



Regional Planning Committee Agenda

Date: September 29, 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
 - 2.2. Approval of the Agenda
3. TOWN HALL
4. DELEGATIONS
none
5. ADOPTION OF MINUTES/COORDINATION
 - 5.1. Minutes of Meetings
 - 5.1.1. Aug 25 RPC Meeting Minutes 3 - 8
 - 5.2. Resolutions Without Meeting
none
 - 5.3. Follow-up Action List 9 - 14
6. WORK PROGRAM ITEMS
 - 6.1. Regional Planning Committee Budget and Work Program for FY2022/23 - Business Cases 15 - 44
7. BUSINESS
 - 7.1. Fresh Water Sustainability Strategy - verbal update
 - 7.2. Healthy Watersheds Initiative Additional Funding - RFD 45 - 46
8. NEW BUSINESS

9. WORK PROGRAM

9.1. Regional Planning Committee Work Program

47 - 49

10. NEXT MEETING

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

11. ADJOURNMENT



Regional Planning Committee Minutes of a Regular Meeting

Date: August 25, 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

Members Absent: Kees Langereis, Local Trustee

Staff Present: David Marlor, Director, Local Planning Services
Narissa Chadwick, Island Planner
William Shulba, Senior Freshwater Specialist
Dionne LoForte, LPS Administrative Assistant/Recorder

Others Present: 1 member of the public present

1. CALL TO ORDER

The meeting was called to order at 10:02 a.m. Chair Busheikin acknowledged that the meeting was being held on Coast Salish traditional and treaty territories.

2. APPROVAL OF AGENDA

2.1 New Items and Re-ordering of the Agenda

None

2.2 Approval of Agenda

By general consent the Regional Planning Committee approved the agenda.

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 May 12, 2021

By general consent the Regional Planning Committee minutes of May 12, 2021, were approved as presented.

5.2 Resolutions Without Meeting

None

5.3 Follow-Up Action List

Director Marlor spoke to the items on the FUAL that are in progress:

- 09 Nov, 2021 Item 1, Trust Programs Committee, will be discussed at the next RPC meeting on September 29, 2021;
- 12 May, 2021 Item 2, Status of Strategic Plans – will be discussed at the next RPC meeting on September 29, 2021;
- 12 May, 2021 Item 5, Analysis on fee-per-lot structure, will aim to be discussed the September 29, 2021 RPC meeting or later.

6. WORK PROGRAM ITEMS

6.1 Local Planning Services Renewal – RFD

Director Marlor presented a Request for Decision on development of policy amendments to support the new Regional Planning Team, support a strategic approach to official community plan and land use bylaw reviews, support a recommended process and format for official community plans and land use bylaws and establish criterion for recommending project prioritisation to be undertaken by the Regional Planning Team.

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.

CARRIED

RPC-2021-014

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 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 Team resources among LTCs.

CARRIED

The Committee recessed at 12:10 p.m. and resumed at 12:44 p.m.

RPC-2021-015

It was MOVED and SECONDED,

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.”

CARRIED

6.2 Shoreline Protection and Floor Area Ratio - RFD

Director Marlor presented a Request for Decision on the Shoreline Protection Report and the Residential Floor Area Ratio report

RPC-2021-016

It was MOVED and SECONDED,

that Regional Planning Committee recommend that Trust Council forward the “Residential Floor Area Ratio Model Bylaw Report” dated March 2021 to local trust committees and Bowen Island Municipality for information.

CARRIED

RPC-2021-017

It was MOVED and SECONDED,

that Regional Planning Committee recommend that Trust Council forward the “Shoreline Protection Model bylaw Report” dated March 2021 to local trust committees and Bowen Island Municipality for information.

CARRIED

RPC-2021-018

It was MOVED and SECONDED,

that Regional Planning Committee recommend that Trust Council request local trust committees and Bowen Island Municipality to advise the Regional Planning Committee if they are considering 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.”

CARRIED

RPC-2021-019

It was MOVED and SECONDED,

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.

CARRIED

6.3 Freshwater Sustainability Strategy – RFD

Staff Narissa Chadwick presented a Request for Decision that included an update and recommendation on amending the Fresh Water Strategy work program.

RPC-2021-020

It was MOVED and SECONDED,

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.

CARRIED

6.4 Groundwater Mapping – 3 projects: southern, northern first phase, northern this year – update

Senior Freshwater Specialist Shulba provided a presentation on the Groundwater Sustainability Science Program:

Discussion included a comment that associated islands and islets are lacking water data, yet they are some of the most vulnerable. Mitigation measures exist for addressing these data gaps such as drilling authorizations and other area-based regulations. There was discussion about getting a co-op student to assist Senior Freshwater Specialist Shulba next fiscal to create public-facing deliverables. The September RPC meeting will contain business cases to complete groundwater recharge mapping and to complete saltwater intrusion mapping project.

Trustee Dodds left the meeting at 2:05 p.m.

7. BUSINESS

7.1 Salt Water Intrusion

This item was reported on by the Senior Freshwater Specialist in Item 6.4 above.

7.2 Update on the Eelgrass Mapping – verbal update

Director Marlor provided a verbal update regarding some shoreline photography work and said the work should be done by the end of Sept/Oct 2021. Aerial photography will be publicly available. Budget is a bit higher than what was allocated. ITC mapping budget is contributing. LTCs can use this information for regulation.

