



Regional Planning Committee

Revised Agenda

Date: October 8, 2020
Time: 10:00 am - 2:00 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. <u>Additional items presented for consideration</u>	3 - 4
Item 7.1 – Posting of Regional Planning Committee electronic meetings to the Islands Trust website – RFD	
Item 7.2 – Regulation of Cannabis Production	
2.1.2. <u>Amendment presented for consideration</u>	5 - 7
Item 5.1 – Remove the Business Case titled “Develop model bylaws that use floor area ratio as a density metric for consideration of implementation in local trust area land use bylaws” and replace with the Business Case titled “Develop model density bonus bylaws for consideration of implementation in local trust area land use bylaws”.	
2.2. Approval of the Agenda	
3. TOWN HALL AND DELEGATIONS	
4. ADOPTION OF MINUTES/COORDINATION	
4.1. Minutes of Meetings	
4.1.1. <u>Local Planning Committee Minutes of September 3, 2020</u>	8 - 13
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None	
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5. WORK PROGRAM ITEMS	
5.1. Regional Planning Committee Budget and Work Program for FY2021/22 – Business Cases	17 - 36

5.2. Manage Trust Council Strategic Plan Items

- 5.2.1. Eelgrass Mapping - Verbal Update
- 5.2.2. Shoreline Review - Verbal Update
- 5.2.3. Freshwater Sustainability Strategy - In Camera Agenda Item
- 5.2.4. Groundwater Mapping - Briefing
- 5.2.5. Floor Area Ratio for Affordable Housing - Verbal Update

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5.3. Application Processing Services - Update

6. BUSINESS

6.1. Ecosystem-Based Management (EBM) Webinar

Regional Planning Committee members will be invited to a EBM webinar that will occur during the November 5, 2020 Trust Programs Committee meeting. A Zoom Panelist link will be sent to all RPC members.

7. NEW BUSINESS

8. WORK PROGRAM

8.1. Regional Planning Committee Work Program

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9. CLOSED MEETING

that Regional Planning Committee close the meeting to the public subject to Section 90(1)(k) of the Community Charter in order to consider matters related to negotiations and related discussions respecting the proposed provision of a service that are at their preliminary stages and that, in the view of the Committee, could reasonably be expected to harm the interests of Islands Trust if they were held in public; and that staff be asked to attend the meeting.

10. RISE AND REPORT

11. NEXT MEETING

Monday, November 9, 2020 from 10:00 a.m. to 2:00 p.m.

12. ADJOURNMENT

2:00 PM - 2:00 PM

REQUEST FOR DECISION

To: Regional Planning Committee **For the Meeting of:** October 8, 2020
From: Executive Committee **Date Prepared:** October 6, 2020
SUBJECT: Posting of Regional Planning Committee electronic meetings to the Islands Trust website

RECOMMENDATION: That Regional Planning Committee post their electronic recordings to the Islands Trust website.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Posting of Regional Planning Committee (RPC) meetings would provide the public a convenient means of listening to RPC meetings and engaging with the organization. Certainly, this step would assist in raising the public profile of the organization and allow for greater public input.

While it is recommended that Council Committees adopt the same process as has Executive Committee, ultimately each committee has the authority to determine whether it wishes to post its meetings and the extent to which it provides a record of its activities beyond its responsibilities under Bill 19, the *Community Charter* and the *Local Government Act*.

- 1 **PURPOSE:** To consider whether to post Regional Planning Committee electronic meetings on the Islands Trust website.
- 2 **BACKGROUND:** Posting of electronic meetings means providing a recording of any given meeting on our website for external viewing by the public and stakeholders on an as-needed basis.

By way of review, there are currently three types of electronic meeting engagement being used at the Islands Trust by various committees:

1. Electronic attendance: where members of the public actually join the Zoom meeting as attendees;
2. Livestreaming: external viewers/public simply visit the Islands Trust website for a link to view a meeting without joining the Zoom meeting; and,
3. Posting: saving and posting any given meeting to the website for future viewing by the public.

Since March 2020, due to the COVID-19 pandemic it has been regular business to provide electronic attendance for the public for Local Trust Committee (LTC) and Trust Council meetings via Zoom. This allows us to fulfil our public meeting transparency responsibilities and principles and to further Trust business. However, we are doing so under provincial emergency authority and not through our meeting procedures or bylaws. In fact, none of our current meeting procedures bylaws (TC or LTCs) addresses the use of electronic meetings for regular meetings, except in cases of emergency. Accordingly, we have no policy or framework for related issues such as recording protocols or posting of electronic means on our website.

Since August, most LTCs have been posting their Zoom meetings on the Islands Trust website for public convenience. This is not common throughout the organization however and we do not currently post Trust Council meetings. However, the public, and indeed Trustees, would likely assume that we are posting meetings in such fashion. While there is no legal requirement to post meetings of any corporate body of the Trust there are no impediments to doing so and it is likely a preferred public transparency service that would be appreciated.

In order to begin posting meetings there would need to be direction provided by each corporate authority: i.e. each Council Committee and Trust Council.

With regards to the Regional Planning Committee itself, direction to post meetings would be required by the Committee. Trust Council itself, using S. 11 of the *Islands Trust Act*, could compel all local trust committees (LTCs) to post meetings, but that may not be a preferred means of achieving the communications goals of the organization.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This would become an administrative task of recording, retrieving and posting the recordings to the website in cooperation with Information Services.

FINANCIAL: There are no obvious impacts to the Financial Plan in proceeding with the recommendation.

POLICY: Islands Trust does not have any current policy or meeting procedures bylaws that address the following:

- i) Use of electronic meeting technology for Trust Council, Council Committee or LTCs,
- ii) Broadcasting of electronic meetings,
- iii) Posting or archiving of any Council or Committee meetings.

IMPLEMENTATION/COMMUNICATIONS: Posting the meetings is technically simple and we have the capacity to store the amount of data required.

FIRST NATIONS: First Nations governments could benefit from access to Regional Planning Committee's deliberations and, in particular, in understanding the significant First Nation engagement and Reconciliation work that occurs at Trust Council and Committees.

4 RELEVANT POLICY(S): NA

5 ATTACHMENT(S): NA

RESPONSE OPTIONS

Recommendation:

THAT Regional Planning Committee post their meeting recordings to the Islands Trust website.

Alternative: As directed by the Regional Planning Committee.

