

Regional Planning Committee Revised Agenda

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

| | Pages |
|---|---------------------|
| 1. CALL TO ORDER | 10:00 AM - 10:00 AM |
| 2. APPROVAL OF AGENDA | |
| 2.1. New Items and Re-Ordering of the Agenda | |
| 2.1.1. <u>The following addition to the agenda was presented for consideration:</u> | <u>3 - 11</u> |
| 6.1 Local Planning Services Renewal – Status Report (Briefing to Executive Committee, dated February 3, 2021) | |
| 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>Regional Planning Committee minutes of December 22, 2020</u> | <u>12 - 15</u> |
| 4.2. Resolutions Without Meeting | |
| None | |
| 4.3. Follow-up Action List | 16 - 20 |
| 5. WORK PROGRAM ITEMS | |
| 5.1. Application Processing Services Update - Briefing and RFD | 21 - 52 |
| Financial Planning Committee members and Director Administrative Services Mobbs are invited to attend for this agenda item. | |
| 5.2. Manage Trust Council Strategic Plan Action Items | |
| 5.2.1. <u>Shoreline Review (SP #6) - Verbal Update</u> | |
| 5.2.2. <u>Freshwater Sustainability (SP #7) - Verbal Update</u> | |
| 5.2.3. <u>Groundwater Mapping (SP #8) - Briefing</u> | 53 - 57 |

5.2.4. Floor Area Ratio (SP #16) - Verbal Update

6. BUSINESS

6.1. Local Planning Service Delivery Renewal - Verbal Update

7. NEW BUSINESS

8. WORK PROGRAM

8.1. Regional Planning Committee Work Program

58 - 60

9. NEXT MEETING

Wednesday, March 17, from 10:00 - 3:00 p.m.

10. ADJOURNMENT 3:00 PM - 3:00 PM

BRIEFING

To: Executive Committee **For the Meeting of:** February 3, 2021
From: David Marlor, Director, Local **Date Prepared:** January 27, 2021
Planning Services
SUBJECT: Local Planning Services Renewal – Status Report

PURPOSE: To provide the Executive Committee an update on the status of the Local Planning Services Renewal next steps, and request advice on engagement with Trust Council on potential policy amendments.

BACKGROUND:

At December 2020 Trust Council, Staff presented the following chart showing an at-a-glance status of the major components of the Local Planning Services Renewal:

| Action | Status |
|--|--------------------------|
| Establish a Planning Technician positon | Done |
| Establish local trust committees' advocacy position | Done |
| Establish Freshwater Specialist | Done |
| Improve bylaw enforcement efficiency by updating Trust Council policy | Done |
| Establish Local Planning and Regional Planning teams (proactive policy planning) | Done (November 30, 2020) |
| Planning Teams Transition (procedures, work) | In progress |
| Develop policies on LTC projects and resource allocation | In progress |
| Develop OCP/LUB Review Strategy/Criteria | In Progress |
| Specialized Skills (established SIPA and Freshwater Specialist) | In Progress/Pending |
| Future specializations (communications, Engagement, planner specialization) | Pending |
| Planning Officer Classification | Pending |
| Review LPS Admin staff classifications | Pending |
| As and when planners | Pending |

The focus of this briefing is on the three “In progress” items listed in the table above (in bold):

1. Planning Team Transition
2. Developing Policies on Local Trust Committee Projects and Resource Allocation
3. Developing Official Community Plan/Land Use Bylaw Review Strategy/Criteria

1. Planning Team Transition

Effective December 2020, Local Planning Services has moved to a structure that includes one Regional Planning Team and the three Local Planning Teams. In the transition, the Regional Planning Team is assigned the following projects:

Riparian Area Protection:

- Gambier RAR
- Thetis RAR

Official Community Plans

- Salt Spring Ganges Village Plan
- Salt Spring Housing Action Plan
- Gambier OCP

Land Use Bylaws

- North Pender LUB Review
- Salt Spring Water Sustainability (Proof of Water & Weston Lake Watershed Study)

Climate Change/Environment

- North Pender Groundwater Sustainability Implementation
- Galiano Groundwater Sustainability Implementation
- Salt Spring CDF Protection

Housing Vacation Rentals

- Mayne Housing Review
- South Pender Alternative Housing

Regional Planning Committee/Strategic Plan

- Freshwater Strategy
- Groundwater Mapping
- Shoreline Model Bylaws
- Floor Area Ratio Model Bylaws

2. Developing Policies on Local Trust Committee Projects and Resource Allocation

Under current Trust Council policies and practices, each local trust committee is required to report its top three priorities to Trust Council. This is taken to mean that each local trust committee gets to have three projects undertaken at any one time, subject to staff capacity. In this case, that could potentially be 39 projects. Each local trust committee also keeps a list of Projects that it would like to undertake. The intent of this is to provide a queue of projects that can be placed as a priority as resources become available. At present, between all 13 local trust committees, there are 102 projects in the queues.

To date, there has not been policy establishing a systematic means of evaluating projects and assigning resources. Generally, the current practice is for a local trust committee to establish a project as a priority, establish a scope, timeline and estimated budget and request Trust Council to fund the project in the coming fiscal year. Projects that require little financial support (we’re using less than \$5,000),

because the work can largely be done by in-house planning staff, are left to the local trust committee to determine as needed. Funding for these is supplied from a local planning services project pool budget established by Trust Council.

Planning Staff has historically been assigned to local trust committees based on the relative demand and population of each local trust area and staffing capacity. This is managed by the Regional Planning Manager in each of the three offices to ensure that workload is balanced between planners, and project work is being fairly balanced between the local trust areas. This recognizes that there may be times when one or more local trust areas may receive less proactive project planning work so resources can be assigned to major projects (such as a review of the OCP) in another local trust area. This flexibility tends to be limited to the geographic area supported by the planning office; flexibility to move resources between offices remains limited.

The new structure of a Regional Planning Team and three local planning team is intended to fix this by increasing the flexibility to move resources between any geographic area and any local trust areas to better fit demand and need.

To support this Staff is proposing to establish more standardization in processing projects, especially Official Community Plan and Land Use Bylaw Reviews.

To assist this effort the intent is to simplify the writing and interpretation of official community plans and land use bylaws by using a standard format, with standardized content. By having a standardized bylaw, we would achieve savings in staff time used in interpretation, less confusion for the public on using the documents, and development of a corporate identity.

The standard bylaws would include “model” language. This would be where all “model” bylaws adopted by Trust Council would be kept. The standard bylaws are envisioned to be attached to a new Trust Council policy, and as new models bylaws for specific issues (climate adaptation, development permit areas, shorelines, etc.) are adopted by Trust Council, the attached standard bylaws attached to Trust Council’s policy would be updated to include the new policy or regulatory language.

3. Developing Official Community Plan/Land Use Bylaw/Projects Review Strategy/Criteria

To help priorities projects Staff propose to establish, by Trust Council policy, a set of criteria to use to determine project priority. We are looking at developing definitions of Minor, Major and Extraordinary OCP/LUB projects.

Minor projects would be undertaken by the Local Planning Team as assigned by the Regional Planning Manager. These projects would likely require fewer resources and could be completed within a relatively short time frame. These could be undertaken by the local trust committee relatively quickly, subject to planner and administrative staff availability, and budget.

Major projects would be undertaken by the Regional Planning Team. These projects would require an approved budget, and therefore would require pre-planning to develop a detailed Project Charter that considers scope, resources and budget requirements. Major projects can extend over multiple years and may be for a single local trust area, or multiple local trust areas. Examples of major projects include official community plan reviews following the standardized process, or a specific regulatory or policy issues undertaken by planning staff.

Extraordinary projects would be undertaken by a consultant, and managed by an Island Planner or Regional Planning Manager. These projects would require an approved budget, and therefore would require pre-planning to develop a detailed project charter that considers scope, resources and budget requirements. Extraordinary projects can extend over multiple years and may be for a single local trust area, or multiple local trust areas. Examples of extraordinary projects include an official community plan review that requires more process or a different process to the standardized process, or projects requiring specialized services not available within the staff of the Islands Trust.

Project Management Considerations

To improve our ability to undertake and complete projects for 13 local trust areas, all of which are using shared resources, Staff has identified a need to redesign the way we assign resources to projects. The first step was to establish the Regional Planning Team and the three local planning teams. The next step is to develop the relevant policies to ensure a fair and effective process of selection and resource allocation.

To do this, Staff would like to have a discussion with Trust Council on this issue. We intend to provide a report to Trust Council in March that does the following:

1. Reviews past project work undertaken, looking at what was completed and what was not completed in the last term and this term of office.
2. Review the current top priorities of local trust committee, indicate their status, who is working on them, and percent complete.
3. Review the projects of all 13 local trust areas.

In the report, Staff would provide two or three options to address this issue. The options would indicate how the proposed approach would affect trustees and what it means for their projects.

For Trust Council in March, there are different ways to engage with Trust Council on the options, and request feedback or even suggestions on specific means to address the issue of resource allocation for local trust committee projects. Discussion at Trust Council could be any one of the following:

1. A report from Staff with a draft policy for feedback before finalizing. This approach would be staff led policy with trustee input being limited by the time available at Trust Council.
2. A report from Staff followed by a roundtable discussion, facilitated by Trust Council chair. This would allow feedback before staff develop policy. While the format allows everybody to hear each other, it is somewhat limited in that it does not lend itself to problem solving.
3. A report from staff, followed by breakout groups, each with a specific problem to solve, with a report back to the larger group on the findings. This would be a session, with time allocated for it specifically. It would allow trustees to engage with each other on the issues around resource allocation and allow them to come up with unique solutions that staff may not have considered.

Generally, to develop appropriate policy, Staff is looking for advice on:

- Criteria to use when recommending which projects should proceed
- Criteria to use when recommending extraordinary projects
- Number of projects that each local trust committee can expect to have at a time
- Process for approval of projects, and role of the local trust committees, Regional Planning Committee, Financial Planning Committee and Executive Committee.
- Consideration of development of major and extraordinary projects for the term at the beginning of the term for each LTC (as opposed to doing it annually)

Staff is looking for Executive Committee feedback and advice in respect of the above Council session.

Attached are three lists showing status of local trust committee projects, completed projects in the last two terms (since 2014) and list of projects placed on hold or cancelled in the last two terms. These documents are draft and will be finalized and presentation improved for a report to Trust Council in March.

ATTACHMENT(S):

1. Draft status of local trust committee projects as of Jan 28, 2021
2. Draft list of completed local trust committee projects since 2014
3. Draft list of local trust committee applications placed on hold or cancelled

FOLLOW-UP:

Staff will develop a report for March Trust Council on the above subjects, with complete information on projects, standardized bylaws, process and Trust council policy options, with the intent of engaging Trust Council in March. Development of actual policy would then follow based on the response from Trust Council.

