

Regional Planning Committee Agenda

Date: Friday, May 24, 2024
Time: 10:00 am - 3:00 pm
Location: Electronic Zoom Meeting

Pages

1. CALL TO ORDER

2. AGENDA

2.1 Review of the Agenda

Late items, new items and re-ordering of the agenda

2.2 Approval of Agenda

3. PUBLIC COMMENT PERIOD

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. ADMINISTRATIVE COORDINATION

6.1 Draft Minutes of Previous Meetings

6.1.1 RPC Draft Minutes of February 16, 2024

4 - 10

For review and approval.

6.2 Resolutions Without Meeting

None.

6.3 Follow up Action List

11 - 13

For review

7. BUSINESS - WORK PROGRAM ITEMS

7.1	Annual Report - RFD	14 - 16
	That the Regional Planning Committee approves the attached text for inclusion in the 2023-24 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Municipal Affairs.	
7.2	Recommended Options for Freshwater Sustainability Strategy Implementation in FY 2025/26 - RFD	17 - 20
	That the Regional Planning Committee request staff to report back at the Regular Business Meeting of September 4, 2024 with a draft business case for the Islands Trust Area Freshwater Balance project.	
7.3	Bylaw Compliance and Enforcement Review - RFD	21 - 39
	1. That the Regional Planning Committee request staff to amend the deliverables of the project to include the development and review of a Local Trust Committee Bylaw Compliance and Enforcement Policy.	
	2. That the Regional Planning Committee request staff to complete the draft Local Trust Committee Bylaw Compliance and Enforcement Policy template for review at the September regular business meeting.	
7.4	Housing Strategic Action Plan - Implementation Updates - BRF	40 - 44
	7.4.1 HSAP - Community Improvement Districts - BRF	45 - 48
	7.4.2 HSAP - Consistent Definitions of Affordable Housing and Other Housing-related Terms - BRF	49 - 55
	7.4.3 HSAP - Communication Materials for Property Owners - BRF	56 - 59
7.5	OCP-LUB Status Review - BRF	60 - 62
7.6	LTC Projects Status Update - BRF	63 - 65
7.7	Applications Report - BRF	66 - 68
7.8	Regional Planning Team Update - Engagement Framework - BRF	69 - 77
7.9	Montreal Charter on Biodiversity - RFD	78 - 80
8.	BUSINESS - OTHER	
9.	BUSINESS - NEW	
10.	WORK PROGRAM	81 - 86
	For review and referral to Trust Council before each quarterly TC meeting	
11.	NEXT MEETING	
	Wednesday, September 4, 2024, from 10 a.m. to 3 p.m.	

12. CLOSED MEETING

If desired:

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90, (quote the pertinent section here, for example, (1)(a) personal information about...) and that the recorder and staff [attend/not attend] the meeting.

13. RISE AND REPORT

If desired

14. ADJOURNMENT

*Approximate time is provided for the convenience of the public only and is subject to change without notice.



Regional Planning Committee Minutes of a Regular Meeting

Date: February 16, 2024
Location: Electronic Meeting

Members Present: Laura Patrick, Salt Spring Island Local Trustee, Chair
Sam Borthwick, Denman Island Local Trustee, Vice Chair
Mairead Boland, Saturna Island Local Trustee
Aaron Campbell, North Pender Island Local Trustee
Tobi Elliott, Executive Committee Representative
Mikaila Lironi, Lasqueti Island Local Trustee
David Graham, Denman Island Local Trustee
Peter Luckham, Thetis Island Local Trustee (Ex Officio)

Member Regrets: Alex Allen, Hornby Island Local Trustee

Staff Present: Stefan Cermak, Director, Planning Services
Narissa Chadwick, Island Planner
Anthony Fotino, Island Planner
William Shulba, Senior Freshwater Specialist
Rob Kroeker, Planning Services Administrative Assistant / Recorder

Others Present: One member of the public was present.

1. CALL TO ORDER

Chair Patrick called the meeting to order at 10:02 a.m. Trustee Borthwick acknowledged that participants of the meeting were attending all across the territories and home of the Coast Salish peoples.

2. AGENDA

2.1 Review of the Agenda

No new or late items were presented for consideration.

2.2 Approval of the Agenda

The following changes to the agenda were presented for consideration:

- Item 8.1 Bylaw Compliance and Enforcement Review to be discussed first
- Item 7.3 LTC Screening Exercise (Major Projects Review) be discussed with Item 7.9 Major Planning Project Funding

By general consent the agenda was approved as amended.

3. PUBLIC COMMENT PERIOD

No members of the public wished to comment.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. ADMINISTRATIVE COORDINATION

6.1 Draft Minutes of Previous Meeting

6.1.1 RPC Regular Meeting Minutes of November 15, 2023

By general consent the Regional Planning Committee Minutes of November 15, 2023, were adopted as presented.

6.2 Resolutions Without Meeting (RWM)

None.

6.3 Follow-up Action List

The Follow-up Action List was presented for information.

8. BUSINESS - NEW

8.1 Bylaw Compliance and Enforcement Review – RFD

Director Cermak presented the Request for Decision. Committee discussion included:

- Regional Planning Committee's role in the project
- bylaw enforcement is an important interface with the public
- administrative fairness
- public acceptance of procedures
- new Cityview portal will make bylaw enforcement process more interactive and provide more information and transparency
- voluntary consultation with Ombudsperson
- the Project Charter directs staff work
- the human element of enforcement
- adopting wording from Ombudsperson's report for the purpose statement
- reporting through the stages of the project on the Islands Trust website helps inform public of efforts
- challenges finding relevant policies from the Bylaw Compliance and Enforcement webpage

- complexity of many sets of bylaws across islands is a root cause of challenges
- project could be forwarded to Local Trust Committees for their comments upon completion
- including an implementation plan

RPC 2024-001

It was **MOVED** and **SECONDED**,

that Regional Planning Committee amend the Project Charter for Bylaw Enforcement Review with the following amendments and forward to Trust Council, as amended.

- **PURPOSE:** To resolve bylaw enforcement matters efficiently and with minimal conflict by reviewing and amending islands Trust Bylaw Enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence.
- **Add to DELIVERABLE:** Communications team work with planning staff to post regular Bylaw Compliance Review project updates to Islands Trust website.
- **Add to IN SCOPE:** A legal review of draft documents.
- **Remove from OUT OF SCOPE:** Expenses beyond staff time.
- **Amend IAP2 ENGAGEMENT LEVEL to IAP2 PUBLIC ENGAGEMENT LEVEL**

CARRIED

RPC 2024-002

It was **MOVED** and **SECONDED**,

that Regional Planning Committee amend the Work Plan for Bylaw Enforcement Review with the following amendments and forward to Trust Council, as amended.

- **Phase 2 Item 1:** 'Project Charter, Work Plan and Briefing prepared for Trust Council': replace Briefing with Request for Decision
- **Phase 4:** Add a new item: Draft an implementation plan

CARRIED

7. BUSINESS – WORK PROGRAM ITEMS

7.1 Freshwater Sustainability Strategy Implementation FY 24/25 - BRF

Freshwater Specialist Shulba presented the Briefing. Committee discussion included:

- challenges to organization-wide implementation planning
- staff resources
- understanding freshwater dynamics is fundamental to Trustees' work
- strategic goals versus mapping work completed
- data visualization to perceive completion achieved and gaps
- interagency conversations
- sustained attention to support long term work across fiscal year cycles
- resolutions were made last term that directed the development of an implementation plan

Trustee Graham left the meeting at 12:03 p.m.

The Regional Planning Committee recessed at 12:31 p.m. and resumed at 1:00 p.m.

RPC 2024-03

It was **MOVED** and **SECONDED**,
that Regional Planning Committee request staff to develop a Freshwater Sustainability Strategy implementation plan that defines the roles and responsibilities of the Regional Planning Committee, Trust Programs Committee, Trust Council, and key staff that is operationalized through multi-year work plans, budget requests, and program-specific implementation plans.

CARRIED

7.2 Governance Review – Annex 1 Recommendations Summary - BRF

Director Cermak presented the Briefing for information.

RPC 2024-004

It was **MOVED** and **SECONDED**,
that Regional Planning Committee request staff to convene a Special Meeting to discuss the recommendations from the Governance Review that are pertinent to Planning Services.

CARRIED

7.4 Montreal Pledge COP15 Biodiversity Framework and potential impacts for the work of Islands Trust - BRF

Trustee Elliott introduced the Briefing. Committee discussion included:

- spatial mapping tools
- technical supports for regional planning and conservancy work
- balancing housing solutions with ecosystem preservation
- instruction for the Land Suitability Mapping tool developed by Islands Trust

7.5 Shoreline Planning and Protection – Trust-wide Review Discussion - BRF

Director Cermak presented the briefing. Committee discussion included:

- islands Trust Area shoreline is extensive
- protecting cultural heritage elements
- opportunity area to strengthen relations with First Nations
- Snuneymuxw First Nation leads on underwater mapping
- derelict vessels
- interagency cooperation and knowledge sharing
- collaborative process opportunities, such as a stakeholder forum
- protecting shorelines with erosion potential
- a Trustee who was part of a Sea to Sea grant and spent time with Knowledge Holders and community members on the water for the project found great value in direct relationship building

7.6 Housing Needs Reports – Updated Business Case

Director Cermak presented updates to the Business Case for information.

By general consent the Business Case was approved.

7.7 Implementation Update – Housing Strategic Action Plan - BRF

Director Cermak provided the briefing for information.

7.8 Short Term Rental Accommodation Act Evaluation - BRF

Director Cermak introduced the briefing. Committee discussion included:

- legal non-conforming status
- provincial government legislation and associated dates
- Local Trust Committees have differing preferences and systems
- Temporary Use Permits

RPC 2024-05

It was **MOVED** and **SECONDED**, that Regional Planning Committee ask staff to provide information about the implications for Local Trust Committees regarding Item 4 of the Short Term Rental Opportunities and Challenges staff report.

CARRIED

Items #7.3 and #7.9 were combined for discussion.

7.3 LTC Projects Screening Exercise (Major Projects Review) - BRF

Director Cermak introduced the Briefing. Committee discussion included:

- measuring Official Community Plan health
- growth rate and growth potential
- proactive orientation to updating Official Community Plans
- if same concerns emerge in Local Trust Committee health check of Official Community Plans, opportunities to streamline present for staff
- including number of pages of projects in data table
- Official Community Plan review preliminary work is complex and takes time
- it is critical to engage and represent First Nations and stakeholder perspectives first

7.9 Major Planning Project Funding - Discussion

Vice Chair Borthwick introduced the item. Committee discussion included:

- Local Trust Committee major projects are frequently decisive for the budget
- challenges in moving from business case to activity
- scoping of projects
- the corporate planning process currently in development
- other municipalities tend to accumulate a fund and draw from that

- flexibility of fund is a strategic asset to get projects completed

By general consent the Regional Planning Committee will return discussion of the Major Project Fund to a future agenda. Trustees will bring ideas for criteria to assess the health of Official Community Plans and Land Use Bylaws.

9. WORK PROGRAM

Received for information.

9.1 Work Program Top Priority Review – RFD

Director Cermak presented the Request for Decision. Committee discussion included:

- maintaining Official Community Plans and Land Use Bylaws
- refine Strengthen Housing Affordability goal to focus on implementing work completed by staff for Regional Planning Committee
- narrowing scope of objectives

RPC 2024-06

It was **MOVED** and **SECONDED**, that Regional Planning Committee amend its Work Program to identify the following three top priorities: implementing the Housing Strategic Action Plan, implementing the Freshwater Sustainability Strategy, and completing the Bylaw Enforcement Review.

CARRIED

10. NEXT MEETING

The next scheduled meeting of the Regional Planning Committee is May 24, 2024.

11. CLOSED MEETING

The Committee did not close the meeting.

12. RISE AND REPORT

As the Committee did not close the meeting, there was no need for the Committee to discuss this option.

13. ADJOURNMENT

By general consent the meeting adjourned at 3:24 p.m.

Laura Patrick, Chair

DRAFT

Certified Correct:

Rob Kroeker, Planning Services Administrative Assistant / Recorder

Minutes are not official until adopted at a subsequent meeting.

DRAFT

Follow Up Action Report

Regional Planning Committee

01-Feb-2022

Activity	Responsibility	Dates	Status
1 that Regional Planning Committee recommend staff schedule a staff-lead online education session focusing on housing challenges and solutions for Trust Council following the update of the Islands Trust Community Housing (Options) 'Toolkit'.	Robert Kojima Stefan Cermak	Target: 31-Dec-2023	In Progress

09-Feb-2022

Activity	Responsibility	Dates	Status
1 that Regional Planning Committee request staff develop an Islands Trust Freshwater Sustainability Strategy policy document. (Discussed Feb. 2024 - to be absorbed into an Implementation Plan)	William Shulba	Target: 29-Dec-2023	In Progress

24-Aug-2022

Activity	Responsibility	Dates	Status
1 that Regional Planning Committee request staff to create a Freshwater Sustainability Strategy Frequently Asked Questions document.	William Shulba	Target: 29-Dec-2023	In Progress

07-Mar-2023

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Regional Planning Committee

07-Mar-2023

Activity	Responsibility	Dates	Status
1 Trust Council direct the Regional Planning Committee and the Trust Programs Committee to consider how the Montreal Charter on Biodiversity impacts the work of the Islands Trust and share their thinking back with Trust Council in this calendar year.	Clare Frater Stefan Cermak	Target: 05-Dec-2023	Completed

06-Sep-2023

Activity	Responsibility	Dates	Status
1 that Regional Planning Committee request staff to prepare Terms Of Reference before the end of the current fiscal year for potential grant funding for eelgrass mapping and explore partnerships.	Stefan Cermak	Target: 31-Mar-2024	In Progress

16-Feb-2024

Activity	Responsibility	Dates	Status
1 Staff to develop a Freshwater Sustainability Strategy implementation plan that defines the roles and responsibilities of the Regional Planning Committee, Trust Programs Committee, Trust Council and key staff, and that is operationalized through multi-year work plans, budget requests, and program-specific implementation plans.	Anthony Fotino Robert Kojima William Shulba	Target: 08-Nov-2024	In Progress

Follow Up Action Report

Regional Planning Committee

16-Feb-2024

Activity	Responsibility	Dates	Status
2 Staff to convene a Special Meeting to discuss the recommendations from the Governance Review that are pertinent to Planning Services.	Rob Kroeker Robert Kojima Stefan Cermak	Target: 26-Apr-2024	Completed
3 Staff to provide information about the implications for LTCs regarding Item 4 of the Short Term Rental Opportunities and Challenges staff report (end of legal non-conforming status).	Warren Dingman	Target: 20-Sep-2024	In Progress
4 RPC will return discussion of the Major Project Fund to a future agenda, with Trustees bringing ideas for criteria to assess the health of OCPs and LUBs.	Rob Kroeker Robert Kojima	Target: 24-May-2024	Completed
5 RPC amend its Work Program to identify the following top three priorities: implementing the Housing Strategic Action Plan, implementing the Freshwater Sustainability Strategy, and completing the Bylaw Enforcement Review.	Rob Kroeker Stefan Cermak	Target: 24-May-2024	Completed

REQUEST FOR DECISION

To: Regional Planning Committee **For the Meeting of:** April 25, 2024
From: Trust Area Services **Date Prepared:** April 8, 2024
SUBJECT: 2023/24 ANNUAL REPORT – APPROVAL OF REGIONAL PLANNING COMMITTEE SECTION

RECOMMENDATION: That the Regional Planning Committee approves the attached text for inclusion in the 2023/24 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Municipal Affairs.

- 1 PURPOSE:** Committees are provided with their draft sections of the annual report for review and approval so that Trust Council is able to easily approve its annual report in June 2024 without further editing from staff or trustees at the Trust Council meeting.

BACKGROUND: Preparation of the Islands Trust Annual Report is undertaken by Trust Area Services Communications staff, reporting to the Executive Committee and consistent with Trust Council's [Annual Report Policy 6.10.1](#). The Executive Committee approved the format and outline of the 2023/24 Annual Report at its meeting on February 23, 2024.

2 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Under Trust Council's Policy, all LTCs and Council committees are expected to review and approve their sections at regular meetings in order to have the report approved by Trust Council at its June 2024 meeting.

FINANCIAL: None.

POLICY: No implications for existing policy

IMPLEMENTATION/COMMUNICATIONS: The process for development of the Annual Report is outlined in Trust Council's Annual Report policy 6.10.i. Once each committee has approved its section, staff will create a draft Annual Report for review by the Executive Committee on June 18, 2024 and consideration of Trust Council in June. Upon approval by Trust Council, staff will send the Annual Report to the Minister of Municipal Affairs and circulate it as indicated in Trust Council's policy.

FIRST NATIONS: Information about First Nations relations may be included within committee reports.

OTHER: None.

- 3 RELEVANT POLICY(S):** Trust Council's Annual Report policy 6.10.i; *Islands Trust Act*

RESPONSE OPTIONS

Recommendation: That the Regional Planning Committee approves the attached text for inclusion in the 2023/24 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.

Alternative: That the Regional Planning Committee approves the attached text for inclusion in the 2022/23 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Municipal Affairs.

Prepared By: Morgana van Niekerk, A/Communications Specialist

Reviewed By/Date: Stefan Cermak, Director, Planning Services / April 8, 2024

Regional Planning Committee

Role

The Regional Planning Committee (RPC) provides policy and planning advice to Trust Council by identifying and reporting on emerging issues related to the committee's areas of responsibility: development management, community planning, and sustainable community. The committee also develops guidelines, policies, and models for use by staff and local trust committees.

