Services, Local Planning Services and the Islands Trust Conservancy. Effective implementation will require continued coordination and cooperation amongst these departments.

FINANCIAL:

2022/23 budget options are as follows:

\$91,000 if the business case for Freshwater Outreach Plan is deferred and the RPC support staff in exploring alternative means of funding the Freshwater Sustainability Policy.

\$104,000 if the RCP support directing 2022/23 toward the formatting/publication of the FWSS which would require creating a business case specifically for this purpose.

\$129, 000 if the business case for the Freshwater Outreach Plan is supported for 2022/23.

Having a Freshwater Sustainability Plan in place and demonstrating movement toward implementation sets the Islands Trust to more effectively take advantage of future external funding opportunities.

POLICY:

As is being currently explored by North Pender and Galiano LTCs, work being done through the Groundwater Sustainability Science Project can inform changes to OCPs and LUBs to enable the Local Trust Committees to better address threats to freshwater sustainability. Education and Outreach work will help gain support from island communities for these types of changes.

IMPLEMENTATION/COMMUNICATIONS:

By focusing on the development of the State of Freshwater Report as a significant communications piece providing the content for a State of Freshwater Forum in spring 2023, clear momentum supporting FWSS recommendations is demonstrated.

Deferring the development of the Freshwater Stewardship Outreach Strategy to the 2023/24 fiscal will not inhibit staff from moving forward with outreach activities that are currently in process. These include presentations related to groundwater mapping and updating the water conservation for island residents pamphlet.

Staff are exploring options for funding the publication of the Freshwater Sustainability Strategy. If the Healthy Watersheds Initiative is extended through 2022 with additional funding, staff will be prioritizing the development of a Freshwater Stewardship Outreach Plan and Outreach and Engagement activities. Should additional funding be available, staff will also be prioritising the State of Freshwater Forum.

4 RELEVANT POLICY(S):

Islands Trust Policy Statement states that islands should be self-sufficient in their supply of freshwater. The development of the Freshwater Sustainability Plan and the implementation of actions identified within it support the 2018-2022 Strategic Plan objective to “Protect quality and quantity of freshwater resources in the Islands Trust.”

5 ATTACHMENT(S):

1. FWSS – Groundwater Sustainability Science Program Business Case
 2. FWSS – Freshwater Sustainability Reporting Program Business Case
 3. FWSS – Cultural Knowledge and Engagement Program Business Case
-

RESPONSE OPTIONS

Recommendation:

1. That Regional Planning Committee forward to Financial Planning Committee for inclusion in the Fiscal Year 2022/23 Budget the revised business case for Strategic Plan Item No. 2.5 – to complete the Islands Trust Groundwater Recharge Mapping project.
2. That Regional Planning Committee forward to Financial Planning Committee for inclusion in the Fiscal Year 2022/23 Budget the revised business case for Strategic Plan Item No. 2.4 – to implement Freshwater Sustainability recommendations related to the development of a State of Freshwater Report.
3. That Regional Planning Committee defer the business case supporting the development of a Freshwater Stewardship Outreach Plan to the 2023/24 budget year.

Alternatives:

- Regional Planning Committee may request further amendments to the business cases.
 - Regional Planning Committee may agree to submit all three business cases.
-

Prepared By: Narissa Chadwick, Island Planner

Reviewed By/Date: Robert Kojima, Acting Director, Local Planning Services/ October 29, 2021



**Budget Funding Request
Short-Form Business Case**

The following business case was reviewed by Regional Planning Committee at their September 2021 meeting. Amendments requested by the Committee have been reflected in this version of the business case.

TO BE COMPLETED BY INITIATOR

Initiated by: Narissa Chadwick for David Marlor	Budget Source (select all that apply): X Specific Project Funding (select all that apply) X Third Party Contractors ☐ Staff Travel Expense ☐ Staff Overtime Expense ☐ New Staff Member – Temporary for project ☐ Computer Hardware/Software ☐ Furniture & Equipment ☐ Computer Hardware/Software/Supplies ☐ New Staff Resources (see Staff Costing Tool) ☐ Permanent ☐ Temporary Temp Duration: _____ ☐ Other – please describe: _Strategic Plan Program
Business Area: Regional Planning Committee	
Name of Request: Freshwater Sustainability Strategy (FWSS) - Groundwater Sustainability Science Program \$50,000	
Date of Funding Request: November 3, 2021	Funding Required for (date range): April 1 2022
ISSUE/OPPORTUNITY: At the December 22, 2020 meeting, Regional Planning Committee approved the allocation of \$90,000 of Provincial Healthy Watersheds Initiative funding to support the development of a Freshwater Sustainability Strategy. The FWSS draft will be presented to RPC on November 3rd and Trust Council (TC) in December 2021. The development of the Freshwater Sustainability Strategy addressed Trust Council Strategic Plan Item 2.4 <i>“Develop a regional freshwater management strategy that addresses responsibilities under the Water Sustainability Act, identifies water resources throughout the Trust Area, integrates water resource management into land use decision making, and accounts for the impacts of climate change on island water resources”.</i>	