Prepared By: David Marlor, Director, Local Planning Services

Reviewed By/Date: Heather Kauer, Regional Planning Manager
Stefan Cermak, Regional Planning Manager
Robert Kojima, Regional Planning Manager
Russ Hotsenpiller, Chief Administrative Officer

Attachment 1: Status of Active local trust committee Projects – as of Jan 28, 2021

| RPC or LTC | Project | % Complete | Est. Project Duration |
|------------|---|------------|-----------------------|
| BW | Advocacy for the protection and appropriate use of Crown islets | 0% | 0 years |
| BW | First Nations Relationship Building | 0% | 0 years |
| DE | Farm Plan Implementation | 60% | 7 years |
| GB | Housing Options Impacts Review Project - Phase 2 | 20% | 12 years |
| GB | Develop an Ecological Protection Zone: | 50% | 4.5 years |
| GB | Cannabis Production bylaw | 75% | 4 years |
| GB | Transportation Plan grant | 5% | ? |
| GL | Affordable Housing Strategy STVR | 80% | 2 years |
| GL | Groundwater Sustainability | 50% | 4 years |
| GL | LUB Technical Amendments | 50% | 1 year |
| GM | RAR: GM, Bowyer and Anvil | 60% | 7.5 years |
| GM | Major OCP update | 30% | 7 years |
| GM | Keats Shoreline Project (Shoreline DPA) | 50% | 4.5 years |
| HO | OCP Review | 25% | ? |
| HO | Watershed Protection and Groundwater | | |
| HO | MALA OCP / LUB Update | 0% | |
| LA | Comprehensive OCP Review | 60% | 4 years |
| LA | Freshwater sustainability | | |
| MA | LUB Bylaw Technical Amendments | 90% | 1.5 years |
| MA | Housing Policy - Tiny Homes | 50% | 3 years |
| MA | Groundwater Sustainability | 100% | 2 years |
| NP | STVR Review | 80% | 1.75 years |
| NP | Groundwater Sustainability | 50% | 4 years |
| NP | LUB Review (OCP Implementation) | 50% | 2 years |
| SA | First Nations Relationship Building | 80% | 2 years |
| SA | Groundwater Sustainability | 90% | 2 years |
| SA | National Parks Reserve Lands Rezoning | 80% | 2 years |
| SP | Groundwater Sustainability | 90% | 2 years |
| SP | STVR Review | 85% | 2 years |
| SP | RVs/Seasonal Housing | 80% | 1.5 years |
| SSI | Coastal Douglas-fir Protection | 10% | 1.5 years |
| SSI | Ganges Village Plan | 5% | 2 |
| SSI | Housing Action Program | 0% | 2 |
| SSI | Proof of Water at time of Subdivision | 20% | 1 |
| SSI | SSIWPA | | 10 years |
| TH | RAPR | 60% | 2.5 years |

Appendix 2: List of completed local trust committee projects in last two terms (since 2014).

| LTC or RPC | Term | Project | Project Duration | Notes |
|------------|---------------------------|--|---|--|
| DE | 2014-2018 | Marine Issues (Driving on the Beach) | 4 Years | 4 years from LTC asking staff to "explore" the issue to adoption of amendment bylaws |
| DE | 2011 - 2014 & 2014-2018 | Policy Review on Housing Issues | 2 years | Initiated in one term and completed in the next. |
| GB | 2014-2018 | Housing Options Review Phase 1 | 4 years | |
| GB | 2011-2014 & 2014-2018 | RAR Implementation | 3 years | This was one part of a Major OCP amendment project |
| GB | 2014 - 2018 | Rezoning new RDN parks and ITC Nature Reserves | 1.5 years | |
| GB | 2014 - 2018 | Increasing Local Food Security and Farmland Protection | 1.5 years | |
| GB | 2014 - 2018 | Implement Climate Change Policies (Bill 27) | 1.5 years | |
| GL | 2011-2014 & 2014-2018 | Contractor Yards | 2 years | |
| GL | 2011-2014 & 2014-2018 | Groundwater DPA | 1 year | |
| GL | 2014-2018 | LUB amendments | 6 months | targeted amendments |
| GL | 2014-2018 | Telecommunications Strategy | 2 years | |
| GL | 2014-2018 | Secondary Suite Review | 1.5 years | |
| GL | 2014-2018 | Affordable Housing | 1.5 years | Staff analysis referred to APC for recommendations |
| GM | 2011 - 2014 & 2014 - 2018 | Building Sustainability Guide | 2 years | Initiated in one term and completed in the next. |
| GM | 2014 - 2018; 2018 - 2022 | Keats Island Shoreline Protection - Phase 1 & 2 | All phases: 5 years; Phase 1 & 2: 3 years | The Keats Shoreline Project currently underway is Phase 2 of this project. |
| HO | 2014 - 2018 | Vacation Home Rentals Review | 2 years | |
| MA | 2014-2018 | Community Consultation on Priorities | 6 months | |
| MA | 2014-2018 | STVR Review | 1.5 years | |
| MA | 2014-2018 | Commercial Land Use Review | 3 years | |
| MA | 2014-2018 | RAR Implementation | 1.5 years | |
| NP | 2011-2014 & 2014-2018 | Waste Transfer | 4 years | |
| NP | 2014-2018 | Secondary Suite Review | 1.5 years | |
| NP | 2014-2018 | STVR Review | 2 years | |
| NP | 2018-2022 | Landowner Education | 6 months | |
| SA | 2014-2018 | Community Profile | 6 months | |
| SA | 2014-2018 | Density Transfer Review | 1 year | |
| SA | 2014-2018 | LUB Technical Review | 2 years | |
| SA | 2011-2014 & 2014-2018 | Secondary Suite Review | 1 year | |
| SA | 2018-2022 | STVR Review | 1.5 years | |
| SP | 2011-2014 & 2014-2018 | LUB Review | 3 years | |
| SP | 2014-2018 | Heritage Conservation | 1 year | |

| | | | | |
|-----|---------------------------|---------------------------------------|-----------|---|
| SP | 2014-2018 | Pedestrian and Bicycle Route Mapping | 1 year | |
| SSI | 2015-2019 | Ganges Village Planning - Harbourwalk | 3.5 years | |
| SSI | 2015-2019 | RW1-RW2 Agriculture | 3.5 years | |
| SSI | 2017-2020 | Affordable Rental Housing - Cottages | 2.5 years | |
| SSI | 2017-2019 | DAI bylaw | 2 years | was dormant for about 16 months |
| SSI | 2019-2020 | Housing Needs Report | 1 year | preliminary CRD work |
| SSI | 2012-2020 | Industrial Uses | 7.5 years | |
| TH | 2011 - 2014 & 2014 - 2018 | Shoreline Protection | 2 years | This project was educational in nature and did not result in any bylaw amendments |

Appendix 3: Local trust committee projects put on hold or cancelled since 2014.

| LTC or RPC | Term | Project | # of years staff have worked on project thus far | Notes |
|------------|---------------------------|---|--|--|
| BW | 2018 - 2022 | First Nations Relationship Building | 1 | Staff attempted to organize a boat tour of the BW islands but the LTC postponed the project until FN interest in participating was indicated |
| DE | 2014 - 2018 & 2018 - 2022 | Denman Farm Plan Implementation | All phases: 10 years; Current phase: 3 years | This is a multi-phase project that began in 2009. Phase 3 - Farm Plan Implementation, began in January, 2016 and was put on hold by the LTC in March of 2019 |
| GB | 2014-2018 | Water taxi Zoning | 0.6 years | |
| GB | 2014-2018 | Roadside Signage | | |
| GB | 2014-2018 | Housekeeping Amendments | | |
| GB | 2014-2018 | Consideration of Dog Sitting Regulations | | Project initiated in 2015. In 2016 the LTC decided not to proceed with the project any further. No amendments made. |
| GB | 2014 - 2018 | Cannabis Production | 2 years | Project initiated in 2018 put on hold to replace with a different top priority project |
| GL | 2014 - 2018 | Dock Review | 1 year | |
| LA | 2014 - 2018 | Aging at home | 2 years | Project initiated in Oct, 2015 and put on hold in July of 2017 in anticipation of Housing Needs assessment project; project was then taken off Top Priority list |
| LA | 2014 - 2018 | Shoreline Protection Project | 0.6 years | Project initiated in February, 2017 and abandoned by LTC in October, 2017 |
| SP | 2018-2022 | Building and Siting Review | 1 year | Referred to APC, APC indicated that it doesn't have capacity to review |
| SSI | 2015-2016 | Protection of First Nations Heritage Site | 1 year | Inventory referred to First Nations; SIPA advised proceed no further |
| SSI | 2016-2018 | Piers Island Bill 27 OCP Update | 2 years | bylaw rejected by ministry; never returned to address issues |
| SSI | 2019-2020 | Regulation of Cannabis Production | 1 year | replaced as a top priority |
| SSI | 2019-2019 | Strategic Priority OCP Review | .5 years | replaced as a top priority |



Regional Planning Committee Minutes of a Regular Meeting

Date: December 22, 2020
Location: Electronic Meeting

Members Present: Laura Busheikin, Chair
David Maude, Vice Chair
Kees Langereis, 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: Jeanine Dodds, Local Trustee

Staff Present: David Marlor, Director, Local Planning Services
Clare Frater, Director, Trust Areas Services
Narissa Chadwick, Island Planner
William Shulba, Senior Freshwater Specialist
Lori Foster, Executive Coordinator/Recorder

1. CALL TO ORDER

The meeting was called to order at 10:00 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 as presented.

3. TOWN HALL AND DELEGATIONS

None

4. ADOPTION OF MINUTES/COORDINATION

4.1 Minutes of Meetings

DRAFT

4.1.1 Regional Planning Committee Minutes of November 9, 2020

By general consent the Regional Planning Committee minutes of November 9, 2020, were approved as presented.

4.2 **Resolutions Without Meeting**

4.2.1 RPC RWM-2020-03

Received for information.

5. BUSINESS

5.1 **Watersheds BC Fund for Freshwater Sustainability Strategy and Implementation Projects**

Director of Local Planning Services (DLPS) Marlor and Planner Chadwick introduced the Request For Decision, indicating that the Healthy Watersheds Initiative grant opportunity provides for advancing the Freshwater Sustainability Strategy (FWSS) and Reconciliation. The Healthy Watersheds Initiative is a program created by the Province of BC intended to improve the health of watersheds, create economic and skills development opportunities, generate new learning, and strengthen relationships with First Nations and Indigenous-led organizations in ways that support reconciliation. The program is managed by the Real Estate Foundation in partnership with Watersheds BC.

In late 2020, Islands Trust Staff retained a consultant to undertake the first phase of the FWSS. The FWSS, along with a number of related “shovel ready” projects available to fund, places the Islands Trust in a position to be able to take advantage of this funding and meet the grantor deadlines and deliverable requirements.

RPC-2020-081

It was MOVED and SECONDED,
that Regional Planning Committee approve the allocation of \$90,000 of funding from Healthy Watersheds Initiative to support the development of a Freshwater Sustainability Strategy.

CARRIED

RPC-2020-082

It was MOVED and SECONDED,
that Regional Planning Committee approve the allocation of \$90,000 of funding from the Healthy Watershed Initiative to support implementation demonstration projects as identified in the December 22, 2020 Request For Decision.

CARRIED

RPC-2020-083

It was MOVED and SECONDED,

DRAFT

that Regional Planning Committee endorse the revised Freshwater Sustainability Strategy Project Charter to include Phase 2.

CARRIED

RPC-2020-084

It was MOVED and SECONDED,

that Regional Planning Committee request staff to advise the Financial Planning Committee of the budget adjustment for this project, removing the request of \$30,000 and replacing with a grant of \$180,000 from the Healthy Watershed Initiative Grant for FY2021/22 budget, pending approval of the grant.

CARRIED

5.2 Business Case for a temporary Watershed Ecosystems Technologist, university co-op student position in Summer, 2021

DLPS Marlor spoke to the business case stated that this position will allow Senior Freshwater Specialist Shulba to focus on the deliverables of the grant.

The Committee discussed the following:

- The value of co-op positions;
- Senior Freshwater Specialist Shulba will be supervising the coop student;
- The position is conditional on obtaining the Healthy Watersheds Initiative grant.

RPC-2020-085

It was MOVED and SECONDED,

that Regional Planning Committee endorse the business case for a Watershed Ecosystems Technologist co-op student position for the summer 2021 term.

CARRIED

RPC-2020-086

It was MOVED and SECONDED,

that Regional Planning Committee request staff to advise the Financial Planning Committee to adjust the budget by \$18,000 to accommodate Watershed Ecosystems Technologist co-op student position for the summer 2021 term, subject to the approval of Healthy Watershed Initiative grant funding.

CARRIED

At 10:58 a.m. Trustee Wolverton left the meeting.

6. NEW BUSINESS

None

7. NEXT MEETING

Wednesday, February 10, 2021 at 10:00 a.m.

8. ADJOURNMENT

By general consent the meeting adjourned at 11:00 a.m.