Members

Members serving during the 2022-2026 term are:

Laura Patrick, Salt Spring Island (Chair)
Sam Borthwick, Denman Island (Vice-Chair)
Aaron Campbell, North Pender Island
Alex Allen, Hornby Island
David Graham, Denman Island
Mairead Boland, Saturna Island
Mikaila Lironi, Lasqueti Island
Tobi Elliott, Gabriola Island (Executive Committee Representative)
Peter Luckham, Thetis Island, Islands Trust Chair (Ex Officio Member)

2023/24 Highlights

In the 2023/24 fiscal year, the Regional Planning Committee (RPC) completed the following Strategic Plan items and presented them to Trust Council:

- Received a Housing Needs Reports Gaps Analysis
- Received (on behalf of the Islands Trust) a grant to update all LTC Housing Needs Reports
- Completed a comprehensive Housing Options Toolkit that provides local trustees, planning staff and community groups with resources for implementation of housing-related projects
- Trust Council adopted a Housing Strategic Action Plan
- The RPC and TPC created a Montreal Pledge COP15 Biodiversity Framework working group. Recommendations received by Trust Council
- Staff implemented RPC sponsored policy amendments to increase efficiency and effectiveness of Planning Services including creation and use of a new Regional Planning Team and new Current Planning Team as per:
 - Best Management Practices for Delivery of Local Planning Services to Local Trust Committees ([Policy 5.9.1](#))
 - Delegation of Land Use Permits ([Policy 4.1.15](#))
 - Priority Setting/Review Guidelines ([Policy 6.2.1](#))



REQUEST FOR DECISION

To: Regional Planning Committee For the Meeting of: May 24, 2024

From: William Shulba, P.Geo, Freshwater Specialist
Anthony Fotino, M.Pl, Island Planner Date Prepared: May 16, 2024

SUBJECT: Recommended Options for Freshwater Sustainability Strategy Implementation in FY 2025/26

RECOMMENDATION:

1. That the Regional Planning Committee request staff to report back at the Regular Business Meeting of September 4, 2024 with a draft business case for the *Islands Trust Area Freshwater Balance* project.

DIRECTOR'S COMMENTS:

Staff's recommendations advance implementing the Freshwater Sustainability Strategy in alignment with other strategies and concurrent projects. The recommendation maintains the momentum of current work while staff work on reporting back details of a more comprehensive implementation plan.

1 PURPOSE

The purpose of this request for decision is to provide the Regional Planning Committee (RPC) a recommended business case option, the Islands Trust Area Freshwater Balance project, to undertake in FY25/26 in concurrence with the development of a multi-year implementation plan of the Islands Trust Freshwater Sustainability Strategy (FWSS).

2 BACKGROUND

The Regional Planning Committee moved the following resolutions at their February 16, 2024 meeting:

RPC 2024-06

It was **MOVED** and **SECONDED**,

that Regional Planning Committee amend its Work Program to identify the following three top priorities: implementing the Housing Strategic Action Plan, implementing the Freshwater Sustainability Strategy, and completing the Bylaw Enforcement Review.

RPC 2024-03

It was **MOVED** and **SECONDED**,

that Regional Planning Committee request staff to develop a Freshwater Sustainability Strategy implementation plan that defines the roles and responsibilities of the Regional Planning Committee, Trust Programs Committee, Trust Council and key staff, and that is operationalized through multi-year work plans, budget requests, and program-specific implementation plans.

Islands Trust Area Freshwater Balance project

Freshwater Balance is a term proposed by staff as a holistic approach to equitable freshwater sustainability in the Islands Trust Area; that is to be used in water resource management, drought/flood preparedness, infrastructure planning, groundwater preservation, agricultural planning, watershed protection, land-use planning, climate change adaptation, regulatory compliance, political decision support, and education.

A key component of Freshwater Balance is water budgets, also known as water availability assessments, which are an accounting of the rates of water movement and the change in water storage in all or parts of the atmosphere, land surface, and subsurface. Water budgets are essential analyses to evaluate the distribution and availability of water resources. However, other societal and technical considerations are needed to engage water budgets in long-term freshwater sustainability efforts and therefore water demand accounting is not the only component of a holistic *Freshwater Balance*. Critical analysis of water budgets and other freshwater sciences must be undertaken in concert with traditional knowledge and community engagement to fully understand pathways to sustainability to balance community need with ecological values.

Islands Trust staff recommend support for the project because it aligns closely with many of the goals and actions outlined in the Freshwater Sustainability Strategy. This project intends to leverage the organization's existing capacity to manage and integrate technical data, community values, and regulatory frameworks, ensuring informed decision-making and sustainable outcomes. By focusing on completed actions such as improving data management, groundwater availability assessments, and mapping groundwater recharge potential, the project addresses critical areas of water sustainability more effectively than alternative approaches. Additionally, it promotes collaboration with First Nations and other partners, enhancing community awareness and cultural integration. This alignment with strategic objectives and the potential for significant long-term benefits make the "Freshwater Balance" project the most suitable choice for addressing the February meeting resolution and advancing the Islands Trust's freshwater sustainability goals.

The project would require financial and staff resourcing to undertake the project. If so directed by the RPC, staff will return with a business case for the project with associated options to undertake the project with various levels of staff resourcing and financial commitment.

Overall, the recommendation promotes a proactive approach to freshwater sustainability, emphasizing collaboration, partner engagement, and evidence-based decision-making to achieve FWSS goals and improve freshwater resource management within the Islands Trust Area.

3 IMPLICATIONS OF RECOMMENDATION

Organizational

The recommended freshwater balance project would continue to implement FWSS demonstrating the organization's commitment to protecting ecosystems, collaborating with Indigenous communities, preserving drinking water sources, and promoting public enjoyment of freshwater resources. To understand implications to organizational resources, options will be presented in a business case of varying scope and organizational commitment.

Financial

Business case options for this project may include funding for technical consultants, engagement contractors, workshops, and evaluation. While investing in freshwater sustainability initiatives aligns with

the organization's strategic priorities and commitments, it also requires prudent financial planning to ensure long-term fiscal sustainability for this work within the Islands Trust Area. Staff have been requested by RPC to develop a Freshwater Sustainability Strategy implementation plan that defines key staff and that is operationalized through multi-year work plans, budget requests, and program-specific implementation plans.

Policy

The recommendations would advance the Islands Trust Policy Statement by reinforcing its core commitments to environmental protection, collaborative governance, sustainable development, and public participation. Prioritizing freshwater sustainability projects demonstrates the Islands Trust's dedication to preserving freshwater ecosystems. The development of the implementation plan will emphasize collaborative governance, facilitating interagency cooperation and aligning with the policy's focus on working with various government levels and partners.

The recommended freshwater balance project aligns with the policies of the Islands Trust, including the Islands Trust Policy Statement by emphasizing environmental protection, collaborative governance, sustainable development, public participation, and the implementation of priority actions to advance freshwater sustainability within the Trust Area.

Communications

The recommendation strengthens communication and engagement within the Islands Trust Area community, trustees, and staff, fostering a collaborative approach to freshwater sustainability that reflects the values and priorities of all partners. Utilization of the islands trust website, freshwater atlas, and workshops will provide essential pathways to communicating the project and creating transparency.

First Nations

The FWSS acknowledges the importance of collaborating with First Nations communities, as outlined in the Islands Trust Reconciliation Declaration, by incorporating initiatives that promote cultural knowledge sharing, collaboration, and respect for Indigenous rights and interests. The FWSS recognizes the unique opportunity to incorporate cultural knowledge with freshwater science and emphasizes the need for inclusive decision-making processes that honor Indigenous perspectives and traditional knowledge.

4 RELEVANT POLICY(S):

Relevant policies of the Islands Trust Policy Statement are:

3.3.1 Trust Council holds that: the freshwater wetlands, bodies of surface water, natural drainage patterns, water courses, fish-bearing streams, watershed and groundwater recharge areas of the Trust Area should be identified, protected and, where possible, restored or rehabilitated, and the natural wetlands of the Trust Area, including those in the Agricultural Land Reserve that have not been altered in the past for agriculture, should not be drained, filled or degraded.

3.3.2 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.

4.4.1 It is Trust Council's policy that islands in the Trust Area should be self-sufficient in regard to their supply of freshwater.

4.4.2 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure: • 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, • water quality is maintained, and • existing, anticipated and seasonal demands for water are considered and allowed for.

4.4.3 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses¹⁸.

RESPONSE OPTIONS

Recommendation:

That the Regional Planning Committee request staff report back at the Regular Business Meeting of September 4, 2024 with a summary of Freshwater Sustainability Strategy implementation resources and a business case for the Islands Trust Area Freshwater Balance project.

Alternatives:

That the Regional Planning Committee request staff to report back on implementation of one of the following actions:

Option 1: Development of the Islands Trust Freshwater Technical Advisory Committee

Establishing an inter-agency body to coordinate, plan, prioritize, and evaluate freshwater sustainability actions. This committee would comprise representatives from relevant agencies and organizations, facilitating collaborative decision-making and policy development.

Option 2: Freshwater-related Regulatory Audit

Conducting a comprehensive review of government regulations and management policies pertaining to freshwater resources within the Islands Trust Area. This audit aims to assess the effectiveness of existing frameworks, identify areas for improvement, and recommend strategies for enhanced conservation and management efforts.

Option 3: Development of a Freshwater Inquiry and Referral Helpdesk

Establishing a central hub to receive, prioritize, and address inquiries related to freshwater knowledge, planning, and management. Staffed by experts, this helpdesk would facilitate communication, coordination, and informed decision-making processes among partners.

Prepared By: William Shulba, P.Geo, Senior Freshwater Specialist
Anthony Fotino, Regional Planner

Reviewed By/Date: Robert Kojima, Regional Planning Manager
Stefan Cermak, Director, Planning Services

REQUEST FOR DECISION

To: Regional Planning Committee **For the Meeting of:** May 24, 2024

From: Anthony Fotino, Island Planner **Date Prepared:** May 15, 2024

SUBJECT: Bylaw Compliance and Enforcement Review

RECOMMENDATIONS:

1. That Regional Planning Committee request staff to amend the deliverables of the project to include the development and review of a Local Trust Committee Bylaw Compliance and Enforcement Policy
2. That Regional Planning Committee request staff to complete the draft Local Trust Committee Bylaw Compliance and Enforcement Policy template for review at the September regular business meeting.

DIRECTOR COMMENTS: The proposed amendments to the Bylaw Compliance and Enforcement project will permit Local Trust Committees to more effectively direct bylaw compliance and enforcement activities while achieving the Bylaw Compliance and Enforcement Review project goals. The overall project is on track as per the adopted timeline and RPC members will be able to review and comment on draft policies and procedures at their next regular meeting in September 2024.

1. PURPOSE:

The current Project Charter and work plan address trust wide policies and procedures. Staff propose to include a new deliverable – a Local Trust Committee (LTC) Bylaw Compliance and Enforcement Policy template. This addition to the project will provide greater clarity to each LTC on how to implement best practices and to direct bylaw compliance and enforcement activities within their local trust area.

The rest of the report provides a summary of current policy revisions and background information.

2. BACKGROUND

The Islands Trust Council (Trust Council) received a report from staff in March 2023, describing the bylaw enforcement process and authorities, the current authorities of local trust committees, trustees and Trust Council, the number and nature of open files; the issues and number and nature of complaints by citizens on how the service is being delivered, including charges of bias, diversity, bullying and proportionality. Following the report was a presentation from staff of the Office of the

Ombudsperson and the Attorney General's office who spoke to current best practices and any issues with the Islands Trust.

The Ombudspersons Report drew on numerous resources to evaluate how administrative fairness may be enhanced including providing examples of other jurisdictions. The report outlines the best practice to have a bylaw complaints policy that provides direction to staff and information for the public. Most substantively, the report provides detailed recommendations how to improve policy and procedure content including how to improve a general complaints policy (ex: complaints from the public against staff performance).

At the September 2023 meeting, Trust Council received a presentation and report from the Office of the Ombudsperson reviewing and providing recommendations on bylaw enforcement policies and practices. Trust Council adopted the following resolutions:

"THAT Trust Council direct that the recommendations from the Office of Ombudsperson Report titled: "Voluntary Consultation on Bylaw Enforcement Policies and Practices within the Islands Trust", dated August 2023, be implemented, and that staff develop an associated work plan and project charter and refer to the Regional Planning Committee."

"THAT the work plan and project charter for implementing the recommendations from the Office of Ombudsperson Report titled: "Voluntary Consultation on Bylaw Enforcement Policies and Practices within the Islands Trust", dated August 2023 be brought back to Trust Council with recommendations from the RPC for review within the next six months."

At the February 16th meeting, Regional Planning Committee (RPC) received, amended, and endorsed a Project Charter and Work Plan. RPC also amended its work program to identify this project as a Top Priority. The current scope of work is to review, assess and implement the recommendations of the Ombudsperson's report through changes to Trust Council policies, Bylaw Enforcement practices and procedures, and implement changes through staff training and regular communications. The project timeline anticipates three meetings for RPC to deliberate and review revisions to policy and procedures and final recommendations for policy amendments to Trust Council in December. At the March 2024 Trust Council meeting, a Request for Decision (RFD) was brought forward that recommended that That Trust Council approve Bylaw Compliance and Enforcement Review Project Charter V1.

One of the directions from the RPC was to create a webpage for the Bylaw Enforcement project and once completed, include links to all of the relevant documents, policies, and previous reports that can be easily accessed by the community. This direction has been completed and the webpage has been created. It can be found in the following link: <https://islandstrust.bc.ca/island-planning/general-resources/bylaw-compliance-and-enforcement/bylaw-enforcement-review-project/>. The page can be accessed from the homepage under 'What's Happening' or from the individual LTC pages through the 'Bylaw Compliance' tab.

3. POLICY ANALYSIS

This section is to provide an overview of policies and documents that are currently in effect with regards to bylaw compliance and enforcement.

Islands Trust Act

Section 28 of the islands Trust Act legislates how Local Trust Committees can handle bylaw enforcement issues. S. 28 states:

- 1) For the purposes of enforcing its bylaws and section 32 of this Act, a local trust committee has all the power and authority of a regional district board.

(1.1) Division 1 [Bylaw Enforcement and Related Matters] of Part 12 [Regional Districts: Bylaw Enforcement and Challenge of Bylaws] of the [Local Government Act](#), other than section 413 (2) and sections 421 to 424, applies to a local trust committee in relation to subsection (1).

(2) Fines and other penalties imposed and collected under or because of a bylaw of a local trust committee must be paid to the trust council.

Trust Council Bylaw Compliance and Enforcement Policy

The purpose of the bylaw compliance and enforcement program is to support the object of the Islands Trust to preserve and protect the trust area and its unique amenities and environment for the benefit of residents of the trust area and of the province generally by ensuring compliance with Local Trust Committees' bylaws.

The Trust Council Enforcement policy document provides policies on a number of bylaw enforcement related topics. These include:

- Compliance
- Best practices manual
- Commencing Investigations
- Closing Investigations
- Priority of Investigations
- Mediation
- Legal Action
- Bylaw Notice Debt
- Confidentiality
- Local Trust Committees, Trust Council, and Trustees

The Trust Council Enforcement policy can be found in the following link: [Trust Council Bylaw Compliance and Enforcement Policy 5.5.1](#)

Bylaw Compliance & Enforcement Best Practices & Procedures

This document guides staff and outlines the purpose of Islands Trust Bylaw Compliance & Enforcement program and the process for the initiation and closure of bylaw enforcement case files. Moreover, it summarizes what is and isn't a complaint, how compliance is achieved, and how enforcement files are closed. It also provides information on the following:

- General enforcement best practices
- File management best practices
- Communication best practices
- Bylaw Enforcement Notices and Dispute Adjudication System
- Collection of BVN penalties
- Civic claims; and
- Issues

[The Bylaw Compliance and Enforcement Best Practices and Procedures](#) may be found in the hyperlink.

Handling of Administrative Fairness Complaints Policy

Trust Council policies 7.1.1 ([Administrative Fairness Principles](#)) and 7.1.2 ([Handling of Administrative Fairness Complaints](#)) guides trustees, staff, LTC's and other Islands Trust bodies through a fair, equitable and timely process when an individual complains that they have been treated unfairly by the organization. It is designed to uphold principles of transparency, accountability, and fairness within the Islands Trust, ensuring that individuals have recourse if they believe their rights have been violated or

administrative processes have been mishandled. These policies will be updated to more clearly distinguish between administrative fairness complaints and complaints about staff.

Bylaw Infractions Investigations Bylaws

Each Local Trust Area has their own Bylaw Infractions Investigations Bylaw by which each LTC establishes the authority to inspect alleged infractions and to enforce on land use bylaw violations.

Bylaw Enforcement Notification Bylaw

Islands Trust participates in a Bylaw Notice Adjudication Dispute System as permitted by the *Local Government Bylaw Notice Enforcement Act*. There are ten Local Trust Committees that have adopted Bylaw Enforcement Notification (BEN) Bylaws: Lasqueti and Saturna LTCs have not opted in. This system was introduced in 2005 by the Provincial government and it provides an alternative to the court system where non-judicial adjudicators hear ticket disputes. Penalties for contraventions cannot exceed \$500.00 but there are proposals to have the penalties raised to \$1000.00.

BEN bylaws establish local trust area regulations for the issuance of bylaw notices, determining when compliance agreements can be offered, and the authorities of screening officers to either enter into compliance agreements or cancel bylaw notices.

Land Use Bylaws

Land Use Bylaws (LUBs) are used as a regulatory tool that specify permitted uses for different areas of the community and assign specific regulations to these areas to guide development. Local Trust Area LUBs also include Bylaw Enforcement provisions, which are typically found in the administration sections of the LUBs. Generally, inspection, violation, and penalties are defined in each of the LUBs. Only Thetis and Denman deviate from using these consistent terms. In terms of consistency of definitions, there is inconsistency of how each of the terms are defined. There could be some merit to amend definitions to ensure consistency across the Trust. This may be considered in the implementation phase of this project.