Prepared By: Russ Hotsenpiller, Chief Administrative Officer

Reviewed By/Date: October 6, 2020



**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	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
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: Develop model density bonus bylaws for consideration of implementation in local trust area land use bylaws. \$10,000	
Date of Funding Request: October 12, 2020	Funding Required for (date range): April 1 2021
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> Trust Council has adopted a new Strategic Plan. Implement the high priority actions outlined in the Affordable Housing in the Trust Area: Strategic Actions for Islands Trust previously referred by Trust Council. Staff is recommending that this continue in FY21/22 by undertaking work developing model density bonus bylaws for consideration of implementation in local trust area land use bylaws.	

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

The funding request for FY21/22 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. This work on density bonusing would be focussed on how this tool could be used to improve housing affordability in the Islands Trust Area.

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

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

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: Undertake the work in-house using dedicated planning staff. This would require allocation of planner time to this project, and a budget of \$5,000 for legal review, and \$5,000 for consultant/research assistance. This work would involve review of existing bylaws, practices used in other areas, and recommendations on approaches to use floor area ratio for housing. This is to further affordable housing on the islands. A model bylaw would be presented to RPC.

Option 2: 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.

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

Model bylaws with recommended policy and regulations by end of FY21/22.

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

Option 1 is recommended to tap into external expertise and obtain advice in this area.

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:

\$5,000 for legal review

\$5,000 for consultant/research assistance

\$10,000 total request.

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 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 density bonuses.

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 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 Regional Planning Committee.

Initiator Name and Title

Date

Reviewed by: Name and Title

Date

REVIEWED BY MANAGEMENT TEAM:

Date received:

Approved: ☐ YES ☐ NO

Next steps:

- If approved by management:
 - the business case will be forwarded to FPC for review in October of each year.
 - 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 the business case forwarded to FPC.
- If not approved by management:
 - the business case will be forwarded to FPC for information in October of each year, but not included in the budget draft.



Local Planning Committee

Minutes of a Special Meeting

Date: September 3, 2020

Location: Electronic Meeting

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

Staff Present: David Marlor, Director, Local Planning Services
Narissa Chadwick, Island Planner
Kate Emmings, Manager, Islands Trust Conservancy
Lisa Wilcox, Senior Intergovernmental Policy Advisor
Robert Barlow, Legislative Services Clerk/Recorder

1. CALL TO ORDER

The meeting was called to order at 10:00 a.m. Chair Busheikin acknowledged the meeting was being held on Coast Salish traditional and treaty territory.

2. APPROVAL OF AGENDA

2.1 New Items and Re-ordering of the Agenda

The following additions were presented for consideration:

- Item 4.1.2 – Planning for the discussion of the model fees bylaw at the September Trust Council meeting;
- Item 4.2 – Manager Kate Emmings was available to speak to Strategic Plan item #5 - Eelgrass Mapping and will present information in regards to Eelgrass and Kelp Beds; and,
- Item 6.1 – Trustee Patrick will discuss Ecosystem-Based Management Resources.

2.2 Approval of Agenda

By general consent the Committee approved the agenda as amended.

2.3 Electronic Meetings

LPC-2020-059

It was MOVED and SECONDED,

that in accordance with *Ministerial Order M192 – Local Government Meetings & Bylaw Process and Province of BC Bill 19 – 2020*, the Local Planning Committee cannot conduct public in-person meetings at this time because the meeting venues traditionally used have limited access or do not meet the legislated requirements for the protection of the community, trustees and staff; and therefore, in order to meet the principles of openness, transparency, and accessibility, meetings of the Local Planning Committee will be held electronically over the period August 26 to October 31, 2020, will be live streamed, and the public invited to participate in meetings by connecting to the link or the phone number provided in the meeting notice, in order to observe proceedings and speak when invited by the Chair.

CARRIED

3. ADOPTION OF MINUTES/COORDINATION

3.1 Minutes of Meetings

3.1.1 Local Planning Committee Minutes of July 29, 2020

By general consent the Local Planning Committee Minutes of July 29, 2020, were approved as presented.

3.2 Resolutions Without Meeting

3.2.1 LPC RWM-2020-01

Provided for information.

3.3 Follow-up Action List (FUAL)

Director Marlor reviewed the FUAL.

4. WORK PROGRAM ITEMS

4.1 Priority #1: Application Processing Services Update - Verbal Update

4.1.1 Model Fee Bylaw Revisions

Planner Chadwick indicated that the draft Model Fee Bylaw has been revised to reflect the Committee's direction. Discussion included the following:

- Need to consider signage costs;
- Need to clarify the process to identify if an application for a Temporary Use Permit (TUP) would be for the standard rate or the reduced rate for residential uses that increase the availability of affordable housing or for commercial uses under Xm2 that support or create employment or increase food security;
- A renewal of a reduced rate TUP needs to be less than the fee for the original TUP; and
- Need to clarify the process for Extraordinary Services Costs.

4.1.2 Planning for the discussion of the Model Fees Bylaw at the September Trust Council meeting

Chair Busheikin indicated that Trust Council will need to consider some key issues:

- Fees proposed in the Model Fees Bylaw represent 80% of the average cost of processing for most applications;
- Reduced fees for some TUPs;
- The fees for applications received as a result of bylaw enforcement actions or after construction or use has begun will be subject to a 20% surcharge.

Chair Busheikin also indicated that she will be leading the discussion at the September Trust Council meeting.

4.2 **Priority #2: Manage Trust Council Strategic Plan Action Items - Verbal Update**

Strategic Plan item #5 - Eelgrass Mapping

By general consent Strategic Plan item #5 - Eelgrass Mapping is deferred until Manager Emmings is available to speak to it later in the meeting.

Strategic Plan item #6 - Shoreline Review

Director Marlor indicated that this initiative will be started in late October.

Strategic Plan item #7 - Freshwater Sustainability Strategy

Director Marlor stated that a Request For Proposal has been issued and is in progress.

Strategic Plan item #8 - Groundwater Mapping

Director Marlor advised that Senior Freshwater Specialist William Shulba will provide an update to LPC at the October meeting.

Strategic Plan item #16 - Using Floor Area Ratio for Affordable housing

Director Marlor reported that the process for obtaining a consultant will be initiated in October.

4.3 Priority #3: Develop Business Cases for 2021/22 Strategic Plan Items

Director Marlor advised that draft Business Cases will be provided to LPC at the October meeting.

The meeting recessed at 11:06 a.m. and resumed at 11:14 a.m.