Trustee Peterson left the meeting at 2:28 p.m. and returned at approximately 2:38 p.m.

7.3 Update on Heritage Conservation Mapping – verbal update

Director Marlor provided an update of being in phase one and how we are working with First Nations to come up with methodologies and data sets. Eventually guidelines will need to be developed for Heritage development sites and then bylaw implementation. Remained on budget for that project.

7.4 Fees Bylaw – verbal update

Director Marlor discussed a request for decision being sent to local trust committees to update their bylaws

8. NEW BUSINESS

None

9. CORRESPONDENCE

9.1 2021-01-08 Island Marine Construction Services Ltd.

Correspondence was received for information

9.2 2021-01-18 J Roy-Allen

Correspondence was received for information

10. WORK PROGRAM

10.1 Regional Planning Committee Work Program

RPC-2021-021

It was MOVED and SECONDED,

that Regional Planning Committee request Staff to remove Item #1, Application Processing Services Update from the projects list, and re-number item #2, Manage Trust Council Strategic Plan Action Items, as #1.

CARRIED

11. NEXT MEETING

Wednesday, September 29, 2021, from 10:00 a.m. to 3:00 p.m.

12. ADJOURNMENT

By general consent the meeting adjourned at 2:47 p.m.

Laura Busheikin, Chair

Certified Correct:

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

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: 29-Sep-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: 29-Sep-2021	In Progress
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: 29-Sep-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
<p>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:</p> <ul style="list-style-type: none"> - include a robust project definition phase - include a recommended process (timeline and activities) for undertaking review of OCPs and LUBs in three categories <ul style="list-style-type: none"> 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: 29-Sep-2021	In Progress

Follow Up Action Report

Regional Planning Committee

25-Aug-2021

Activity	Responsibility	Dates	Status
<ul style="list-style-type: none"> - 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
<p>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:</p> <p>The project:</p> <ul style="list-style-type: none"> - 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 <p>and that the policy include guidelines for allocation of Regional Planning</p>	David Marlor	Target: 29-Sep-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 that Regional Planning Committee recommend that Trust Council forward the "Residential Floor Area Ratio Model Bylaw Report" dated March 2021 to local trust committees and Bowen Island Municipality for information.	David Marlor	Target: 29-Sep-2021	In Progress
5 that Regional Planning Committee recommend 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	In Progress
6 that Regional Planning Committee recommend that Trust Council request local trust committees and Bowen Island Municipality to advise the Regional Planning Committee if they are considering 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	In Progress
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	In Progress
9 that Regional Planning Committee request Staff to remove Item #1, Application Processing Services Update from the projects list, and re-number item #2, Manage Trust Council Strategic Plan Action Items, as #1.	Dionne LoForte	Target: 29-Sep-2021	Completed



REQUEST FOR DECISION

To: Regional Planning Committee **For the Meeting of:** September 29, 2020

From: David Marlor, MCIP, RPP
Director, Local Planning
Services **Date Prepared:** September 23, 2021

SUBJECT: Regional Planning Committee Budget and Work Program for FY2022/23 – Business Cases

RECOMMENDATION:

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 - to create model density bonus bylaws for affordable housing.
2. That Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2022/23 the business cases for Strategic Plan Item No. 2.4 – to implement Freshwater Sustainability Strategy recommendation for 2022/23.
3. 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.
4. 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.
5. 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.

DIRECTOR'S COMMENTS: The recommended items support the 2018-2022 Islands Trust Strategic Plan. The work involves support from the Senior Intergovernmental Policy Advisor, planning staff assigned to the Regional Planning Committee, and consultants as required.

1 PURPOSE:

The purpose of this RFD is to recommend budget allocations for Fiscal Year 2022/23 to further the Trust Council 2018-2022 Strategic Plan.

2 BACKGROUND:

The Regional Planning Committee continues to work towards completing the Strategic Plan items assigned to the committee and which are RPC Top Priority work program items. In order to support the work anticipated in the next fiscal year, including projects carrying over from this fiscal year, budget allocation requests are provided in the form of five business cases.

The items referred to in the resolutions are:

1. Strategic Plan Item 4.4iv – “Develop model density bonus bylaws for consideration of implementation in local trust area land use bylaws.” As with the work undertaken in the current fiscal year, staff are proposing that a consultant be retained to work with staff to provide the deliverable. Staff are also recommending that this be integrated with the Floor Area Ratio work in the current fiscal year. The funding request in the business case is similar to the floor area ratio project in the current fiscal year, and this work should take place in FY2022/23.
2. 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.” Work on this item is on-going and began in FY2021/22. A budget should be requested for FY2022/23 to implement Freshwater Sustainability Strategy priorities for first year implementation. These priorities fall under four programs: Groundwater Sustainability Science Program (GWSS), Watershed Ecosystem Protection Program (WEP), Cultural Knowledge and Engagement Program (CKE), Freshwater Sustainability Reporting Program (FSR). Business cases are included for CKE, FSR and GWSS.
3. Strategic Plan Item 2.5 - “Map and develop water budgets for groundwater aquifers in the Trust Area” was completed for the Southern Gulf Islands in FY2020/21. A further request for a budget to complete the remaining islands is recommended for the Fiscal year 2022/23. This project is part of the implementation of the Freshwater Sustainability Strategy under the Groundwater Sustainability Science Program (GWSS).
4. Strategic Plan Item 4.8 – “Develop heritage preservation overlay mapping for the Trust Area and model heritage regulatory bylaws for protection of potential heritage and cultural sites.” This would be a continuation of the project from FY2020/21. A consultant has been retained to work on developing a methodology for cultural heritage mapping, in consultation with First Nations; with Phase 2 continuing with the identification of heritage areas potentially subject protection and the development of model regulations and policies.
5. Local Government Development Approvals Grant (LGDAP) Project – the Islands Trust has been awarded a BC Government Grant intended to assist in improving service delivery. In addition to providing for an external review of application processing, the grant will allow for transitioning from the legacy Trust Area Property Information System (TAPIS) application management software to an industry standard information management software that would improve the development application review processes. Not included in the grant are bylaw enforcement and Islands Trust Conservancy file management. Expanding the scope of the software implementation to include bylaw enforcement and Islands Trust Conservancy represents an opportunity to unify the Islands Trust information management platform, and further improve Islands Trust service delivery. A single platform would enable staff to effectively manage and track associated bylaw cases and conservation files, while further supporting public transparency and self-service. The RPC may also wish to endorse the project as whole, as it would fall within RPC’s role.