The Freshwater Sustainability Strategy organizes recommended actions into four key program areas. The Groundwater Sustainability Science Program (GWSS) is one of these. This program focuses on expanding the work that was initiated through the Southern Gulf Islands Groundwater Sustainability Strategy (GWSS) Project.

Under the Groundwater Sustainability Science Program (GWSS), Islands Trust undertakes primary research and mapping to improve information and knowledge about water quantity and quality and to better understand groundwater vulnerability.

By estimating the balance between groundwater recharge and human demand, as well as the impacts of climate and other factors, availability assessments will provide better information. This in turn will facilitate improved protection through Islands Trust's land use planning activities and development decisions. Planning tools include covenants, development permit areas, zoning, density bonusing, and subdivision servicing regulations. Decisions, authorizations, approvals, and planning by other responsible agencies will also be more informed.

Data gathering and mapping commenced in the 2019/2020 fiscal for the Southern Gulf Islands under contract following an RFP process. This project included Galiano, Mayne, North Pender, Saturna and South Pender. Through 2020/21 the work was peer reviewed and was used to inform groundwater sustainability science implementation projects on Galiano Island and North Pender Island. In 2020/21 Islands Trust Recharge Mapping project was endorsed by the Regional Planning Committee, which completed mapping on Hornby, Denman, and Gabriola Islands. In 2021/22 Islands Trust Recharge Mapping project will be completed on Salt Spring, Thetis, Valdez, and Lasqueti Islands following another RFP process.

This business case focuses on completing the Islands Trust Groundwater Recharge Mapping project by applying the same methodology to islands in Howe Sound and select associated islands across the trust area. A final glossy technical report using the Islands Trust style guide will be completed and presented to the public via a webinar.

PROJECTED RESULTS/DELIVERABLES:

\$50,000 is requested for FY 22/23 to support the Islands Trust Groundwater Recharge Mapping project part of the Groundwater Sustainability Science program of the Freshwater Sustainability Strategy.

Islands Trust Area Groundwater Recharge Mapping Project (\$50,000)

- Develop and run groundwater recharge potential spatial model for Howe Sound islands and select associated islands across the trust area;
- Provide full and open access to groundwater recharge geospatial model including input data sets and output results for incorporation into Islands Trust mapping services, and
- Create a final report deliverable to include the entire Islands Trust Area using the Islands Trust style guide and present to the public via a webinar.

RISK ASSESSMENT:

As the FWSS draft is still to be presented to RPC and TC, there is a risk that the recommendations may not be supported. In this case, adjustments can be made to the budget funding request as required.

Not approving this funding request for 2022/23 will slow the momentum gained through the work done for the Southern Gulf Islands and the development of the Freshwater Sustainability Strategy. Not supporting FWSS recommendations could lead to a reluctance on the part of funding agencies to support strategy development for Islands Trust.

ALTERNATIVES CONSIDERED:

Option 1: Support the extension of the Groundwater Sustainability Science Program to engage the Islands Trust Groundwater Recharge Mapping project on Howe Sound islands, and select associated islands. Create a final report deliverable to include the entire Islands Trust Area using the Islands Trust style guide and present to the public via a webinar.

Option 2: Do not support the extension of the Islands Trust Groundwater Recharge Mapping project to include islands in Howe Sound and focus on groundwater availability assessments for select islands under development pressures.

CRITICAL SUCCESS FACTORS:

1. The availability of groundwater recharge mapping for islands in Howe Sound and associated islands across the Islands Trust Area.
2. Present mapping to the public, and
3. Complete the Islands Trust Recharge Mapping Project report using communications and Islands Trust style guide.