Standing Resolutions

Standing resolutions are motions passed by a Local Trust Committee, some of which provide specific direction to bylaw enforcement staff on specific enforcement matters and amount to LTC policy. Resolutions remain in this list until they are rescinded or expire if specified. Each LTC has a list of standing resolutions, some pertaining to Bylaw Enforcement issues or options, which is reported in each LTC agenda.

Examples of standing resolutions can be found below:

1.	June 26, 2018	DE-2018-056	Proactive enforcement of Short-term Vacation Rentals	It was MOVED and SECONDED , that the Denman Island Local Trust Committee adopt the following standing resolution: "That Bylaw Enforcement staff undertake proactive enforcement of Short-term Vacation Rentals on Denman Island".
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Denman Island Bylaw Enforcement Standing Resolutions on STVRs

8.	November 6, 2020	HO-2020-074	Proactive Enforcement of Year-Around Unlawful Housing	It was MOVED and SECONDED , that the Hornby Island Local Trust Committee adopt the following Standing Resolution: That enforcement on unlawful permanent dwellings be deferred until such time that the Local Trust Committee can review the critical housing supply issue on Hornby Island or until December 31, 2021.
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Figure 1 Hornby Island Bylaw Enforcement Standing Resolution on Unlawful Housing

A comprehensive table of 24 standing resolutions can be found in Attachment 1.

4. ANALYSIS AND OPTIONS IDENTIFICATION

A table outlining both the recommendations from the Office of the Ombudsperson report and the Organizational options can be found in the table below. The table provides the recommendations of the Ombudsperson Report, which policy/document the recommendation pertains to, what are the options/actions, and what would be the result.

Recommendations	Applicable Policy/Document	Options/Actions	Result
Recommendations for Trust Council Policy			
Make policies, best practices and procedures publically available	Trust Council Policy (5.5.1) Best Practices & Procedures	Both available online (open folder 5 – Other Information in the Project Library)	The result of making these changes would be a higher level of transparency through providing the public comprehensive information about the Bylaw Enforcement process.
Update policy to reflect best practices and procedures document	Trust Council Policy (5.5.1)	The adopted Trust Council project will update best practices and attach them to an updated Trust Council policy.	
Include a policy to assist staff in exercising discretion	Trust Council Policy (5.5.1)	Office of the Ombudsperson has a quick tips guide on exercising discretion fairly. The policy should be consistent with the guide.	
Recommendations specific to Bylaw Compliance & Enforcement Best Practices & Procedures			
Revise Purpose Statement for Bylaw Complaints Policy	Bylaw Compliance & Enforcement Best Practices & Procedures	Updated Document will now reflect wording that has been provided on page 5/6 of the Ombudsperson report.	The result of making these changes will help to fairness and transparency within the policies and procedures for bylaw enforcement by the Islands Trust.
Update Guiding Principles	Bylaw Compliance & Enforcement Best Practices & Procedures	This section is being added to the document. An example is provided on page 6 of the Ombudsperson report.	
Inclusion of a Comprehensive List of Definitions and Terms Used in the Policy	Bylaw Compliance & Enforcement Best Practices & Procedures	Comprehensive list of definitions and terms section is being added to the	

		document before the “Introduction” section.	
Clearly State Roles and Responsibilities of all Staff and Trustees of the Organization in Relation to Bylaw Enforcement	Bylaw Compliance & Enforcement Best Practices & Procedures	Document is being updated to clearly define roles and responsibilities in its own section. Recommendation to further define LTC role via LTC’s considering a Bylaw compliance and Enforcement Policy Template (attachment 2)	
Include a Confidentiality Statement in the Policy	Bylaw Compliance & Enforcement Best Practices & Procedures	Confidentiality Statement is being expanded to encompass the responsibility of staff to maintain confidentiality.	
Update the Best Practices & Procedures Document to Include Informational Sub-Sections.	Bylaw Compliance & Enforcement Best Practices & Procedures	The Ombudsperson report provides sub-sections on pages 7 and 8. These sections should be added to the document.	
Recommendation for Handling of Administrative Fairness Complaints Policy			
Review and Amend “Handling of Administrative Fairness Complaints” Policy to Reflect its Actual Function as a General Complaints Policy	Handling of Administrative Fairness Complaints (7.1.2)	The Ombudsperson report recommended amending the policy title and contents to reflect its function as a general complaints policy. Included in Trust Council approved project charter.	A more accurate representation of what the policy provides.

Staff are in the process of drafting the new Bylaw Compliance & Enforcement Best Practices & Procedures document and are preparing a blackline version for the RPC to review.. The new policy document would integrate all of the recommendations from the Ombudsperson report to make a more robust and transparent document as per Trust Council’s approved Project Charter.

In addition to the table above, staff have drafted an LTC policy template (Attachment 2). It is envisioned that each LTC could adopt a version of this policy template; this would consolidate all existing LTC policies adopted by standing resolution, provide different policy options for different LTCs, and would provide for more consistency as the same template would be used for the LTC policies. Implementing this type of policy document would provide the opportunity for each LTC to consider tailoring bylaw compliance and enforcement policies specifically to each LTA. The policy document would still be within the overall framework of the Trust Council policy, bylaw enforcement bylaws, legislation, and case law. This type of policy document has already been requested by various LTCs and this project provides an opportune time to include into best practices. As it currently exists, the scope of the project does not include the development and review of a LTC Bylaw Enforcement policy template. Because of this, staff have included a recommendation to expand the project scope to include the development and review of the attached template.

The policy template would be comprised of a purpose statement and ten (10) policies including:

1. Application
2. Definitions
3. References
4. Priorities

5. Notice of Inspection
6. Enforcement Procedures
7. Closing Files

8. Frivolous, Repeat or Vexatious Complaint
9. Communications
10. Reporting

5. ATTACHMENT(S):

- 1) Consolidated Standing Resolution Table
- 2) LTC Bylaw Enforcement Policy Template
- 3) Project Charter v.2

RESPONSE OPTIONS

Recommendations:

1. That Regional Planning Committee request staff to amend the deliverables of the project to include the development and review of a Local Trust Committee Bylaw Compliance and Enforcement Policy
2. That Regional Planning Committee request staff to complete the draft Local Trust Committee Bylaw Compliance and Enforcement Policy template for review at the September regular business meeting.

Alternatives:

1. That Regional Planning Committee request staff for more information [list requested information]. Or,
2. That Regional Planning Committee not amend the Project Charter (no resolution required).

Prepared By: Anthony Fotino, Island Planner

Reviewed By/Date: Stefan Cermak, Director, Planning Services / May 16, 2024

LTC	Standing Resolution No.	Issue	Policy/Standing Resolution
Denman	DE-2023-080		that the Denman Island Local Trust Committee adopt a Standing Resolution that Bylaw Enforcement personnel give a minimum of 24 hours notice before conducting a site visit and that they schedule a time with the property owner.
Denman	DE-2023-012		that the Denman Island Local Trust Committee adopt the following Standing Resolution: That the Local Trust Committee acknowledges and affirms its commitment to the human right to housing as laid out by the United Nations Declaration of the Human Right to Adequate Housing.
Denman	DE-IC-2021-007		that the Denman Island Local Trust Committee adopt the following Standing Resolution: That the Denman Island Local Trust Committee clarify that the reference to a 45 day limit for visitor accommodation means 45 days for one client and that otherwise there are no limits on how many days per year a visitor accommodation home occupation can operate; and that this temporary policy remain in place until this regulation is reviewed.
Denman	DE-2021-015		that the Denman Island Local Trust Committee adopt the following standing resolution: 'The Denman Island Local Trust Committee directs Bylaw Compliance and Enforcement staff to temporarily withhold enforcement against unlawful dwellings upon receipt of a written complaint, unless any of the following conditions apply: a) The complaint is received from at least two sources, one being the owner, occupant or title holder of a neighbouring property; b) It appears that there is more than one unlawful dwelling on a lot; c) An unlawful dwelling appears to be larger than 90 square meters; or d) An unlawful dwelling appears to be located within a Development Permit Area. And nothing in this enforcement policy should be interpreted as giving permission to violate the Denman Island Land Use Bylaw and the Local Trust Committee may change this policy or give direction to expand enforcement activities at any time.' This Standing Resolution will be reviewed in one year's time
Denman	DE- 2018-100	Bylaw Enforcement on Unlawful STVRs	That the Denman Island Local Trust Committee adopt the following standing resolution: That the Denman Island Local Trust Committee direct Bylaw Enforcement to use the following priority in dealing with unlawful short-term vacation rentals (STVRs): 1. Unlawful STVRs that have been the subject of substantiated complaints; 2. Unlawful STVRs that are operated by persons who normally do not reside on Denman Island;

			3. Unlawful STVRs operated by persons who do not reside on the same property as the STVR; 4. Unlawful STVRs operated by persons who reside on the same property as the STVR
Denman	DE-2018-056	Proactive Enforcement of STVRs	It was MOVED and SECONDED, that the Denman Island Local Trust Committee adopt the following standing resolution: "That Bylaw Enforcement staff undertake proactive enforcement of Short-term Vacation Rentals on Denman Island
Gabriola	GB-2019-038	Enforcement of Limited Public Market Provisions in the Land Use Bylaw	that the Gabriola Island Local Trust Committee adopt the following standing resolution with respect to limited public markets: a) Islands Trust Bylaw Enforcement Staff are directed to not enforce Section B.6.2 of Gabriola Island Land Use Bylaw No. 177, 1999 when limited public markets are operated indoors, but rather to inform the operators of the applicable land use regulations; b) This enforcement policy does not permit violation of the Land Use Bylaw and the Gabriola Island Local Trust Committee may at any time, by resolution, modify or rescind this policy or give direction to expand enforcement activities.
Galiano	GL-2020-041	Unlawful Land Uses and Planning Applications	that the Galiano Island Local Trust Committee adopt the following policy on unlawful land uses and planning applications: a. Where an application is received and a use is continuing in contravention of a land use bylaw, staff are directed to request that the applicant cease the use prior to processing the application, and that staff are directed to continue with enforcement until the use is ceased. b. The applicant may request that the Local Trust Committee proceed with consideration of the application while the use is continuing; and, where the Local Trust Committee considers there is a community need to process the application while the prohibited use is continuing, the Local Trust Committee may direct that bylaw enforcement actions, including the issuing of notices, cease. c. Where the Local Trust Committee does not consider that there is a community need, or the applicant has not made such a request of the Local Trust Committee; bylaw enforcement actions, including the issuing of notices, will continue. d. In deciding whether to grant land use approval for a use that was commenced in contravention of a land use bylaw, the Local Trust Committee may consider whether the applicant has suspended the prohibited land use pending a decision on the application.
Galiano	GL-2014-000		On properties where there is an open bylaw enforcement file, planning staff should refer planning applications to the Bylaw

			Enforcement Manager for comment where one or more of the following circumstances exist: 1. There have been significant delays or longer than typical timelines in the enforcement process 2. The LTC is considering on-going, relevant policy or regulatory changes that could impact enforcement 3. Litigation has been recommended 4. Legal counsel has been involved (beyond providing a basic interpretation) 5. There has been enforcement action beyond seeking voluntary compliance (e.g. a BEN warning or ticket, adjudication, a compliance agreement negotiated, etc.) 6. There has been, or is an expectation of, joint enforcement with other jurisdictions 7. There is potential for impact on other related enforcement files.
Gambier	GM-2023-027	Unlawful land uses and planning applications	that Gambier Island Local Trust Committee adopt the following policy on unlawful land uses and planning applications: a) Where an application is received and a use is continuing in contravention of a land use bylaw, staff are directed to request that the applicant cease the use prior to processing the application, and staff are directed to continue with enforcement until the use is ceased. b) The applicant may request that the Local Trust Committee proceed with consideration of the application while the use is continuing; and, where the Local Trust Committee considers there is a community need to process the application while the prohibited use is continuing, the Local Trust Committee may direct that bylaw enforcement actions, including the issuing of notices, cease. c) Where the Local Trust Committee does not consider that there is a community need, or the applicant has not made such a request of the Local Trust Committee, bylaw enforcement actions, including the issuing of notices will continue. d) In deciding whether to grant land use approval for a use that was commenced in contravention of a land use bylaw, the Local Trust Committee may consider whether the applicant has suspended the prohibited land use pending a decision on the application.
Gambier	GM-2020-006	Rise and Report from In-Camera Meeting of July 23, 2020	That the Gambier Island Local Trust Committee amend GM-2018-035 to add the words "otherwise lawful" after the word "regarding", and that it become a standing resolution. Resolution GM-2018-035 amended now reads: That the Gambier Island Local Trust Committee request Bylaw Enforcement staff to cease investigation and enforcement of complaints on Keats Island regarding

			otherwise lawful accessory uses, buildings and structures on a parcel where no principal use exists if the adjacent parcel has a principal use and both parcels are held under common ownership
Gambier	GM-2020-001	GM-IC-2020-001 Bylaw Enforcement Investigation	that the Gambier Island Local Trust Committee request Bylaw Enforcement staff to cease investigation and enforcement of complaints on Keats Island regarding otherwise lawful accessory uses, buildings and structures on a parcel where no principal use exists if the adjacent parcel has a principal use and both parcels are held under common ownership.
Hornby	HO-2020-013	Vacation Home Rental Review Project	that the Hornby Island Local Trust Committee adopt the following Standing Resolution: Authorize proactive enforcement of the Hornby Island Land Use Bylaw No. 150 regulations for Vacation Home Rentals. Short Term Vacation Rentals that have one or more of the following characteristics, will be subject to proactive enforcement: • Non-compliant Short Term Vacation Rentals are advertised on the internet, newspapers or other media. • More than one dwelling on the lot is made available simultaneously for a Short Term Vacation Rental. • While the property is rented, additional persons are staying in tents, trailers or recreational vehicles. • There are issues related to health and safety in accordance with the Land Use Bylaw. • There is more than one complaint from the immediate neighborhood (defined as being within 200 meters of the subject property) regarding • issues related to the Short Term Vacation Rental, such as noise, parking congestion, more than one guest/party in a week, or too many • people. • The residential dwelling being used as a Short Term Vacation Rental does not meet the following criteria for Short Term Vacation Rentals from the Hornby Island Official Community Plan Bylaw No. 149: ○ that the owner or tenant of the parcel is ordinarily resident on the property and the vacation home rental use is occurring during the temporary absence of the owner or tenant; or ○ where the owner or residential tenant of the parcel resides seasonally in the dwelling and the vacation home rental use is occurring during the absence of the owner or tenant; or

			○ where the owner or residential tenant is residing in another lawful dwelling on the property while the vacation home rental is occurring. • The Short Term Vacation Rental is not managed locally, or was purpose built to be a Short Term Vacation Rental. • A complaint is made by an official of a government regulatory body or the bylaw enforcement officer and it concerns overuse of water, inadequate septic capacity, or too many buildings on the property.
Hornby	HO-2017-011	Standing Resolution regarding Bylaw Enforcement	that the Hornby Island Local Trust Committee adopt the following Standing Resolution: 1. That whereas the Hornby Island Local Trust Committee intends to facilitate a community process to review residential density to address community housing needs, which may result in amendments to the Official Community Plan and Land Use Bylaw, it is resolved that related enforcement actions against properties identified as: a) Lot B, Section 15, Hornby Island, Plan 24652 (1655 Central Road); b) Lot B, Section 6, Hornby Island, Plan 30442 (7205 Central Road); and c) Lot 6, Section 10, Hornby Island, Plan 26332 (2475 St. Johns Point Road) shall be held in abeyance; 2. That nothing in this enforcement policy should be interpreted as giving permission to any party to violate Hornby Island Land Use Bylaw No. 150 and the Hornby Island Local Trust Committee may change this policy at any time and may give direction to commence enforcement activities with respect to the identified properties at any time without notice; and 3. That unless the Hornby Island Local Trust Committee extends the effective period, this enforcement policy expires on October 31, 2018 or when the residential density review project is complete, whichever is the sooner.
Mayne	MA-2022.012	Outhouses	that the Mayne Island Local Trust Committee direct Bylaw staff to suspend enforcement on outhouses and that the Bylaw Enforcement Manager be invited to attend a future Local Trust Committee meeting.
Mayne	MA-2017-028	STVR Enforcement Policy	That the Mayne Island Local Trust Committee adopts the following resolution in regards to Bylaw Enforcement of Unlawful Short Term Vacation Rentals (USTVR): a) Given finite resources available for enforcement activities and in order to ensure the most effective results for enforcement activities, Unlawful Short Term Vacation Rentals that have one or more of the following characteristics will be subject to proactive enforcement: i. they are advertised on the internet, newspapers or other media;

			ii. they are not managed by an owner of the USTVR property who lives on Mayne Island; iii. more than one dwelling on the lot is simultaneously made available for USTVR; iv. while the property is used as a USTVR, persons are permitted to stay in tents or trailers; v. there are issues related to health and safety on the property; vi. there is a written complaint by owners or residents of two properties about bona fide serious nuisance issues such as noise or parking congestion related to the USTVR; vii. the owner of the property uses more than one property on Mayne Island as a USTVR. b) Nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Mayne Island Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time
Mayne	MA-2017-027	Unlawful Dwellings	That the Mayne Island Local Trust Committee directs staff to take enforcement action against unlawful dwellings only if one of the following conditions exists: 1.1. There is a complaint from an immediate neighbor; or, 1.2. There is a referral from an agency responsible for health and safety issues that is doing concurrent enforcement. 2. Nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Mayne Island Local Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time.
North Pender	NP-2023-040		That the North Pender Island Local Trust Committee move to suspend bylaw enforcement on the Industrial zoned portion of 4606 Razor Point Road until the completion of Bylaw 224 and 229.
North Pender	NP-2020-010	Bylaw Enforcement Compliance on unlawful uses	that the North Pender Island Local Trust Committee adopt the following policy on unlawful land uses and planning applications: a. Where an application is received and a use is continuing in contravention of a land use bylaw, staff are directed to request that the applicant cease the use prior to processing the application, and staff are directed to continue with enforcement until the use is ceased. b. The applicant may request that the Local Trust Committee proceed with consideration of the application while the use is continuing; and, where the Local Trust Committee considers there is a community need to process the application while the prohibited use is continuing, the Local Trust Committee may direct that bylaw enforcement actions, including the issuing of notices, cease.

			c. Where the Local Trust Committee does not consider that there is a community need, or the applicant has not made such a request of the Local Trust Committee, bylaw enforcement actions, including the issuing of notices will continue d. In deciding whether to grant land use approval for a use that was commenced in contravention of a land use bylaw, the Local Trust Committee may consider whether the applicant has suspended the prohibited land use pending a decision on the application.
North Pender	NP-2019-016		that the North Pender Island Local Trust Committee directs bylaw enforcement officers to commence bylaw investigations and enforcement without written complaint if bylaw violations related to disposal or storage of waste or recyclable materials or storage of vehicles or vehicle parts are observed by the bylaw enforcement officer while doing inspections for other issues or if it is reliably reported to the officer that such activity may be taking place.
Salt Spring	SS-2021-111	Portable Sawmills	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee adopt the following enforcement policy: Enforcement on portable sawmills will be deferred while the Local Trust Committee considers amendments to the Land Use Bylaw.
Salt Spring	SS-2021-109	Unlawful Dwellings	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee adopt the following enforcement policy: Enforcement activities will be deferred for all unlawful dwellings being used for residential purposes except in the following circumstances: a. there are concerns regarding health and safety; b. there are concerns that sewage is not being disposed of in an approved septic or sewage disposal system; c. there are concerns that septic or sewage disposal systems are being used in excess of capacity or ability as a result of unlawful dwellings; d. there are concerns of possible contamination of wells or other drinking water sources; e. unlawful dwellings are in environmentally sensitive areas; f. there are non-permitted campgrounds; and that the Salt Spring Island Local Trust Committee may change this policy at any time and may give direction to resume enforcement activities at any time.
Salt Spring	SS-2010-011	Bylaw Enforcement Reports	That the Salt Spring Island Local Trust Committee directs staff to provide quarterly in-camera and public reports on on-going and current bylaw enforcement investigations and actions in the Salt Spring Local Trust Area.