3 IMPLICATIONS OF RECOMMENDATIONS

ORGANIZATIONAL: Work would be undertaken by planning staff assigned to the Regional Planning Committee, consultants as per the business cases, and the Senior Freshwater Specialist.

FINANCIAL: The FY2022/23 budget would need to include the required funds to support the projects.

POLICY: No implications of the recommendations on policy.

IMPLEMENTATION/COMMUNICATIONS: The Regional Planning Committee decision will be forwarded to the Financial Planning Committee.

FIRST NATIONS: No implications of the recommendation on First Nations.

OTHER: No other implications.

4 RELEVANT POLICY(S):

5 ATTACHMENT(S):

1. Business Case Strategic Plan Item 4.4iv – *“Develop model bylaws that use floor area ratio as a density metric for consideration of implementation in local trust area land use bylaws.”*
2. Business 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. (FWSS – Cultural Knowledge and Engagement Program Business Case).*
3. Business 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. (FWSS – Cultural Knowledge and Engagement Program Business Case. FWSS – Freshwater Sustainability Reporting Program).*
4. Business Case Strategic Plan Item 2.5 – *“Map and develop water budgets for groundwater aquifers in the Trust Area”* FWSS – Groundwater Sustainability Science Program.
5. Business Case Strategic Plan Item 4.8 – *“Develop heritage preservation overlay mapping for the Trust Area and model heritage regulatory bylaws for protection of potential heritage and cultural sites.”*
6. Business Case Local Government Development Approvals Grant (LGDAP) – ITC and bylaw enforcement.

RESPONSE OPTIONS

Recommendation:

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 - to create model density bonus bylaws for affordable housing.
2. That Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2022/23 the business cases for Strategic Plan Item No. 2.4 – to implement Freshwater Sustainability Strategy recommendation for 2022/23.
3. 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.
4. 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.
5. 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.

Alternative: As Directed by the Regional Planning Committee

Prepared By: David Marlor, Director Local Planning Services
Robert Kojima, Regional Planning Manager

Reviewed By/Date:



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

This business case is a Staff recommendation, and is subject to Local Planning Committee approval of its work program for FY20/21.

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) <input checked="" type="checkbox"/> Third Party Contractors <input type="checkbox"/> Staff Travel Expense <input type="checkbox"/> Staff Overtime Expense <input type="checkbox"/> New Staff Member – Temporary for project <input type="checkbox"/> Computer Hardware/Software <input type="checkbox"/> Furniture & Equipment <input type="checkbox"/> Computer Hardware/Software/Supplies <input type="checkbox"/> New Staff Resources (see Staff Costing Tool) <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Temp Duration: _____ <input type="checkbox"/> Other – please describe: _Strategic Plan Program
Business Area: Local Planning Committee	
Name of Request: Implement the high priority actions outlined in the Affordable Housing in the Trust Area: Strategic Actions for Islands Trust previously referred by Trust Council: <ul style="list-style-type: none"> Develop model density bonus bylaws for consideration of implementation in local trust area land use bylaws \$10,000	
Date of Funding Request: September 29, 2021	Funding Required for (date range): April 1 2022
ISSUE/OPPORTUNITY: Trust Council's Strategic Plan includes the implementation of the high priority actions outlined in the Affordable Housing in the Trust Area: Strategic Actions for Islands Trust previously referred by Trust Council. This started in FY20/21 by undertaking work on model floor area ratio policy and regulations as a means of density measure for housing. The next item to be addressed in 2022/23 is the development of model bylaws that use density bonus for consideration of implementation in local trust area land use bylaws	

PROJECTED RESULTS/DELIVERABLES:

The funding request for FY22/23 is to cover costs associated with development of model policy and regulations. \$5,000 is reserved for legal review of the draft. \$5,000 is reserved for consultant/research assistance to planning staff undertaking this work.

RISK ASSESSMENT:

Risk that local trust committees may not adopt bylaws based on the model bylaws.

ALTERNATIVES CONSIDERED:

Option 1: Hire a consultant to undertake the work. Given the potential scope, \$10,000 should be allocated for a contract, and \$5,000 reserved for legal review.