4.2 Priority #2: Manage Trust Council Strategic Plan Action Items - continued

Strategic Plan item #5 - Eelgrass Mapping

Manager Emmings provided information in regards to eelgrass and kelp biology. Some salient points include:

- Eelgrass and kelp create habitat for forage fish.
- Eelgrass is a perennial plant and once eelgrass beds are destroyed, it takes a long time to be restored naturally.
- There has been some mapping of eelgrass in particular harbours within the Islands Trust Area in the 1980's and 1990's which allow a comparison with more recent mapping and that comparison indicates a loss of some eelgrass beds.
- Bull kelp is an annual plant and is able to move to different locations, it requires more frequent mapping to be able to ascertain the health of populations.
- Imagery technology is improving so that kelp mapping is rapidly becoming viable.
- Mapping allows community organizations the information they need to conduct restoration projects.
- Local Trust Committees can create bylaws (particularly Development Permit Areas) to control residue run-off which has detrimental effects on bull kelp as the run-off increases turbidity which decreases the amount of light accessible by the plants.
- Development Permit Areas can require mitigation activities although it is better to maintain habitat rather than attempt to restore it.
- Various human activities can have a negative impact on eelgrass and bull kelp, such as scuba diving, vessel anchoring, dock construction, seawalls, removal of shoreline vegetation, and even construction on uplands if it impacts streams that would carry deleterious substances to the ocean.
- To be effective, eelgrass mapping needs to be done every five to ten years and bull kelp mapping every year or two.

- Eelgrass mapping is labour intensive and therefore expensive; bull kelp mapping will eventually be available at a much lower cost as it is essentially purchasing the imagery data and then analyzing it.

5. BUSINESS

5.1 Local Planning Service Delivery – Discussion (standing item)

Director Marlor noted that:

- the current focus is on developing effective management of Official Community Plans and Land Use Bylaws;
- work is being done to hire a Planning Technician;
- he wants to balance the number of top priorities that Local Trust Committees set (and consequently staff work on), noting that the Salt Spring Island Local Trust Area has approximately one third of the entire population of the Islands Trust Area yet has three top Priorities just as all the other smaller Local Trust Committees do;
- he will send to the Committee the links to Trust Council policies that may need amendments in order to support the regional approach to planning; and,
- he will provide a briefing to the Committee at the October 8, 2020 meeting.

6. NEW BUSINESS

6.1 Ecosystem-Based Management Resources

Trustee Patrick indicated that she would send to the Committee information in regards to Ecosystem-Based Management which is an effective tool for community involvement and land management decisions.

7. LOCAL PLANNING COMMITTEE - WORK PROGRAM

Director Marlor informed the Committee that the Work Program would be updated for the next meeting to reflect recent work done on the Top Priorities.

8. NEXT MEETING

October 8, 2020 at 10:00 a.m.

9. ADJOURNMENT

By general consent the meeting was adjourned at 12:06 p.m.

DRAFT

Laura Busheikin, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder

DRAFT



Follow Up Action Report

Local Planning Committee

29-Jul-2020

Activity	Responsibility	Dates	Status
1 That the Local Planning Committee request staff to revise the Model DAI bylaw to ensure consistency, and with input from all three planning offices.	David Marlor Narrisa Chadwick	Target: 29-Jul-2020	In Progress
2 That the Local Planning Committee request staff to report back to the Local Planning Committee at the meeting of November 9, 2020, with a finalized Application Processing Services, Cost Recovery Agreements and Extraordinary Processing Services Policy incorporating the Model Fee Bylaw and Model DAI bylaw.	David Marlor	Target: 09-Nov-2020	In Progress
3 That the Local Planning Committee request staff to prepare talking points on archeological and cultural sites for island trustees.	Lisa Wilcox	Target: 08-Oct-2020	In Progress

04-Aug-2020

Activity	Responsibility	Dates	Status
1 That the Local Planning Committee invite Islands Trust Conservancy Acting Manager Kate Emmings to a future Local Planning Committee meeting to discuss opportunities for eelgrass and kelp bed restoration and conservation.	Kate Emmings Robert Barlow	Target: 08-Oct-2020	Completed
2 That the Local Planning Committee endorse the Eelgrass Mapping Project Charter dated July 29, 2020 as amended. Staff to engage consultant.	David Marlor	Target: 03-Sep-2020	In Progress

Follow Up Action Report

Local Planning Committee

04-Aug-2020

Activity	Responsibility	Dates	Status
3 That the Local Planning Committee endorse the Housing Floor Area Ratio model Bylaw Project Charter dated July 29, 2020 as amended. Staff to engage consultant.	David Marlor	Target: 03-Sep-2020	In Progress
4 That the Local Planning Committee request staff to prepare business cases for undertaking 2018-2022 Strategic Plan items 2, 5, 8, 9 and 16 to refine the scope and budgets.	David Marlor Narrisa Chadwick William Shulba	Target: 09-Nov-2020	Completed
5 That the Local Planning Committee amend the Shoreline Review and Model Bylaw Project Charter to add under In Scope: "Review other jurisdictions, including San Juan County."	David Marlor	Target: 03-Sep-2020	Completed
6 That the Local Planning Committee endorse the Shoreline Review and Model Bylaw Project Charter dated July 29, 2020 as amended. Staff to engage consultant.	David Marlor	Target: 03-Sep-2020	In Progress
7 That the Local Planning Committee ask staff to draft a Request for Decision to Trust Council from the Local Planning Committee requesting that the name be changed from "Local Planning Committee" to "Regional Planning Committee", and policies be updated accordingly; and, That the Local Planning Committee authorise the Chair to approve the Request for Decision on behalf of the Local Planning Committee.	David Marlor	Target: 26-Aug-2020	Completed

Follow Up Action Report

Local Planning Committee

04-Aug-2020

Activity	Responsibility	Dates	Status
8 That the Local Planning Committee amend the LPC Work Program Top Priorities Report to change priority 2 to "Manage Trust Council Strategic Plan Items", and change priority 3 to "Develop Business Cases for 2021/22 Strategic Plan Items".	David Marlor	Target: 03-Sep-2020	Completed
9 That the Local Planning Committee remove priority 4 from the Local Planning Committee Work Program Top Priorities Report.	David Marlor	Target: 03-Sep-2020	Completed

REQUEST FOR DECISION

To: Regional Planning Committee **For the Meeting of:** October 8, 2020

From: David Marlor, MCIP, RPP **Date Prepared:** October 2, 2020
Director, Local Planning
Services