RECOMMENDED OPTION:

Option 1: Support the extension of the Groundwater Sustainability Science Program to engage the Islands Trust Groundwater Recharge Mapping project on Howe Sound islands and select associated islands. Create a final report to include the entire Islands Trust Area using the Islands Trust style guide and present to public via a webinar.

COST/BENEFIT ANALYSIS:Quantitative Analysis:

\$50,000 is required to support this project.

As this is a program project, there will be no cost saving by undertaking this.

Qualitative Analysis:

This will further the work related to understanding freshwater vulnerability in the Islands Trust Area. This work will contribute to and be supported by other programs under the Freshwater Sustainability Strategy including the Cultural Knowledge and Engagement Program, the Freshwater Sustainability Reporting Program and the Watershed Sustainability Science Program.

PURCHASING PROCEDURE:

As per the Islands Trust process for hiring consultants.

PROPOSED IMPLEMENTATION STRATEGY:

The Senior Freshwater Specialist will oversee the management of this project.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

The FWSS will contribute to a shift in traditional ways of addressing issues related to the sustainability of freshwater in the Islands Trust Area. It addresses the challenge of increasing freshwater vulnerability in a way that will require significant interdepartmental coordination and an increase in, or reallocation of, staff resources.

The expansion of the Groundwater Sustainability Science Program to include areas beyond the Southern Gulf Islands will provide a more complete analysis of freshwater resources in the Islands Trust Area and provide the opportunity for islands beyond the Southern Gulf Islands to use focused science to develop policies and regulations to address freshwater vulnerability.

William Shulba, Senior Freshwater Specialist
David Marlor, Director, Local Planning Services

Initiator Name and Title

October 27, 2021

Date



**Budget Funding Request
Short-Form Business Case**

The following business case was reviewed by Regional Planning Committee at their September 2020 meeting. Amendments requested by the Committee have been reflected in this version of the business case.

TO BE COMPLETED BY INITIATOR

Initiated by: Narissa Chadwick for David Marlor	Budget Source (select all that apply): X Specific Project Funding (select all that apply) X Third Party Contractors ☐ Staff Travel Expense ☐ Staff Overtime Expense X New Staff Member – Temporary for project ☐ Computer Hardware/Software ☐ Furniture & Equipment ☐ Computer Hardware/Software/Supplies ☐ New Staff Resources (see Staff Costing Tool) ☐ Permanent ☐ Temporary Temp Duration: _____ ☐ Other – please describe: _Strategic Plan Program
Business Area: Regional Planning Committee	
Name of Request: Freshwater Sustainability Strategy - Freshwater Sustainability Reporting Program \$41,000	
Date of Funding Request: November 5, 2021	Funding Required for (date range): April 1 2022

ISSUE/OPPORTUNITY:

At the December 22, 2020 meeting, Regional Planning Committee approved the allocation of \$90,000 of Provincial Healthy Watersheds Initiative funding to support the development of a Freshwater Sustainability Strategy. A final draft will be presented to the RPC for their November 3, 2021 meeting and Trust Council (TC) in December 2021.

The development of the Freshwater Sustainability Strategy addressed Trust Council Strategic Plan Item 2.4 *“Develop a regional freshwater management strategy that addresses responsibilities under the Water Sustainability Act, identifies water resources throughout the Trust Area, integrates water resource management into land use decision making, and accounts for the impacts of climate change on island water resources”*.

The Freshwater Sustainability Strategy (FWSS) organizes recommended actions into four key program areas. The Freshwater Sustainability Reporting Program is one of these program areas. Publishing the first “State of Freshwater Report” to provide a baseline for the identification of strategic priorities for the 2022 Trust Council Strategic Plan is identified as a key priority for the FWSS.

The 2022 State of Freshwater Report will be the first in a series of State of Freshwater Reports to be developed at the end of every Trust Council term. The intention is to inform Trust Council’s strategic planning. Containing trust-wide as well as Trust Area specific data, it will assist with reviewing and updating programs and projects under the FWSS strategy to include related LTC priorities. It will help with allocating budgets and with seeking external funding to support existing and new projects. Finally, it will facilitate public involvement and conservation. Shorter annual reports will encourage continuous updates and reporting.

The State of Freshwater Reports will highlight information such as:

- descriptions of water resources on the islands (e.g., watersheds, aquifers),
- sources of potable and other domestic water used,
- known water-related risks and challenges (e.g., poor water quality, low wells),
- local water monitoring activities, and water balance information (e.g., precipitation, recharge, sustainable rates of use).