Option 2: Staff organize a workshop for planning staff to focus on the development of model bylaws to address housing affordability. This would include reviewing work that has been done related to floor area ratio and integrating it with the development of model density bonus bylaws. \$5,000 would be allocated to hire a consultant to facilitate the session and present examples of similar approaches in other jurisdictions. \$5,000 would be allocated to legal review.

CRITICAL SUCCESS FACTORS:

Model bylaws with recommended policy and regulations by end of FY22/23.

RECOMMENDED OPTION:

Option 2: Staff organize a workshop for planning staff to focus on the development of model bylaws to address housing affordability. This would include reviewing work that has been done related to floor area ratio and integrating it with the development of model density bonus bylaws. \$5,000 would be allocated to hire a consultant to facilitate the session and present examples of similar approaches in other jurisdictions. \$5,000 would be allocated to legal review.

COST/BENEFIT ANALYSIS:Quantitative Analysis:

\$5,000 for workshop facilitation and background research

\$5,000 for legal review

\$10,000 total to include staff training on model bylaws.

Cost saving would be achieved by having planning staff trained in the development of the model bylaws. Work on developing model bylaws can be more efficient than each local trust committee undertaking the work individually provided that most local trust committees are willing to adopt the model bylaws into their bylaws.

Qualitative Analysis:

This will further the Strategic Plan of Trust Council by providing model bylaws for LTC to consider in regards to affordable housing. Having planning staff participate in the development of the bylaws will enable them to more clearly identify options for LTCs to consider. In addition, it will provide an opportunity for training in bylaw development for those that have not been engaged in this work.

PURCHASING PROCEDURE:

As per Islands Trust process for hiring consultants.

PROPOSED IMPLEMENTATION STRATEGY:

Staff proposed that the work will be undertaken in-house using dedicated planning staff. This would require allocation of planner time to this project, a budget of \$5,000 for legal review, and \$5,000 for consultant/research assistance. This work would involve review of existing bylaws and recommendations on approaches to use density bonusing in combination with floor area ratio and other approaches to calculating density. This is to further affordable housing on the islands. Model bylaws would be presented to LPC.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

Reports to Trust Council via Local Planning Committee.

Narissa Chadwick, Island Planner
David Marlor / Director, Local Planning Services

September 29th, 2021

Initiator Name and Title

Date

Reviewed by: Name and Title

Date

REVIEWED BY MANAGEMENT TEAM:

**Approved in Concept for Inclusion in
Draft Budget?**

☒ YES ☐ NO

**Business Case reviewed by management
team or CAO?**

☐ YES ☒ NO

Next steps:

- If approved-in-concept by management:
 - the funding for the request will be included in Draft 1, Version 1 of the budget which is reviewed by FPC in October of each year, and a business case will be developed by the initiative owner and forwarded to FPC.
- If not approved-in-concept by management:

- Funding for the request will not be included in Draft 1, Version 1 of the budget, and no business case will be forwarded to FPC. However, notice of the unapproved concept will be highlighted for the Committee.



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

This business case is a Staff recommendation, and is subject to Regional Planning Committee approval of its work program for FY22/23.

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 <input type="checkbox"/> Staff Travel Expense <input type="checkbox"/> Staff Overtime Expense <input type="checkbox"/> New Staff Member – Temporary for project <input type="checkbox"/> Computer Hardware/Software <input type="checkbox"/> Furniture & Equipment <input type="checkbox"/> Computer Hardware/Software/Supplies <input type="checkbox"/> New Staff Resources (see Staff Costing Tool) <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Temp Duration: _____ <input type="checkbox"/> Other – please describe: _Strategic Plan Program
Business Area: Regional Planning Committee	
Name of Request: Freshwater Sustainability Strategy (FWSS) - Cultural Knowledge and Engagement Program	
Date of Funding Request: September 29, 2021	Funding Required for (date range): April 1 2022

ISSUE/OPPORTUNITY:

At the December 22, 2020 meeting, the 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 3rd and 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 in to four key program areas. The Cultural Knowledge and Engagement Program is one of these program areas. 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 draft Freshwater Sustainability Strategy 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, which 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- \$27, 700

Publication and Sharing of FWSS: \$2,700

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 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 moving 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 the Islands Trust.

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 communications and outreach related to the FWSS at this time.

*RCP can choose not to prepare and share 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 1: Prepare and share FWSS final draft. Hire a consultant to develop the Freshwater Stewardship Outreach Plan.

COST/BENEFIT ANALYSIS:Quantitative Analysis:

Publication and Sharing of FWSS: \$2700

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 the 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 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

22 September , 2021

Date

Regional Planning Committee

Reviewed by: Name and Title

September , 2021

Date

REVIEWED BY MANAGEMENT TEAM:

Approved in Concept for Inclusion in Draft Budget?

☐ YES ☐ NO

Business Case reviewed by management team or CAO?

☐ YES ☐ NO

Next steps:

- If approved-in-concept by management:
 - the funding for the request will be included in Draft 1, Version 1 of the budget which is reviewed by FPC in October of each year, and a business case will be developed by the initiative owner and forwarded to FPC.
- If not approved-in-concept by management:
 - Funding for the request will not be included in Draft 1, Version 1 of the budget, and no business case will be forwarded to FPC. However, notice of the unapproved concept will be highlighted for the Committee.



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

This business case is a Staff recommendation, and is subject to Regional Planning Committee approval of its work program for FY22/23.