Saturna	SA-2023-008	Bylaw Notification Requirements	that it be resolved that Clause 2 in Saturna Local Trust Committee Bylaw 30 - A Bylaw to Authorize Inspection of Alleged Infractions Against Regulations - is replaced on an interim basis with the wording of Clause 14.1 from Saturna Local Trust Committee Bylaw 119 - Land Use Bylaws amalgamated. This clause reads 'The Island Trust Bylaw Enforcement Officer or any other person designated by the Saturna Island Local TrustCommittee to administer this Bylaw is authorized to enter, at any reasonable time and after having given two-weeks prior notification to the occupier, upon any property that is subject to regulation under this Bylaw, for the purpose of determining whether the regulations are being observed.' This Standing Resolution will remain in place until such time a review of Bylaw No. 30 and Bylaw No. 119 Section 1.4 'Inspection and Enforcement' can be reviewed and re-enacted through public process embodying Bylaw Enforcement Best Practices outlined in the 2022 Ombudsperson of British Columbia report concerning Local Government Bylaw Enforcement Policy and Practice
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XXXX Island Local Trust Committee Bylaw Enforcement Policy Template

Bylaw Enforcement Policy No. 1, effective _____, 2024

Revision No. 1

Purpose

To establish policies and procedures for the enforcement of the XXXX Land Use Bylaw that comply with the adopted Trust Council Policies contained in Policy 5.5.1., ~~and~~ that are within the authority of the Local Trust Committee to enforce, and that will ensure polices and procedures are efficient, transparent, reasonable, and consistent with local community standards.

Policy

1.0 Application

Statement on the scope of the policy. LTCs could have separate policies for the enforcement of each land use bylaw within its Local Trust Area.

2.0 Definitions

Any necessary definitions would be included.

3.0 References

What legislation or bylaws or polices are referenced within the policy. This would include references to the Local Government Act, Community Charter, Local Government Bylaw Notice Enforcement Act, and the Bylaw Enforcement Notice bylaws.

4.0 Priorities

This section should include the direction of LTCs to bylaw staff regarding which contraventions that are of concern to the LTC and require proactive enforcement, and possibly when enforcement on contraventions should be deferred and for what reason. Previous practice has been to adopt policies or priorities by standing resolutions adopted by the Local Trust Committee.

5.0 Notice of Inspection

This section would include direction for what notification is required for those subject to enforcement. It may include reference to providing 24 hours notice for the property owner and how that notice is to be given.

This section would also include when such notice is not required, such as when enforcing short-term, or if there is work in environmentally sensitive areas, or there are health and safety concerns.

Policy on investigating properties without entering property if the work can be done from public property.

6.0 Enforcement Procedures

*This section would deal with issues such as **time to comply** after a contravention is confirmed, and the time periods for compliance deadlines before a bylaw violation notice is issued.*

This may also include policies on the number of complaints required to pursue enforcement on minor contraventions or contraventions that are not a priority for the LTC.

Policy for discretion of Bylaw Officers, or the Manager, when it comes to placing files on hold or closing the files. There may be extenuating circumstances when enforcement should not proceed, such as the financial inability to comply when persons are indigent.

7.0 Closing Files

Trust Council Policy permits LTCs to close files. This section should establish when LTC wants certain files closed and under what conditions. This could include contraventions that the LTC does not wish to pursue such as unlawful dwellings or other contraventions that they deem to be not in their interest to pursue.

8.0 Frivolous, Repeat or Vexatious Complaint

This policy should establish the criteria for when complaints, or complainants, will be considered frivolous or vexatious, and what action staff should be taking if receipt of such complaints or receiving such complaints from individuals.

9.0 Communications

This policy may also include direction from the LTC on communicating or messaging with respondents, complainants, or the general public regarding current open files, or realtors.

10.0 Reporting

Policy required for when the LTC wants communications or staff reports regarding bylaw enforcement files in general, and reporting on files with completed investigations, and where the LTC may be considering their enforcement options or legal action.

Bylaw Compliance and Enforcement Review - Charter v2

Regional Planning Committee (RPC)

RPC Endorsement (v1) Date: 02-16-2024

Purpose: To resolve bylaw enforcement matters efficiently and with minimal conflict by reviewing and amending Islands Trust Bylaw Enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence.

Background: Islands Trust Council requested that the Office of the Ombudsperson undertake a review of enforcement policies and practices and provide recommendations at the March 2023 Trust Council meeting. In August 2023 the Office of the Ombudsperson's Consultation and Training Team submitted the 'Voluntary Consultation on Bylaw Enforcement Policies and Practices within the Islands Trust' report. At the September 2023 Trust Council meeting directed that the recommendations of the report be implemented, that staff develop a work and project charter and was referred to the Regional Planning Committee.

Deliverables

- Revisions to Bylaw Compliance and Enforcement Policy 5.5.1
- Revisions to the Handling of Administrative Fairness Complaints Policy 7.1.2
- Revisions to Bylaw and Enforcement Best Practices and Procedures Manual ('the Manual')
- A public Bylaw Complaints and Enforcement document
- Updates and revisions to Bylaw Enforcement forms, templates and documents
- Training and information for Bylaw Enforcement Officers and other relevant staff
- Communications team work with planning staff to post regular Bylaw Compliance Review project updates to Islands Trust website.
- [Development and review of an LTC Bylaw Enforcement Policy](#)
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In Scope

- Review the Report, compile recommendations
- Review current Trust Council policies
- Review the Manual
- Compile and review all LTC bylaw enforcement standing resolutions and policies
- Review selected policies of other relevant local governments
- Report to RPC with proposed revisions for direction
- Provide regular updates and recommended revisions to Trust Council
- Implement changes to policies and practices
- A legal review of draft documents

Out of Scope

- Amendments to bylaws
- Public consultation
- Referrals to LTCs
- External consultants

IAP2 Public**Engagement Level:**

- ☒ Inform
- ☐ Consult
- ☐ Involve
- ☐ Collaborate

Workplan Overview

Deliverable/Milestone	Target Date
Draft Project Charter to RPC for review and endorsement	Feb 2024
RFD to Trust Council	Mar 2024

<i>RPC review of preliminary policy revisions</i>	May 2024
<i>Briefing to Trust Council</i>	June 2024
<i>Draft policies and manual to RPC for review and changes</i>	Sept 2024
<i>Referral of draft revisions to Ombudsperson's office for comment</i>	Sept 2024
<i>Briefing to Trust Council</i>	Sept 2024
<i>Final RPC review and referral to Trust Council</i>	Nov 2024
<i>Endorsement by Trust Council</i>	Dec 2024
<i>Implementation</i>	Jan – Mar 2025

Project Team	
<i>Stefan Cermak, DPS</i>	Project Champion
<i>Robert Kojima, RPM</i>	Project Manager
<i>Warren Dingman, Manager C & E</i>	Project Manager
<i>Anthony Fotino</i>	RPC Planner
<i>David Marlor, DLS</i>	Advisor
Director Approval: <i>Stefan Cermak</i> Date: 02-16-2024	RPC Endorsement: Resolution #: 2024-001 Date: 02-16-2024

Budget		
Budget Sources: N/A – no budget has been assigned		
*legal review included in scope by RPC 02-16-2024		
Fiscal	Item	Est. Staff hours*
2023-24	Project initiation	20
2024-25	- Preliminary analysis and review	40
	- Drafting of policy revisions	50
	- Final policy	20
	- Updates to manuals and templates	40
	- Implementation	40
	- Contingency	40
	Total	250

*excludes any admin support, attendance at RPC/TC meetings, staff receiving training

BRIEFING

To: Regional Planning Committee **For the Meeting of:** May 24, 2024
From: Anthony Fotino, Island Planner **Date Prepared:** May 16, 2024
SUBJECT: Implementation Update – Housing Strategic Action Plan

PURPOSE:

To provide an update to Regional Planning Committee (RPC) regarding implementation actions undertaken to date on the Trust Council endorsed Housing Strategic Action Plan.

BACKGROUND:

At its November 15, 2023 meeting, the Regional Planning Committee endorsed the draft Trust Council Housing Strategic Action Plan including proposed priority actions and referred it to Trust Council for approval. At its meeting in December, Trust Council adopted the [Housing Strategic Action Plan](#).

At the February 16, 2024 meeting, Staff provided a briefing to the RPC to update the implementation actions to date on the Housing Strategic Action Plan.

Attachment 1 provides RPC with an implementation update, identifying the status of actions undertaken to date, as well as presenting endorsed future actions. Specifically, since the last update, there have been updates to actions 4, 7, and 27.

ATTACHMENT(S):

Attachment 1: Housing Strategic Action Plan – Implementation Update – February 2024

FOLLOW-UP:

Staff will continue to its work to implement the Housing Strategic Action Plan according to the timeline set out in the Housing Strategic Action Plan (and Attachment 1, which presents the actions by quarter) and availability of staff resources.

Prepared By: Anthony Fotino, Island Planner

Reviewed By/Date: Robert Kojima, Regional Planning Manager, Southern Team
Stefan Cermak, Director of Planning Services

Attachment 1: Housing Strategic Action Plan – Implementation Update - May 2024

 = Completed
 = In Progress

2023-2024 – HOUSING STRATEGIC ACTION PLAN – Actions Update			
Q	Actions	Details	Status
Q3	Action 3: Update Housing Affordability webpage (including by posting the Housing Options Toolkit) and support awareness of housing affordability advocacy	-Now posted to the Housing Affordability page: Housing Options Toolkit (HOT), Housing Strategic Action Plan (HSAP), HOT and HSAP News Releases -IT planner workshop on HOT happened January 11, 2024 - Advocacy Letter page (Housing section) link added to Housing Affordability page	
	Action 27: Advocate to Province to enable improvement districts (that serve the IT) to access infrastructure grants	- Staff have provided background to RPC and will meet with provincial and regional district staff to gather more information	
Q4	Action 4: Communicate to property owners what housing actions (e.g., secondary suites etc.) can be taken under existing bylaws and constraints that are beyond an LTC's authority to address, e.g. Building Code	- Digital communication materials have been created to put on the Islands Trust website that inform property owners of what i) housing actions can be taken on their property ii) and which jurisdictions regulate different actions.	
	Action 7: Identify consistent housing definitions & recommend LTCs to adopt	-Staff have compiled a list of all housing definitions from all bylaws and are incorporating the definitions into the Model Land Use Bylaw to produce consistent definitions that are align with new Provincial definitions	
	Action 11: Apply for funding to incorporate new data on social and economic implications of housing location into suitable land analysis; pilot approach	-funding applied for and received by Salt Spring to undertake this work as part of complete communities grant	
	Action 24: Work with Regional Districts to facilitate the development and implementation of affordable housing strategies for the islands	-this is underway and ongoing (in Capital Regional District, and conversations occurred with Comox Valley RD; future regions RD Nanaimo and Cowichan Valley RD)	
	Action 22: Work with Indigenous Nations to address their interests in Action Plan	-letter drafted to initiate this work, will be sent shortly	
	Action 31: Review of provincial housing regulations 2023/2024	-Toolkit updated and memos sent to LTCs	

	Action 25: Advocate to Provincial Health to develop support and guidance for unplumbed sewage disposal such as composting toilets and alternative water solutions	-UBCM resolution drafted for AVICC consideration re Ministry of Health to update the Manual of Composting Toilet and Greywater Practice & provide funding for demonstration projects and pro-d	
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Note: Q1 =Apr-Jun; Q2=July-Sept; Q3=Oct-Dec; Q4=Jan-Mar

FUTURE ACTIONS TIMELINE - FROM THE HOUSING STRATEGIC ACTION PLAN

2024/25

Q1	Action 2: Updates to Housing Needs Reports - grant received from Province for all LTCs
	Action 21: Trust Council to identify if there are specific circumstances where they want to hold land for housing in a manner consistent with its mandate
	Action 26: Advocate to Province for Prov and regional level changes to support wheeled tiny homes
	For Action 23 in Q3 24/25– consider if \$ is needed for roundtable – and ask for it at Trust Council
Q2	Action 13: Encourage LTCs (communications from staff) to update OCPs to facilitate housing to address need
	Action 14: Encourage LTCs (communications from staff) to create opportunities through zoning for housing forms that address need
	Action 29: Advocate for BC Housing and CMHC to incorporate a low density, rural framework within capital funding programs
	For Action 23 in Q3 24/25- planning work including agenda, meeting invitations, location, consultant?
	Action 11: Apply the methodology to incorporate new data on social and economic implications of housing location into suitable land analysis; apply from Salt Spring pilot approach
Q3	Action 1: Updates to Housing Profiles for all LTCs
	Action 9: Create a model engagement process for LTCs
	Action 23: Hold a regional interagency cooperation staff roundtable
	Action 25: Advocate to Provincial Health to develop support and guidance for unplumbed sewage disposal and alternative water solutions
	For Action 23 in Q2 25/26: (Hold a regional interagency cooperation elected officials roundtable) – consider if \$ needed and ask for it from TC
	Action 12: Apply for funding (e.g. through Real Estate Foundation of BC) to undertake work with First Nations to incorporate indigenous interests into suitable land analysis; pilot approach
Q4	Action 6: Prioritize funding to LTC housing projects to update bylaws
	Action 7: LTCs to adopt consistent definitions of affordable housing and other housing-related terms
	Action 10: Undertake suitable land analysis using existing evidence-based research data
	Action 11: Pilot approach to incorporate new data on social and economic implications of housing location into suitable land analysis
	Action 12: Undertake work with First Nations to identify ways to incorporate indigenous interests into suitable land analysis and pilot it
	Action 15: Develop communications on pre-development steps and costs for community organizations & affordable housing application process (Tools 11-12)
	Action 18: Terms of Reference and Water Management Plan Template including proof of water guidance (Tools 14-16)
	For Action 23 in Q2 25/26: (Hold a regional interagency cooperation elected officials roundtable) – start planning agenda etc
	Action 28: Advocate for provincial government to fund growth-limits assessment like groundwater availability studies
	Action 30: Advocate for ongoing provincial funding to help address housing need in the Islands Trust

2025/26 ACTIONS

Q1	<i>Work underway to meet future action completion timelines</i>
Q2	Action 23: Hold a regional interagency cooperation elected officials roundtable
Q3	<i>Work underway to meet future action completion timelines</i>
Q4	Action 2: Updates to Housing Profiles for all LTCs when new data available from: Census (release Feb 2026)
	Action 6: Prioritize funding to LTC housing projects that will result in effective and/or innovate bylaws increasing housing options (Official Community Plan and Land Use Bylaw) and updates to older zoning provisions
	Action 7: LTCs to adopt consistent definitions of affordable housing and other housing-related terms

	Action 10: Undertake suitable land (for development) analysis using evidence-based research data that the Islands Trust has
	Action 16: Resource a technical services fund to commission professional reports for site-specific affordable housing projects or a granting function to support pre-development costs for affordable housing
	Action 19: Adopt revised Housing Agreement template for multi-family developments
	Action 20: Co-ordinate with Regional Districts to develop a simple program to administer housing agreements
2026/2027 ACTIONS	
Q1	<i>Work underway to meet future action completion timelines</i>
Q2	<i>Work underway to meet future action completion timelines</i>
Q3	Action 5. Islands Trust Policy Statement amendments to provide affordable housing vision
Q4	Action 6: Prioritize funding to LTC housing projects that will result in effective and/or innovate bylaws increasing housing options (Official Community Plan and Land Use Bylaw) and updates to older zoning provisions
	Action 7: LTCs to adopt consistent definitions of affordable housing and other housing-related terms
	Action 10: Undertake suitable land (for development) analysis using evidence-based research data that the Islands Trust has

To: Regional Planning Committee **For the Meeting of:** May 24, 2024
From: Anthony Fotino, Island Planner **Date Prepared:** April 24, 2024
SUBJECT: Islands Trust Housing Strategic Action Plan Action #27 - Community Improvement Districts

PURPOSE: To outline issues and identify next steps for Action #27 from the Housing Strategy Action Plan which directs Islands Trust (IT) to advocate to the Province to enable improvement districts (IDs) to access infrastructure grants.