The effective and efficient development of the 2022 State of Freshwater Report requires additional staff support. The value of hiring a summer co-op student in 2021 to assist the Senior Freshwater Specialist with focussed projects including the development of the Islands Trust Freshwater Atlas was clearly demonstrated. The annual hiring of a co-op student will be of great benefit to the implementation of the FWSS. Each year, under the direction of the Senior Freshwater Specialist, co-op time can be focused on very clear deliverables. For summer 2022, this deliverable will be putting together technical materials for the 2022 State of the Freshwater Report.

PROJECTED RESULTS/DELIVERABLES:

Development, publication and sharing of the 2022 State of Freshwater Report - \$41,000

Will include:

- Summer co-op student to assist Freshwater Specialist with technical aspects related to the development of the report - **\$21,000**
- Publication and sharing of State of Freshwater Report - **\$20,000**

RISK ASSESSMENT:

As the FWSS draft is still to be presented to FPC and TC, there is a risk that the recommendations may not be supported. In this case adjustments can be made to the budget funding request as required.

Not approving this funding request for 2022/23 will slow the momentum gained through the development of the Freshwater Sustainability Strategy. Not supporting FWSS recommendations could lead to a reluctance on the part of funding agencies to support strategy development for Islands Trust.

ALTERNATIVES CONSIDERED:

Option 1: Hire summer co-op student to assist with the development of the 2022 State of Freshwater Report.

Option 2: Do not hire co-op student to assist with the development of the 2022 State of Freshwater Report. This will require the reallocation of staff time leading to delays on other files.

Option 3: Create a Freshwater Technical Coordinator one year Temporary Assignment (TA). The TA would be at a Senior Planner level and take on a number of other responsibilities related to the implementation of the FWSS including technical work related to the development of the 2022 State of Freshwater Report. ~\$90,000.

Option 4: Do not support the development of the 2022 State of Freshwater Report.

CRITICAL SUCCESS FACTORS:

The creation of the 2022 State of Freshwater Report by December 2022.

RECOMMENDED OPTION:

Option 1: Hire a summer co-op student to assist with the development of the 2022 State of Freshwater Report as well as a professional communications support for design and delivery of the report.

COST/BENEFIT ANALYSIS:

Quantitative Analysis:

Development, publication and sharing of the 2022 State of Freshwater Report - \$41,000

\$21,000 – Hiring of co-op student

\$20,000 – Publication and sharing of the State of Freshwater Report

The 2022 State of Freshwater Report will help with allocating budgets and with seeking external funding to support existing and new projects that are supported by the FWSS.

Qualitative Analysis:

The science and data-based actions set out in the FWSS will increasingly shed light on the status of water resources in each Local Trust Area and the challenges for sustainable management. As this understanding progresses, the information will be translated into future 'state of freshwater' reports.

PURCHASING PROCEDURE:

As per Islands Trust process for hiring co-op students and consultants.

PROPOSED IMPLEMENTATION STRATEGY:

Regional Planning Team staff oversee the development, publication and sharing of the 2022 State of Freshwater report in collaboration with members of the Trust Area Services communication and outreach team and the Senior Freshwater Specialist.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

Islands Trust's water protection efforts are currently challenged by a lack of regular monitoring and reporting mechanisms. The availability of accessible, island-specific information is essential for building community awareness, support, and engagement in stewardship.

The development and distribution of the 2022 State of Freshwater Report will be a significant step towards improving communications related to freshwater sustainability and identifying opportunities for deeper collaboration with partners including other levels of government, First Nations, water purveyors, and islands property owners and residents.

Narissa Chadwick, Island Planner
David Marlor, Director, Local Planning Services
Initiator Name and Title

October 27, 2021

Date



**Budget Funding Request
Short-Form Business Case**

The following business case was reviewed by Regional Planning Committee at their September 2020 meeting. Amendments requested by the Committee have been reflected in this version of the business case.