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 <input type="checkbox"/> Staff Travel Expense <input type="checkbox"/> Staff Overtime Expense X New Staff Member – Temporary for project <input type="checkbox"/> Computer Hardware/Software <input type="checkbox"/> Furniture & Equipment <input type="checkbox"/> Computer Hardware/Software/Supplies <input type="checkbox"/> New Staff Resources (see Staff Costing Tool) <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Temp Duration: _____ <input type="checkbox"/> Other – please describe: _Strategic Plan Program
Business Area: Regional Planning Committee	
Name of Request: Freshwater Sustainability Strategy - Freshwater Sustainability Reporting Program \$26,000	
Date of Funding Request: September 29, 2021	Funding Required for (date range): April 1 2022

ISSUE/OPPORTUNITY:

At the December 22, 2020 meeting, the 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 3rd meeting and 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 in to 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 coop 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 coop student will be of great benefit to the implementation of the FWSS. Each year, under the direction of the Senior Freshwater Specialist, coop 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 - \$26,000

Will include:

- Summer coop 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 - **\$5,000**

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 moving 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 the Islands Trust.

ALTERNATIVES CONSIDERED:

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

Option 2: Do not hire coop 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 October 2022.

RECOMMENDED OPTION:

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

COST/BENEFIT ANALYSIS:Quantitative Analysis:

Development, publication and sharing of the 2022 State of Freshwater Report - \$26,000

\$21,000 – Hiring of coop student

\$5,000 – 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.

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 steps 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

September 22, 2021

Date

Regional Planning Committee

Reviewed by: Name and Title

September , 2021

Date

REVIEWED BY MANAGEMENT TEAM:

Approved in Concept for Inclusion in Draft Budget?

☐ YES ☐ NO

Business Case reviewed by management team or CAO?

☐ YES ☐ NO

Next steps:

- If approved-in-concept by management:
 - the funding for the request will be included in Draft 1, Version 1 of the budget which is reviewed by FPC in October of each year, and a business case will be developed by the initiative owner and forwarded to FPC.
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**Budget Funding Request
Short-Form Business Case**

This business case is a Staff recommendation, and is subject to Regional Planning Committee approval of its work program for FY22/23.

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 <input type="checkbox"/> Staff Travel Expense <input type="checkbox"/> Staff Overtime Expense <input type="checkbox"/> New Staff Member – Temporary for project <input type="checkbox"/> Computer Hardware/Software <input type="checkbox"/> Furniture & Equipment <input type="checkbox"/> Computer Hardware/Software/Supplies <input type="checkbox"/> New Staff Resources (see Staff Costing Tool) <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Temp Duration: _____ <input type="checkbox"/> 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: September 29, 2021	Funding Required for (date range): April 1 2022
ISSUE/OPPORTUNITY: At the December 22, 2020 meeting, the 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 3 rd and 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 in to 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 will complete primary research and mapping to improve information and knowledge about water quantity and quality and to better understand groundwater vulnerability. This will be to be supplemented, when possible, with knowledge shared by Traditional Knowledge Holders.

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.

Research from this program can also guide the development of communications and engagement products to help islanders better appreciate risks to groundwater and the things they can do to protect it.

Data gathering and mapping commenced in the 2019/2020 fiscal for the Southern Gulf Islands. This project included Galiano, Mayne, North Pender, Saturna and South Pender. Each of these LTCs endorsed a master project charter that included several phases. Through 2020/21 the work was peer reviewed and is now being used to inform groundwater sustainability science implementation projects on Galiano Island and North Pender. This business case focuses on applying the same methodology to Lasqueti and islands in Howe Sound.

PROJECTED RESULTS/DELIVERABLES:

\$50,000 is being requested to support this project.

This project will follow the successful methodology used to support the Gulf Islands Groundwater Sustainability Strategy (GWSS) Project.

Phase 0: Data and Information Inventory

- Inventory existing datasets that are required to assess groundwater recharge and availability; and
- Identify data gaps to be addressed in the future to improve understanding of groundwater availability.

Phase 1: Groundwater Recharge Potential Mapping

- Develop and run groundwater recharge potential spatial model for the Southern Gulf Islands; and
- Provide full and open access to groundwater recharge geospatial model including input data sets and output results for incorporation into Islands Trust mapping services.

Phase 2: Groundwater Availability Assessment

- Develop and run a spatial groundwater budget assessment for the Southern Gulf Islands; and
- Provide full and open access to groundwater budget data dashboard including input data sets and output results for utilization by Islands Trust planning team.

Phase 3: Groundwater Sustainability Planning

- Finalize mapping to manage water resources on the Southern Gulf Islands through an improved understanding of groundwater recharge and availability;

- Provide tools for planning staff to support advice to LTCs in consideration of development proposals and long range planning projects;
- Provide documentation and educational materials to increase groundwater literacy in island communities; and
- Potential amendments to OCP and LUB.

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 moving 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 the Islands Trust.

ALTERNATIVES CONSIDERED:

Option 1: Support the extension of the Groundwater Sustainability Science Program work to include Lasqueti and islands in Howe Sound.

Option 2: Do not support the extension of the Groundwater Sustainability Science Program work to include Lasqueti and islands in Howe Sound

CRITICAL SUCCESS FACTORS:

1. The availability of groundwater vulnerability mapping for Lasqueti and islands in Howe Sound.

RECOMMENDED OPTION:

Option 1: Support the extension of the Groundwater Sustainability Science Program work to include Lasqueti and islands in Howe Sound.