Laura Busheikin, Chair

Certified Correct:

Lori Foster, Executive Coordinator/Recorder

DRAFT



Follow Up Action Report

Regional Planning Committee

29-Jul-2020

| Activity | Responsibility | Dates | Status |
|--|-----------------------------------|---------------------|-------------|
| <p>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.</p> | David Marlor Narrissa Chadwick | Target: 29-Jul-2020 | In Progress |
| <p>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.</p> | David Marlor | Target: 09-Nov-2020 | Completed |

04-Aug-2020

| Activity | Responsibility | Dates | Status |
|---|----------------|---------------------|-----------|
| <p>1 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.</p> | David Marlor | Target: 03-Sep-2020 | Completed |
| <p>2 That the Local Planning Committee endorse the Shoreline Review and Model Bylaw Project Charter dated July 29, 2020 as amended. Staff to engage consultant.</p> | David Marlor | Target: 03-Sep-2020 | Completed |

08-Oct-2020

| Activity | Responsibility | Dates | Status |
|----------|----------------|-------|--------|
|----------|----------------|-------|--------|



Follow Up Action Report

Regional Planning Committee

08-Oct-2020

| Activity | Responsibility | Dates | Status |
|--|----------------|---------------------|-------------|
| 1 , Groundwater mapping - Southern Islands - staff be requested to prepare a report to describe the potential uses of this mapping. | William Shulba | Target: 10-Feb-2021 | In Progress |

09-Nov-2020

| Activity | Responsibility | Dates | Status |
|--|-----------------------------------|---------------------|-------------|
| 1 Director Marlor indicated that he will be providing to the Financial Planning Committee a briefing in regards to an audit of all the application processing that has occurred over the last four months and that he will provide the briefing to the Regional Planning Committee at the next scheduled meeting. | David Marlor | Target: 10-Feb-2021 | In Progress |
| 2 Staff will be consulting with Young Anderson in regards to all aspects of the model fees bylaw and policy and will bring any concerns to the Committee. | David Marlor | Target: 10-Feb-2021 | Completed |
| 3 Staff will provide a recommendation in regards to the criteria to use to identify in an application for a Temporary Use Permit would be for the standard rate or a reduced rate for residential uses that increase the availability of affordable housing or for commercial uses under X m ² that support or create employment or increase food security at the next scheduled meeting. | David Marlor Narrissa Chadwick | Target: 10-Feb-2021 | Completed |



Follow Up Action Report

Regional Planning Committee

09-Nov-2020

| Activity | Responsibility | Dates | Status |
|---|-----------------------------------|---------------------|-------------|
| 4 that Regional Planning Committee request staff to set fees at 100% of the average cost of processing an application. | David Marlor Narrissa Chadwick | Target: 10-Feb-2021 | Completed |
| 5 that Regional Planning Committee add "community benefit" to the list of purposes that the fee could be reduced for Temporary Use Permits. | David Marlor Narrissa Chadwick | Target: 10-Feb-2021 | Completed |
| 6 that Regional Planning Committee include a 20% increase in application fees for development already taken place or triggered by bylaw enforcement in the Policy and Model Fees Bylaw. | David Marlor Narrissa Chadwick | Target: 10-Feb-2021 | Completed |
| 7 Director Marlor will send the presentation (Local Planning Services Renewal) to the Committee and members will provide their comments and questions directly to Director Marlor. | David Marlor | Target: 10-Feb-2021 | Completed |
| 8 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: 10-Feb-2021 | In Progress |
| 9 that Regional Planning Committee request that Trust Council add a training session on cannabis production issues and regulation to its continuous learning program. | David Marlor Lori Foster | | In Progress |
| 10 that Regional Planning Committee remove eelgrass mapping as a project for the 2020/21 fiscal year. | David Marlor | Target: 10-Feb-2021 | Completed |



Follow Up Action Report

Regional Planning Committee

09-Nov-2020

| Activity | Responsibility | Dates | Status |
|---|----------------|---------------------|-----------|
| 11 that Regional Planning Committee request staff to remove item #3, Develop Business Cases for 2021/22 Strategic Plan Items, from the Top Priorities list. | David Marlor | Target: 10-Feb-2021 | Completed |

22-Dec-2020

| Activity | Responsibility | Dates | Status |
|--|-----------------------------|---------------------|-----------|
| 1 that Regional Planning Committee approve the allocation of \$90,000 of funding from Healthy Watersheds Initiative to support the development of a Freshwater Sustainability Strategy. | David Marlor Julia Mobbs | Target: 17-Feb-2021 | Completed |
| 2 that Regional Planning Committee approve the allocation of \$90,000 of funding from the Healthy Watershed Initiative to support implementation demonstration projects as identified in the December 22, 2020 Request For Decision. | David Marlor Julia Mobbs | Target: 17-Feb-2021 | Completed |
| 3 that Regional Planning Committee request staff to advise the Financial Planning Committee of the budget adjustment for this project, removing the request of \$30,000 and replacing with a grant of \$180,000 from the Healthy Watershed Initiative Grant for FY2021/22 budget, pending approval of the grant. | David Marlor Julia Mobbs | Target: 17-Feb-2021 | Completed |



Follow Up Action Report

Regional Planning Committee

22-Dec-2020

| Activity | Responsibility | Dates | Status |
|--|-----------------------------|---------------------|-----------|
| <p>4 that Regional Planning Committee request staff to advise the Financial Planning Committee to adjust the budget by \$18,000 to accommodate Watershed Ecosystems Technologist co-op student position for the summer 2021 term, subject to the approval of Healthy Watershed Initiative grant funding.</p> | David Marlor Julia Mobbs | Target: 17-Feb-2021 | Completed |



Islands Trust

BRIEFING

To: Regional Planning Committee **For the Meeting of:** February 10, 2021
From: David Marlor, Director, Local Planning Services **Date Prepared:** February 4, 2021
SUBJECT: Cost of Local Trust Committee Application and Referral Processing - Updated

PURPOSE:

The purpose of this briefing to provide an update to the Regional Planning Committee (FPC) on costs of processing local trust committee land use applications.

BACKGROUND:

Historical Collection of Staff Time

Prior to June 29, 2020, Local Planning Services (LPS) staff recorded their time information on a high-level basis, broken out into three broad categories for each local trust committee (LTC) and Trust Council (TC).

Staff record time under the following categories:

- Current planning
 - o LPS Planner Current Planning
- Policy planning
 - o LPS Planner Projects
 - o LPS Project (specific name)
- Local Trust Committee Administration
 - o LPS admin Staff
 - o LS Planner Administration

In addition, there is a 'General Leave' category for any time of leave; 'LPS Region Management' used exclusively by the regional planning managers for non-file specific management activities; and 'Bylaw Enforcement' used exclusively by the bylaw enforcement officers.

The collection of time at this high-level was deemed appropriate by the former Director, Administrative Services and Director, Local Planning Services given that the intent of the time collection was to assist regional planning managers in balancing workload/staff resources between local trust committees, and generally between current and policy planning. The time collection information was also used annually by finance staff to as a basis for allocation of annual financial operations by LTA in the allocated financial statements. The high-level breakdown provided by these categories was useable for this exercise.

Audited Applications – Time Collection

Local Planning Committee began work on a model fees bylaw in August 2019. An understanding of the cost of processing applications was required in order to facilitate conversation around this work. To this end, on November 1, 2019 LPS staff began tracking their time worked on select applications. This was undertaken so that over the period of time, a better understanding of actual costs for application processing could be obtained that included staff efforts.

All Applications – Time collection

As of June 29, 2020 Local Planning Services staff have been recording their time spent working on all applications as per the request of Trust Council (*Resolution TC-2020-056* above). Currently, there are 305 active applications with staff time recorded against them. Of these, 105 were opened before June 29, 2020; therefore hours recorded against these files would not reflect the actual cost of processing. Seventeen of these files were being tracked and have concluded as of October 31, 2020, and have been included in the table below. There are 74 files that were opened since June 29, 2020 that are still open and staff continue to collect time spent on these files.

Table 1 includes the hours recorded against the application and referral files that were processed since June 29, 2020, including the 17 that were audited prior to that and closed during the time:

| Table 1: Applications Time tracking by Type (June 29 to January 15, 2021) | | | |
|---|----------------------------------|----------------------------|--|
| Application (App) Type | Number of Applications completed | Total Staff hours recorded | Estimated average Staff cost to process ¹ |
| ALR ² | 2 | 37 | \$1018 |
| Building Permit ³ | 87 | 174 | \$110 |
| Crown Land Referral ⁴ | 4 | 10 | \$138 |
| Development Permit | 14 | 212 | \$833 |
| Development Variance permit ⁵ | 19 | 182 | \$525 |
| Liquor and Cannabis Referral | 0 | 0 | 0 |
| Rezoning | 3 | 179 | \$3,275 |
| Subdivision Referral | 4 | 32 | \$441 |
| Siting and Use Permit | 11 | 79 | \$396 |
| Temporary Use Permit ⁶ | 11 | 137 | \$685 |
| TOTALS | 126 | 729.5 | - |

Of the above, the same of building permits and siting and use permits is large enough to be considered representative of the average costs for processing those types of applications and referrals. The same is too small to be considered a good estimate of average and more data is required before we can begin to draw conclusions on the average costs of processing those applications. Rezoning applications in particular, due to their nature, can vary a lot.

The hours collected were during the 2020 COVID-19 pandemic and as a result less travel and travel time would likely have been experienced in processing applications. While site visits restarted in June 2020, meetings with applicants, stakeholders and the local trust committees were mostly handled through electronic means. Therefore, this should be considered when assessing the data for establishing fees post-pandemic.

Based on the information provided in Table 1, our best estimates for the average cost of processing each type of application is in Table 2.

¹ Using an average of \$55 per hour – this will vary depending on which staff are working on the file.

² ALC Act sets the fee at \$750.

³ No fee is charged – no legislation to charge fees

⁴ No fee is charged – no legislation to charge fees

⁵ Does not include statutory advertising costs

⁶ Does not include statutory advertising costs

Table 2: Estimated Average Cost to process applications by type (June 29 to October 31, 2020)

| Application (App) Type | Average Staff Cost | Other Costs | Total Average Costs | Sample Size |
|---|--------------------|----------------------|---------------------|-------------|
| ALR ⁷ | \$1018 | None | \$1018 | 2 |
| Building Permit ⁸ | \$110 | None | \$110 | 87 |
| Crown Land Referral ⁹ | \$138 | None | \$138 | 4 |
| Development Permit | \$833 | None | \$895 | 14 |
| Development Variance permit ¹⁰ | \$525 | \$100 ¹¹ | \$625 | 19 |
| Rezoning | \$3275 | \$2500 ¹² | \$5775 | 3 |
| Subdivision Referral | \$441 | None | \$441 | 4 |
| Siting and Use Permit | \$396 | None | \$396 | 11 |
| Temporary Use Permit ¹³ | \$685 | \$500 ¹⁴ | \$1185 | 11 |

The above date represents data collection over four full months (July, August September and October of 2020). The highlighted lines indicate where the data sample means that the average costs may not be representative.

Rezonings

To understand better the cost of processing rezoning applications, Staff reviewed applications received between January 1, 2015 and December 31, 2019 that were closed as of October 2020.

Between January 1, 2015 and December 31, 2019 we have received 31 rezoning application in which the local trust committees had made a decision before the date of this report (that is, decided to adopt a bylaw or deny the application). Of those for which the local trust committee adopted bylaws, the duration from application to bylaw adoption ranges from six months to just short of three years. The average duration is 20 months. Of those the local trust committees denied the application, the duration from application to decision ranges from just over two and a half months to just over one year. The average duration is five months.

Table 3: Rezoning – Processing duration where local trust committee made a decision.

Rezoning received after Jan 1, 2015 and closed before October 2020

| Decision | Shortest Duration Days (months) | Average Duration Days (months) | Longest Duration Days (months) | |
|---------------|------------------------------------|-----------------------------------|-----------------------------------|--|
| Bylaw Adopted | 182 (6) | 600 (20) | 1069 (35) | |

⁷ ALC Act sets the fee at \$750.

⁸ No fee is charged – no legislation to charge fees

⁹ No fee is charged – no legislation to charge fees

¹⁰ Does not include statutory advertising costs

¹¹ Using Canada Post at \$1 per delivery, varies on situation and location

¹² Advertising, hall rental for one community information meeting and one public hearing for an average bylaw (size of advertisement will affect cost of the advertisement)

¹³ Does not include statutory advertising costs

¹⁴ Average cost of one advertisement in the Driftwood, actual will vary by application and publication used.

| | | | | |
|--------------------|----------|---------|----------|--|
| Proceed No Further | 73 (2.5) | 158 (5) | 387 (13) | |
|--------------------|----------|---------|----------|--|

The three rezoning applications in Table 1, for which time was tracked took 473 days, 646 days and 850 days from application to adoption of the bylaws. This provides an average of 656 days to process, or 21 months. These three applications took about the average time to process in comparison to the rezoning applications reviewed in Table 3.