BACKGROUND: Islands Trust Housing Strategic Action Plan, under the objective “I”, directs the Islands Trust advocate for policy changes that will address housing challenges in the Trust Area. One of the actions associated with this objective is action 27 – “Advocate to Province to enable improvement districts to access infrastructure grants”

Currently, most of the Islands have a mix of regional district and ID systems with the latter providing much of the water service in the IT Area. Many of the properties on the islands are on wells and in areas with water systems, many of the existing water service infrastructure is in need of repair or upgrading. However, IDs do not have access to infrastructure grants from the Province to assist in funding these repairs/upgrades and IT cannot access infrastructure planning grants funds on behalf of IDs.

Despite not providing infrastructure, IT has identified a need to address issues related to the scarcity and vulnerability of groundwater, to support housing options, through growth-limits assessments and natural asset service provision. To compound this issue even more is development pressure and housing affordability issues on the islands increasing demand for water service. Much of the potential for increasing housing options, such as secondary suites, flexible housing, and accessory dwelling units, as well as purpose-built affordable housing projects, fall within IDs which don’t have the capacity to provide additional water or new connections due to lack of water or inadequate infrastructure.

Being able to upgrade and expand water systems to accommodate additional housing in areas identified for growth in the Trust Area would be a benefit. It would also allow for fewer domestic wells to be drilled (drilling causes potential negative impacts to other groundwater users, to the environment, cultural heritage, and the homeowner etc.). It would also allow for more robust monitoring of water usage/quality/availability, which could be used to strengthen data and analysis. Overall, it would contribute to advancing IT key interests: preservation of the environment and cultural heritage, and affordable housing.

However, as they currently exist, IDs are reluctant to pursue investment by the means available to them, which include borrowing, raising taxes, establishing tolls or charges etc. as this would involve higher rates. Similarly, many IDs are reluctant to transition to regional district services due to increased costs to bring systems up to current standards as well as perceived loss of autonomy. As previously mentioned, they are not eligible for infrastructure grants and must rely on the Regional Districts (RD) to apply for funding on their behalf, leaving the decision to apply solely at the discretion of the RD¹. The one recent

¹ <https://www2.gov.bc.ca/gov/content/governments/local-governments/improvement-districts-governance-bodies/improvement-districts>

exception has been the province's awarding of \$10 million to raise the dam/weir height at St. Mary Lake – the largest freshwater reservoir on Salt Spring Island.

There have been several requests to the Province made through UBCM resolutions (in 2017 & 2020 by Central Kootenay RD, Nanaimo RD in 2019, and qathet RD in 2022) for Improvement Districts to be able to access infrastructure grants. Attachment 1 provides a table with more information on these resolutions. A link to the UBCM resolutions can be found in the following link: [UBCM Resolutions](#)

Staff will meet with the provincial and regional district staff to determine current provincial policy to improvement districts and regional district interest in applying for funding on behalf of improvement districts.

ATTACHMENT(S):

1. Table of UBCM Resolutions

FOLLOW-UP: Staff to meet with provincial and regional district staff to gather more information.

Prepared By: Anthony Fotino, Island Planner, Planning Services

Reviewed By/Date: Robert Kojima, Regional Planning Manager / April 24, 2024
Stefan Cermak, Director, Planning Services / May 16, 2024

Attachments

Year	RD	Resolution	Response
2017	Central Kootenay	to provide access to grant funding for water improvement districts (ID) similar to the access provided to regional districts.	Ministry of Municipal Affairs Housing Government policy is to encourage existing improvement districts to voluntarily transfer their services to regional districts or municipalities in recognition that other local government structures have many advantages over improvement districts e.g. more robust legislation, better access to financing, broader and integrated powers and more accountability. Ministry efforts are focused on supporting the role of regional districts as the primary local government for rural areas. The Ministry has operated with consistent objectives towards improvement districts for thirty years. Capital grant programs are heavily over-subscribed. Allowing improvement districts to apply would more than double the eligible applicant list and with limited funds available, funding to regional districts and municipalities would be significantly reduced. Many improvement districts would be disadvantaged in applying as they do not have the same resources to apply to the programs, manage the implementation of the capital projects, meet reporting requirements and contract conditions, and carry the construction debt before claims are submitted. Improvement districts are eligible for funding where the improvement district is undergoing conversion to a regional district service area or municipal service. The infrastructure funding is used to defray the capital cost required to bring the service up to current standards.
2019	Nanaimo	to change the ID Governance Policy to allow citizens residing in IDs equal access to provincial and federal infrastructure grant monies	Ministry of Municipal Affairs and Housing As improvement districts are encouraged to voluntarily transfer their services to regional districts or municipalities, the Ministry of Municipal Affairs and Housing is focused on supporting the role of regional districts as the primary local government for rural areas. Improvement districts are currently eligible for the Infrastructure Planning Grant Program IPGP if sponsored by the regional district or municipality when undertaking planning activities that result in outcomes that inform a potential conversion to a local government service. The IPGP does not contain a requirement to convert. Improvement districts are currently eligible for capital funding where the improvement district is undergoing conversion to a regional district service area or municipal service. The infrastructure funding is used to defray the capital cost required to bring the service up to current standards. This policy is based on voluntary conversions. Thus, improvement districts that have the resources to operate and meet regulations can continue to function as is
2020	Central Kootenay	to establish a process for Improvement Districts to have access	The Ministry of Municipal Affairs expectation is that efficient and effective governance is in place for the delivery of critical infrastructure services. Municipalities and regional districts can align servicing and land use policies to contribute to livable communities that are able to accommodate growth, illustrating the value of a service provider that can not only provide infrastructure services but also engage in long-term planning. Improvement districts are currently eligible for capital

Year	RD	Resolution	Response
		to Provincial and Federal Infrastructure Grant funds, and still maintain their autonomy	funding where the improvement district is undergoing conversion to a regional district service area or municipal service. The infrastructure funding is used to defray the capital cost required to bring the service up to current standards. This policy is based on voluntary conversions. Thus, improvement districts that have the resources to operate and meet regulations can continue to operate those services. Although improvement districts cannot apply directly to obtain capital grants to fund their projects, an application can be submitted by a regional district or municipality on behalf of the organization. This policy encourages improvement districts to convert to a municipal or regional district service area. The Ministry is available to discuss the conversion process and any perceived financial or process barriers, with regional districts and improvement districts in their areas, as well as the prospect of regional strategies for resourcing and sequencing multiple conversions. Improvement districts are currently eligible for the Infrastructure Planning Grant Program IPGP if sponsored by the regional district or municipality for planning activities that result in outcomes to inform a potential conversion to a local government service. In this program, a commitment to conversion is not a requirement. An improvement districts can use the planning activities as a basis for an alternative strategy if it is determined that autonomy is valued more than access to senior government grant funding.
2022	qathet	the Province provide a one-time, new fund to bring all rural water systems operated by improvement districts into compliance with health regulations.	<i>None posted as of Jan 2024</i>

BRIEFING

To: Regional Planning Committee **For the Meeting of:** May 24, 2024

From: Anthony Fotino, Island Planner **Date Prepared:** May 10, 2024

SUBJECT: Islands Trust Housing Strategic Action Plan Action #7 - Consistent Definitions of Affordable Housing and other Housing-related Terms

PURPOSE: To provide and update on Action #7 from the Housing Strategy Action Plan which directs staff to draft consistent definitions of affordable housing and other housing-related terms.

BACKGROUND: Islands Trust Housing Strategic Action Plan, under the objective “B”, directs the Islands Trust to “Develop Trust-Wide Consistency in Housing Policy and Project Processes”. An action associated with this objective is action 7 – “Draft consistent definitions of affordable housing and other housing-related terms”

Currently, each Local Trust Committee (LTC) land use bylaw (LUB) provides definitions for terms associated to affordable housing and housing in general. A review and analysis of 14 LUBs produced a list of 70 terms and definitions associated with housing. Many of the terms and definitions were unique to a local trust area. An example of this comes from the Denman Island LUB, which has the definition of “Movable Housing”. This term and definition can only be found in the Denman Island LUB. Moreover, any continuity or similarity amongst different islands had small variations in either the term, definition, or both. The three most consistent definition umbrellas included “Dwelling”, “Secondary Suite”, and “Cottage”.

	“Dwelling”	“Secondary Suite”	“Cottage”	Total # of Definitions
Ballenas-Winchelsea	✓			6
Bowen	✓	✓		4
Denman	✓	✓		5
Gabriola	✓	✓		6
Galiano	✓	✓		3
Gambier	✓	✓	✓	5
Hornby	✓	✓		6
Lasqueti	✓			2
Mayne	✓	✓	✓	7
North Pender	✓	✓	✓	5
Salt Spring	✓	✓	✓	13
Saturna		✓	✓	4
South Pender	✓		✓	2

Thetis	✓		✓	2
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Staff are including these three umbrella terms, along with additional terms related to provincial legislative changes such as ‘accessory dwelling unit’ to the model land use bylaw. In the meantime more refinement is on-going to develop consistent housing definitions to be inserted into the model LUB. Staff will report once the final refined list of consistent housing definitions have been incorporated into the model LUB.

ATTACHMENT(S):

1. Preliminary Consistent Terms and Definitions Table

FOLLOW-UP: Staff to finalize the list of all housing definitions across all LUBs to produce consistent definitions that align with new Provincial definitions.

Prepared By: Anthony Fotino, Island Planner, Planning Services

Reviewed By/Date: Robert Kojima, Regional Planning Manager / May 10, 2024
Stefan Cermak, Director, Planning Services / May 16, 2024

Attachments

-	<u>"Dwelling"</u>	<u>"Secondary Suite"</u>	<u>"Cottage"</u>
Ballenas-Winchels ea	"Dwelling, Single Family" means a building used as a residence by a single household, containing sleeping and living areas and a single set of facilities for food preparation and eating, and includes a mobile home and a park model recreational vehicle.		
Bowen	"Dwelling or Dwelling Unit" means a building containing sleeping, living area and kitchen designed, used or intended for use as one (1) residence	means a self-contained dwelling unit that is secondary, incidental and associated with a primary dwelling located within the same building "Secondary Suite Detached" means a self-contained dwelling unit, located within an accessory building that is secondary, incidental and associated with a primary detached dwelling on the same lot	
Denman	"Dwelling Unit" means one or more rooms in a building, containing a single set of cooking facilities, and used or intended to be used, as a residence by an individual or a group of individuals living together in common occupancy "Dwelling Unit, Affordable Housing" means a deed restricted and/or rent controlled dwelling unit that is secured by a housing agreement, and is available to persons with a low income as defined by housing agreement for the dwelling unit	"Secondary Dwelling Unit" means a dwelling unit, which may be a moveable housing unit, that is accessory to a permitted principal dwelling unit and which is limited in floor area "Secondary Suite" means an accessory, self-contained dwelling unit, located within a building that is a single real estate entity which otherwise contains a single family dwelling, and having a lesser floor area than the principal dwelling unit	

Gabriola	"Dwelling Unit" one or more rooms in a building, designed, occupied or intended for human habitation containing one set of cooking facilities and/or the infrastructure designed, used or intended to be used for the preparation and cooking food, and used as a residence by a single family. "Dwelling, Two Family" a building consisting of two principal dwelling units "Dwelling, Multiple Family" a building consisting of three or more dwelling units with common or individual cooking facilities. "Dwelling-single family" a detached building consisting of one dwelling unit.	a self-contained dwelling unit consisting of one or more habitable rooms and a cooking facility for residential occupancy accessory to a principal dwelling unit located on the same lot	
Galiano	"Dwelling" means a building used as a residence for a single household and containing eating, sleeping and living facilities and a single set of facilities for food preparation.	means an accessory, self-contained dwelling unit, located within the principal dwelling on a lot.	
Gambier	"Dwelling or Dwelling Unit" means one or more habitable rooms in a building that are used, or constructed so as to be capable of being used, as a residence by a single household and containing a common access, one kitchen and eating, sleeping, sanitary and living areas. "Dwelling - Single Family" means a detached building containing one dwelling unit.	"Associated Secondary Dwelling" means a single family residential dwelling regulated by floor area and lot area and that is secondary in use and smaller in area than the principal dwelling on the lot	means a building that is accessory to a dwelling and is used for human habitation by guests, household members or tenants, and having a limited floor area.

Hornby	"Dwelling Unit" means a room or set of rooms: (a) used or capable of being used for human habitation by one or more individuals living in common occupancy as a single domestic unit and sharing facilities contained in that unit; (b) contained in a single building or manufactured home; (c) containing only one kitchen; and (d) under one roof with any covered walkway, covered patio or hall connecting two building portions being no longer than 4.0 m.	means a separate dwelling unit located wholly within a building, which is a single real estate entity used for residential use and which contains only one other dwelling unit.	
Lasqueti	"Dwelling" means a building containing one kitchen, sleeping and living areas, in either a self-contained room or set of habitable rooms, used or intended for use as one (1) residence; for clarity a travel trailer, mobile home, bus, vessel or other recreational vehicle actively used for long term habitation is considered a dwelling.		
Mayne	"Dwelling Unit" means a detached building, or a portion of a building in the case of a secondary suite, apartment residential use or employee housing, used as a residence for a single household and containing.	means an accessory self-contained dwelling unit, located within a building that otherwise contains a dwelling unit, and having a lesser floor area than the principal dwelling unit.	means an accessory building with a limited floor area that is used as a dwelling unit.
North Pender	"Dwelling" means a building used as a residence for a single household and containing a single set of facilities for food preparation and eating, sleeping and living areas. "Multiple-Family Dwelling" means a building used as a residence for two or more households.	means an accessory, self-contained dwelling unit, located within the principal dwelling on a lot and having a lesser floor area than the principal dwelling unit.	means a dwelling with a floor area of 56 m ² or less.

Salt Spring	"Dwelling Unit" means one or more rooms in a building that are used, or constructed so as to be capable of being used for the residential use of a single household; and containing a common access, one kitchen, and eating, sleeping and living areas. "Dwelling-Single Family" means a building consisting of one dwelling unit that is not attached to any other dwelling unit by any means "Dwelling-Multi Family" means a building consisting of more than two dwelling units. "Dwelling Unit, affordable housing" is a deed restricted and/or a rent controlled dwelling unit that is secured by a housing agreement registered on title, and may include special needs housing and seniors dwelling units.	means an accessory, self-contained dwelling unit, located within a building that otherwise contains a single-family dwelling, and having a lesser floor area than the principal dwelling unit.	"Full-time rental cottage" means a dwelling unit not exceeding 56 square metres in floor area on lots with an area less than 2 hectares or 90 square metres on lots with an area 2 hectares or greater, that is occupied only pursuant to a residential tenancy agreement as defined in the Residential Tenancy Act and that comprises, with the single family dwelling to which it is accessory, a single real estate entity. "Seasonal Cottage" means an accessory dwelling unit not exceeding 56 square metres in floor area be occupied on a temporary basis by a person or persons having a permanent domicile elsewhere and using the cottage primarily in conjunction with recreation.
Saturna		means an accessory, self-contained residential unit, located within a building that otherwise contains a residential unit, and having a lesser floor area than the principal residential unit.	means a building accessory to a residence that shall not be greater than 92.9 square metres (1,000 sq. ft.) in total floor area, excluding a basement that does not exceed the footprint of the main floor.
South Pender	"Dwelling, Single Family" means a building used as a residence for a single household and containing sleeping and living areas plus a single set of facilities for food preparation and eating; for this purpose it also includes a mobile home.		means a dwelling with a limited floor area that is located on the same parcel as another dwelling.
Thetis	"Dwelling Unit" means a building containing a single set of cooking facilities, and used or intended to be used, as a residence by an individual or group of individuals living together in common occupancy.		"Guest Cottage" means a dwelling unit with a floor area of 65 square metres or less excluding sleeping lofts which are open to the floor below, do not contain any enclosed rooms, and do not cover

			more than 50% of the floor area below.
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To: Regional Planning Committee **For the Meeting of:** May 24, 2024
From: Anthony Fotino, Island Planner **Date Prepared:** May 15, 2024
SUBJECT: Islands Trust Housing Strategic Action Plan Action #4 – Communication Materials for Property Owners

PURPOSE: To provide an update on Action #4 from the Housing Strategy Action Plan which directs staff to communicate to property owners about housing actions that can be undertaken under existing bylaws, and constraints that are beyond an LTC’s authority to address.

BACKGROUND: Islands Trust Housing Strategic Action Plan, under the objective “A”, directs the Islands Trust to “Identify and Communicate Housing Need and Activities”. An action associated with this objective is action 4 – “communicate to property owners what housing actions can be taken under existing bylaws and constraints that are beyond an LTC’s authority to address”

Currently, the Islands Trust does not have consistent material to communicate to property owners that summarizes housing options that could be considered on a property and the regulatory jurisdictions. Staff have drafted materials which provide general information on potential housing options, given differing bylaws and zones not all options would be applicable to all lots, but this provides an overview, along with a jurisdictional summary.