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. 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 Ecosystem Protection Program.

PURCHASING PROCEDURE:

As per 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. 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.

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

September 22, 2021

Date

Regional Planning Committee
Reviewed by: Name and Title

September , 2021

Date

REVIEWED BY MANAGEMENT TEAM:

Approved in Concept for Inclusion in
Draft Budget?

☐ YES ☐ NO

Business Case reviewed by management
team or CAO?

☐ YES ☐ NO

Next steps:

- If approved-in-concept by management:
 - the funding for the request will be included in Draft 1, Version 1 of the budget which is reviewed by FPC in October of each year, and a business case will be developed by the initiative owner and forwarded to FPC.
- If not approved-in-concept by management:
 - Funding for the request will not be included in Draft 1, Version 1 of the budget, and no business case will be forwarded to FPC. However, notice of the unapproved concept will be highlighted for the Committee.



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

Completion of this form initiates a request to the management team for allocation of budget funds. The form is to be completed and submitted at the start of the decision making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

Initiated by: David Marlor and Lisa Wilcox	Budget Source (select all that apply): X Specific Project Funding (select all that apply) <input checked="" type="checkbox"/> Third Party Contractors <input type="checkbox"/> Staff Travel Expense <input type="checkbox"/> Staff Overtime Expense <input type="checkbox"/> New Staff Member – Temporary for project <input type="checkbox"/> Computer Hardware/Software <input type="checkbox"/> Furniture & Equipment <input type="checkbox"/> Computer Hardware/Software/Supplies <input type="checkbox"/> New Staff Resources (see Staff Costing Tool) <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Temp Duration: _____ <input type="checkbox"/> Other – please describe: _Strategic Plan Program
Business Area: Executive Committee	
Name of Request: Undertake development of heritage overlay mapping and development of model bylaws \$74,000 (Phase 2) <ul style="list-style-type: none"> • \$60,000 from Trust Council • \$10,000 from Islands Trust Conservancy Grant – species at risk • \$4,000 – legal review 	
Date of Funding Request: September 29, 2021	Funding Required for (date range): April 1 2022
<p>ISSUE/OPPORTUNITY: <i>(What issue are you trying to resolve with this initiative, or what opportunity has been identified that would benefit Islands Trust by undertaking this initiative? What strategic item(s) is this addressing? What are the future needs? What organizational objectives are being addressed? Include background information that decision makers will need to properly assess this request.)</i></p> <p>The Executive Committee passed the following resolutions on September 30, 2020:</p> <p>That the Executive Committee request staff to draft an amendment to the Strategic Plan regarding development of heritage overlay mapping and development of model bylaws.</p>	

The Islands Trust Conservancy identified that a species at risk component of the Heritage Conservation Mapping project would qualify for funding to support engagement with First Nations. That grant was approved and the \$10,000 allocated for Heritage Conservation Mapping is included in this funding request for FY 2022/23.

Islands Trust staff will also look for other grant partnering opportunities in FY 2022/23.

PROJECTED RESULTS/DELIVERABLES: *(How does this address the issue/opportunity described above?)*

The funding request for FY22/23 is to cover costs associated with Phase 2 that continues the identification of appropriate heritage areas requiring protection and conservation, engagement with First Nations and the development of model policy and regulations. Work would involve continued engagement with Inlailawatash, a consultant, contracted by the Islands Trust to provide archaeological and methodology expertise. Islands Trust would also continue to work with the Ministry of Indigenous Relations and Reconciliation and Ministry of Forests, Lands, Natural Resources and Rural Development to identify areas and methodology (local trust areas and Bowen Island Municipality), and working with First Nations in the Islands Trust Area to confirm and identify areas not covered in the Archaeology Branch database. The consultant and staff may work with First Nations on appropriate means to use the Heritage Conservation Area tools in the Local Government Act to protect cultural heritage sites.

Phase 2 would include implementation of the Heritage Conservation Mapping in the Islands Trust Area, and Bowen Island Municipality.

Work would be led by the Senior Intergovernmental Policy Advisor and Director of Local Planning Services and a planner or planners as assigned.

RISK ASSESSMENT: *(Discuss potential risk factors associated with this work, if identified.)*

Staff have identified that education on cultural heritage mapping will require engagement with the public and education material for the public.

Timing for undertaking the mapping portion may pre-empt the ability to develop model bylaws within the same fiscal year. In this case, the creation of bylaws would roll over to the following fiscal year with appropriate budget request.

Risk that local trust committees and Bowen Island Municipality may not adopt bylaws based on the model bylaws. Model bylaws would be adopted as part of the standard model OCP and LUB, and will be used when reviews of OCPs and LUBs are undertaken.

ALTERNATIVES CONSIDERED: *(What other options/alternative courses of action were considered? List and discuss each alternative separately. Each option must be supported by a succinct and realistic presentation of the benefits, risks, financial implications, resource requirements and other implications to allow for an informed decision among the options. One option should reflect the status quo - i.e. do nothing - and the anticipated results of that action.)*

Option 1: Continue Phase 2 of the Heritage Overlay Initiative with Inlailawatash providing the archaeological and methodological expertise to develop the critical success factors for implementation.