The hours recorded in Table 1 and 2 for staff time does not include consultant time. Consultants were brought in to assist during a staff shortage. From invoices, the consultants spent about 250 hours on each of two rezoning applications. Therefore, the actual cost of processing those applications is significantly higher than as shown in Table 2. With the consultants the average cost for these three applications raises to \$12,440.

Subdivision and Agricultural Land Reserve (ALR) Applications

The other two types of applications where the data sample is low are subdivisions and ALR applications. Subdivision applications are not closed until the Provincial Approving Officer signs off on the subdivision plan. As such, subdivision applications remain open for years.

The Agricultural land Commission sets the fee for ALR applications; this is currently set at \$750.

ATTACHMENT(S):

1. None

FOLLOW-UP:

As directed by Regional Planning Committee

Prepared By: David Marlor, Director, Local Planning Services

Reviewed By/Date:



Islands Trust

REQUEST FOR DECISION

To: Regional Planning Committee **For the Meeting of:** February 10, 2021
From: Narissa Chadwick, Island Planner **Date Prepared:** February 4, 2021
SUBJECT: Application Processing Services and Development Approval Information Policy

RECOMMENDATION:

- 1. That Regional Planning Committee endorse the Application Processing Services and Development Approval Information Policy.**
- 2. That Regional Planning Committee endorse the Model Fees Bylaw.**
- 3. That Regional Planning Committee endorse the Model Development Approval Information Bylaw.**
- 4. That Regional Planning Committee request staff to send the Application Processing Services and Development Approval Information Policy, the Model Fees Bylaw, and the Model Development Permit Information Bylaw to Trust Council for approval.**

DIRECTOR OF PLANNING COMMENTS:

The new Application Processing Services and Development Approval Information Policy combines three existing fee policies into one, and provides an updated model fee structure and model Development Approval Information Bylaw.

1 PURPOSE:

The purpose of this report is to present a new “Application Processing Services and Development Approval Information Policy” that replaces the “Application Processing Services”, “Cost Recovery Agreements” and “Extraordinary Processing Services” policies; the Model Fees Bylaw; and the Model Development Approval Information Bylaw to the Regional Planning Committee (RPC) for final endorsement before sending them to Trust Council for approval.

2 BACKGROUND:

At the February 12, 2020 meeting, the Local Planning Committee (LPC) endorsed in principle, as amended, the Model Fees Bylaw, Development Approval Information Bylaw and the Application Processing Services and Development Approval Information Policy.

There have been no major changes to the Development Approval Information Bylaw and the Application Processing Services and Development Approval Information Policy since the May 20, 2020 LPC meeting.

To determine fees reflective of actual application processing costs, a substantial review of staff time and average direct external costs was undertaken. This review included consultation with planning staff including all three regional planning managers.

At the July 27th, 2020 LPC meeting, a number of changes to the Model Fees Bylaw were requested. The LPC became the Regional Planning Committee (RPC) in September, 2020. Changes were presented and outstanding questions were addressed at the November 9th RPC meeting. Additional changes were made and the draft bylaw was referred to Young Anderson for legal review in December, 2020.

A number of changes were made following legal review. These include:

Definitions – definitions related to “Estimated Direct Costs” identify the differences between different types of applications and provide more details related to those costs.

4.1 TABLE 1 – “Minor” has been more clearly defined to refer to policy change not requiring an OCP amendment

3.1 TABLE 1 – Under “Type of Temporary Use Permit” Trustees had indicated interest in including “community benefit”. As “community benefit” is open to interpretation, staff suggest that the specific community benefits be defined or removed.

4.1 The reference to “as a result of enforcement” has been removed. .

5.1- 5.5 Changes to wording related to refunds. This approach negates the need to maintain a fee breakdown related to refunds as a part of the bylaw.

7.1 Changes to wording related to annual fee increase including a clause that each LTC will maintain a record of increases over the years. With this approach the bylaw will not need to be changed each year.

3 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: Once Trust Council has approved the policy, LTCs will be encouraged to update their fees bylaws.

FINANCIAL: Model fees reflect an interest in increases for all LTCs.

POLICY: The Application Processing Services and Development Approval Information Policy with the attached Model Development Approval Information Bylaw and Model Fees Bylaw will replace the existing Application Processing Services Policy, the Cost Recovery Agreements Policy and the Extraordinary Processing Services Policy.

IMPLEMENTATION/COMMUNICATIONS: Following Trust Council approval of the Application Processing Services and Development Approval Information Policy with the attached Model Development Approval Information Bylaw and Model Fees Bylaw, staff will draft related communications for LTCs and Planning and Administrative staff.

4 RELEVANT POLICIES:

- Application Processing Services Policy
- Cost Recovery Agreements Policy

- Extraordinary Processing Services Policy

5 ATTACHMENTS:

1. Draft Application Processing Services and Development Approval Information Policy
 2. Draft Model Fees Bylaw
 3. Draft Model Development Approval Information Bylaw
-

RESPONSE OPTIONS

Recommendation:

1. That Regional Planning Committee endorse the Application Processing Services and Development Approval Information Policy.
2. That Regional Planning Committee endorse the Model Fees Bylaw.
3. That Regional Planning Committee endorse the Model Development Approval Information Bylaw.
4. That Regional Planning Committee request staff to send the Application Processing Services and Development Approval Information Policy, the Model Fees Bylaw, and the Model Development Approval Information Bylaw to Trust Council for approval.

Alternatives:

1. That the RPC endorse only one or some, but not all, of the recommendations and provide alternative direction to staff to follow up on for the March 17, 2021 RPC meeting.
 2. That the RPC endorse none of the recommendations and provide alternative direction to staff to follow up on for the March 17, 2021 RCP meeting.
-

Prepared By: Narissa Chadwick, Island Planner

Reviewed By/Date: David Marlor, Director, Local Planning Services/Feb 4, 2021



| | |
|-------------------------|---|
| Policy: | 5.6.1 |
| Approved By: | Trust Council |
| Approval Date: | March 13, 1993 |
| Amendment Dates: | June 13, 2002; June 10, 2004; Draft-February 5, 2021 |
| Policy Holder: | Director of Local Planning Services |

APPLICATION PROCESSING SERVICES, COST RECOVERY AGREEMENTS AND EXTRAORDINARY PROCESSING SERVICES POLICY

Purpose

This policy is intended to:

- identify the services provided by Islands Trust and the different levels of costs associated with these services;
- provide direction for the preparation of Fees Bylaws and Schedules by Local Trust Committees (LTCs);
- provide the principles by which cost recovery for extraordinary services beyond the standard fee can be negotiated and agreed to by an applicant and a LTC;
- provide direction related to development approval information required to be submitted as part of the application process.

A. Definitions

1. Application Processing Services include:
 - 1.1 Bylaw Amendments to an official community plan, zoning bylaw, subdivision bylaw or other land use bylaws;
 - 1.2 Development Application Requests for:
 - 1.2.1 Development Permits,
 - 1.2.2 Development Variance Permits,
 - 1.2.3 Temporary Use Permits,
 - 1.2.4 Soil Removal and Deposit Permits,
 - 1.2.5 Heritage Alteration Permits,
 - 1.2.6 Board of Variance orders,
 - 1.2.7 Liquor Licensing Permits,
 - 1.2.8 Cannabis Licensing Permits,
 - 1.2.9 Siting & Use Permits,
 - 1.2.10 Land Use Contracts;

- 1.3 Agency Referral Responses and Comments on applications referred from other agencies.
2. Service Levels include:
 - 2.1 Information Service which involves providing an information to applicants and the general public at no cost, as a public service, and funded by property taxation revenues.
 - 2.2 Standard Processing Service which involves providing a specific service to applicants as a direct response to an application, whether directly to the Islands Trust or through a referral from another agency, and primarily funded by established fees paid by an applicant.
 - 2.3 Extraordinary Processing Service is a service provided to the applicant that is beyond the standard processing service, with funding provided by the applicant as a deposit with the application fee or through a cost recovery agreement.
3. Costs:
 - 3.1 General Service Costs include staff time needed to process the application.
 - 3.2 Estimated Direct Costs include advertisements, delivery of notices, hall rentals, minute taking at public hearings and community information meetings, and staff travel to attend public hearings and community information meetings.
 - 3.3 Extraordinary Processing Costs include costs beyond the standard processing service such as additional community information meetings, review of technical reports provided by specialists hired by the applicant, and specific legal services such as the preparation and registration of legal documents and the acquisition of legal advice.

B. Policy

1. Standard Application Processing Services

Applicants are responsible for paying different rates based on the level of service. The details involved in each level of a standard application processing service are identified below.

1.1 Information Service – No Fee Required

Information services are considered a public service and include:

- 1.1.1 ***providing information*** on application process requirements including a meeting with staff;
- 1.1.2 ***providing assistance*** to complete an application;
- 1.1.3 ***determination*** of applicable fees;
- 1.1.4 ***identification*** of easily identifiable issues to be addressed.

1.2 Initial Application – Application Fee Required

For rezoning applications, temporary use permit applications, development variance, development permit, liquor and cannabis retail license application, and strata conversion applications, the application fee covers the following services:

- 1.2.1 comprehensive staff assessment;
- 1.2.2 staff reports;
- 1.2.3 discussion between planners and applicant throughout process.

1.3 Processing Service – Application Fee Required

Listed below are specific processing services that will be provided to an applicant who has paid an application fee:

- 1.3.1 comprehensive staff assessment including site visit where required;
- 1.3.2 discussion between planners and applicant throughout process;
- 1.3.3 staff referral to other agencies, advisory planning commissions, and analysis of their comments;
- 1.3.4 bylaw or resolution drafting, including review for compatibility with Trust Object and policies and the relevant Official Community Plan;
- 1.3.5 staff report with recommendation for local trust committee (LTC) approval consideration;
- 1.3.6 processing bylaws through Executive Committee for approval consideration, if necessary;
- 1.3.7 forwarding to Minister of Municipal Affairs and Housing for approval consideration, if necessary;
- 1.3.8 adoption of all bylaws or issuing of permits as required.

1.4 Public Hearing – Application Fee Required

Services related to Public Hearing that will be provided to an applicant who has paid an application fee include:

- 1.4.1 conducting one public hearing with staff present (includes staff time, staff travel costs and estimated direct costs such as meeting place rental, newspaper notice of public hearing, minute taker fee, and delivery of notices when needed).

1.5 Community Information Meeting – Application Fee Required

Services related to Community Information Meeting that will be provided to an applicant who has paid an application fee include:

- 1.5.1 conducting one community information meeting with staff present (includes staff time, staff travel costs, and estimated direct costs such as meeting place rental and delivery of notices when needed).

2. Extraordinary Processing Services

Extraordinary Processing Services are services provided to the applicant that are beyond the standard processing services identified in 1.1- 1.5. Applicants are responsible for paying fees for extraordinary processing services.

2.1 Role of LTC in Determining Necessity for Extraordinary Services

- 2.1.1 Local trust committees (LTCs) can determine the necessary requirements for processing applications. These requirements may necessitate extraordinary processing services, where the actual or estimated processing service level costs are in excess of the costs of a standard application fee for a similar process because:
 - 2.1.1.1 of additional requirements such as additional public consultation, complex covenant requirements or extensive staff time; or,
 - 2.1.1.2 the processing requirements include services obtained from professions outside the Islands Trust such as special technical assistance and/or specific legal services; or,
 - 2.1.1.3 the processing requirements include First Nations site visit(s).
- 2.1.2 The Regional Planning Manager is responsible for assisting LTCs in identifying and costing extraordinary processing service requirements and advising the LTCs of the options available to handle these requirements.
- 2.1.3 The Regional Planning Manager is responsible for ensuring that complex service requirements include terms of reference which outline detailed criteria and parameters for the extraordinary services that are required.