TO BE COMPLETED BY INITIATOR

Initiated by: Narissa Chadwick , for David Marlor	Budget Source (select all that apply): X Specific Project Funding (select all that apply) X Third Party Contractors ☐ Staff Travel Expense ☐ Staff Overtime Expense ☐ New Staff Member – Temporary for project ☐ Computer Hardware/Software ☐ Furniture & Equipment ☐ Computer Hardware/Software/Supplies ☐ New Staff Resources (see Staff Costing Tool) ☐ Permanent ☐ Temporary Temp Duration: _____ ☐ Other – please describe: _Strategic Plan Program
Business Area: Regional Planning Committee	
Name of Request: Freshwater Sustainability Strategy (FWSS) - Freshwater Stewardship Outreach Plan \$31,000	
Date of Funding Request: November 3, 2021	Funding Required for (date range): April 1 2022

ISSUE/OPPORTUNITY:

At the December 22, 2020 meeting, Regional Planning Committee approved the allocation of \$90,000 of Provincial Healthy Watersheds Initiative funding to support the development of a Freshwater Sustainability Strategy (FWSS). The FWSS draft will be presented to RPC on November 3, 2021 and will be presented to Trust Council in December 2021.

The development of the Freshwater Sustainability Strategy addressed Trust Council Strategic Plan Item 2.4 *“Develop a regional freshwater management strategy that addresses responsibilities under the Water Sustainability Act, identifies water resources throughout the Trust Area, integrates water resource management into land use decision making, and accounts for the impacts of climate change on island water resources”*.

The Freshwater Sustainability Strategy organizes recommended actions into four key program areas. The Cultural Knowledge and Engagement Program (CKE) is one of these program areas. Under the CKE, Islands Trust will share information, research, and Indigenous Cultural Knowledge with the public, staff, and local trustees. The goals are to foster stewardship, develop support for land use decisions, and encourage water conservation and watershed protection. This will require Islands Trust to increase its capacity to communicate with residents, businesses, visitors, and the public.

The draft FWSS identifies the development and commencement of the implementation of the freshwater stewardship outreach plan (identified by the FWSS Strategic Advisory Roundtable as being particularly important) as a key priority for 2022.

Developing a freshwater stewardship outreach plan will support successful implementation of the FWSS by:

- increasing awareness of water management challenges in the Islands Trust Area;
- generating support for related policies, investments, and regulations;
- empowering residents and visitors to actively participate in sustainable water management (e.g., by conserving water, not engaging in activities that might contaminate water, or contributing to aquatic ecosystem stewardship efforts); and,
- employing community-based social marketing techniques to leverage the passion and expertise of residents and encourage peer-to-peer learning.

The outreach plan will consist of the following broad elements:

- communications materials and tactics aimed at improving awareness of water challenges, constraints, Indigenous cultural heritage values, conservation, and stewardship;
- materials tailored to new residents, visitors, and non-resident property owners; and,
- tailored outreach resources and opportunities on specialized water topics (e.g., rainwater harvesting, water quality protection, composting toilets) such as workshops, webinars, information booths, print material and online tools.

Staff identify the publication and sharing of the FWSS Policy emerging from the Freshwater Sustainability Strategy, which will contain background on water resources in the Trust Area and Indigenous perspectives on water, as an important first step in supporting the Cultural Knowledge and Engagement Program.

PROJECTED RESULTS/DELIVERABLES:

The funding request for FY20/21 is to cover costs associated with publication and sharing of the FWSS and the development of the Freshwater Stewardship Outreach Plan.

Total Ask- \$31,000

Publication and of FWSS Policy: \$6,000

Development of the Freshwater Stewardship Outreach Plan: \$25,000

Will include:

- Communication Plan
- Engagement Strategy
- Social Marketing Plan

RISK ASSESSMENT:

As the FWSS draft is still to be presented to FPC and TC, there is a risk that the recommendations may not be supported. In this case adjustments can be made to the budget funding request as required.

Not approving this funding request for 2022/23 may slow the momentum gained through the development of the Freshwater Sustainability Strategy.

ALTERNATIVES CONSIDERED:

Option 1: Prepare and share FWSS final draft*. Hire a consultant to develop the Freshwater Stewardship Outreach Plan.

Option 2: Prepare and share FWSS final draft*. Create a one year temporary assignment position for the development of the Freshwater Stewardship Outreach Plan and the initiation of initial tasks (could include website updates, outreach workshops, creation of outreach materials). Cost would be ~\$70,000.

Option 3: Do not support creation of a Freshwater Stewardship Outreach Plan . Defer until 2023/24.

*RPC can choose to have staff explore other options for funding the preparation and sharing the FWSS final draft.

CRITICAL SUCCESS FACTORS:

1. The publication and sharing of the FWSS by May 2022.
2. The creation of a Freshwater Stewardship Outreach Plan with estimated budget by September 2022.

RECOMMENDED OPTION:

Option 3: Do not support creation of a Freshwater Stewardship Outreach Plan . Defer until 2023/24.