The sketches (attachment 1) will demonstrate typical housing options (ADUs, Secondary Suites, Cottages etc.) that may be available for owners, along with what each agency regulates, when considering development of housing options. The write-up will explain the sketches:

In December 2023, the Islands Trust Council endorsed the “Islands Trust Housing Strategic Action Plan” and in that plan are a list of 31 actions. Action #4 is to Communicate to property owners what housing actions (e.g., secondary suites etc.) can be taken under existing bylaws and constraints that are beyond an LTC’s authority to address.

Each Local Trust Area’s bylaws may permit a number of housing options beyond a detached house, including secondary suites, cottages, accessory dwelling units and flexible housing options. The options vary depending on the island, different zones and lot size.

Developing land with housing within the Islands Trust Area involves navigating the regulatory process and requires careful planning, collaboration with professionals and agencies, and an understanding of the regulatory framework to ensure successful project outcomes. The below figures are provided as an illustration to demonstrate typical housing options that may be available for owners, along with what each agency regulates, when considering how to develop for housing on your lot. Property owners are encouraged by the Islands Trust to consult with professionals and relevant agencies early in the planning process to ensure compliance with regulations and requirements.

In addition to including the sketches and information on the website, staff intend to disseminate the information through a number of methods including: subscriber emails, as hard copies in the island offices, and also including it as part of the welcome package that Trust Area Services provides to new

homeowners on the islands. This is not an exhaustive list and other methods will be considered by opportunity.

ATTACHMENT(S):

1. Sketches

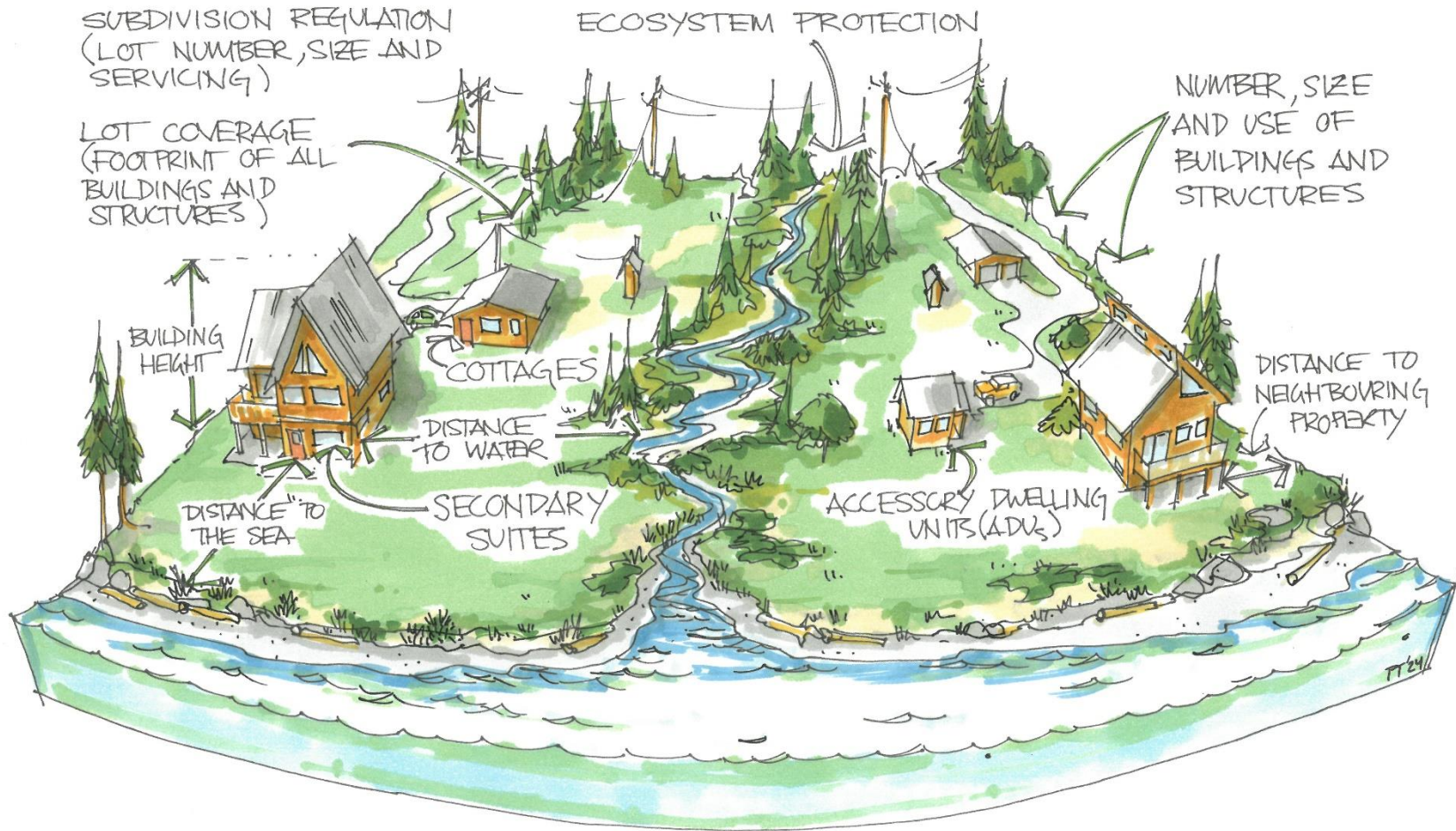
FOLLOW-UP: Sketches and text will be posted to the website, subscriber emails distributed, hard copies printed.

Prepared By: Anthony Fotino, Island Planner, Planning Services

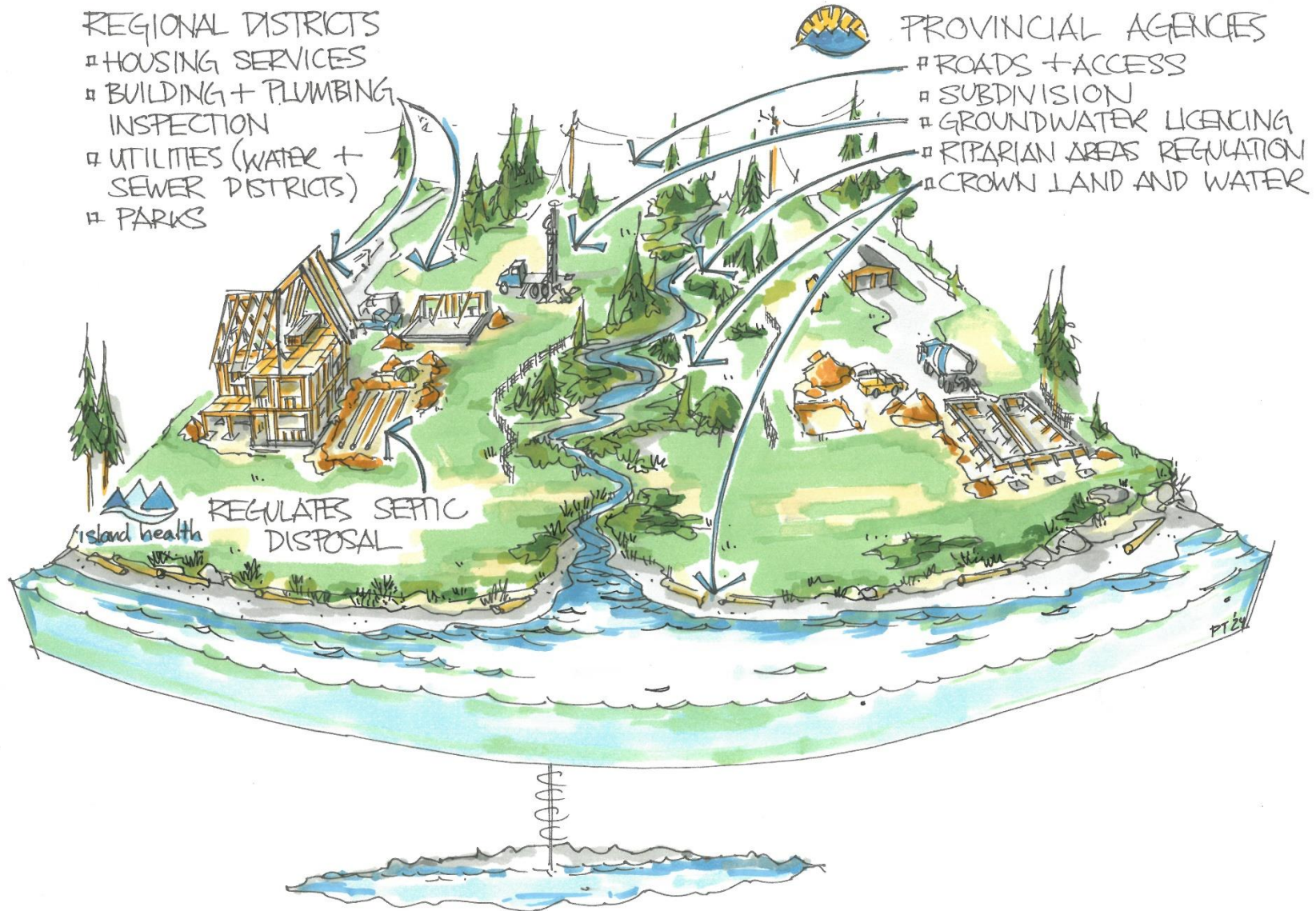
Reviewed By/Date: Robert Kojima, Regional Planning Manger
Stefan Cermak, Director, Planning Services

ISLANDS TRUST

HOUSING OPTIONS AND REGULATIONS



REGIONAL DISTRICTS AND OTHER AGENCIES



BRIEFING

To:	Regional Planning Committee	For the Meeting of:	May 24, 2024
From:	Robert Kojima, Regional Planning Manager	Date Prepared:	May 14, 2024
SUBJECT:	OCP and LUB status review		

PURPOSE: To provide Regional Planning Committee with an update on the status of OCPs and LUBs and considerations for future LTC Major Projects.

BACKGROUND: In 2022 Trust Council amended Policies 5.9.1 (The Best Management Practices for Delivery of Local Planning Services Policy) and 6.2.1 (Priority Setting/Review Guidelines) to increase transparency in the allocation of funding for Local Trust Committee projects, to increase efficiency in how projects are undertaken, and to support the systematic update of OCPs and LUBs on a regular basis.

The policies specifically established that:

- Staff will maintain a checklist of the “health” of official community plans, and will use this to recommend to Trust Council, via Regional Planning Committee, prioritization of OCPs for review and update as part of Trust Council’s budget process.
- A set of criteria will be used by Regional Planning Team staff to recommend to Trust Council via the Regional Planning Committee prioritization of these projects.
- Staff resources will limit the number and type of major policy/regulatory work that can start in any one year. This limit will also be considered when recommending OCP/LUB reviews.

Last year staff provided a briefing to RPC outlining the status of LTC OCPs and LUBs assessed by various criteria. This briefing provides an updated assessment of the status of OCPs and LUBs, focused on three key criteria – age of the bylaws, LTA population, and population growth rates - along with comments and recommendations.

OCP/LUB Health

The attached OCP-LUB Status Table tracks the relative ‘health’ of all OCPs and LUBs in the Trust Area. Primarily it tracks the date of adoption (or major amendment) of each bylaw, but also categorizes bylaw areas by population as a major criteria, and by population growth as a proxy for development pressure. This document is intended to be used to assist RPC in prioritizing projects proposed by LTCs and to identify which LTC bylaws may be in most need of review.

Potential Major Projects

The recommendations of the Governance Review include prioritizing OCP and LUB reviews for out-dated bylaws. Solely based on time since adoption (or a major update), population size, and population

growth rate in the last census period, the following bylaws should be considered for reviews (excluding associated island bylaws):

- Gabriola OCP and LUB (on-going)
- North Pender OCP
- Galiano OCP
- Gambier OCP and LUB
- Salt Spring OCP and LUB
- Saturna OCP
- Denman OCP and LUB
- Lasqueti LUB

However, there are on-going projects that include partial or targeted updates to the OCP or LUB for many of the above bylaws, consequently starting a new OCP or LUB review could be complicated by on-going projects and may need to be considered following the completion of these projects.

- North Pender OCP - current housing project commencing
- Galiano OCP – the LTC may wish to consider a forest policy review first to address issues with Private Managed Forest Land Act first.
- Gambier OCP and LUB – current targeted OCP project underway
- Salt Spring OCP and LUB - current OCP project underway
- Saturna OCP – a minor project to update some housing regulations is commencing
- Denman OCP and LUB – current housing project in process
- Lasqueti LUB – current OCP project in process

Priority could also be considered for associated islands bylaws, however many of these islands face limited development pressures and have small or negligible populations. They have not been identified for reviews, but the older ones could be advanced as a Major Project by LTCs, or alternatively some of these associated islands bylaws could be updated or merged as minor LTC projects.

RPC may consider providing advice or recommendations to LTCs to consider submitting business cases. However, there is limited capacity to take on new Major Projects, based on the current work programs - new Major projects should only be commenced once an on-going project is completed.

Currently, no LTCs have initiated business cases for new Major Projects for the next fiscal year. The on-going projects are not scheduled to be completed this fiscal year, so business cases are anticipated for these on-going projects.

ATTACHMENT(S):

1. OCP-LUB Status Tracking Table

FOLLOW-UP: None

Prepared By: Robert Kojima, Regional Planning Manager

Reviewed By/Date: Stefan Cermak, Director Planning Services

<u>LTC</u>	<u>Bylaw area</u>	<u>OCP adoption date</u>	<u>LUB adoption date</u>	<u>OCP major update</u>	<u>LUB major update</u>	<u>Over 15 Years Since Major Update</u>	<u>10-15 years Since Major Update</u>	<u>Total Population</u>	<u>Population Growth</u>	<u>Notes</u>	<u>Recommendations</u>
BW	BW	2013	2013	no	no	No	Yes	Negligible	n/a	small islands, was adopted just over 10 years ago, no updates recommended	
Denman	Denman	2009	2009	no	no	Yes	Yes	Medium	Low	Housing project to result in amendments to OCP and LUB	OCP and LUB Review following completion of housing project
Gabriola	Decourcy	2001	2001	no	no	Yes	Yes	Low		small island, no known issues	
Gabriola	Mudge	2008	2007	no	2018	Yes (OCP)	Yes (OCP)	Low		Current issues with enforcement	
Gabriola	Gabriola	1997	1999	2011	no	Yes	Yes	High	Low	On-going major project to review both OCP and LUB	Current project scheduled to be completed in 2026
Galiano	Galiano	1995	1999	2012	2014	No	Yes (OCP)	Medium	High	New OCP or LUB limited by PMFLA	Should consider a targeted Forest lands review first
Gambier	Gambier	2001	2004	on-going	on-going	Yes	Yes	Low	High	Targeted OCP and LUB on-going	Continue current project
Gambier	Gambier Associated Islands	2009	2013	no	no	Yes (OCP)	Yes	Low		no known issues	
Gambier	Keats	2002	2002	no	no	Yes	Yes	Low		shoreline project on-going	
Gambier	Bowyer and Passage	2009	2011	no	no	Yes (OCP)	Yes	Low		small islands, any update should incorporate into GM assoc. bylaw	
Hornby	Hornby	2016	2016	no	no	No	no	Medium	Low	STVR review on-going	
Lasqueti	Lasqueti	2006	2006	on-going	on-going	Yes	Yes	Low	Medium	On-going OCP review minor project	LUB Review following completion of current OCP project
Mayne	Mayne	2007	2009	2015	2015	No	No	Medium	High	On-going minor LUB amendments and Housing Review	
North Pender	North Pender Associated Islands	2003	2004	2013	2013	No	No	Low		Updates in 2013 and amendments to Sidney Island regulations in 2023	
North Pender	North Pender	2008	2023			Yes (OCP)	Yes (OCP)	High	Medium	Recently completed LUB	OCP review following housing project
Salt Spring	Salt Spring	2008	1999	on-going	on-going	Yes	Yes	High	Low	on-going targeted housing review project	OCP and LUB Review (or LUB review) following current project
Salt Spring	Piers Island	1982	2003			Yes	Yes	Low		Piers significantly built-out	
Salt Spring	Prevost & Associated Islands		1972		2015	Yes (OCP)	No	Negible		no known issues	no OCP
Saturna	Saturna	2001	2019			Yes (OCP)	Yes (OCP)	Low	High	Reconciliation statement included in OCP in 2022	OCP review
South Pender	South Pender	2011	2017			No	Yes (OCP)	Low	Medium	reconciliation statement drafted, targeted amendments 2020-22	
Thetis	Thetis Associated Islands	2014	2014	no	no	No	No	Low			
Thetis	Thetis	2011	2011	no	no	No	Yes	Low	Medium		
Thetis	Valdes		1998	no	no	Yes	Yes	Negible		Rural Land Use Bylaw still in place, significant First Nations interests	

BRIEFING

To: Regional Planning Committee **For the Meeting of:** May 24, 2023

From: Robert Kojima,
Regional Planning Manager **Date Prepared:** May 15, 2024

SUBJECT: LTC Project Tracking

PURPOSE: To provide Regional Planning Committee with a summary of the status of the approved Major Projects and Minor LTC Projects as of the current fiscal year.

BACKGROUND: Major Projects involve a significant scope of work, have an annual budget exceeding \$5,000, have an approved business case and have an assigned planner from the Regional Planning Team. The process for approving a Major Project involves:

1. Identification by LTC as a priority project, this may include some work to define the issue.
2. Endorsement of a business case by the LTC.
3. Review of the business case by RPC and FPC.
4. Approval of the business case by Trust Council as part of the annual budget process.