2.2 Provision of Extraordinary Processing Services

- 2.2.1 Extraordinary processing services can be provided:
 - 2.2.1.1 directly by the applicant at additional cost provided to the Islands Trust above the applicable standard fee; or,
 - 2.2.1.2 by Islands Trust via a cost recovery agreement, with costs to be paid by the applicant, in addition to the applicable standard fee.

- 2.2.2 With respect to both options noted above, a resolution of the LTC following the recommendation of the Regional Planning Manager is required to proceed.
- 2.3.3 When extraordinary processing service requirements have been identified, the applicant should be advised by staff that the application cannot be processed until additional funds are provided by the applicant or a cost recovery agreement with the Islands Trust is signed and a security deposit has been received.

3. Extraordinary Services Cost Recovery Agreements

3.1 Extraordinary Services Cost Recovery – Principles

- 3.1.1 Cost Recovery Agreements are voluntary on the part of the applicant.
- 3.1.2 Cost Recovery Agreements reflect a service level which includes the extraordinary services needed to undertake the approval process for a complex application.
- 3.1.3 Cost Recovery Agreements will endeavour to recover all costs of processing that exceed the standard costs of processing services.
- 3.1.4 The existence of a Cost Recovery Agreement will not fetter a LTC's discretion with respect to an application before the committee.
- 3.1.5 Authority for negotiating Cost Recovery Agreements is provided within the respective LTC Fees Bylaws.
- 3.1.6 Cost Recovery Agreements will proceed only by resolution of the LTC after consultation with the Regional Planning Manager, except in situations where an applicant is seeking to discuss an issue directly with Islands Trust legal advisors, in which case the Director of Local Planning Services may approve the Cost Recovery Agreement.
- 3.1.7 The Cost Recovery Agreement letter will be submitted, together with the recommendation of the Regional Planning Manager and the LTC resolution, for approval by the Director of Local Planning Services (or designate) prior to final agreement with the applicant.

3.2 Services Requiring Extraordinary Services Cost Recovery Agreement

The services identified below are considered to be beyond the scope of standard processing services. These services require payment, in addition to standard application fees established in the Fees Bylaw, of additional fees based on a cost recovery agreement between the Islands Trust and an applicant:

- 3.2.1 Staff time required for covenant development;

- 3.2.2 Staff time to attend more public consultation meetings than that already covered by the standard application fee, including community information meetings, advisory planning commission meetings and public hearings;
- 3.2.3 Technical assessments or studies as required by the local trust committee;
- 3.2.4 Retaining special technical assistance required by the local trust committee;
- 3.2.5 Additional legal counsel services required for the application not covered under the estimated direct costs of the Fees Bylaw;
- 3.2.6 Process agreement negotiation;
- 3.2.7 First Nations site visits;
- 3.2.8 Other resources and/or services required by the local trust committee to process the application not covered by the Fees Bylaw.

4. Funding Basis and Fee Adjustments

- 4.1 Application processing services are funded primarily through fees, as per a LTC's Fees Bylaw. Local trust committees should adopt a Fees Bylaw consistent with the model Fees Bylaw in Attachment 1.
- 4.2 Standard fees in Fees Bylaws are to be based on average processing costs, as per Section 462 of the *Local Government Act*, Section 41 of the *Liquor Control and Licensing Act*, and Section 35 of the *Cannabis Control and Licensing Act*. Standard fees are calculated as the product of staff labour costs multiplied by processing time (including Planner and administrative support). Standard application fees include estimated direct costs.
- 4.3 A local trust committee may enact variances of up to 20% to Trust Council's Model Fees Bylaw Schedule when adopting a LTC Fees Bylaw. The following criteria must be considered when evaluating a fee variance:
 - 4.3.1 the level of community/environmental benefit offered by the type of application;
 - 4.3.2 variances in direct costs (e.g. hall rental); and,
 - 4.3.3 an amendment to an approved application occurring within 6 months of the approval date.
- 4.4 Variance to a Fees Bylaw must be adopted by bylaw amendment. All LTC Fees Bylaws and Fees Bylaw amendments must be approved by the Executive Committee before adoption by a LTC.

5. Application Fee Sponsorship

- 5.1 If eligible, as identified in Islands Trust Policy 4.1.13 Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications, the applicant may apply to the Trust Council Executive Committee for development application fee sponsorship. This opportunity exists for:
 - 5.1.1 non-profit organizations;
 - 5.1.2 organizations seeking to establish, expand or modify a facility for the benefit of the community at large and consistent with the goals of the Official Community Plan (OCP);
 - 5.1.3 an established or establishing institution supported by taxpayers that is seeking to establish, expand or modify a community facility;
 - 5.1.4 an applicant seeking to implement specific objectives of an OCP with broad community benefits.

6. Development Approval Information

- 6.1 The Development Approval Information (DAI) Bylaw provides a mechanism to ensure that the LTC receives appropriate reports and documentation (such as reports from engineers, biologists, hydrogeologists, and geotechnical specialists) from applicants to support rezoning, temporary use permit, and development permit applications.
- 6.2 DAI bylaws reduce operational costs by ensuring that applications are complete and the information provided is appropriate.
- 6.3 LTCs should adopt a development approval information bylaw consistent with the Model Development Approval Information Bylaw in Attachment 2.

C. Legislated References

Local Government Act, S.462

Local Government Act, S.486

Liquor Control and Licensing Act, S.41

Cannabis Control and Licensing Act, S.35

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

1. Model Fees Bylaw
2. Model Development Approval Information Bylaw

[INSERT LTC NAME] LOCAL TRUST COMMITTEE

BYLAW NO. [XX]

A bylaw to prescribe fees for amending bylaws, issuing permits, examining applications for subdivision, and examining other referrals and applications

WHEREAS Section 462 of the *Local Government Act* provides that a local government may, by bylaw, impose fees related to applications and inspections; and Section 41 of the *Liquor Control and Licensing Act* and Section 35 of the *Cannabis Control and Licensing Act* provides that a local government may, by bylaw, impose fees on an applicant for a license under that Act;

NOW THEREFORE the **[Insert LTC Name]** Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the **[Insert LTC Name]** Local Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

1. Citation

1.1 This bylaw may be cited as the "**[Insert LTC Name]** Local Trust Committee Fees Bylaw, No. **[XX]**".

2. Interpretation

2.1 In this bylaw:

"Applicant" means:

- 2.1.1 the person authorized under the _____ Island Local Trust Committee Procedures Bylaw No. _____ to make an application in respect of a bylaw or permit under the *Islands Trust Act* or Part 14 or Part 15 of the *Local Government Act*;
- 2.1.2 an applicant for a license under the *Liquor Control and Licensing Act* in respect of which the Local Trust Committee is requested or required to provide comments or recommendations;
- 2.1.3 an applicant for a license under the *Cannabis Control and Licensing Act* in respect of which the Local Trust Committee is requested or required to provide comments or recommendations;
- 2.1.3 an applicant for subdivision review under the *Land Title Act* or the *Strata Property Act*;
- 2.1.4 an applicant for the conversion of a previously occupied building to strata lots under the *Strata Property Act*;
- 2.1.5 an applicant for a soil deposit permit or soil removal permit issued pursuant to a bylaw enacted under Part 14 of the *Local Government Act*; or
- 2.1.6 an applicant to a board of variance established under Part 14 of the *Local Government Act*.

"Application Processing Fee" means the total amount payable to the Islands Trust in respect of any application under this bylaw.

“General Service Cost” means the average cost of staff time for processing, inspection, advertising and administration of an application.

“Estimated Direct Costs” for bylaw amendments listed in Table 1 means the Islands Trust’s estimate of its actual average cost of disbursements associated with the processing of an application, including newspaper advertising for one community meeting, notifications, postal and delivery costs of statutory notifications for one public hearing, rental of premises for one community meeting meetings and/or one public hearings, contract minute-taker costs recording or preparation of minutes of one community meetings and/or one public hearings and staff travel expenses for one site visit, one community meeting and one public hearing.

“Estimated Direct Costs” for temporary use permits listed in Table 2 means the Islands Trust’s estimate of its actual average cost of disbursements associated with the processing of an application, including one newspaper advertisement, notifications, postal and delivery costs of statutory notifications for one community meeting, rental of premises for one community meeting meetings, contract minute-taker costs recording or preparation of minutes of one community meetings, and staff travel expenses for one site visit, one community meeting.

“Islands Trust” means the Director of Local Planning Services or their authorized representative.

3. Application Fees

- 3.1 Prior to the processing of an application listed in Column 1 of Table 1, Table 2, Table 3 or Table 4, the applicant must deliver to the Islands Trust the corresponding application processing fee in the amount shown in Column 2. The application fee includes general service costs and estimated direct costs.

TABLE 1 – Bylaw Amendments (OCP and Zoning Bylaw)

| Column 1: Type of Application | Column 2 |
|---|-----------------|
| 1. Major (e.g. change to density or land use designation) | \$7,800 |
| 2. Minor (e.g. policy change without changing density or land use designation not requiring an OCP amendment) | \$4,600 |

TABLE 2 – Permits

| Column 1: Development Permit in Respect of | Column 2 |
|---|-----------------|
| 1. Protection of Natural Environment, Ecosystems and Biological Diversity | \$1,000 |
| 2. Protection of Development from Hazardous Conditions | \$1,000 |
| 3. Protection of Farming | \$1,000 |
| 4. Objectives for Form and Character | \$1,700 |

| | |
|---|---------|
| 5. Objectives to Promote Energy Conservation | \$1,000 |
| 6. Objectives to Promote Water Conservation | \$1,000 |
| 7. Objectives to Promote the Reduction of Greenhouse Gas Emissions | \$1,000 |
| 8. Development Permit Amendment | \$1,000 |
| | |
| Type of Development Variance Permit | |
| 9. Development variance permit (commercial, industrial or institutional development) | \$1900 |
| 10. Development variance permit (residential development) | \$1900 |
| | |
| Type of Temporary Use Permits | |
| 11. Temporary Use Permit (residential/commercial/industrial) | \$2150 |
| Temporary Use Permit for residential uses that increase the availability of affordable housing, for commercial uses under Xm2 that support or create employment or increase food security .(additional benefits to be identified by the RPC or included in definition of community benefit) | \$1000 |
| Temporary use permit renewal | \$1150 |
| | |
| Other Permits | |
| 12. Siting and Use Permit | \$1,250 |
| 13. Heritage Alteration Permit | \$1,700 |
| | |
| Combination Applications | |
| 14. Development Permit in respect of a protection areas or water and energy conservation in combination with a companion application for a Development Variance Permit | \$2,500 |
| 15. Development Permit in respect of form and character in combination with a companion application for a Development Variance Permit | \$3,000 |

| TABLE 3 – Subdivision Referrals | |
|--|-----------------|
| Column 1 | Column 2 |
| 1. Application for Subdivision Review – base fee | \$1,000 |
| 2. Application for Subdivision Review – parcel line adjustments only, creating no additional parcels | \$500 |

TABLE 4 – Other Applications

| Column 1: Type of Application | Column 2 |
|---|-----------------|
| 1. Board of Variance | \$2,200 |
| 2. Land Use Contract amendment | \$2,000 |
| 3. Liquor & Cannabis Regulation Branch – Retail License Application and Process | \$1,500 |
| 4. Liquor & Cannabis Regulation Branch – Temporary License Change | \$500 |
| 5. Strata Conversions | \$1,500 |

4. Fee for After-the-Fact Application

- 4.1 An application for a permit or bylaw amendment to authorize work or an activity already undertaken or in operation as of the date the application is made will be subject to a 20% surcharge.

5. Collection and Refund of Application Processing Fee Amounts

- 5.1 The total application processing fee must be received before the processing of the application can begin.
- 5.2 An applicant may withdraw their application at any time through written notice to the Planning Assistant and/or the Planner responsible for processing the application.
- 5.3 If an applicant withdraws an application before staff undertakes any planning work on the application, the Islands Trust must refund to the applicant the Application Fee, less: (a) \$100 in the case of any application for a bylaw amendment under Table 1 of this bylaw, or (b) \$50 in the case of any other application.
- 5.4 For an application in Table 1, or a Temporary Use Permit in Table 2, the applicant will be eligible for: 75% refund if the application is withdrawn once the file has been designated to the planner; 50% refund if the first staff report has been submitted to the LTC; 25% refund once public notice of a public hearing or permit has been sent out. No refund will be provided after a Public Hearing or after consideration of the Permit by the local trust committee. i.
- 5.5 For applications in Table 2 (except for Temporary use Permit applications), Table 3 and Table 4 the applicant will be eligible for: 75% refund if the application is withdrawn once the file has been designated to the planner; No refund will be provided if the first staff report has been submitted to the LTC.