SUBJECT: Regional Planning Committee Budget and Work Program for FY2021/22 – Business Cases

RECOMMENDATION:

1. That Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2021/22 the business case for Strategic Plan Item No. 2 - to 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.
2. That Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2021/22 the business case for Strategic Plan Item No. 5 - to continue to map the extent of eelgrass and kelp beds throughout the Trust Area .
3. That Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2021/22 the business case for Strategic Plan Item No. 8 - to finish mapping and develop water budgets for groundwater aquifers in the Trust Area.
4. That Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2021/22 the business case for Strategic Plan Item No. 9 - to develop a model land use regulation regarding freshwater sustainability including groundwater, rainwater catchment and greywater recycling.
5. That Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2021/22 the business case for Strategic Plan Item No. 16 - to implement the high priority action outlined in the Affordable Housing in the Trust Area: Strategic Actions for Islands Trust previously referred by Trust Council: Develop model density bonus bylaws for consideration of implementation in local trust area land use bylaws.

DIRECTORS 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 2021/22 to further the Trust Council 2018-2022 Strategic Plan.

2 BACKGROUND:

At its July 29, 2020 meeting, the Local Planning Committee¹ passed the following resolution:

1. That Local Planning Committee request staff to prepare business cases for undertaking 2018-2022 Strategic Plan items 2, 5, 8, 9 and 16 to refine the scope and budgets.

For clarity, the strategic plan items referred to in the resolution are:

Strategic Plan Item 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” could be undertaken by the dedicated Local Planning Committee planner in Fiscal Year 2021/22 using the mapping completed under Strategic Plan Item 1. Budget for this if completed in-house would be for legal review of model bylaw language. If a consultant is required to undertake this work, funding request should consider cost of the consultant in addition to legal review. This work should take place in FY2021/22.

Strategic Plan Item 5

“Map the extent of eelgrass and kelp beds throughout the Trust Area” would need to be undertaken by a consultant with specialization in mapping. This work could likely be undertaken in collaboration with the Islands Trust Conservancy and likely other partners. Work on this could begin at any time, but a budget would be required to hire a consultant. This item was begun in FY2020/21 with \$50,000. A budget should be requested for FY2021/22 to continue the mapping project and complete throughout the Trust Area.

Strategic Plan Item 8

“Map and develop water budgets for groundwater aquifers in the Trust Area” was completed for the Southern Gulf Islands in FY2019/20 using \$52,000 allocated through the local trust committee projects budgets and combined into a single project. For Fiscal Year 2020/21, Regional Planning Committee has \$50,000 to undertake work in the Northern Islands, with the understanding that this will likely not cover all of the islands. This work is expected to begin in the fall and be completed by March 31, 2021. Further request for a budget to complete the remaining islands should be made for the Fiscal year 2021/22.

Strategic Plan Item 9

“Develop a model land use regulation regarding freshwater sustainability including groundwater, rainwater catchment and greywater recycling” needs to await the outcome of Strategic Plan items 7 and 8 as these will inform the scope and content of such model bylaws. Therefore, this Strategic Plan item should be scheduled for the last year of the term or the first year of the following term in Fiscal year 2022/23.

Strategic Plan Item 16

“Implement the high priority actions outlined in the Affordable Housing in the Trust Area: Strategic Actions for Islands Trust previously referred by Trust Council” includes a list of items that would need to be prioritized. The items that would be undertaken by Regional Planning Committee are as follows:

- Develop model density bonus bylaws for consideration of implementation in local trust area land use bylaws.

The following tables outlines the Strategic Plan items assigned to the Regional Planning Committee, and includes recommended expenditures for each item over the next three fiscal years.

¹ Name changed in September 2020, to Regional Planning Committee

Item	Description	Who	FY 2019/20	FY2020/21	FY2021/22	FY2022/23
SP1	Map contiguous tracks of the Coastal Douglas-fir zone (CDF) and associated ecosystems to aid in protection of that zone and its associated ecosystems	Consultant	\$15,000	-	-	-
SP2	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	Staff	-	-	\$5,000	-
SP5	Map the extent of eelgrass and kelp beds throughout the Trust Area	Consultant	-	\$50,000 for consultant,	\$50,000	-
SP6	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	Staff	-	\$10,000 legal and consultant	-	-
SP7	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	Consultant and staff	-	\$20,000 consultant initial framework	TBA depending on result of consultant	TBA depending on result of consultant
SP8	Map and develop water budgets for groundwater aquifers in the Trust Area	Consultant and Staff (Senior Freshwater Specialist)	\$52,000 currently in progress using LTC project budgets	\$50,000 for consultant to undertake northern islands	\$50,000	-
SP9	Develop a model land use regulation regarding freshwater sustainability including groundwater, rainwater catchment and greywater recycling	Staff (planner and Senior Freshwater Specialist)	-	-	\$5,000	-
SP16	Implement the high priority actions outlined in the Affordable Housing in the Trust Area: Strategic Actions for Islands Trust previously referred by Trust Council	-	-	-	-	-
	Develop model bylaws that use floor area ratio as a density metric for consideration of implementation in local trust area land use bylaws	Staff	-	\$10,000 for consultant/legal review	-	-
	Develop model density bonus bylaws for consideration of implementation in local trust area land use bylaws	Staff	-	-	\$10,000	-
	Develop model bylaws to address the use of building stratas as a tool for affordable housing	Staff	-	-	-	\$5,000 for legal review
	Totals	-	\$67,000	\$140,000	\$120,000	\$5,000+

The items selected are intended to be sequential so that mapping/data research is completed in advance of using that mapping/data research for the creation of model bylaws and policies. The items are also divided over term to balance the workload and budget requests. The final year is mostly unknown and will depend on work undertaken in the previous two years.

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 FY2021/22 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 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."*
2. Business Case: Strategic Plan item 5 *"Map the extent of eelgrass and kelp beds throughout the Trust Area."*
3. Business Case: Strategic Plan item 8 *"Map and develop water budgets for groundwater aquifers in the Trust Area."*
4. Business Case: Strategic Plan item 9 *"Develop a model land use regulation regarding freshwater sustainability including groundwater, rainwater catchment and greywater recycling."*
5. Business Case: Strategic Plan Item 16 *"Implement the high priority actions outlined in the Affordable Housing in the Trust Area: Strategic Actions for Islands Trust previously referred by Trust Council: Develop model density bonus bylaws for consideration of implementation in local trust area land use bylaws."*

RESPONSE OPTIONS

Recommendation:

1. That Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2021/22 the business case for Strategic Plan Item No. 2 - to 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.
2. That Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2021/22 the business case for Strategic Plan Item No. 5 - to continue to map the extent of eelgrass and kelp beds throughout the Trust Area .
3. That Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2021/22 the business case for Strategic Plan Item No. 8 - to finish mapping and develop water budgets for groundwater aquifers in the Trust Area.
4. That Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2021/22 the business case for Strategic Plan Item No. 9 - to develop a model land use regulation regarding freshwater sustainability including groundwater, rainwater catchment and greywater recycling.