COST/BENEFIT ANALYSIS:Quantitative Analysis:

Publication and Sharing of FWSS Policy: \$6000

Development of the Freshwater Stewardship Outreach Plan: \$25,000

The implementation of FWSS recommendation will require budget over the proposed ten-year implementation period. Outreach and engagement has been identified as a key priority. The development of an outreach plan will help determine budget needs for subsequent years. It will also better position Islands Trust to take advantage of potential future funding opportunities.

Qualitative Analysis:

A Freshwater Stewardship Outreach Plan will contribute to more focused and consistent outreach and engagement related to the FWSS over a ten year period. As indicated in the FWSS draft, this outreach and engagement will include understanding and sharing Indigenous perspectives on water, supporting Islands Trust's First Nations Reconciliation mandate.

PURCHASING PROCEDURE:

As per Islands Trust process for hiring consultants.

PROPOSED IMPLEMENTATION STRATEGY:

Regional Planning Team Staff oversee the publication and sharing of the FWSS policy and the development of the Freshwater Stewardship Outreach Plan in collaboration with members of the Trust Area Services communication and outreach team and the Senior Freshwater Specialist.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

The FWSS will contribute to a shift in traditional ways of addressing issues related to the sustainability of freshwater in the Islands Trust. It addresses the challenge of increasing freshwater vulnerability in a way that will require significant interdepartmental coordination and an increase in, or reallocation of, staff resources.

The development of the Freshwater Stewardship Outreach Plan will be a significant step toward improving communications related to freshwater sustainability and identifying opportunities for deeper collaboration with partners including other levels of government, First Nations, water purveyors, and islands property owners and residents.

Narissa Chadwick, Island Planner
David Marlor, Director, Local Planning Services
Initiator Name and Title

27 October , 2021

Date

Maxine Leichter
Salt Spring Island, BC

October 23, 2021

Islands Trust Regional Planning Committee
Islands Trust Council
Execadmin@islandstrust.bc.ca

Dear Trustees:

This letter forwards to you my review of communities cited in the report presented to the September 2021 Trust Council meeting entitled *"Islands Trust: Residential Floor Area Ratio (FAR) Review Model Bylaw Report March 2021"*. FAR zoning can be used to reduce costs to build affordable housing by allowing increased density on a particular lot while limiting the size of homes.

The appropriateness of the examples in the report is important because their presence in the report may give the impression that that other communities, similar to the Gulf islands are using FAR zoning to support affordable housing. In fact, the examples given do NOT support affordable housing and several (unlike the Gulf Islands) are in areas with community water and sewer that can support dense development.

Please see the attached one-page summary of findings.

Sincerely yours,



Maxine Leichter

Strategies in Residential Floor Area Ratio Report Inappropriate for Affordable Housing in a Rural Community

Prepared by Maxine Leichter October 2021

A report was presented at the Sept 21-23, 2021 Trust Council meeting entitled: “Islands Trust: Residential Floor Area Ratio (FAR) Review Model Bylaw Report March 2021”. By Fraser Simpson Consulting. The report was to explore use of FAR bylaws “to use when developing policies and regulations pertinent to residential housing with a focus on affordability and environmental protection.”

In researching the examples, I found that none were applicable to Islands Trust needs. Indeed, several of the examples are in urban areas with community water and sewer that can support high density. None of the examples were for affordable housing for the general community. The information below came from conversations with owners, residents or city planners.

Three case studies and other examples listed in the report are described below:

Duncan – This is an example of allowing increased density in exchange for affordable housing. The municipality of Duncan is a developed urban area with city water and sewer.

Yarrow Eco Village, City of Chilliwack (Groundswell Co-housing). A resident stated that this development has city water but not city sewer. They have a sewage treatment system that cost “hundreds of thousands” of dollars to install and they are having difficulty finding a place to dispose of sludge cleaned out every two years. This is a market rate housing development, not affordable housing.

Third Street Cottages, Whidbey Island - Linda A. Pruitt (owner/developer) confirmed in an email that all of the cottage communities are on public water and sewer

Rural Comox - Since there is no agency called “rural Comox”, I contacted the Comox Valley Regional District. A planner stated in an email that they do not utilize floor area ratio calculations in their zoning bylaw. He stated, “All residential zones and rural zones only allow for a maximum of two dwellings.” The encourage affordable housing by allowing suites and cottages in residential zones.