6. Extraordinary Service Costs (ESC)

- 6.1 Extraordinary Services Costs will be paid:

- 6.1.1 By the applicant as an amount paid to the Islands Trust in addition to the application processing fee; or
 - 6.1.2 By the applicant through a cost recovery agreement entered into with the Islands Trust, in addition to the application processing fee.
- 6.2 Where legal work is required for the preparation of covenants, registration of covenant at Land Title Offices, registration of notice of a permit or housing agreement at the Land Title Office or for other purposes related to the application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
 - 6.3 Where site visits involving First Nations are required for the processing of an application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
 - 6.4 Where there may be need for additional community information meeting or public hearing not covered by the application processing fee, staff will provide an estimate of costs. The Applicant will pay a deposit of 150% of this estimate
 - 6.5 Where other additional costs beyond the general service costs and estimated direct costs not specified above that are required for processing of an application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
 - 6.6 If the amount paid by the Islands Trust in respect of Extraordinary Service Costs is less than the deposit provided to the Islands Trust, the Islands Trust shall provide the Applicant with the amount and the application shall pay the amount upon receipt. The local trust committee may withhold the consideration of issuance of any permit or hold the consideration of adoption of any bylaw in abeyance until the amount has been paid.
 - 6.7 The Islands Trust must refund the unused portion of any Extraordinary Service Costs deposit to the applicant if it is unused for any reason.

7. Annual Fee Increases

- 7.1 Application fees will increase according to the annual CCPI increase on April 1st of each year following the date of adoption of the bylaw.
- 7.2 The (Insert LTC Name) will maintain a record of annual CCPI increases and make that record available for public inspection.

8. Application Fee Sponsorship

- 8.1 Pursuant to Islands Trust Policy 4.1 xii, an applicant may apply to the Executive Committee of the Islands Trust for development application fee sponsorship.

9. Severability

- 9.1 In the event a portion of this bylaw is set aside by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the bylaw remains in force and in effect.

10. Repeal

- 10.1 “[Insert LTC Name] Local Trust Committee Fees Bylaw No. [XX]” is repealed upon adoption of this bylaw.

10.2 Any application for which a fee has been fully paid at the time this bylaw comes into force shall be processed to completion in accordance with the fee provisions of the repealed bylaw.

READ A SECOND TIME this st day of , 20

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST

ADOPTED this _____ th day of _____, 20____

Chair

Deputy Secretary

ATTACHMENTS

- ## 1. Appendix 1: Refund Schedule

Model Development Approval Information Bylaw

ISLANDS TRUST COUNCIL

BYLAW NO. _____

A Bylaw to Establish Procedures and Policies for Requiring Development Approval Information for the
_____ Island Local Trust Area

WHEREAS the _____ Island Local Trust Committee, pursuant to ss. 484 and 485 of the *Local Government Act*, has specified in an official community plan areas and circumstances for which development approval information may be required;

NOW THEREFORE the Islands Trust Council, pursuant to sections 486 of the *Local Government Act* and s. 29(3.1) of the *Islands Trust Act*, enacts as follows:

PART 1 TITLE

1. This bylaw may be cited for all purposes as " _____ Island Local Trust Committee Development Approval Information Bylaw No. _____, 20 ____".

PART 2 PURPOSE

2. The purpose of this bylaw is to allow the Local Trust Committee to obtain information on the anticipated impact of proposed activities or development on the community.

PART 3 DEFINITIONS

3. In this Bylaw, the following definitions shall apply:

"Agriculture Impact Assessment" means an assessment and identification of potential impacts on agricultural activities or water supplies on adjacent land that is zoned for agriculture or located within the Agricultural Land Reserve (ALR), and includes a summary of the methodology used to assess pre-development conditions, potential post-development impacts as well as recommended mitigation measures.

"Business Day" means a day that is not Saturday or Sunday or a public holiday in the province of British Columbia.

"Conservation Assessment" means an evaluation to identify environmentally valuable features on or near the proposed development based on current best practices, such as, but not limited to, the "Resources Information Standards Committee Standards for Describing Terrestrial Ecosystems in the Field" and "Best Management Practices for Raptor Conservation during Urban and Rural Land Development in British Columbia."

“Development Application” means an application for:

- (a) an amendment to a zoning bylaw;
- (b) a development permit; or
- (c) a temporary use permit,

“DAI Report” means a report that contains the information and assessments required for a decision on the approval of a *Development Application*.

“Impact Mitigation Measures” means recommended measures to limit, mitigate and manage the impacts of the proposed development on terrestrial, aquatic, and marine habitats, as well as geomorphic, hydrological and coastal processes, and includes a description of mitigation measures and their anticipated effectiveness in maintaining the health, form and function of environmentally valuable features.

“Lighting Assessment” means an assessment and identification of lighting impacts due to spillage and includes a summary of the methodology for assessing pre-development light levels and for estimating post-development light impacts and recommended mitigation measures.

“Monitoring Requirements” means any recommended *monitoring requirements*, identifying actions that will be taken to ensure all proposed activities are completed as described, including a monitoring schedule and process for resolving any non-compliance.

“Noise Assessment” means an assessment and identification of noise generated by the proposed development, and includes a summary of the methodology used to measure predevelopment noise levels and to estimate post-development noise levels impacts and recommended mitigation measures.

“Preliminary Water Supply Study” means a preliminary water supply study prepared by a professional (civil) engineer to assess whether sufficient groundwater supply is available to support all water demand types for the proposed development in accordance with the requirements of the regional health authority. Where the total water demand for a proposed development exceeds groundwater supply, as set out in the provincial *Design Guidelines for Rural Residential Community Water Systems*, the preliminary water supply study shall:

- (d) identify all proposed water sources;
- (e) identify how each type of water demand will be serviced;
- (f) estimate the total number of occupants the available water sources will support based on the sustainable yield of any on-site wells and use of supplementary water sources (e.g., greywater, rainwater); and
- (g) estimate how many dwelling units the proposed water supply system would service based on occupancy rates consistent with regional health authority rates.

“Professionally certified” means a professional certification by a Qualified Environmental Professional that they are qualified to carry out the assessment and that appropriate assessment methods have been followed in the preparation of a professional opinion in an evaluation and impact assessment report.

“Restoration Assessment” means an assessment with recommended actions to restore or enhance ecosystem functions or habitat that have been degraded prior to or as a result of development or that would be impacted by the proposed development.

“Site Background Analysis” means a *site background analysis* that is based on applicable databases such as, but not limited to, the Species and Ecosystems Explorer Tool and the Sensitive Ecosystem Inventory from the Ministry of Environment, and the Wildlife Tree Stewardship Atlas from the Community Mapping Network, and includes a description of the context of the site, including the use of adjacent lands and proximity to protected areas and a check for water licenses, and the results from a site assessment for observed species and ecosystems at risk, and a site assessment for the presence of raptor and heron nests and the presence of fish-bearing watercourses.

“Site Impact Assessment” means an assessment of the nature and extent of the impact of the existing or proposed development, in particular, anticipated impacts on identified site conditions, including but not limited to:

- marine
- aquatic habitat;
- terrestrial habitat;
- site hydrology;
- marine sediment transport;
- aquatic sediment transport; and,
- public access to and along the foreshore, and includes impacts stemming from the construction phase, the intended long-term use of the site, and any cumulative impacts of development in the area, and the identification of potential impacts on adjacent sites and proximate sensitive areas.

“Site Inventory” means a *site inventory* providing information on the following:

- existing plant communities;
- marine habitats;
- aquatic habitats;
- terrestrial habitat;
- current on-site and adjacent land uses;
- slope stability;
- erosional processes;
- hydrology;
- topography;
- aquatic sediment transport
- and marine sediment transport.

The *site inventory* may require the involvement of several suitably qualified professionals.

“Site Plan” means *site plan* prepared and signed by a BC land surveyor or other professional as approved by the officer, at an appropriate scale, delineating the proposed development and associated features, including:

- topographic features showing natural slope contours at appropriate contour intervals;
- significant natural features;

- the development permit area boundary;
- current and proposed buildings, structures, signage, and all supporting infrastructure;
- roads, driveways, vehicular and bicycle parking areas, and loading areas; -
- proposed site grading and post development contours.

“Vegetation Assessment” means an assessment and identification of vegetative screening for adjoining lands, including agricultural land, parking lots, loading docks and service infrastructure; potential impacts to viewsheds of neighbouring properties, harbours and/or uplands, and includes a summary of the methodology used to assess pre-development conditions and for identifying post-development impacts and recommended mitigation measures.

“Watercourse Assessment” means an identification and assessment of any proposed changes to existing natural and human made watercourses, as well as potential drainage hazards to the surface and groundwater that may affect the subject site and neighbouring properties, and includes a summary of the methodology and the level of field work, statements demonstrating that pre and post development flows remain constant, inclusion of any off-site drainage hazards mitigation, and identification of maintenance requirements.

PART 4 APPLICATION

4. This Bylaw applies to all *Development Applications*, subject to the exceptions listed in this Bylaw.
5. Any application for an activity or development that is a reviewable project under the *Environmental Assessment Act* is exempted from this Bylaw.

PART 5 PROCEDURE

6. An official assigned from time to time to provide planning services to the _____ Island Local Trust Committee is the official for the purposes of this bylaw.
7. Where a *DAI Report* is required, the information for the *DAI Report* shall be provided to the official by the applicant and at the applicant’s cost.
8. The applicant shall provide the *DAI Report* to the official in the format specified by the official. The official may determine that all or part of the *DAI Report* shall be provided in digital form.
9. The official may, on a case-by-case basis and at their sole discretion, amend, alter or delete specific requirements for a particular *DAI Report*. Any amendments to the requirements for a particular *DAI Report* must be communicated by the official to the applicant in writing.
10. Within 30 *Business Days* of receipt of a complete application, the official shall determine to what extent development approval information will be required in accordance with this bylaw and shall communicate the requirement to the applicant in writing.

11. An applicant may only request that the Local Trust Committee reconsider a decision of an official under this bylaw within 30 *Business Days* of the date on which the official's decision is communicated to the applicant.
12. A request for reconsideration must be delivered in writing to the Legislative Clerk and must set out the grounds on which the applicant requests a reconsideration of a decision and what, if any, requirement the applicant considers the Local Trust Committee ought to substitute.
13. The Legislative Clerk must place the request for reconsideration on the agenda of the next meeting of the Local Trust Committee following the date on which the request for reconsideration was delivered, provided the request is received at least 10 *Business Days* prior to that meeting.
14. The Legislative Clerk must reasonably notify the applicant and any other person who the Legislative Clerk reasonably considers may be affected by the reconsideration, of the date of the meeting at which the reconsideration will occur.
15. At the meeting, the Local Trust Committee may either confirm the requirement or decision of the official or substitute its own requirement or decision.