Option 2: Undertake Phase 2 work in-house using the Senior Intergovernmental Policy Advisor (SIPA) and dedicated planning staff. This would require allocation of SIPA and planner time to this project, and a budget of \$4,000 for legal review, and \$20,000 for supportive First Nations engagement or expertise. The Islands Trust does not have the archaeological expertise to undertake the methodology in-house and would need to defer other work program projects to allow staff to undertake this work.

Option 3: Islands Trust seek grant funding to cover all costs. At this time the Islands Trust Executive Committee has proposed funding requests to Ministry of Indigenous Relations and Reconciliation.

CRITICAL SUCCESS FACTORS: *(What related factors have been identified? What risks are involved?)*

Recommended policy and regulations in model bylaws by FY23/24.

RECOMMENDED OPTION: *(State your recommendation, and summarise why you chose it over others.)*

Option 1 is recommended since it provides the external expertise; while continuing to build the relationships that the Islands Trust has developed with First Nations engagement in this area, and can provide greater certainty that planners and applicants need to approve applications while ensuring the preservation and protection of heritage.

COST/BENEFIT ANALYSIS: *(Discuss both quantitative and qualitative considerations of this initiative. Quantitative discussion should include financial costs as well as benefits (savings). Qualitative considerations include non-quantifiable costs and benefits.)*

Quantitative Analysis:

- \$60,000 for a contract with a consultant with experience in First Nations engagement and protection of cultural heritage sites, and to develop model policy and regulations.
- \$10,000 grant funding for support on species at risk as it relates to heritage areas
- \$4,000 for legal review, as required, on draft model policy and regulations

As this is a program project, there will be no cost saving by undertaking this. Work on developing model bylaws can be more efficient than each local trust committee and Bowen Island Municipality undertaking the work individually provided that most local trust committees are willing to adopt the model bylaws into their bylaws.

Qualitative Analysis:

This will further the Strategic Plan of Trust Council (Goal: Strengthen Relations with First Nations) by providing model bylaws for local trust committees to consider in regards to protection of First Nation cultural heritage sites. It will also further Trust Council's goal on reconciliation.

PURCHASING PROCEDURE: *(describe any purchasing processes that will be needed to support this initiative (i.e. Direct Award, RFP, ITQ to qualified vendor)*

As per Islands Trust process for hiring consultants.

PROPOSED IMPLEMENTATION STRATEGY: *(What are the specific features of the "roll-out" of the recommended solution? What is the timeline and anticipated date of completion for this initiative?)*

As determined by the Executive Committee (likely this would be assigned to the Regional Planning Committee.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION: *(Are there any concerns and how will these be addressed? Have other stakeholders been identified?)*

Reports to Trust Council via Executive Committee (or if so assigned, the Regional Planning Committee).

David Marlor, Director, Local Planning Services

Initiator Name and Title

Date

Reviewed by: Name and Title

Date



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

This business case is a Staff recommendation, and is subject to Regional Planning Committee approval of its work program for FY22/23.

TO BE COMPLETED BY INITIATOR

Initiated by: David Marlor/Mark van Bakel

Business Area: Regional Planning Committee

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

Group	Item	Cost
Bylaw	Software Licenses	\$10,000
	Implementation	\$40,000
ITC	Software Licenses	\$10,000
	Implementation	\$25,000
Total	Software	\$20,000
	Implementation	\$65,000
	Overall Budget Impact	\$85,000

Budget Source (select all that apply):

X Specific Project Funding (select all that apply)

- ☐ 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

Date of Funding Request: September 29, 2021

Funding Required for (date range): April 1 2022

ISSUE/OPPORTUNITY:

The Islands Trust has been awarded a Government of British Columbia “Local Government Development Approvals Program” (LGDAP) grant intended to improve service delivery. The grant will assist in transitioning from the legacy Trust Area Property Information System (TAPIS) application management software to industry

standard information management software in order to improve application processing. TAPIS is currently the sole repository and management system for Islands Trust land use information, development applications, bylaw enforcement files, and Islands Trust Conservancy files. For nearly 20 years this application has been central to Islands Trust information management, yet the software represents a series of technological challenges and limitations, including:

- No online transaction capacity
- No online application status tracking
- Limited integration of mapping
- No online access from the field
- Limited reporting capacity
- Ongoing software maintenance risks associated with in-house development skills

New information management software will improve all aspects of application processing. Including:

- Consistent template letters, receipts, forms and reports
- Transparent sequencing of applications.
- Property files will be more readily searchable and available to staff and public.
- Processing of information and timelines in response to freedom of information requests will be improved.
- Third party development and maintenance means ongoing and reliable support, upgrades and long term feature and performance improvements.

Expanding the scope of the LGDAP software implementation to include bylaw enforcement and Islands Trust Conservancy file management would unify the Islands Trust information management platform, and further improve service delivery. One platform enables staff to effectively manage and track associated bylaw cases and conservation files, while further supporting public transparency and self-service.

PROJECTED RESULTS/DELIVERABLES:

There are three elements to the overall project:

1. A review by a qualified external consultant on the actual processes undertaken. This will focus on the steps, reporting, and the detail in the reporting to the elected officials for each type of major application. Part of this will be to look at means to "fast-track" or "prioritise" those applications that improve equity and access to affordable housing.
2. Provision of new technology for use by staff and the public by replacing the in-house property information system with a new system. The intent is to use a system that follows accepted protocols in BC local governments. The new system will provide more reporting options (currently limited) on applications and harmonisation of tracking of staff time on applications for reporting purposes (currently done via two different systems that cannot share data). The new system would include an application portal for the public to make and track applications. This project will provide more clarity and transparency, and also, through better tracking, provide data for analysis of application processing, enabling the continual adjustment of processes and resource allocation over time.
3. Training: delivery of in person and knowledge base material will be paramount to the success of this transition between information systems.