5. That Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2021/22 the business case for Strategic Plan Item No. 16 - to Implement the high priority actions outlined in the Affordable Housing in the Trust Area: Strategic Actions for Islands Trust previously referred by Trust Council: Develop model density bonus bylaws for consideration of implementation in local trust area land use bylaws.

Alternative: As Directed by the Regional Planning Committee

Prepared By: David Marlor, Director Local Planning Services

Reviewed By/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 FY21/22.

TO BE COMPLETED BY INITIATOR

Initiated by: David Marlor	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
Business Area: Regional Planning Committee	
Name of Request: 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 \$5,000	
Date of Funding Request: October 8, 2020	Funding Required for (date range): April 1 2021
ISSUE/OPPORTUNITY: Trust Council has adopted a new Strategic Plan. 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. Staff is recommending that this work be undertaken in FY20/21.	
PROJECTED RESULTS/DELIVERABLES: Model bylaws to protect CDF and related ecosystems throughout the Trust Area.	

RISK ASSESSMENT:

On Trust Council's Strategic Plan for Fiscal Year 2021/22. Local Planning Committee has passed the following resolution:

That Local Planning Committee request that the Financial Planning Committee include in the Fiscal Year 2021/22 Budget \$5,000 for Strategic Plan Item No. 2 - to 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.

Risk work will not be undertaken is low.

ALTERNATIVES CONSIDERED:

Option 1: Undertake the work in-house using dedicated planning staff. This would require allocation of planner time to this project, and a budget of \$5,000 to cover legal review.

Option 2: Hire a consultant to undertake the review, and/or development of the model bylaws. Some staff time required to manage the consultant. Budget would need to cover the cost of the consultant estimated at \$8,000, plus legal review of \$2,000.

Option 3: A hybrid of 1 and 2, with some work being undertaken by planning staff, with support from a consultant. This would require \$3,000 for consulting and \$2,000 for legal review.

CRITICAL SUCCESS FACTORS:

Completion of model bylaws by the end of FY21/22.

RECOMMENDED OPTION:

Option 3 is recommended to use staff knowledge and consultant resources to undertake the work in as cost effectively as possible.

COST/BENEFIT ANALYSIS:Quantitative Analysis:

\$3,000 for consulting
\$2,000 for legal
\$5,000 total request

As this is a program project, there will be no cost saving by undertaking this. Some staff saving is anticipated over each local trust committee undertaking this work independently, provided that most local trust committees are willing to adopt the model bylaws into their bylaws.

Product will be added to the Standard OCP/LUB bylaw (model bylaws) that will form the basis of any updates or reviews of local trust committee bylaws.

<u>Qualitative Analysis:</u> This will further the Islands Trust Mandate and the Strategic Plan of Trust Council by providing further protection options for the CDF and associated ecosystems.
PURCHASING PROCEDURE: As per Islands Trust process for hiring consultants.
PROPOSED IMPLEMENTATION STRATEGY: As determined by the Local Planning Committee.
CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION: Reports to Trust Council via Regional Planning Committee.

David Marlor, Director, Local Planning Services

Initiator Name and Title

October 8, 2020

Date

Regional Planning Committee

Reviewed by: Name and Title

October 8, 2020

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 FY21/22.

TO BE COMPLETED BY INITIATOR

Initiated by: David Marlor	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
Business Area: Regional Planning Committee	
Name of Request: Continue mapping extent of eelgrass in the Islands Trust Area \$50,000	
Date of Funding Request: October 8, 2020	Funding Required for (date range): April 1 2021
ISSUE/OPPORTUNITY: Trust Council has adopted a new Strategic Plan. Map the extent of eelgrass and kelp beds throughout the Trust Area. This work was funded to begin in 2020/21 with matching grant through SeaChange. The matching grant did not come through. Staff is recommending that this work be undertaken in FY21/22	
PROJECTED RESULTS/DELIVERABLES: Mapped extent of area of eelgrass in the Islands Trust Area	

RISK ASSESSMENT:

On Trust council's Strategic Plan for Fiscal Year 2021/22. Local Planning Committee has passed the following resolution:

That Local Planning Committee request that the Financial Planning Committee include in the Fiscal Year 2021/22 Budget \$50,000 for Strategic Plan Item No. 5 - to continue to map the extent of eelgrass and kelp beds throughout the Trust Area.

Risk work will not be undertaken is low.

ALTERNATIVES CONSIDERED:

Alternatives include undertaking the work using a contractor and no matching grant. Result will be less work undertaken and a longer time period and cost to the organization to complete the work.

CRITICAL SUCCESS FACTORS:

Completion of mapping of some local trust areas by end of FY21/22.

RECOMMENDED OPTION:

Undertaking work in conjunction with a partner with a grant would provide the best results; if that is not available then engaging a qualified consultant to undertake the work with the funds available.

COST/BENEFIT ANALYSIS:Quantitative Analysis:

\$50,000 for consulting

Product will be useful to Islands Trust Conservancy and local planning for consideration in foreshore and marine zoning issues. Product would be added as a layer on Islands Trust mapping, and can be used for proactive land use planning processes.

Qualitative Analysis:

This will further the Islands Trust Mandate and the Strategic Plan of Trust Council by providing further information to inform protection options for marine areas.

PURCHASING PROCEDURE:

As per Islands Trust process for hiring consultants.

PROPOSED IMPLEMENTATION STRATEGY:

As determined by the Regional Planning Committee.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

Reports to Trust Council via Regional Planning Committee.

David Marlor, Director, Local Planning Services

Initiator Name and Title

October 8, 2020

Date

Regional Planning Committee

Reviewed by: Name and Title

October 8, 2020

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 FY21/22.