PART 6 DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

16. For *Development Applications* that require implementation of a water supply system, the official may require a *Preliminary Water Supply Study*.
17. For *Development Applications* in respect of **Development Permit Area ___ – _____**, as designated in the Official Community Plan and in accordance with sections 488 of the Local Government Act, the *DAI Report* shall contain the following information:
 - a. Description of the proposed development including illustrations drawn to appropriate scale that show building siting, massing, scale and modulation
 - b. *Site Plan*
 - c.
18. For *Development Applications* in respect of **Development Permit Area ___ – Riparian Areas**, as designated in the Official Community Plan and in accordance with section 488 (1)(a) of the *Local Government Act* for protection of the natural environment, the *DAI Report* shall contain the following information:
 - a. Description of the proposed development detailing construction methodology, cut and fill, blasting, road driveway construction, vegetation clearing, alteration to hydrological systems, alterations affecting the watercourse, sewage disposal system installation, landscaping, or other land alteration during or after the development phase, as well as identification of alternative development option;
 - b. *Site Plan* that contains the following additional information:
 - the development area boundary;
 - the locations of the top of bank and high water marks;
 - Streamside Protection and Enhancement Areas (SPEA) widths;

- Site profiles and cross sections demonstrating terrain conditions prior to disturbance and intended conditions post development shall be included.
- c. *Site Inventory* that includes additional information about the biological function of the riparian zone, including species of fish that frequent the waterbody, stream magnitude and values of connected downstream habitat;
- d. For any impacted streams, as defined under the *Riparian Areas Protection Regulation*, an assessment of the nature and extent of the impact of the proposed development that includes the following information: the results of a riparian assessment using a detailed or simple assessment as indicated in *the Riparian Areas Protection Regulation*, and establishing the SPEA width for the subject parcel as well as a description of all measures that will be taken to maintain and protect the SPEA from development, including, where appropriate, assessment (ii) and treatment of danger trees, windthrow, slope stability, tree protection during construction, encroachment, sediment and erosion control, as well as appropriate stormwater management techniques as a development-related measure.
- e. *Monitoring Requirements* that contain the following additional information: actions to ensure that all SPEA protective measures are implemented appropriately;
 - A monitoring schedule to ensure compliance can be assessed and to allow for modifications to occur, as appropriate, to ensure adequate protection of the SPEA; and,
 - A process for resolving any non-compliance.
- f. *Restoration Assessment*;
- g. For any impacted streams, as defined under the *Riparian Areas Protection Regulations professionally certified* opinion that, if the development is implemented as proposed: there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area; or, the measures identified in the *DAI Report* are adequate to protect fish life processes in the affected area from the development.

If the streamside protection and enhancement areas identified in the *DAI Report* are protected from the development and the measures identified in the report as necessary to protect the integrity of those areas from the effects of the development are implemented by the developer, there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area.

19. Where a particular type of information is required for a *DAI Report*, as identified in sections 16 through 18 of this Bylaw, that information must be prepared by a consulting professional with qualifications listed in the table below, or as otherwise approved in writing by the official.

| TYPE OF INFORMATION | CONSULTING PROFESSIONAL |
|---------------------------|--|
| Agriculture | - Agrologist (Registered with BC Institute of Agrologists) |
| Anthropological Study | - Post-graduate degree in anthropology |
| Archaeological Assessment | - Registered Professional Consulting Archaeologist (BC Association of Professional Archaeologists) |

| | |
|---------------------------------------|--|
| <i>Conservation Assessment</i> | - Registered Professional Biologist (College of Applied Biology) |
| <i>Environmental Assessment</i> | - Registered Professional Biologist (College of Applied Biology) |
| <i>Geological Hazard</i> | - Geotechnical Engineer (Registered with Engineers and Geoscientists BC) - Professional Geoscientist (Registered with Engineers and Geoscientists BC) |
| <i>Groundwater Assessment</i> | - Geotechnical Engineer (Registered with Engineers and Geoscientists BC) - Professional Geoscientist (Registered with Engineers and Geoscientists BC) - Registered Well pump installer (B.C. Registry of Well Pump Installers) - Registered Well Installer (B.C. Registry of Well Installers) |
| <i>Heritage Assessment</i> | - Registered Planning Professional (Planning Institute of BC) - Registered Architect or Architectural Technician (Architectural Institute of BC) - Full Member BC Association of Heritage Professionals |
| <i>Landscape Plan</i> | - Registered Landscape Architect (BC Society of Landscape Architects) |
| <i>Land Use</i> | - Register Professional Planner (Planning Institute of BC) |
| <i>Legal Survey</i> | - Land Surveyor (Registered with the Association of British Columbia Land Surveyors) |
| <i>Raptor Nest</i> | - Registered Professional Biologist (College of Applied Biology) |
| <i>Riparian Areas</i> | - Qualified Environmental Professional (Biologist, Agrologist, Forester, Geoscientist, Engineer, or Technologist registered with an appropriate BC professional association) |
| <i>Sensitive Ecosystem</i> | - Registered Professional Biologist (College of Applied Biology) |
| <i>Sewage disposal system Systems</i> | - Professional Civil Engineer (Registered with Engineers and Geoscientists BC) |
| <i>Shoreline and Marine</i> | - Geotechnical/hydrological and marine considerations; - Geotechnical Engineer (Registered with Engineers and Geoscientists BC) - Professional Geoscientist (Registered with Engineers and Geoscientists BC) - Biological/environmental considerations: |

| | |
|---------------------------------|--|
| | <ul style="list-style-type: none"> - Registered Professional Biologist (College of Applied Biology) |
| Shoreline Stabilization | <ul style="list-style-type: none"> - Geotechnical Engineer (Registered with Engineers and Geoscientists BC) |
| <i>Site Background Analysis</i> | <ul style="list-style-type: none"> - Registered Professional Biologist (College of Applied Biology) |
| <i>Site Plan</i> | <ul style="list-style-type: none"> - Land Surveyor (Registered with the Association of British Columbia Land Surveyors) - Professional Civil Engineer (Registered with Engineers and Geoscientists BC) - Registered Architect or Architectural Technician (Architectural Institute of BC) |
| Spill Containment | <ul style="list-style-type: none"> - Professional Civil Engineer (Registered with Engineers and Geoscientists BC) |

| | |
|-------------------------------------|---|
| Stormwater Drainage | <ul style="list-style-type: none"> - Professional Civil Engineer (Registered with Engineers and Geoscientists BC) |
| Traffic Impact Assessment | <ul style="list-style-type: none"> - Professional Civil Engineer (Registered with Engineers and Geoscientists BC) - Transportation Planner (Post-graduate degree in urban planning or a related discipline) |
| Tree & Native Vegetation Protection | <ul style="list-style-type: none"> - Registered Professional Biologist (College of Applied Biology) - Registered Professional Forester (Association of BC Forest Professionals) |

20. If the official is not satisfied that the impact information provided by the applicant is sufficient to comply with the requirements of this Bylaw, either in scope, level of detail, accuracy or in any other respect, or does not address any particular information requirements that are identified in or arise from any applicable guidelines in the Official Community Plan, the official may require the applicant to provide, at the applicant's expense, further information reasonably required to comply with the bylaw.

PART 7 TERMS OF REFERENCE

21. For a *Development Application* involving amendments to a bylaw of the _____ Island Local Trust Committee enacted under s.479 of the *Local Government Act*, or a temporary use permit, the official may require an applicant to provide Terms of Reference for the preparation of the *DAI Report*.
22. Where Terms of Reference are required, the applicant shall provide to the official, Terms of Reference that consider the following information:
- information requirements identified in or that arise from any applicable guidelines in the Official Community Plan;

- b. information requirements specified in this bylaw;
 - c. that the information in the *DAI Report* will be prepared by a person having professional expertise and relevant experience in the matters included in the Terms of Reference;
 - d. the identity, qualifications and experience of the person or persons who the applicant proposes to engage to prepare the *DAI Report*;
 - e. the date by which the *DAI Report* is to be provided to the official; and,
 - f. the form and the number of copies in which the *DAI Report* will be provided.
23. Where Terms of Reference are required, the applicant shall provide to the official, Terms of Reference that identify the scope of the information that is to be prepared in the *DAI Report*, to the extent that the proposed activity or development can be reasonably expected to have an appreciable impact on any of the following matters:
- a. the natural environment of the area affected, including sensitive ecosystems and the habitat of rare or threatened species, including surrounding terrestrial, marine or freshwater habitats impacted by the development activity;
 - b. hazards, including geological, flood, stormwater, and wildfire hazards;
 - c. greenhouse gas emissions, climate change impacts, anticipated energy usage, and carbon emissions;
 - d. freshwater resources, including groundwater;
 - e. local infrastructure, including highways, ferry, water supply and sewage systems, fire protection systems, solid waste disposal and recycling facilities, utilities, local parking facilities and any other affected public infrastructure;
 - f. local public or community facilities;
 - g. local commercial services;
 - h. supply and demand for local commercial space;
 - i. local and off-island employment opportunities;
 - j. affordable and seniors housing needs;
 - k. agricultural reserve lands and agricultural and forestry uses in the vicinity of the development;
 - l. cultural heritage resources including resources of historical, cultural, archaeological, paleontological or architectural significance whether on land or underwater; and
 - m. aesthetic values including the visual appearance of the development from adjacent properties, public lands, or the sea, and the effect of any artificial lighting proposed.
24. For every matter within the scope of section 23 of this Bylaw that is included in the Terms of Reference, the applicant shall:
- a. identify relevant baseline information for existing conditions and document the nature of the resource or other matter on which the proposed activity or development may have an impact;
 - b. identify and describe the potential and likely impacts of the activity or development, including any cumulative effects when combined with other projects proposed or under development;
 - c. evaluate the impacts in terms of their significance and the extent to which and how they might be mitigated;

- d. make recommendations as to conditions of approval that may be appropriate to ensure that undesirable impacts are minimized or avoided; and
 - e. make recommendations as to measures that may restore or enhance natural functions or features that have been damaged or degraded prior to development or that would be impacted by the proposed development,
- all in accordance with generally accepted impact assessment methodology.
25. The applicant may include in the Terms of Reference any additional matter which the applicant considers information that ought to be provided to the Local Trust Committee to permit a full understanding of the impact of the proposed activity or development on the island community affected.
26. The official may require that the Terms of Reference or a *DAI Report* provide additional information on the relationship between the proposed activity or development, and
- a. the object of the Islands Trust set out in the *Islands Trust Act*;
 - b. the Islands Trust Policy Statement;
 - c. the Regional Conservation Plan; and,
 - d. in the case of a proposed amendment to a bylaw enacted under s. 479 of the *Local Government Act*, the official community plan of the Local Trust Committee.

27. Within 20 *Business Days* of receipt of the Terms of Reference, the official must indicate in writing to the applicant that
- the Terms of Reference submitted by the applicant are acceptable;
 - the Terms of Reference submitted by the applicant are acceptable if additional matters specified by the official and within the scope of section 23 of this bylaw are included;
 - the Terms of Reference submitted by the applicant are acceptable if a person other than one who has been proposed by the applicant in the Terms of Reference, whose selection has been approved in writing by the official, prepares the impact information; or,
 - the Terms of Reference are unacceptable and may be replaced by the applicant.
28. For the purposes of section 27(b), when accepting Terms of Reference the official may advise the applicant of other projects proposed or under development in the area that may be affected by the applicant's proposed activity or development.
29. If the official does not provide information pursuant to section 27 within 20 *Business Days*, the official is deemed to have accepted the proposed Terms of Reference.
30. Upon receipt of notice accepting the Terms of Reference, or where the Terms of Reference have been deemed to be accepted, the applicant must prepare, at its sole expense, the impact information in accordance with the accepted Terms of Reference and must provide it to the official within the time specified in the Terms of Reference.
31. If Terms of Reference approved under section 27 specifies professional expertise in the preparation of impact information, prior to authorizing the preparation of the information by any person, the applicant must deliver to the official information specifying the identity, qualifications and experience of the person who the applicant proposes to engage to prepare the information, unless that information was included in the approved Terms of Reference.
32. Within 10 *Business Days* of receipt of the information pursuant to section 31, the official must advise the applicant whether the proposed person is acceptable, and if the person is not acceptable the official must advise the applicant in writing of the reason and may propose one or more alternative acceptable persons. If such advice is not provided by the end of the tenth day, the official is deemed to have accepted the proposed person.
33. If the official is not satisfied that the impact information provided by the applicant is sufficient to comply with the Terms of Reference, either in scope, level of detail, accuracy or in any other respect, the official may request the applicant to provide, at the applicant's expense, further information reasonably required to comply with the Terms of Reference.

PART 8 INDEPENDENT REVIEW

34. If the official considers that the impact information provided by the applicant, or any portion of it, requires an independent review prior to being considered by the Local Trust Committee, the

official may require the applicant to provide such a review of the information including the methodology used in its preparation.

35. The official may specify that the independent review be conducted by a member of the relevant professional association and may specify terms of reference for the review.
 36. The applicant must arrange for the independent review to be conducted and submitted in writing to the official, at the applicant's expense, and within the time specified by the official.