The attached table provides a summary of the Major Projects approved and funded by Trust Council at the March Trust Council meeting. Some of the projects are on-going from previous year(s), others are new. Regional Planning Team members have been assigned to each project, as shown in the attached table. The projects are generally on schedule as outlined in the respective project charters and work plans.

In addition to approved LTC Major Projects, each LTC may designate up to one Minor Project at a time. Trust Council policy defines a Minor Project as a project that can be completed in less than a year, is minor in scope, can be undertaken with a budget of \$5,000 or less and can be resourced within the budget and available planning staff. Minor Projects are managed by the LTC's assigned Island Planner. An annual budget of \$36,500 has been assigned to support LTC Minor Projects, to be allocated by the Director of Planning Services. The currently approved Minor LTC projects are shown in the attached 'Summary Table of Minor Projects'. The recent status of each project has been updated, this early in the fiscal year budget expenditures have not been reported yet.

ATTACHMENT(S):

1. Summary Table of Major Projects
2. Summary Table of Minor Projects

FOLLOW-UP: Staff will report to RPC regularly on the status of projects.

Prepared By: Robert Kojima, Regional Planning Manager

Reviewed By/Date: Stefan Cermak, Director Planning Services

Local Trust Committee Major Project Tracking
2024-25
Updated As of May 2024

Local Trust Committee	Project Name	Project Phase	Current Status	Date initiated	Date Completed	Budget Requested - 2024-25	Budget Expended*	Unspent Budget	Staff	Project Description	Notes
DE	Housing Review	Analysis	On-going	Apr-23		\$ 15,000		\$ 15,000	Narissa	Amend OCP and LUB to increase housng options	Phase 1 completed, Phase 2 to advance amendments proceeding this year
GB	OCP and LUB Review	Consultation	On-going	Apr-23		\$ 77,000		\$ 77,000	Narissa	Review OCP and LUB	Phase 1 (visioning) completed. Phase 2 proceeding this year
HO	First Nations relationship	Pre-project	On-going	1-Apr-24		\$ 31,500		\$ 31,500	Sonja	Comprehensive engagement with K'omoks FN	
MA	Housing Options (phase 2)	Consultation	On-going	1-Apr-24		\$ 10,000		\$ 10,000	Narissa	Review of housing regulations and policies	Phase 2 proceeding this year
NP	Housing Review	Pre-project	Pending	1-Apr-24		\$ 15,000		\$ 1,500	Brad	To review housing options and amend OCP and IUB	Project commencing this year
SS	OCP/LUB	Analysis	On-going	1-Apr-23		\$ 96,000		\$ 96,000	Jason	To modernize OCP and LUB	Project commencing this year
SS	Ganges (Shiya'hwt / SYOW T) Village Area Plan	Pre-project	Pending	1-Jun-20		\$ 86,500		\$ 86,500	Jason	To develop a Ganges Village Area Plan	To follow Complete Communities and initial OCP and LUB work
SS	Water Sustainability	Analysis	On-going			\$ -		\$ -	Jason/ William	Understand water quality and quantity issues	Budget from unspent SSIWPA funds, work is on-going
SS	Complete Communities Grant	Analysis	On-going	1-Apr-23		\$ 150,000		\$ 150,000	Jason	To help inform OCP and LUB updates	Consultant hired, work proceeding
RPC	Housing Action Plan	Drafting	On-going	Dec-23		\$ 20,000		\$ 20,000	Anthony	To implement Housing Strategic Goal	Action Plan items being addressed by quarter
RPC	Freshwater Strategy	Analysis	On-going	Feb-20		\$ -		\$ -	William	To protect quality and quantity of freshwater in the Trust Area	RPC requested to support business case for next fiscal
RPC	Bylaw Enforcement Review	Analysis	On-going	Dec-23		\$ -		\$ -	Anthony	To implement the recommendations of Ombudspersons office report	Updates to policies and procedures proceeding
								\$ -			

* financials for new fiscal year not available at timing of updating

Local Trust Committee Minor Project Tracking
2022- 2026 Term
Updated As of May 2024

email Finance Officer to update Expended Numbers before TC Report

Local Trust Committee	Project Number2	Project Name	Project Phase	Current Status	Date initiated	Date Completed	Budget Requested - 2024-25	Budget Expended	Unspent Budget	Project Description	Notes
							\$ 36,500	Updated as per Finance cycle			
B-W											
DE	4127	Farming Regulations Review	Legislative	On-going			\$ 500		\$ 500	Amend LUB	BL 228 and 229 awaiting final adoption upon approval from MMA. LTC may use these funds for post adoption communications.
GB	4105	Ecological Protection Zone	Legislative	On-going			\$ 2,000		\$ 2,000	Finalize amendment	GB BL 313 (costs for ads, CIM, PH) *budget only needed if work proceeds in 24-25 fiscal yr. BL currently at first reading.
GL	4114	Groundwater	Legislative	On-going	1-Apr-24		\$ 1,500		\$ 1,500	Amend DPA	Bylaws at first reading. Public hearing delayed for on-going FN consultation,
GM	4094	Keats Island Shoreline Protection Review	Legislative	On-going	31-Jan-19		\$ 2,500		\$ 2,500	Amend OCP/LUB to implement shoreline protection	Review is complete; further public consultation costs. Minor project funding for OCP/LUB review will be requested once this shoreline project is completed or LTC decides to proceed no further.
HO	4134	Community Heritage Register	Pre-project	Pending	5-May-23		\$ 1,500		\$ 1,500	New Heritage Register	Heritage register project cost is to support workshop, CIM. HO LTC Apr 26 to updated project charter so that no CIM costs are needed. And that \$1500 will be used for HO major project to run their PH advertising for OCP/LUB amendments.
LA	2015	OCP/LUB Review	Analysis	On-going	8-Jan-18		\$ 4,000		\$ 4,000	Revised scope to amend OCP only, technical and minor policy amendments	Analysis to identify technical and policy amendments. Revised endorsed scope for 24/25 fiscal for OCP bylaw review and public hearing costs.
MA	4130	Minor LUB Amendments	Legislative	On-going	1-Sep-23		\$ 2,000		\$ 2,000		Bylaw at readings stage, no hearing required. Unlikely to require full allocation
NP	4132	Raptor nest DPA update	Drafting	On-going	28-Jul-23		\$ 5,000		\$ 5,000	To update Raptor nest DPA	Professional report completed in previous FY, amendments to map and DPA provisions on-going, funding for CIM, hearing in 24-25
SA	4135	ALR exclusion	Completed	Completed					\$ -		Cost Recovery. Staff time not recovered - forwarded to ALC for decision
SP	4118	LUB Amendments	Consultation	On-going			\$ 3,500		\$ 3,500	Minor amendments to LUB	Community consultation completed, referral to APC, to be followed by drafting of amendments if any
SS	4131	Housing Action Program - Implementation	Legislative	On-going	May-23		\$ 5,000		\$ 5,000		Expected to go to EC in February, but projec is not complete.
SS	4136	Proof of Water	Legislative	On-going			\$ 1,500		\$ 1,500		Project proceeding
TH	4128	LUB Amendment - Unzoned Marine Area	legislative	ongoing	Jul-23		\$ 1,000		\$ 1,000	Minor amendments to LUB	costs for PH notification
SUM							\$ 6,500	\$ -	\$ 30,000		
									\$ -		

BRIEFING

To: Regional Planning Committee **For the Meeting of:** May 24, 2023

From: Robert Kojima,
Regional Planning Manager **Date Prepared:** May 8, 2024

SUBJECT: Applications Report

PURPOSE: To provide Regional Planning Committee with a summary of the number of applications received and processed in the previous fiscal year.

BACKGROUND: While RPC is not directly involved in current planning (development application review, as well as inquiries and other planning functions provided directly to individuals), the committee's terms of reference include overseeing the procedures for processing applications and advising on the provision and allocation of resources to deliver local planning services. Application statistics provides RPC with an overview of resource needs and allocation, along with long term trends, and provide information on those LTAs experiencing the most growth pressure and thus potentially a metric for prioritizing OCP/LUB reviews. The detailed application statistics for the 2023-24 fiscal year are attached and are summarized in the table below, along with five year averages for each category of application.

Application Type	2019-20	2020-21	2021-22	2022-23	2023-24	5 year Avg
BP, SUP, CL, LCB	314	462	464	396	345	396
Land Use Permits, Subdivision, ALR, BoV	129	170	160	106	144	142
Rezoning	9	13	4	8	13	9

The first category are primarily building permit reviews (BP), along with Siting and Use Permits (SUP – Denman and Hornby only), with some Crown Land referrals (CL) and Liquor referrals (LCB). The second row are Land Use Permit applications (DP, DVP and TUP), along with subdivision referrals, ALR applications and Board of Variance appeals. The five year trends show a significant spike in building activity and associated permits in 2020 through 2022, with a return to longer term averages in the more recent fiscal years.

The vast majority of the applications, reviews and referrals tracked in the application report are processed by planners assigned to the Current Planning Team. The Current Planning Team was implemented following the Local Planning Services Review with the objectives of providing greater consistency and efficiency in application processing, reducing silos between the regional offices and to provide training, support and mentoring to the assigned planners to build proficiency in application review. Presently, the Current Planning Team consists of:

- 1 Planning Technician, who reviews all building permit referrals and preliminary plans, all Siting and Use Permits, most Crown referrals and some subdivisions.
- 1 Planner 2 (Southern Team), who processes Land Use Permits (DVP, DP, TUP), some subdivisions and ALR applications.
- 1 Planner 1 (Salt Spring), who processes Land Use Permits, Soil Deposit and Removal Permits, some subdivisions and ALR applications
- 2 Planner 2s (Northern Team), who process Land Use Permits, some subdivisions, ALR applications; each Planner 2 is approximately 0.5 current planning, as each is also assigned one LTC.

A Regional Planning Manager is also assigned to provide support, guidance and advice to the team. Island Planners assigned to LTCs process most rezonings, complex subdivisions and some Land Use Permits.

ATTACHMENT(S):

1. Applications Statistics report

FOLLOW-UP: Staff will provide summary reports to RPC annually.

Prepared By: Robert Kojima, Regional Planning Manager

Reviewed By/Date:

	NORTHERN TEAM									SALT SPRING		SOUTHERN TEAM							TOTAL	
Application	EX	DE	GB	GM	HO	LA	TH	SUM	/FTE	SS	/FTE	GL	MA	NP	SA	SP	SUM	/FTE	SUM	/FTE
ALR	0	0	0	0	0	0	0	0	0.00	2	0.50	1	1	0	1	1	4	1.00	6	0.46
BOV	0	0	0	0	0	0	0	0	0.00	0	0.00	0	1	1	0	0	2	0.50	2	0.15
CL/BP/SUP/LCB	1	14	66	21	15	0	7	124	24.80	142	35.50	16	20	28	6	9	79	19.75	345	26.54
DP	1	2	0	1	1	0	0	5	1.00	14	3.50	5	0	9	0	0	14	3.50	33	2.54
DVP/FPE	1	2	5	4	1	0	0	13	2.60	22	5.50	5	7	8	0	0	20	5.00	55	4.23
HAP	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0.00	0	0.00
OTH	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0.00	0	0.00
RZ	0	1	2	0	0	1	0	4	0.80	2	0.50	2	2	2	1	0	7	1.75	13	1.00
SC	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0.00	0	0.00
SDP	0	0	0	0	0	0	0	0	0.00	1	0.25	0	0	0	0	0	0	0.00	1	0.08
SRP	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0.00	0	0.00
SUB	0	2	1	0	2	0	0	5	1.00	7	1.75	1	2	4	1	0	8	2.00	20	1.54
TUP	0	1	6	1	0	0	0	8	1.60	3	0.75	1	4	8	1	1	15	3.75	26	2.00
TOTAL	3	22	81	27	19	1	7	160	32.00	193	48.25	31	37	60	10	11	149	37.25	502	38.62

FTE = # of planner positions (North = 5, SS = 4, South = 4)

Application	EX	DE	GB	GM	HO	LA	TH	SUM	FTE	SS	FTE	GL	MA	NP	SA	SP	SUM	FTE	SUM	FTE
CL,BP,SUP,LCB	1	14	66	21	15	0	7	124	24.80	142	35.50	16	20	28	6	9	79	19.75	345	26.54
Permits/Referrals	2	7	13	6	4	0	0	32	6.40	49	12.25	13	15	30	3	2	63	15.75	144	11.08
RZ	0	1	2	0	0	1	0	4	0.80	2	0.50	2	2	2	1	0	7	1.75	13	1.00
TOTAL	3	22	81	27	19	1	7	160	32.00	193	48.25	31	37	60	10	11	149	37.25	502	38.62

Application	EX	DE	GB	GM	HO	LA	TH	SUM	FTE	SS	FTE	GL	MA	NP	SA	SP	SUM	FTE	SUM	FTE
OPEN	2	10	19	11	5	2	3	52	10	51	13	20	9	14	6	3	52	13	155	12

BRIEFING

To: Regional Planning Committee **For the Meeting of:** May 24, 2023

From: Robert Kojima,
Regional Planning Manager **Date Prepared:** May 15, 2024

SUBJECT: Regional Planning Team Update – Engagement Framework

PURPOSE: To provide Regional Planning Committee with a summary of recent work completed by the Regional Planning Team, specifically the Community Engagement Framework.

BACKGROUND: The Regional Planning Team is formed of senior planners from each office, totaling 3 full time equivalents (FTE). The purpose of the Regional Planning Team is to provide experienced, senior planners, dedicated (largely) full time to manage Major Projects across LTCs, as well as support Regional Planning Committee priorities. The Regional Planning Team is also supported by one Regional Planning Manager to provide advice, oversight and support. This team can also include support from other planners, the co-op student and Freshwater Specialist for specific initiatives. While the bulk of the team members' time is devoted to their assigned Major Projects, the team also meets regularly and works on the development of documents and processes to support Major Projects.

The model LUB template and various work plan templates are examples of recently updated tools. Most recently, staff have completed the attached Community Engagement Framework. The purpose of the document is to outline the principles of community engagement for the typical LTC project, along with the main methods of community engagement. This is intended to be a public document, and part of a larger 'Community Engagement Toolkit' which will also include an Engagement Plan template for use in developing specific engagement plans for individual projects, along with more detailed options for engagement methods, timelines and implementation. This implements one of the recommendations of Annex 1 of the Governance Review:

Apply the same public engagement processes for each LTA as part of the OCP updates, with clearly defined steps, engagement methods, expected outcomes, timelines, etc.

Staff will update the Regional Planning Committee on the completion of the Community Engagement Toolkit.

ATTACHMENT(S):

1. Community Engagement Framework

FOLLOW-UP: Staff will report to RPC regularly on the status of Regional Planning Team initiatives.

Prepared By: Robert Kojima, Regional Planning Manager

Reviewed By/Date: Stefan Cermak, Director Planning Services

Community Engagement Framework for Land Use Planning Projects



Contents

Land Acknowledgment.....3

Reflections on Reconciliation and Engagement.....3

Purpose Statement.....4

What is Community Engagement?.....4

Why We Engage.....4

How decisions are made at Local Trust Committees.....5

When do local trust committees engage on projects?.....5

How do we engage?6

Ways to Engage.....7

Appendix.....8

Land Acknowledgment

Islands Trust and Islands Trust Conservancy respectfully acknowledge that the lands and waters that encompass the Islands Trust Area have been home to Indigenous Peoples since time immemorial. We are committed to reconciliation and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea. The Islands Trust Area is located within the treaty lands and territories of the BOKÉĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEŁ, Qualicum, scə́waθən, sə́ilwətał, SEMYOME, shíshálh, Sk̓w̓x̓wú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth, STÁUTW, Stz'uminus, ɬaʔəmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, W̱ JOŁEŁP, W̱ SIKEM, Xeláltxw, Xwémalhk̓wu, Xwsepsum, and xʷməθkʷəy̓əm First Nations.

Reflections on Reconciliation and Engagement

In 2019, Islands Trust Council passed a Reconciliation Declaration that commits the organization to "establishing and maintaining mutually respectful relationships between Indigenous and non-Indigenous Peoples. Islands Trust states a commitment to Reconciliation with the understanding that this commitment is a long term relationship-building and healing process."

Islands Trust seeks to incorporate the Declaration on the Rights of Indigenous Peoples Act (DRIPA) into its work. This journey begins by acknowledging the history and impacts of colonialism and systemic racism against Indigenous Peoples. It entails honouring the Indigenous homelands on which Islands Trust resides and operates, while being mindful of our roles in these endeavors. Islands Trust, along with the local trust committees, are dedicated to forging new relationships and exploring culturally respectful methods of engagement and trust-building. This entails ongoing efforts to foster meaningful connections and promotes understanding with First Nation governments and Indigenous peoples.

Islands Trust establishes two distant yet interconnected streams for engagement. Efforts made with First Nations governments and/or Indigenous peoples may not always be visible to the public, but this does not imply a lack of activity behind the scenes. This document focuses on engagement with the public.

Purpose Statement

This document is a framework outlining principles and processes for community engagement within the context of local trust committee projects for the public. It describes some of the approaches to community engagement that local trust committees can employ and the commitments they make to community-informed decision-making. By making these processes clear, Islands Trust aims to build trust and show transparency.

What is Community Engagement?

Community engagement, also referred to as public engagement or public participation, refers to the active involvement of the general public or a specific community in planning or policy decision-making processes, related to a particular project or initiative. Community engagement involves dialogue and collaboration between the community and Islands Trust on a project or initiative. Community engagement is typically done through methods such as community information meetings, town hall meetings, workshops, in-person and online open houses, in-person and online surveys or forums.

