



Thetis Island Local Trust Committee Regular Meeting Revised Agenda

Date: February 3, 2015
Time: 9:15 am
Location: Thetis Island Community Centre (Forbes Hall)
North Cove Road, Thetis Island, BC

Pages

- | | | | |
|------|---|---------------------|---------|
| 1. | CALL TO ORDER | 9:15 AM - 9:20 AM | |
| 2. | APPROVAL OF AGENDA | | |
| 3. | TOWN HALL AND QUESTIONS | 9:20 AM - 9:35 AM | |
| 4. | COMMUNITY INFORMATION MEETING - none | | |
| 5. | PUBLIC HEARING - none | | |
| 6. | MINUTES | 9:35 AM - 9:45 AM | |
| 6.1 | Local Trust Committee Minutes Dated September 17, 2014 for adoption | | 4 - 16 |
| 6.2 | Section 26 Resolutions-without-meeting Report Dated January 22, 2015 | | 17 - 17 |
| 6.3 | Advisory Planning Commission Minutes - none | | |
| 6.4 | Ruxton Island Advisory Planning Commission Minutes - none | | |
| 7. | BUSINESS ARISING FROM MINUTES | 9:45 AM - 10:00 AM | |
| 7.1 | Follow-up Action List dated January 22, 2015 | | 18 - 18 |
| 8. | DELEGATIONS | | |
| 9. | CORRESPONDENCE | | |
| | (Correspondence received concerning current applications or projects is posted to the LTC webpage) | | |
| 10. | APPLICATIONS AND REFERRALS | 10:00 AM - 10:15 AM | |
| 10.1 | Gabriola Island Local Trust Area Bylaw Referral Request for Response Regarding Bylaw Nos. 278 and 279 | | 19 - 21 |

10.2	Salt Spring Island Local Trust Area Bylaw Referral Request for Response regarding Bylaw No. 479	22 - 23
11.	LOCAL TRUST COMMITTEE PROJECTS	
12.	REPORTS	10:15 AM - 10:35 AM
12.1	Work Program Reports	
12.1.1	<u>Top Priorities Report dated January 29, 2015</u>	24 - 24
12.1.2	<u>Projects List Report Dated January 22, 2015</u>	25 - 26
12.2	Applications Report Dated January 22, 2015	27 - 28
12.3	Trustee and Local Expense Reports	
12.3.1	<u>September, 2014</u>	29 - 29
12.3.2	<u>October, 2014</u>	30 - 30
12.3.3	<u>November, 2014</u>	31 - 31
12.3.4	<u>December, 2014</u>	32 - 32
12.3.5	<u>January, 2015</u>	33 - 33
12.4	Adopted Policies and Standing Resolutions - none	
12.5	Local Trust Committee Webpage	
12.6	Chair's Report	
12.7	Trustee Reports	
12.8	Electoral Area Director's Report	
12.9	Trust Fund Board Report dated January, 2015	34 - 36
	<u>BREAK</u>	
13.	NEW BUSINESS	11:10 AM - 12:45 PM
13.1	Thetis Island Local Trust Committee Work Program - 2015	
13.1.1	<u>Staff Report Dated January 15, 2015</u>	37 - 45
13.1.2	<u>Strategic Planning Session</u>	
13.2	Advisory Planning Commissions Staff Report Dated January 19, 2015	46 - 57
13.3	Mosquito Population on Thetis Island - for discussion	
13.4	Internet Access Advocacy	58 - 59

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for Tuesday, April 14, 2015 at 9:15 am at the Thetis Island Community Centre (Forbes Hall), North Cove Road, Thetis Island, BC

15. TOWN HALL 12:45 PM - 12:55 PM

16. CLOSED MEETING - none

17. ADJOURNMENT 12:55 PM - 1:00 PM



Thetis Island Local Trust Committee Minutes of Regular Meeting

Date: September 17, 2014
Location: Thetis Island Community Centre (Forbes Hall)
North Cove Road, Thetis Island, BC

Members Present Peter Luckham, Local Trustee
Sue French, Local Trustee
Ken Hancock, Chair

Staff Present Aleksandra Brzozowski, Island Planner
Jessie Sherk, Recorder

Others Present Four (4) members of the public were in attendance.