These together will provide a much smoother, more efficient and more transparent process than we are able to provide with the current technology and systems.

The funding request is to expand the scope of the LGDAP software implementation to include bylaw enforcement and Islands Trust Conservancy file management. This represents an opportunity to unify the Islands Trust information management platform, and further improve Islands Trust service delivery. One platform enables staff to effectively manage and track associated bylaw cases and conservation files, while further supporting public transparency and self-service.

RISK ASSESSMENT:

1. That the ITC and bylaw enforcement file management components cannot be integrated for the proposed additional funding.

ALTERNATIVES CONSIDERED:

Option 1: Supplement grant funding to incorporate bylaw enforcement and Islands Trust Conservancy in Local Government Development Approvals Program.

Option 2: Proceed with grant funding only and include application processing in the review

CRITICAL SUCCESS FACTORS:

- External review of application processing procedures
- Implementation of industry standard, application processing software
- In-person training and development of training materials for all relevant staff
- Inclusion of bylaw enforcement and ITC file management software in the program

RECOMMENDED OPTION:

Option 1 is recommended.

COST/BENEFIT ANALYSIS:

Quantitative Analysis:

- The requested funding to include ITC and bylaw enforcement in the program will supplement the \$367,000 grant.

Qualitative Analysis:

This will further the implementation of the LPS Renewal initiative by improving application processing procedures, workflows, tracking and reporting.

PURCHASING PROCEDURE:

As per Islands Trust process for procurement

PROPOSED IMPLEMENTATION STRATEGY:

- Procurement process for external review of application processing
- Procurement process for industry-standard software and training

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

Reports to Trust Council via Regional Planning Committee.

Robert Kojima, Regional Planning Manager
David Marlor, Director, Local Planning Services
Initiator Name and Title

September 22, 2021

Date

Regional Planning Committee
Reviewed by: Name and Title

Date

REVIEWED BY MANAGEMENT TEAM:

Approved in Concept for Inclusion in
Draft Budget?

☐ YES ☐ NO

Business Case reviewed by management
team or CAO?

☐ YES ☐ NO

Next steps:

BRIEFING

To: Regional Planning Committee **For the Meeting of:** September 29, 2021

From: Narissa Chadwick, Island Planner **Date Prepared:** September 23, 2021

SUBJECT: Healthy Watersheds Initiative Additional Funding

PURPOSE:

To provide the RPC with an update on additional funding provided by the Provincial Healthy Watersheds Initiative (HWI) to support communications related to Indigenous perspectives on water as well as the hosting of an Indigenous youth and elders gathering.

BACKGROUND:

The Healthy Watersheds Initiative, administered by the Real Estate Foundation of BC, is a provincially supported program focussing on supporting projects that create economic and skills development opportunities, generate new learning, strengthen relationships with First Nations and Indigenous-led organizations, and improve the health of BC's rivers, streams, lakes, and wetlands.

The Islands Trust has been fortunate to have received \$180,000 of HWI funding to support the development of the Freshwater Sustainability Strategy (FWSS) and a number of other projects including Indigenous youth engagement. Managed by Naut'sa mawt Tribal Council's event management team, this has involved youth and elder talking circles and the launch of an Indigenous youth and freshwater art contest. Naut'sa mawt will also be supporting the engagement and hiring of a youth team to support a stream restoration project on Salt Spring Island.

Impressed by the work that the Islands Trust has been doing with Naut'sa mawt to engage youth and elders, the HWI has offered \$55,000 of additional funding to support the creation of three films and a gathering of Indigenous youth and elders.

- The first film will focus on Indigenous perspectives on water to be shared with Islands Trust communities.
- The second film focuses on encouraging Indigenous youth to engage in the protection of freshwater resources. This film will be a gift from the Islands Trust to Naut'sa mawt to assist with the reinvigorating their youth program. This gift will be way of honouring, respecting and acknowledging the great work Naut'sa mawt has done for this project.
- The third film will provide highlights from the Indigenous youth and elders gathering.
- The Indigenous youth and elders three day gathering will be managed by Naut'sa mawt and held in the Islands Trust Area at the end of November (Location and date TBD). Invitations will be sent to all Nations of the Islands Trust. It will be an opportunity for Indigenous youth to learn from elders and engage in activities related to freshwater. The first two films, the youth art and the restoration work the youth have engaged in will be showcased. A limited number of Islands Trust staff and trustees will be invited to attend one day. This event will help facilitate relationship building and demonstrate the Islands Trust's commitment to reconciliation.

OPTION:

1. The RPC may wish to endorse, through resolution, the acceptance of the additional HWI funding supporting the creation of the Indigenous perspectives films and the hosting of the Indigenous youth and elders gathering.

FOLLOW-UP:

Staff will continue to work with Naut'sa mawt and contracted videographer to support the development of the films and the organization of the Indigenous youth and elders gathering.

Prepared By: Narissa Chadwick/ September 23, 2021

Reviewed By/Date: Robert Kojima, September 23, 2021

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