TO BE COMPLETED BY INITIATOR

Initiated by: David Marlor	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
Business Area: Regional Planning Committee	
Name of Request: Continue mapping of groundwater aquifers in the Islands Trust Area. \$50,000	
Date of Funding Request: October 8, 2020	Funding Required for (date range): April 1 2021
ISSUE/OPPORTUNITY: Trust Council has adopted a new Strategic Plan. Map and develop water budgets for groundwater aquifers in the Trust Area (Strategic Plan Item 8).	
PROJECTED RESULTS/DELIVERABLES: At end of multi-year project, mapping of all groundwater aquifer recharge areas in the Islands Trust.	
RISK ASSESSMENT:	

On Trust council's Strategic Plan for Fiscal Year 2021/22. Local Planning Committee has passed the following resolution:

That Local Planning Committee request that the Financial Planning Committee include in the Fiscal Year 2021/22 Budget \$50,000 for Strategic Plan Item No. 8 - to finish mapping and develop water budgets for groundwater aquifers in the Trust Area.

Risk work will not be undertaken is low. Work already completed for the southern islands and underway for some northern islands. This work is expected to largely complete the project.

ALTERNATIVES CONSIDERED:

Option 1: Hire consultants/contractors to undertake the work using methodology undertaken for previous mapping projects.

Option2: Not undertake the work. As specialised work, this work cannot be completed using existing staff resources.

CRITICAL SUCCESS FACTORS:

Completion of mapping for entire Trust Area by end of term (November 2022).

RECOMMENDED OPTION:

Option 1 is recommended to use staff knowledge and consultant resources to undertake the work in as cost effectively as possible.

COST/BENEFIT ANALYSIS:

Quantitative Analysis:

\$40,000 for consultant

\$10,000 for peer review and incidental

As this is a program project, there will be no cost saving by undertaking this. Some saving is anticipated over each local trust committee undertaking this work independently as a single contract is easier to manage and resource over multiple contracts.

Product will be an added data layer for consideration during policy and regulatory planning work. It will also inform the province in water allocation budget updates for the islands.

Qualitative Analysis:

This will further the Islands Trust Mandate and the Strategic Plan of Trust Council by providing further protection options for groundwater.

PURCHASING PROCEDURE:

As per Islands Trust process for hiring consultants.

PROPOSED IMPLEMENTATION STRATEGY:

As determined by the Local Planning Committee.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

Reports to Trust Council via Local Planning Committee.

David Marlor, Director, Local Planning Services

Initiator Name and Title

October. 24, 2020

Date

Regional Planning Committee

Reviewed by: Name and Title

October 24, 2020

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 FY21/22.

TO BE COMPLETED BY INITIATOR

Initiated by: David Marlor	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
Business Area: Regional Planning Committee	
Name of Request: Develop a model land use regulation regarding freshwater sustainability including groundwater, rainwater catchment and greywater recycling. \$5,000	
Date of Funding Request: October 8, 2020	Funding Required for (date range): April 1 2021
ISSUE/OPPORTUNITY: Trust Council has adopted a new Strategic Plan. Develop a model land use regulation regarding freshwater sustainability including groundwater, rainwater catchment and greywater recycling. (Strategic Plan Item 9).	
PROJECTED RESULTS/DELIVERABLES: Use groundwater aquifer mapping to develop model bylaws to promote freshwater sustainability.	

RISK ASSESSMENT:

On Trust council's Strategic Plan for Fiscal Year 2021/22. Local Planning Committee has passed the following resolution:

that Local Planning Committee request that the Financial Planning Committee include in the Fiscal Year 2021/22 Budget \$5,000 for Strategic Plan Item No. 9 - to develop a model land use regulation regarding freshwater sustainability including groundwater, rainwater catchment and greywater recycling.

Risk work will not be undertaken is low. Groundwater mapping is completed for the southern islands and expected to be completed for several northern islands by March 31, 2021, with remaining islands to be completed in 2021/22.

ALTERNATIVES CONSIDERED:

Option 1: Hire a consultant to undertake development of model bylaws. Cost would be about \$10,000. This option would require knowledge of the groundwater mapping project, and close liaison with the Senior freshwater specialists.

Option2: Undertake the work using planning staff resources allocated to the Regional Planning Committee in cooperation with the Senior Freshwater Specialists. Some outside assistance (contractual) work may be required. This option is estimated to cost \$5,000.

CRITICAL SUCCESS FACTORS:

Completion of model bylaws for inclusion in the model standardised official community plan and land use bylaw so they are considered in any future review of OCPs and LUBs, and to be circulated to local trust committees and Bowen Island Municipality for consideration.

RECOMMENDED OPTION:

Option 2 is recommended to use staff knowledge and consultant resources to undertake the work in as cost effectively as possible.

COST/BENEFIT ANALYSIS:Quantitative Analysis:

\$4,000 for consultant
\$1,000 for legal review

As this is a program project, there will be no cost saving by undertaking this. Some saving is anticipated over each local trust committee undertaking this work independently as a single contract is easier to manage and resource over multiple contracts.

Product will be included in the model standardised official community plan and land use bylaw so they are considered in any future review of OCPs and LUBs, and to be circulated to local trust committees and Bowen Island Municipality for consideration.

Qualitative Analysis:

This will further the Islands Trust Mandate and the Strategic Plan of Trust Council by providing further protection options for freshwater.

PURCHASING PROCEDURE:

As per Islands Trust process for hiring consultants.

PROPOSED IMPLEMENTATION STRATEGY:

As determined by the Regional Planning Committee.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

Reports to Trust Council via Regional Planning Committee.

David Marlor, Director, Local Planning Services

Initiator Name and Title

October. 24, 2020

Date

Regional Planning Committee

Reviewed by: Name and Title

October 24, 2020

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	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
Business Area: Regional 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: Develop model bylaws that use floor area ratio as a density metric for consideration of implementation in local trust area land use bylaws \$10,000	
Date of Funding Request: October 9, 2019	Funding Required for (date range): April 1 2020
ISSUE/OPPORTUNITY: Trust Council has adopted a new Strategic Plan. Implement the high priority actions outlined in the Affordable Housing in the Trust Area: Strategic Actions for Islands Trust previously referred by Trust Council. Staff is recommending that this start in FY20/21 by undertaking work on model floor area ratio policy and regulations as a means of density measure for housing.	

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

The funding request for FY20/21 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: *(Discuss potential risk factors associated with this work, if identified.)*

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

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: Undertake the work in-house using dedicated planning staff. This would require allocation of planner time to this project, and a budget of \$5,000 for legal review, and \$5,000 for consultant/research assistance. This work would involve review of existing bylaws, practices used in other areas, and recommendations on approaches to use floor area ratio for housing. This is to further affordable housing on the islands. A model bylaw would be presented to LPC.