Eco Village in Cowichan Valley Regional District – This development was authorized about 20 years ago through a zoning designation specifically for the one site. The zone allows only one dwelling per ha with a total of 25 bedrooms. This is possibly a 4 ha. site. The zoning was to allow no more density than would have been available through subdivision under the previous zoning but allow more living quarters, presumably with shared kitchen facilities. The “village” includes a farm, teaching programs, residents and occasional events. The facility is not served by community water or sewer. The village is owned by a co-op.

Peachland – The District of Peachland utilizes FAR in their zoning bylaw but not for the purpose of incenting affordable housing.

Top Priorities Report

Regional Planning Committee

1. *Manage Trust Council Strategic Plan Action Items 1.2., 2.2., 2.3., 2.4., 2.5., 4.4iii., 4.4 iv., and 4.8*

Strategic Plan item #1.2 - Model CDF bylaws - to begin fall 2021

Strategic Plan item #2.2 - Map extent of Eelgrass beds - underway,, consultant engaged completion December 2021

Strategic Plan item #2.3 - Shoreline Review - David Marlor

Strategic Plan item #2.4 - Freshwater Sustainability Strategy - Narissa Chadwick and William Shulba

Strategic Plan item #2.5 - Groundwater Mapping - William Shulba

Strategic Plan item #4.4 iii - Using Floor Area Ratio for Affordable housing - to Trust Council September 2021 - David Marlor

Strategic Plan item #4.4 iv- Model density bonus bylaws for Affordable housing - start in September 2021 - David Marlor

Strategic Plan item #4.8- develop heritage conservation overlay mapping - underway, consultant engaged - Lisa Wilox/David Marlor

Responsible

Dates

David Marlor
Narissa Chadwick
William Shulba

Rec'd: 29-Jul-2020
Target: 29-Sep-2021

Projects Report

Regional Planning Committee

1. *Shoreline Marine Planning*

Responsible

Date Received

Trust Council - 2015-2018 Strategic Plan Item

09-Nov-2017

Conduct a working group session to brainstorm possible directions.

2. *Preserve, protect and advocate for forest and terrestrial ecosystems*

Responsible

Date Received

1. Map contiguous tracts of the Coastal Douglas-fir zone (CDF) and associated ecosystems to aid in protection of that zone and its associated ecosystems (underway by contractor for completion March 31, 2020) (2018-2022 Strategic Plan item 1.1).

12-Feb-2020

2. Create a model development permit area for Local Trust Committee-Bowen Island Official Community Plans bylaws to protect Coastal Douglas-fir zones throughout the Trust Area (2018-2022 Strategic Plan item 1.2).

3. *Preserve and protect marine ecosystems*

Responsible

Date Received

1. Map the extent of eelgrass and kelp beds throughout the Trust Area (2018-2022 Strategic Plan item 2.2).

12-Feb-2020

2. Undertake a review of Local Trust Committee- Bowen Islands Municipality foreshore policies and regulatory bylaws and develop model policy and regulatory bylaws for the protection of the foreshore and nearshore (2018-2022 Strategic Plan item 2.3).

4. *Protect quality and quantity of fresh water resources of the Trust Area*

Responsible

Date Received

Projects Report

Regional Planning Committee

1. Map and develop water budgets for groundwater aquifers in the Trust Area (2018-2022 Strategic Plan item 2.5)
2. Develop a model land use regulation regarding freshwater sustainability including groundwater, rainwater catchment and greywater recycling (2018-2022 Strategic Plan item 2.6).

12-Feb-2020

5. *Strengthen housing affordability throughout the Islands Trust Area*

Responsible

Date Received

Implement the high priority actions outlined in the Affordable Housing in the Trust Area: Strategic Actions for Islands Trust previously referred by Trust Council:

12-Feb-2020

1. Develop model bylaws that use floor area ratio as a density metric for consideration of implementation in local trust area land use bylaws (2018-2022 Strategic Plan item 4.4 iii).
2. Develop model density bonus bylaws for consideration of implementation in local trust area land use bylaws (2018-2022 Strategic Plan item 4.4 iv).
3. Develop model bylaws to address the use of building stratas as a tool for affordable housing (2018-2022 Strategic Plan item 4.4 v).

6. *Mitigate and adapt to climate change impacts*

Responsible

Date Received

1. Amend Official Community Plans and land use bylaws to foster climate change resilience, including measures to protect Coastal Douglas fir, foreshore and nearshore environments and groundwater. (2018-2022 Strategic Plan item 3.2).