PART 9 PROPRIETARY RIGHTS IN INFORMATION

37. The information that is provided to the official pursuant to this bylaw is required by the Local Trust Committee in the exercise of its powers under the *Local Government Act* and the *Islands Trust Act*. Every report or other document provided to the official pursuant to this bylaw must accordingly contain an express grant of permission to the Islands Trust to use and reproduce the information contained in the report or other document for non-commercial purposes.

READ A FIRST TIME this _____ day of _____, 2018.

READ A SECOND TIME this _____ day of _____, 2018.

READ A THIRD TIME this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

Secretary

Chair



To: Regional Planning Committee **For the Meeting of:** February 10, 2021
From: William Shulba, P.Geo **Date Prepared:** February 3, 2021
Senior Freshwater Specialist
SUBJECT: Groundwater Sustainability Strategy Applicability to Land-Use and Conservation Planning

PURPOSE

The intention of this report is to provide a brief background of the *Groundwater Sustainability Strategy* (GWSS) projects, address applicability of the projects to land-use planning, and consider next steps.

BACKGROUND

Groundwater is a unique amenity in the Islands Trust Area supporting ecosystem health and overall hydrological function of watersheds. With vulnerabilities of seasonal precipitation and temperature changes, recharge area impacts, and risk of saltwater intrusion; groundwater resources are a metric of a changing climate and island communities must adopt adaptation strategies to ensure sustainability.

In 2017, Vancouver Island University (VIU) developed a watershed ecosystem approach to groundwater recharge potential mapping based on Geographical Information Sciences (GIS) for the Englishman River Watershed as part of the Regional District of Nanaimo Drinking Water and Watershed Protection program.

In 2018, Islands Trust retained GW Solutions to modify the VIU methodology for the Gulf Islands to identify potential groundwater recharge areas for Salt Spring Island. The primary objectives of that study was to inventory geo-spatial data and groundwater related information identify aquifer recharge potential and document the methodology, identify data gaps, and provide recommendations for future initiatives.

In 2019, five local trust committees passed resolutions making the *Southern Gulf Islands Groundwater Sustainability Strategy* a top priority project and endorsing the project charter to undertake recharge potential mapping and groundwater availability analysis. GW Solutions of Nanaimo, B.C. was retained by Islands Trust to undertake the main deliverables of the project.

In January 2020, Senior Freshwater Specialist modified the recharge methodology to include Terrestrial Ecosystem Mapping (TEM) for implementation in the *Southern Gulf Islands Groundwater Sustainability Strategy* project. This approach quantitatively determined ecosystems role in groundwater availability.

In June 2020, FLNRORD Water Protection Staff were successful in securing supporting budget for groundwater studies of Denman, Hornby and Gabriola Islands. In November 2020, Islands Trust retained GW Solutions to undertake recharge potential mapping on those islands, in addition to requirements from FLNRORD including surface water – groundwater interactions and aquifer remapping and three-dimensional hydrogeological models.

For fiscal year 2021/22 select local trust committees have considered to retain the *Groundwater Sustainability Strategy* project as a priority to proceed with implementation strategies that may include reviews of potential Official Community Plans (OCP), Land-use Bylaw (LUB) amendments, education initiatives, and future studies.

The Regional Planning Committee has considered the Groundwater Sustainability Strategy as a federation wide project and has passed the following resolutions that relate.

2020-039

29-Jul-2020

Islands Trust Area Groundwater Recharge Mapping Project - RFD

that Local Planning Committee amend the Islands Trust Area Groundwater Recharge Mapping Project Charter dated July 29, 2020 to remove bullet 6 under Objectives and bullet 6 under In Scope concerning the Water Science Series.

2020-040

29-Jul-2020

Islands Trust Area Groundwater Recharge Mapping Project - RFD

that Local Planning Committee endorse the Islands Trust Area Groundwater Recharge Mapping Project Charter dated July 29, 2020 as amended.

2020-050

04-Aug-2020

LPC Budget and Work Program for FY 2021/22 - RFD

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.

2020-051

04-Aug-2020

LPC Budget and Work Program for FY 2021/22 - RFD

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.

2020-062

08-Oct-2020

Regional Planning Committee Budget and Work Program for FY2021/22 - Business Cases

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.

2020-064

08-Oct-2020

Manage Trust Council Strategic Plan Items

that Regional Planning Committee has reviewed the Southern Groundwater Mapping Project Peer Review briefing dated Oct 8, 2020, and is satisfied that the mapping should proceed on Denman, Hornby and Gabriola and that staff be requested to prepare a report to describe the potential uses of this mapping.

ANALYSIS

Project Phases

The Groundwater Sustainability Strategy project is a multi-year project set out in several phases to accomplish goals of groundwater sustainability for the Islands Trust Area.

- Phase 0: Data and Information Inventory
- Phase 1: Groundwater Recharge Potential Mapping
- Phase 2: Groundwater Availability Assessment
- Phase 3: Groundwater Sustainability Planning (Implementation)

The Groundwater Sustainability Strategy project Phase 0, Phase 1, and Phase 2, which included defined objectives, deliverables, and review, were conducted in 19/20 for the Southern Gulf Islands and Phase 0 and Phase 1 are currently underway on Hornby, Denman, and Gabriola islands.

The implementation Phase 3 is to be considered by local trust committees to be integrated into local planning services. LTCs should also consider if they wish to identify further work in the form of potential Official Community Plan (OCP) and Land-use Bylaw (LUB) amendments as Priority projects.

Phase Objectives

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 groundwater resources 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
- For local trust committees that choose to proceed, identify potential amendments to OCP and LUB, including OCP policies, land use designations and zoning, potential new or amended development permit areas, siting regulations for wells, run-off control, subdivision servicing regulations, and cistern requirements.

Aquifer Science and Groundwater Mapping Applicability to Land-Use and Conservation Planning

The main objective of engaging in groundwater science and mapping projects through the Regional Planning Committee and local trust committees is to ensure watershed protection and long-term groundwater sustainability through evidence-based processes informing land-use planning policy.

Honouring the Islands Trust Mandate

The Islands Trust Policy Statement clearly states a Trust Council commitment to protection of groundwater recharge (3.3.1) and recommends (4.4.6) that the Provincial government adopt legislation that protects the sustainability and quality of the groundwater of the Trust Area.

Policy Statement (4.4.2) requires that local trust committees and island municipalities include in their official community plans and regulatory bylaws to address measures that ensure that neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, that water quality is maintained, and that existing, anticipated and seasonal demands for water are considered and allowed for.

The groundwater-focused projects of the Regional Planning Committee projects advances the freshwater sustainability and ecosystem protection commitments of the Policy Statement. With respect to 4.4.6, the Province of BC has enacted the Water Sustainability Act and the Groundwater Protection Regulation in 2016. The Water Innovation and Global Governance (WIGG) Lab at University of Victoria, the POLIS Project on Ecological Governance Water Sustainability Project, and the Province have identified in several publications and projects that local governments play an integral role in the implementation of the Act. Roles and responsibilities of local governments with respect to water sustainability include coordinated efforts in data and science projects; education and outreach initiatives; policy and planning; and partnership development.

Climate Adaptation

Climate change is shifting seasonal temperatures and precipitation patterns in the Islands Trust Area directly affecting the availability and dependency on groundwater through longer periods of droughts and increases in severe winter storms. Identification of groundwater recharge potential and the influence of a changing climate on recharge is essential for determining groundwater availability in the Islands Trust Area now and understanding the sustainability existing users as well as zoning build out.

In March 2019, the Islands Trust Council declared a climate emergency in the Islands Trust Area, directing staff to include a central focus on equitable climate change mitigation, adaptation, and resilience into strategic planning. Previous researchers have recommended an ecosystem vulnerability approach to groundwater sustainability strategies and the Province of BC supports deep collaboration in groundwater-focused projects at the local government level.

Precipitation distribution is variable across the Islands Trust Area and therefore variability in the spatial distribution of groundwater recharge determines the availability. Areas of an island may experience more groundwater stress than other areas, therefore, spatially identifying problematic areas through groundwater mapping provides baseline data to help identify area-based policies to address risk and vulnerabilities.

Land Use Planning

Island communities are in water-scarce areas and as surface water supplies become increasingly scarce, groundwater dependence is growing. Spatial analysis of groundwater resources provides planners with land-use decision-making tools to support local trust committees, when considering freshwater amendments to official community plans, land-use bylaws and other policies.

Regionally, groundwater-mapping data will identify areas that may need further investigation. Standardized watershed ecosystem and groundwater mapping provides planners with a useful guide when determining appropriate information inquiries or technical assessment requirements to address potential risks of a land-use application.

Public Education

Aquifer science and groundwater mapping provides local trust committees appropriate and current information and data for communication materials for landowners on preserving and protecting groundwater resources, the uniqueness of the ecosystem service groundwater provides to the islands, and the importance of understanding the limitations of freshwater resources in the Islands Trust Area.

Advocacy and Partnership

Undertaking groundwater science has attracted partnership projects between Islands Trust and the Ministry of Environment & Climate Change Strategy (ENV) and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) including proof of water regulations, regional groundwater budgets, water allocation planning, regional risk of saltwater intrusion mapping, and conservation efforts. Watershed and groundwater monitoring projects have been occurring in partnership with regional districts and several community-based non-government organizations will benefit from island-specific groundwater information and mapping.

Integration with the *Freshwater Sustainability Strategy*

The *Groundwater Sustainability Strategy (GWSS)* work to date has revealed a need for a broader process that can help to identify strategic directions related to freshwater sustainability that are beyond the scope of the *GWSS* work.

Through the *GWSS* we are learning from the ground up and focusing on the local context. The *Freshwater Sustainability Strategy (FWSS)*, by engaging external and internal stakeholders and exploring best practices will help identify a broad suite of options for supporting freshwater sustainability into the future. The *GWSS* is informing and will be informed by the *FWSS*. This includes a tandem process of identifying policies, research gaps, public education strategies, communications and advocacy efforts, and First Nations engagement.

FWSS and *GWSS* development process builds on the historical legacy of the Islands Trust organization and this emerging knowledge; to help identify options for supporting water sustainability in the Islands Trust Area and the Province of BC generally, for the decades and generations to come.

NEXT STEPS

1. Provide a staff report of the outcomes of the Groundwater Sustainability Strategy from Fiscal Year 2020/21
2. Provide a project charter for Groundwater Sustainability Strategy for fiscal year 2021/22
3. Provide Regional Planning Committee with updates of implementation phase as they progress within the top priorities of the local trust committee who are advancing that work.

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| Submitted By: | William Shulba, P.Geo Senior Freshwater Specialist | February 5, 2021 |
| Concurrence: | David Marlor, Local Planning Services Director | February 5, 2021 |



Top Priorities Report

Regional Planning Committee

| 1. Application Processing Services Update | Responsible | Dates |
|---|-----------------------------------|---|
| CURRENT: Consideration of Trust Council feedback by RPC PLANNED: Final policy and fees bylaw to RPC in /span>, and to Trust Council in March, 2021 | David Marlor Narrissa Chadwick | Rec'd: 22-Aug-2019 Target: 10-Feb-2021 |
| 2. Manage Trust Council Strategic Plan Action Items | Responsible | Dates |
| Strategic Plan item #6 - Shoreline Review - David Marlor | David Marlor Narrissa Chadwick | Rec'd: 29-Jul-2020 Target: 10-Feb-2021 |
| Strategic Plan item #7 - Freshwater Sustainability Strategy - Narissa Chadwick and William Shulba | William Shulba | |
| Strategic Plan item #8 - Groundwater Mapping - William Shulba | | |
| Strategic Plan item #16 - Using Floor Area Ratio for Affordable housing - David Marlor | | |



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).

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



Regional Planning Committee

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|--|-------------|
| 1. Map and develop water budgets for groundwater aquifers in the Trust Area (2018-2022 Strategic Plan item 8) | 12-Feb-2020 |
| 2. Develop a model land use regulation regarding freshwater sustainability including groundwater, rainwater catchment and greywater recycling (2018-2022 Strategic Plan item 9). | |
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| 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: 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). | | 12-Feb-2020 |

| 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 |