Option 2: 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. Given the nuances of the Islands Trust and use of this too.

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

Model bylaws with recommended policy and regulations by end of FY20/21.

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

Option 1 is recommended to tap into external expertise and obtain advice in this area.

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:

\$5,000 for legal review
\$5,000 for consultant/research assistance
\$10,000 total request.

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 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.

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 Local 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 Local Planning Committee.

David Marlor, Director, Local Planning Services

Initiator Name and Title

October. 8, 2020

Date

Regional Planning Committee

Reviewed by: Name and Title

October 8, 2020

Date

REVIEWED BY MANAGEMENT TEAM:

Date received:

Approved: ☐ YES ☐ NO

Next steps:

- If approved by management:
 - the business case will be forwarded to FPC for review in October of each year.
 - 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 the business case forwarded to FPC.
- If not approved by management:
 - the business case will be forwarded to FPC for information in October of each year, but not included in the budget draft.

To:	Regional Planning Committee	For the Meeting of:	October 8, 2020
From:	William Shulba, P.Geo	Date Prepared:	October 2, 2020
SUBJECT:	Review of the Southern Gulf Islands Groundwater Sustainability Strategy		

PURPOSE:

The purpose of this briefing is to provide Regional Planning Committee (RPC) with an update of the peer and professional review process of the Southern Gulf Islands Groundwater Sustainability Strategy (Project).

BACKGROUND:

At its regular business meeting on March 11, 2020, Trust Council passed the following resolution:

That Trust Council add to the 2020-2021 budget 'Northern Islands Groundwater Sustainability Strategy,' with an amount of \$50,000, and that work on this project not commence until products of the Southern groundwater study project have been peer reviewed and deemed useful by Trust Council.

At its regular business meeting on September 15 2020, Trust council passed the following resolution:

That Trust Council delegate to the Regional Planning Committee the consideration of the peer review and the usefulness of the Southern Island groundwater project.

The Southern Gulf Islands Groundwater Sustainability Strategy is a project of the Galiano, Mayne, North Pender, Saturna and South Pender Local Trust Committees. Each LTC endorsed a master project charter that included which included several phases.

PEER AND PROFESSIONAL PREVIEW

Review Process

Due to the complexity and scope of the Project, Islands Trust Senior Freshwater Specialist identified in the Project Charter that a review is required to ensure the applicability and efficacy of the Project.

\$10,000 allocated to "Technical Services" for this project were carried over to fiscal year 2020/21 to retain groundwater consultants to provide professional reviews of the Project. In addition, several organizations, agency staff, and researchers supplied peer reviews at no cost to the project.

The peer review was sent out to:

- Hornby Water Stewardship,
- Salt Spring Island Watershed Protection Alliance,
- Provincial Staff Hydrogeologists,
- Dr. Diana Allen of Simon Fraser University,

- Dr. John Cox of Mount Royal University,
- Mr. Allan Daikin P.Eng, (Elanco Enterprises),
- Mr. Allan Kohut P.Eng, (Hy-Geo Consulting),
- Mr. Mike Wei P.Eng, (Hydro Geo Logic Consulting),
- Western Water Associates, and
- Dr. James Henderson P.Geo.

In July 2020, Islands Trust received peer reviews of the Project from the Hornby Water Stewardship, Salt Spring Island Watershed Protection Alliance, Provincial Hydrogeologists, Dr. Diana Allen of Simon Fraser University, and Dr. John Cox of Mount Royal University.

Islands Trust retained groundwater professionals Allan Daikin P.Eng, Allan Kohut P.Eng, Mike Wei P.Eng, Western Water Associates, and Dr. James Henderson P.Geo to provide professional reviews of the Project.

All but one of these peer and professional reviews have been received by the Senior Freshwater Specialist.

The intentions of the review is:

- to update the GW Solutions Project report to Islands Trust;
- to refine the recharge potential mapping methodology to be applied to the Southern Gulf Islands, and to Denman, Hornby, and Gabriola in FY20/21; and
- to coordinate sharing of groundwater expertise, information and knowledge.

Project Scope, Background, and Objectives

Western Water Associates, the only other consultant to submit a proposal for the project in the procurement process acknowledged *“GW Solutions has done a lot of work and brought good value to the Islands Trust.”*

The Hornby Water Stewardship described the report as a *“fascinating read”* and described the approach as providing a promising understanding of the health of groundwater supplies in any Gulf Island. Others stated that the report provided a lot of very useful information to Islands Trust.

There were several common themes and recommendations among the reviews regarding the reporting of the Project including that:

- the report should have a glossary of terms, use consistent terminology, correct grammatical errors, clarify methodology, and provide references;
- more description of the figures, in particular, the groundwater availability assessments; and,
- conversion of technical aspects of the results and conclusions is a necessity in communicating the science to community and other interested parties.

Data Collection and Review

In general, it was considered that:

- There is a lot of useful data and information collated for the Project.
- Datasets are mainly from peer-reviewed public or academic sources and the collection of those data for the purposes of groundwater recharge potential mapping and water availability assessments is an essential step for the Project.
- The assessment involved collating a lot of data for a large region with complex structural geology.

In general, it was recommended that:

- information sources could be more complete, cited, and consistent with the references section;
- increased organization of data to allow for ease of access to other researchers and islanders;
- more description of the local area bedrock geology along indicating groundwater flow patterns;
- identifying recharge and discharge areas;
- provide comments on observed correlations between bedrock lithology, geological structures and well yields;
- describe limitations of data sets including the Pacific Climate Impacts Consortium data be discussed.

Groundwater Regions, Bedrock Contacts, Fractures, and Topographic Wetness Index

In general, it was considered that:

- Groundwater regions delineation as an intermediate-scale groundwater management unit is valuable and applicable to the size, nature, and behavior of freshwater resources in the Islands Trust Area.
- Incorporating both surface and subsurface information for delineating groundwater regions as an intermediate scale is an appropriate approach for groundwater management studies.
- The assessment involved collating many datasets for a large region with relatively complex structural geology. However, the report does not adequately address and explain the complexity of the structural geology including fractures, faults, and lineaments of the Nanaimo Group Formation.