12-Feb-2020

REQUEST FOR DECISION

To: Regional Planning Committee **For the Meeting of:** November 3, 2021

From: Robert Barlow,
Legislative Services Clerk **Date Prepared:** October 27, 2021

SUBJECT: Regional Planning Committee (RPC) Proposed 2022 Meeting Schedule

RECOMMENDATIONS:

1. That Regional Planning Committee adopt the proposed meeting dates for the 2022 calendar year as presented.
2. That Regional Planning Committee direct staff to schedule the 2022 RPC meeting dates of _____, _____, _____ as electronic meetings, and list the Victoria Office Board Room as the public meeting location.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The proposed meeting dates allow for appropriate coordination of financial activities with Executive Committee and Trust Council meeting dates, and allows adequate time for staff and Committee members to perform their duties with appropriate care and due diligence.

1 PURPOSE:

- 1 To determine the 2022 meeting schedule for the Regional Planning Committee (RPC); and
- 2 To make decisions on whether any of the 2021 RPC meetings will be held electronically.

2 BACKGROUND:

Meeting Dates

Near the end of each calendar year, Regional Planning Committee determines the meeting dates for the next calendar year by way of resolution. Proposed meetings dates for the 2022 calendar year are as follows:

PROPOSED RPC DATE (Year 2022)	ASSOCIATED EC DATE (Year 2022)	TRUST COUNCIL DATES (Year 2022)
Wednesday, February 9	February 23	March 8-10
Wednesday, May 18	June 8	June 21-23
Wednesday, August 24	September 7	September 20-22
		November 1-3 <i>*New council orientation</i>

Wednesday, November 23	December 14	TBD

Electronic Meetings for the 2022 Calendar Year

Staff are requesting that RPC determine as early as possible if they wish to continue with electronic meetings for 2022. Early decision making in this regard will help staff with meeting logistics and will inform budget planning for this area.

Electronic meetings create time savings for trustees and staff who would not have to travel, and time savings for staff who do not have to arrange meeting rooms and catering. This would result in cost savings to the organization of approximately \$3,000. In addition, fully electronic meetings may produce higher quality meeting recordings for future public viewings.

Trust Council Bylaw 101 permits Council Committees to conduct fully electronic regular and special meetings. Section 11.11(a) states: *"A regular or special meeting of a Council committee or a special meeting of the Executive Committee may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the committee have agreed by resolution that the meeting may be conducted in this way and provided the Secretary has received sufficient notice and can make the necessary arrangements."*

Financial Planning Committee adopted the following resolution at their October 20, 2021 meeting:

FPC-2021-032

It was MOVED and SECONDED,

that Financial Planning Committee recommend that ITC, FPC, TPC and RPC hold all but one meeting electronically annually and the budget be amended accordingly.

CARRIED

3 IMPLICATIONS OF RECOMMENDATIONS

ORGANIZATIONAL:

Allows for appropriate coordination of financial activities with Executive Committee and Trust Council meeting dates, and allows adequate time for staff and Committee members to perform their duties with appropriate care and due diligence.

FINANCIAL:

No financial impact associated with setting meeting dates. Each meeting incurs honoraria costs. Trustees are remunerated at \$100.00 per meeting attended for committee members, and \$150 per meeting attended for committee Chairs. Selection of all electronic meetings for 2022 will generate savings of approximately \$3,000. The draft 2022/23 budget will be adjusted to reflect RPC decisions made related to this topic.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Communications with meeting administrative staff will circulate internally for purposes of planning.

FIRST NATIONS: None.

OTHER: None.

- 4 RELEVANT POLICIES:**
[Trust Council Bylaw 101](#)
[Trust Council Policy 2.3.1 Council Committee System](#)

- 5 ATTACHMENT:** None.
-

RESPONSE OPTIONS

Recommendation:

1. That Regional Planning Committee adopt the proposed meeting dates for the 2022 calendar year as presented.
2. That Regional Planning Committee direct staff to schedule the 2022 RPC meeting dates of _____, _____, _____ as electronic meetings, and list the Victoria Office Board Room as the public meeting location.

Alternatives:

1. That Regional Planning Committee adopt the proposed meeting schedule for the 2022 calendar year with amendments [as directed].
 2. That Regional Planning Committee direct staff to schedule all the 2022 RPC meetings as in-person meetings.
-

Prepared By: Robert Barlow, Legislative Services Clerk