1. CALL TO ORDER

Chair Hancock called the meeting to order at 9:28 am. Staff and trustees were introduced and the public was welcomed. He acknowledged that the meeting was being held in the traditional territory of the Coast Salish People.

2. APPROVAL OF AGENDA

2.1. Additions and Deletions

The following additions to the agenda were presented for consideration:

- Late item added, missing paragraph from 8.1
- Reorder the agenda to have item 8.1 follow item 3, Town Hall Session

By general consent, the agenda was approved as amended.

2.2. Questions from the Public on Agenda Items

It was requested by a member of the public to address item 9.2 before item 9.1. Trustees agreed.

3. TOWN HALL SESSION

No Town hall.

8. APPLICATIONS AND PERMITS

8.1. TH-DVP-2014.1 (Inter-Varsity Ministries Foundation - Pioneer Pacific Camp)

8.1.1. Staff Report dated September 3, 2014 - attached

Planner Ritemann summarized the staff report via telephone. She provided the rationale behind her recommendation to issue the permit. Discussion ensued with Trustees. Trustee French noted that there is an archaeological site within 50 metres of the proposed development, and she emphasized the importance of respecting that site and cooperating with the First Nations who have interest there as well as the Archaeology Branch. Discussion ensued with the applicant regarding the archaeological site.

TH-2014-090

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee approve issuance of Development Variance Permit TH-DVP-2014.1 to Inter-Varsity Ministries Foundation for Lot 1, District Lots 21, 26, and 27, Thetis Island, Cowichan District, Plan VIP62581, PID 023-370-467

CARRIED

4. MINUTES

4.1. Local Trust Committee Meeting Minutes dated July 23, 2014 - for adoption

The following corrections to the agenda were presented for consideration:

- Page 7, in Resolution TH-2014-071 the word "conserving" should be changed to "considering"
- Page 10, 9.2.1, in the 3rd sentence of the 2nd paragraph, insert the word "for" after "Ian Ralston".
- Page 14, 10.4 Chairs report – delete the word "sending" in the first sentence and replace with "receiving several"

By general consent, the minutes were adopted as amended.

4.2. Local Trust Committee Special Meeting Minutes dated August 27, 2014 - for adoption

The following corrections to the minutes were presented for consideration:

- Page 1, correct spelling of "Chemainus"
- Page 2, 4th bullet from the bottom of the page, add an "s" on the word "islander" in the first sentence of the sub-bullet

By general consent, the minutes were adopted as amended.

4.3. Local Trust Committee Public Hearing Record dated August 27, 2014 - for receipt

The following corrections to the Public Hearing Record were presented for consideration:

- Page 2, bottom of the page, change "Chair Luckham" to "Chair Hancock" Received.

4.4. Section 26 Resolutions Without Meeting Log dated September 8, 2014 - for information

Reviewed for information.

4.5. Advisory Planning Commission Meeting Minutes - none

4.6. Ruxton Island Advisory Planning Commission Meeting Minutes - none

5. BUSINESS ARISING FROM MINUTES

5.1. Follow-up Action List dated September 8, 2014 - attached

The Follow-up Action List was reviewed and discussed. Planner Brzozowski updated the Local Trust Committee on the delay in receiving the previously anticipated Woodlot Licence Plan. Discussion ensued.

5.2. Bute Island and Dunsmuir Island Consultation Process - verbal update

Planner Brzozowski gave an update on the consultation process, noting that she has followed up with the Stz'uminus Nation referrals manager in Chemainus and that they are coordinating a day in the fall to get together and share information. Discussion ensued. Trustees asked that Planner Brzozowski express the Local Trust Committee's interest in meeting with the Stz'uminus Chiefs and Council when appropriate.

5.3. Advisory Planning Commission Bylaw Amendment Update

5.3.1. Staff Report dated August 26, 2014 - attached

Planner Brzozowski summarized the staff report, recommending to move forward with this bylaw. Discussion regarding Advisory Planning Commission (APC) appointments ensued among staff and Trustees.