In general, it was recommended that:

- More study is needed on the geological environments of the area.
- Revisiting geological elements is needed due to the significance in recharge potential mapping.
- A summary discussion of the geology of the Gulf Islands be provided to describe different rock types, major structures and faults, and the methodology of the lineament mapping, etc.
- Discussions of knowledge and data gaps of geological structure permeability is required.
- That the lineaments were overestimated and that contacts between units of the Nanaimo group may not be structural contacts but rather grain size changes in the lithology.

Groundwater Recharge Mapping and Assessment

In general, it was considered that:

- GIS-based desktop assessment to estimate infiltration codes and factors to assess groundwater recharge potential across the Study islands is a viable alternative to detailed recharge modelling due to data limitations.
- An ecosystem approach and terrestrial ecosystem mapping is a good method for groundwater recharge potential mapping.
- The relative percentage of Terrestrial Ecosystem Mapping, to bedrock lineament co-efficient, to slope co-efficient for the recharge equation was not adequately referenced and explained.
- Limitations and estimations of the assumption that all surplus is available for recharge was not discussed.
- Return flow from septic fields and natural storage and release of stormwater was absent in the methodology.
- Upland areas seemed to be under-represented recharge areas and that areas of known groundwater discharge over represent recharge.
- If all surplus is estimated to be groundwater recharge that overall recharge may be overestimated.

In general, it was recommended that:

- Further investigation hydrogeological flux of the groundwater regions is needed to determine discharge areas.
- Reclassify TEM structural stage infiltration codes to consider tree canopy capture of mature forests.
- Describe and reclassify for root capture as a significant factor in recharge interception.
- Calibrate recharge potential mapping equation by conducting the methodology on Gabriola island to be upscaled and compared to the Simon Fraser University groundwater recharge model.

Groundwater Availability Assessment

In general, it was considered that:

- More explanation of the water balance methodology is needed.
- Calibration of the recharge and water balance models will be difficult with limited amounts of field data.
- Surface water and groundwater hydraulic conductivity and environment flow needed were not largely discussed.
- Calculations only include recharge and groundwater usage and do not address assessments of discharge from the groundwater basins.
- Discussions of groundwater well registrations, including multiple wells on a parcel, vacant vs. non-vacant properties, and the role of water licensing was stated to be largely missing from the methodology.

In general, it was recommended that:

- The report should include a brief description of the local area bedrock geology along with some typical profiles, indicating groundwater flow patterns, recharge, and discharge areas.
- Discussions of observed correlations between bedrock lithology, geological structures and well yields should be included in the report.
- Sensitivity analysis of assumptions and errors used in deriving the input parameters should be identified.
- Narrowing in on the areas where groundwater use is more than 50% of recharge and reviewing the water use estimates to determine if they are realistic for the specific parcel/use. The Province stated that it is likely in greater stress it would be good to refine these estimates so they are more site specific and that this could be done in partnership with Islands Trust and the Province.

REVIEW SUMMARY

The review in general found that:

- GW Solutions has done a lot of work and brought good value to the Islands Trust.
- Collation of data for the purposes of groundwater recharge potential mapping and regional groundwater assessments is a significant undertaking and the data management of those datasets is an imperative component of the process.
- An ecosystems approach to groundwater recharge is a good thing to do and that the methodology should be continued to be developed and applied to other islands in the Islands Trust Area.

- The report is significantly lacking definition of terms, description of methodology, and references.
- Updates to figures and tables are needed for establishing clarity of the topic.
- Several fundamental hydrogeological processes need to be explained as they relate to the methodology.
- Sensitivity analysis is needed for determining parameter error and efficacy.
- Calibration of the model against other models and data was missing.

The review in general recommended that:

- GW Solution consider the suggestions and recommendations of the reviewers to further develop the methodology to grow certainty of the findings.
- Calibration of the model is needed and if a certain element of the model cannot be calibrated than this should be state to inform the need for future work.
- Gabriola Island is a good calibration opportunity due to previous groundwater recharge modelling from Simon Fraser University and water balance analysis from the Regional District of Nanaimo.
- Testing of water balance model using spreadsheet analysis methods.
- Pursue the difference between diffuse and focused groundwater recharge.
- Use the updated groundwater recharge methodology for water allocation planning with FLNRORD.

FOLLOW-UP:

Staff have included in the proposed contact for the Islands Trust Groundwater Mapping project an update to the Southern Gulf Islands Groundwater Sustainability Strategy incorporating peer and professional recommendations.

Staff have included in the proposed contact for the Islands Trust Groundwater Mapping project considerations and recommendations from the reviewers to be implemented in the methodology for Denman, Hornby, and Gabriola islands.

Prepared By: William Shulba, P.Geo, Senior Freshwater Specialist

Reviewed By/Date: David Marlor, Director Local Planning Services, October 2, 2020

Top Priorities Report

Local Planning Committee

1. Application Processing Services Update

CURRENT: Final Draft and RFD to LPC for October, 2020

PLANNED: RFD to December 2020 Trust Council on revised policy and model fees

Responsible

Narrisa Chadwick

Dates

Rec'd: 22-Aug-2019

Target: 20-May-2020

2. Manage Trust Council Strategic Plan Action Items

Strategic Plan item #5 - Eelgrass Mapping - David Marlor

Strategic Plan item #6 - Shoreline Review - David Marlor

Strategic Plan item #7 - Freshwater Sustainability Strategy - Narissa Chadwick and William Shulba

Strategic Plan item #8 - Groundwater Mapping - William Shulba

Strategic Plan item #16 - Using Floor Area Ratio for Affordable housing - David Marlor

Responsible

David Marlor
Narrisa Chadwick
William Shulba

Dates

Rec'd: 29-Jul-2020

Target: 20-May-2020

3. Develop Business Cases for 2021/22 Strategic Plan Items

Responsible

David Marlor

Dates

Rec'd: 04-Aug-2020

Target: 09-Nov-2020



Projects Report

Local 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).

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 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 5).

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 6).

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

Responsible

Date Received

Projects Report

Local Planning Committee

1. Map and develop water budgets for groundwater aquifers in the Trust Area (2018-2022 Strategic Plan item 8)
2. Develop a model land use regulation regarding freshwater sustainability including groundwater, rainwater catchment and greywater recycling (2018-2022 Strategic Plan item 9).

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 16).
2. Develop model density bonus bylaws for consideration of implementation in local trust area land use bylaws (2018-2022 Strategic Plan item 16).
3. Develop model bylaws to address the use of building stratas as a tool for affordable housing (2018-2022 Strategic Plan item 16).

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 11).

12-Feb-2020