The goals of community engagement are to:

- Ensure that perspectives and concerns are considered
- Inform the public about planning processes, the nature of a project and the role of the public
- Generate decisions and policies that better meet the needs and values of community
- Work with the community in a variety of ways
- Maintain transparency in decision-making
- Ensure accountability to community needs and concerns
- Encourage diversity and foster inclusivity

Why We Engage

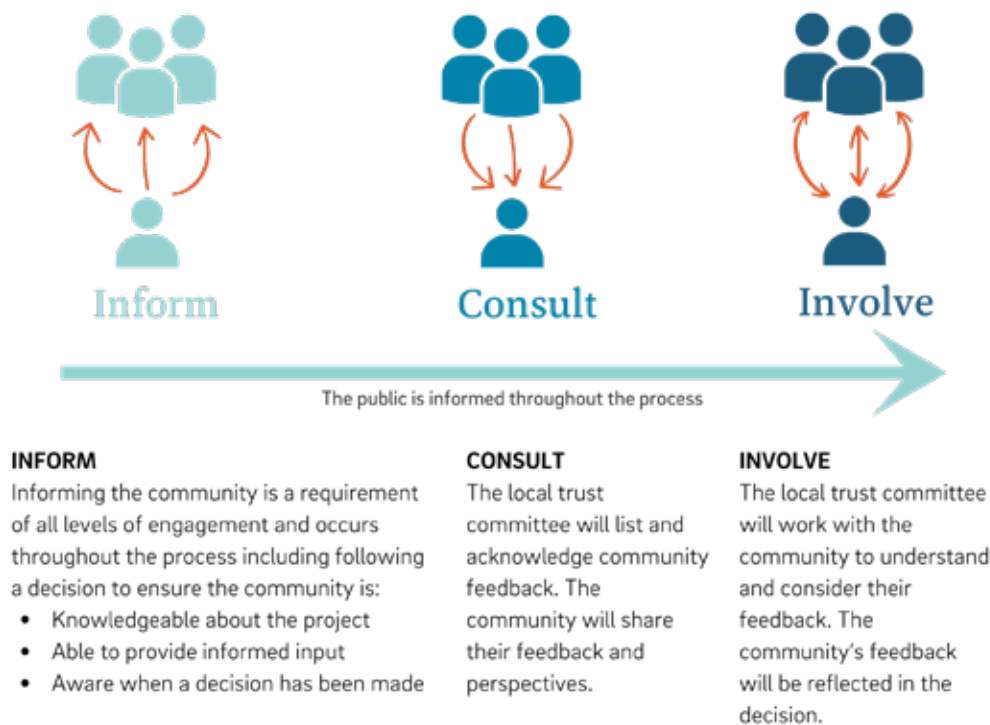
Each local trust committee makes decisions that affect people. Community engagement helps foster greater understanding of roles, responsibilities, and requirements of the local trust committee as well as the work of staff and local trustees. When local trust committees take the time to invite the insights, ideas and aspirations of community members, it can ensure that the outcomes of local trust committee decisions reflect the consideration of a variety of community member opinions and perspectives.

This can help build credibility and trust and foster confidence. Meaningful engagement can produce a deeper understanding of the issues leading to the definition and refinement of project goals and objectives. This can include ground-truthing assumptions and technical information that informs decision making.

How do we engage?

Most local trust committee engagement is based on the best practices and standards of the International Association of Public Participation (IAP2), which lays out frameworks to implement effective community and public participation processes. IAP2 methods offer guidance and resources to planners to ensure transparent, inclusive, and effective engagement with communities in the planning and decision-making processes.

Different initiatives may require different levels of input from communities. Islands Trust uses the first three IAP2 levels to engage with community:



Ways to Engage

Engaging the community on initiatives is vital for fostering collaboration and ensuring decisions reflect the diverse needs of the community. There are various effective methods to facilitate engagement, from traditional approaches like public meetings and surveys to modern tools such as online platforms and social media. The efficacy of various engagement efforts depends on the community – communities have different preferences with regards to engagement methods and usually a combination of methods and activities results in the best engagement.

There are many options for the community to get stay up to date and get involved on projects.

Community members can stay informed and get involved by:

- Joining a volunteer group, such as a planning advisory committee or housing advisory committee
- Contacting locally elected Trustees
- Contacting one of three regional offices and speaking to planning staff
- Attending a local trust committee regular business meeting or watching online
- Appearing as a delegation, or speaking during public comments portion of each business meeting agendas
- Attending in-person or virtual open house, forums, or community information meetings
- Subscribing to the local trust committees email list to receive updates
- Following Islands Trust on social media
- Participate in surveys

By employing a combination of methods, a local trust committee can create inclusive spaces where as many voices can be heard and valued; ultimately leading to more informed and equitable decision-making processes.

When do local trust committees engage on projects?

Not every community engagement program will look and feel the same. Engagement varies based on project needs and resources. Local trust committees may need to inform communities, or seek active feedback to refine content or ideas to develop land use plans, official community plans, policies and special projects.

When do local trust committees seek input?

- When there are decisions to be made that the communities or interested parties can affect
- When information from the community or interested parties is needed to make decisions

When do local trust committees share information?

- When major decisions about a project have already been made (such as budget, legislation, community needs, external drivers, technical constraints, etc.)
- When a local trust committee reports back on decisions that have been made with the support of previous community engagements



How decisions are made by Local Trust Committees

Many decisions of the Islands Trust involve engaging with island communities, community groups and interested parties. Community engagement involves local trust committees actively listening to community needs and ideas.

The goal of engagement is not necessarily to reach consensus, but to inform decisions, identify gaps and develop more informed policy by building greater understanding of the issues. Community engagement is one input among many that a local trust committee considers.

A local trust committee may weigh feedback from the community alongside factors such as:

- Budget constraints
- Existing policies (e.g. existing Official Community Plans)
- Evolving planning practices
- Considerations of other government partners
- Considerations of interested and affected groups or parties
- Considerations of Indigenous Peoples
- First Nation governments interests
- Legislated requirements
- Externally driven initiatives (e.g. Federal, Provincial, Ministerial initiatives)
- Operational and technical considerations
- Staff expertise

By welcoming feedback from diverse community members and combining it with a variety of other factors, better plans and policies can be created. The process helps everyone understand different views, manage disagreements, and builds trust. Overall, it leads to stronger communities and better decisions.



Appendix

Definitions:

Community engagement: is a strategic process to directly involve island populations in decision making, policy development and planning processes.

Interested and affected parties: a way to describe those people who have a concern about a development, project, policy or action and who need to be engaged during the process of decision making. Islands Trust encourages all staff and contractors not to use the term 'stakeholders'. This term is not in alignment with the Truth and Reconciliation Calls to Action and can be misinterpreted. We always encourage the use of terms such as "interested and affected parties", "community partners", or listing those involved in the decision making process or engagement by name or category. The characterization of First Nations as interested and affected parties or stakeholders should never occur.

Goals: identify, in broad terms outcomes that local trust committees aim to achieve over the long term. They focus on a result but do not identify how to get there. Engagement processes can help to define and refine the goals.

Objective: Objectives identify steps that are needed to reach goals. They are specific and measurable actions that can be taken in a short time frame to help to achieve longer-term goals. They need to be realistic. Engagement processes can help to define and refine objectives.



TRUSTEE REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** June 18, 2024

From: Trust Programs
Committee/Regional Planning
Committee **Date Prepared:** May 13, 2024

SUBJECT: Recommendations for Trust Council's Strategic Plan - K-M COP15 Biodiversity Framework

RECOMMENDATION:

That Trust Council request staff to explore options for including an Integrated Spatial Planning approach within the strategic planning process, and report back with recommendations by August 2024.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: To be completed

1 PURPOSE:

To present specific recommendations for inclusion in Trust Council's strategic planning process.

2 BACKGROUND:

This recommendation to request advice from staff is the product of over a year of discussion and advancement among Trustees:

Mar 2023 Trust Council received a delegation from Gulf Islands Alliance
 Mar 2023 In response, Trust Council requested advice from committees on impacts
 May 2023 Trust Programs Committee discussed, formed working group, invited other Trustees
 Nov 2023 Trust Programs Committee discussed and advanced Trustee briefing to TC
 Dec 2023 Trust Council requested details for inclusion in the strategic planning process
 Feb 2024 Trust Programs Committee requested specific recommendations from Trustee working group by the following resolution:

That Trust Programs Committee refer the report "Montreal COP15 Biodiversity Framework and potential impacts for the work of Islands Trust" back to the working group for specific recommendations.

Since then, Trustee Fast has been further involved in marine spatial planning in Átl'ka7tsem / Howe Sound (<https://howesoundguide.ca/gac/>), and has spoken to various experts. They confirmed an answer to the main question discussed in February 2024 at the Trust Programs Committee meeting, "How is 'Integrated Spatial Planning' different from what the Islands Trust does now?":

- it's dynamic, focused on trends and what is changing, and requires frequently-updated maps and information
- objective-oriented, focused on a purpose
- science-oriented

The hunt for a graphic to share with Trustees was on. This diagram illustrates the differences most clearly, from <https://indigenousoceans.ca/en/marine-spatial-planning/>:

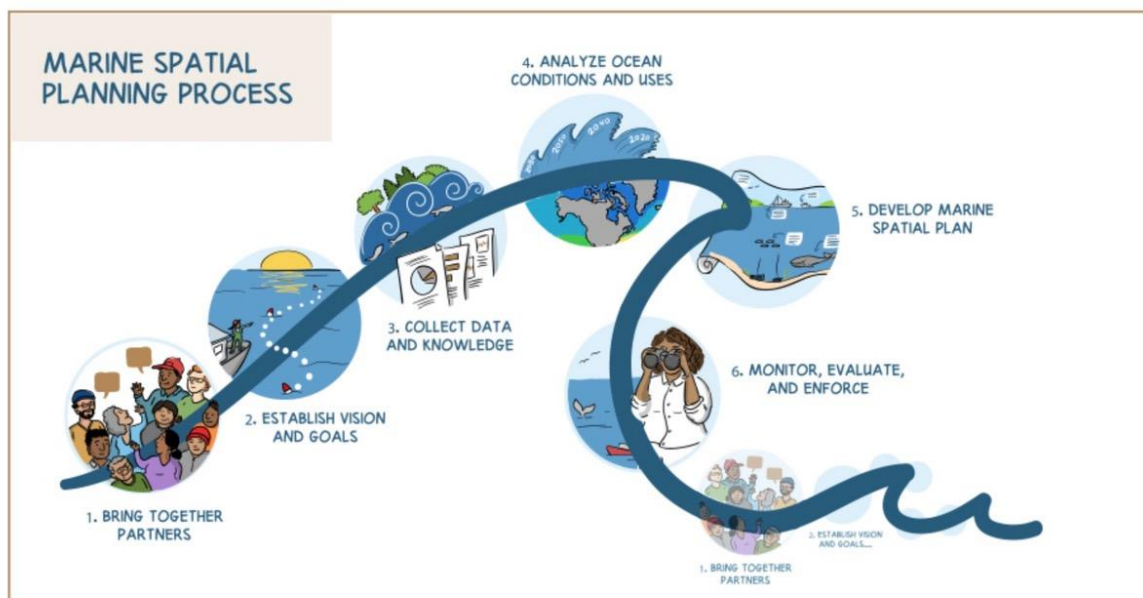


Figure 1: Marine Spatial Planning Process illustration retrieved from National Indigenous Fisheries Institute website: <https://indigenousoceans.ca/en/marine-spatial-planning/> on May 7, 2024.

More details are available at the website, hosted by the National Indigenous Fisheries Institute. The marine spatial planning page illustrates an alternative to the usual land use planning processes we are so familiar with on our islands. Salish Sea is mentioned, and the results of a Nanaimo session under the engagement menu might also be of interest to Trustees.

Of course, this is marine spatial planning, starting almost from scratch without many maps let alone plans. Terrestrial spatial planning inspired by the marine version has just been launched for Átl'ka7sem / Howe Sound (<https://www.howesoundbri.org/oecm-projects/2023/terrestrial-atlas>). These graphics and links may assist trustees to envision what an Integrated Spatial Planning process on land might be like, and whether it would be valuable to ask staff for options for including it in Trust Council's strategic planning process.

In the briefing in the December 2023 Trust Council agenda, most working group members agreed that Target 1 about Integrated Spatial Planning was most applicable to the Islands Trust. Trust Council responded by asking for specifics, see pp. 30-36 of <https://islandstrust.bc.ca/document/trust-programs-committee-regular-meeting-agenda-14/>, which includes, "The Islands Trust has already recognized that it needs better spatial planning tools, as have local governments in B.C., Canada and globally. Integrated spatial planning is at the heart of "revealing pathways to achievement of multiple nature-based goals at once", which is what the Islands Trust attempts to do in all land use planning decisions."

Trustee Fast drafted this specific recommendation to request advice from staff. Travel, Trust Policy Statement business and tight timelines precluded input from other Trustees in the working group, but responses were supportive and none were negative.

Target 3 about registering protected places for the 30% by 2030 goal is already being done. Islands Trust Conservancy sends an annual update to the BC NGO database, which is then wrapped into the Canadian Protected and Conserved Areas Database. So no additional specific recommendation is needed.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Staff time to staff to explore options for including an Integrated Spatial Planning approach within the strategic planning process

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff to develop a report for Trust Council about explore options for including an Integrated Spatial Planning approach within the strategic planning process

FIRST NATIONS: Exploring options for including an Integrated Spatial Planning approach within the strategic planning process may reveal opportunities to work with First Nations.

OTHER: None.

4 **RELEVANT POLICY(S):** Priority Setting/Review Guidelines Policy 6.2.1

5 **ATTACHMENT(S):**

None

RESPONSE OPTIONS

Recommendation:

That Trust Council request staff to explore options for including an Integrated Spatial Planning approach within the strategic planning process, and report back with recommendations by August 2024.

Alternative:

Other options as determined by Trust Council.

Prepared By:

Trustees Elliott, Fast, Patrick and Smith

Reviewed By/Date:

Active Projects Report

Regional Planning Committee

1. *Bylaw Compliance and Enforcement Review*

Responsible

Dates

RPC endorsed project charter and work plan Trust Council agenda.

2. *Implement the Housing Strategic Action Plan*

Responsible

Dates

Strategic Plan Goal: Strengthen housing affordability throughout the Islands Trust Area

Anthony Fotino

Rec'd: 12-Feb-2020

Robert Kojima

Target: 31-Mar-2024

Stefan Cermak

Trust Council Adopted Housing Strategic Action Plan on December 2023. Includes Implementation Plan.

3. *Implement the Fresh Water Sustainability Strategy*

Responsible

Dates

Strategic Plan Goal: Protect quality and quantity of fresh water resources of the Trust Area

Anthony Fotino

Rec'd: 12-Feb-2020

Stefan Cermak

Target: 31-Mar-2025

William Shulba

Feb. 16, 2024: RPC has requested staff to draft an Implementation Plan that defines the roles and responsibilities of the RPC, Trust Programs Committee, Trust Council and key staff that is operationalized through multi-year work plans, budget requests, and program-specific implementation plans.

Active Projects Report

Regional Planning Committee

Strategic Plan item #2.4: FWSS-completed and presented to Trust Council in December 2021. A webpage devoted to implementation of the Freshwater Sustainability Strategy is being developed.

Strategic Plan item #2.5 - Map and develop water budgets for groundwater aquifers in the Trust Area. Grant funding to develop water budgets are still required for Hornby, Denman and Gabriola, Salt Spring, Thetis, Keats, Gambier and updates for southern gulf islands.

Future 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.

Updated: Feb. 21, 2024: Strategic Plan item #2.2 - Map the extent of eelgrass and kelp beds throughout the Trust Area. Phase 1 of mapping received March 2023. Phase 2 mapping business case not supported by RPC due to funding concerns. RPC requested staff to develop a terms of reference if and when grant funding becomes available.

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 (Completed March 31, 2020) (2018-2022 Strategic Plan item 1.1).

12-Feb-2020

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

Updated Feb. 21, 2024: Strategic Plan item #1.1: Model CDF Protection DPA. SS LTC developed communications materials but changed to Wildfire DP (which could protect some CDF). At present, no future work planned.

Future Projects Report

Regional Planning Committee

3. *Preserve and protect marine ecosystems*

Responsible

Date Received

1. Map the extent of eelgrass and kelp beds throughout the Trust Area (2018-2022 Strategic Plan item 2.2). Phase 1 (GIS and aerial data review) done. Phase 2 - groundtruthing - feasible next step.

12-Feb-2020

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

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

Responsible

Date Received

1. Map and develop water budgets for groundwater aquifers in the Trust Area (2018-2022 Strategic Plan item 2.5)

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 2.6).

3. -Develop an Islands Trust Freshwater Sustainability Strategy policy document and recommendations for implementation of the Freshwater Sustainability Strategy

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

Responsible

Date Received

Future Projects Report

Regional Planning Committee

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

12-Feb-2020

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

6. *Mitigate and adapt to climate change impacts*

Responsible

Date Received

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

12-Feb-2020

7. *Update the model strategy for antennae systems*

Responsible

Date Received

09-Feb-2022

8. *Develop healthy, resilient island communities*

Responsible

Date Received

Work on a suite of projects that will employ two lenses: mitigating and adapting to the effects of climate change; and managing growth by cultivating equitable, inclusive, and resilient communities and the natural environment.

27-Apr-2023

Future Projects Report

Regional Planning Committee

9. *Strengthen Relations with First Nations*

Responsible

Date Received

Strategic Plan item #4.8: Heritage Conservation Overlay Mapping. Phase 1 complete.
Phase 2 not started due to loss of key staff, loss of key consultants, and feedback from various First Nations. At present, no future work planned.

21-Feb-2024