TH-2014-091

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee give first and second readings to Draft Bylaw No. 95, cited as “Thetis Island Local Trust Committee Advisory Planning Commission Bylaw, 2012, Amendment No. 1, 2014”

CARRIED

TH-2014-092

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee give third reading to Draft Bylaw No. 95 , cited as “Thetis Island Local Trust Committee Advisory Planning Commission Bylaw, 2012, Amendment No. 1, 2014”;

CARRIED

TH-2014-093

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee refer Bylaw No. 95, cited as “Thetis Island Local Trust Committee Advisory Planning Commission Bylaw, 2012, Amendment No. 1, 2014” to the Islands Trust Executive Committee.

CARRIED

6. DELEGATIONS

7. CORRESPONDENCE

Correspondence specific to an active development application and/or project will be received by the Thetis Island Local Trust Committee when that application and/or project is on the agenda for consideration.

Emails received.

9. LOCAL TRUST COMMITTEE PROJECTS

9.2. Shoreline Protection

9.2.1. Memorandum dated September 7, 2014 - attached

Planner Brzozowski summarized the memorandum. She updated the Local Trust Committee on the Green Shores – BC Pilot Project stating that the Advisory Group has produced a Request for Proposals and will be hiring a public consultation consultant in October. The consultant is not requested to come to Thetis Island in the fall. The consultant will be asked to work with the Advisory Group on a consultation strategy that follows up on the past events about shoreline protection on Thetis.

Regarding follow up for the Scenarios Workshop, Trustees expressed that they were pleased with the summary report and noted that Ralf Kempe's name should be added to the participant list. It was also noted that this draft summary should be circulated to the public.

Also noted was that when a Local Trust Committee does something groundbreaking, such as this workshop, it should be packaged as an internal project guide that a future Local Trust Committee or staff member could use. Discussion ensued.

Trustees recognized that one of the key pieces that made the workshop successful was the involvement of Ernie Hunter and Ian Ralston.

9.1. Associated Islands Official Community Plan and Land Use Bylaw

9.1.1. Staff Report dated September 2, 2014 - attached

Planner Brzozowski summarized the staff report and the post public hearing details. Staff and Trustees discussed revisions to consider prior to Third Reading. Trustees were not in support of reconsidering the following:

- allowing private docks outright in the Ruxton marine zoning (W3)
- allowing short term vacation rentals on Ruxton
- decreasing setbacks from the sea on Ruxton to 5 metres

The advocacy position in the parks land use policies stating that the Ruxton wetland be a "hands off" natural area was discussed.

TH-2014-094

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee amend Bylaw No. 93 6.3.1 by adding at the end of the sentence, "which respects natural processes and provides protection for the sensitive ecosystem."

CARRIED

Trustees then reviewed and discussed the "Suggested Changes in Advance of Third Reading of Bylaws 93 & 94" spreadsheet.

TH-2014-95

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee amend Section 1.4 of the Official Community Plan by changing the term "commercial visitor accommodation facilities" to "commercially zoned visitor accommodation facilities".

CARRIED

TH-2014-096

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee remove the words "development permit areas" from Section 2.8 (1) of Proposed Bylaw 94.

CARRIED

TH-2014-097

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee remove the words "less than 0.5 hectares" in Proposed Bylaw 93, Section 3.2.8.

CARRIED

TH-2014-098

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee amend Proposed Bylaw 94 by deleting the wording in Section 5.1 (8) and adding new regulation to read:

(8) The minimum average lot area for any subdivision in the R1 zone is 4 hectares.

(9) The minimum lot area in the R1 zone is 1 hectare.

CARRIED

TH-2014-099

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee increase the setback from lot lines to 5 metres for Section 5.6(4) in Proposed Bylaw 94.

CARRIED

TH-2014-100

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee insert the word "community" to 5.7 (1)(a) of Proposed Bylaw 94.

CARRIED

TH-2014-101

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee removed the word “enhancement” from Policy 6.2.8 of Proposed Bylaw 93, and from Policy 5.7 (1)(c) of Proposed Bylaw 94.

CARRIED

TH-2014-102

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee replace advocacy Policy 5.3.1 of Proposed Bylaw 93 to read: “Transport Canada is encouraged to educate and work with communities to promote appropriate regulations of mooring buoys in the Plan Area.”

CARRIED

TH-2014-103

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee

1. add “swimfloats” as a permitted structure in the Marine Ruxton (W3) zone in Proposed Bylaw 94
2. add “swimfloats” and “Floats” as permitted structures in the W1 and W2 zones
3. add the following definition to Proposed Bylaw 94: “swimfloat” means a floating non-roofed structure that is used as a platform for diving or respite from swimming and which is free to rise and fall with sea level change and, for all conditions of tidal change, does not rest on the sea floor and is not to be used as a landing or moorage place for marine transport.

CARRIED

TH-2014-104

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee direct staff to amend Proposed Bylaw 94 to limit float and swimfloat size in the W1, W2 and W3 zones to 100 square feet.

CARRIED

TH-2014-105

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee insert the words “community information” to 6.1 (2) of Proposed Bylaw 94.

CARRIED

TH-2014-106

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee change the wording in Advocacy Policy 11.3.2 (c) in Proposed Bylaw 93 to read; not burn refuse”.

CARRIED

TH-2014-107

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee remove the words “contact and” in Advocacy Policy 12.3.2 of Proposed Bylaw 93 and move the policy to the end of the list and renumber accordingly.

CARRIED

TH-2014-108

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee direct staff to amend Proposed Bylaw 94 section 5.93 by replacing existing wording in the citing and size regulations with (a) the maximum area of any accessory dock in the W1 Zone is 37 square meters and (b) the maximum length of any ramp or walkway is 30 meters.

CARRIED

TH-2014-109

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee give third reading to Proposed Bylaw No. 93, cited as the “Thetis Associated Islands Official Community Plan Bylaw 2014” as revised.

CARRIED

TH-2014-110

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee give third reading to Proposed Bylaw No. 94, cited as the "Thetis Associated Islands Land Use Bylaw 2014" as revised

CARRIED

TH-2014-111

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee forward Proposed Bylaw 93, cited as the "Thetis Associated Islands Official Community Plan Bylaw 2014" to the Executive Committee for consideration.

CARRIED

TH-2014-112

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee forward Proposed Bylaw No. 94 cited as the "Thetis Associated Islands Land Use Bylaw 2014" to the Executive Committee for consideration.

CARRIED

TH-2014-113

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee forward Proposed Bylaw No 93, cited as the Thetis Associated Islands Official Community Plan Bylaw 2014" to the Minister of Community , Sport and Cultural Development for approval.

CARRIED

TH-2014-114

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee resolve that it has undertaken consultation that it considers appropriate with persons, organizations and authorities it considers will be affected by Proposed Bylaw No. 93

CARRIED

TH-2014-115

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee direct staff to post the new revised versions of the bylaws to the Thetis webpage of the Islands Trust website.

CARRIED

The Local Trust Committee reviewed and discussed the Policy Statement Directives Only Checklist.

Break - 12:55 pm - 1:05 pm

10. REPORTS

10.1. Work Program Reports

10.1.1. Top Priorities Report and Projects List dated September 8, 2014 – attached

Discussed after closed Session, Item 14.

10.2. Applications Log

10.2.1. Report dated September 8, 2014 – attached

The report was reviewed and discussed. Planner Brzozowski explained that the file titled TH-SUB-2014 will remain on hold pending the adoption of Proposed Bylaw 94.

10.3. Trustee and Local Expenses

10.3.1. Expenses posted to end of July, 2014 - attached

The expenses were reviewed. Trustees discussed the money that has been spent on Riparian Area Regulation work.

10.3.2. Expenses posted to end of August, 2014 - attached

The expenses were reviewed. Trustees discussed where money might come from to pay for the distribution of the Green Shores workshop DVDs and communications materials.

TH-2014-116

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee contribute up to \$500 from the LTC Local Expense Budget for hiring a consultant for graphic design of the Landowners Guide to Protecting Shoreline Ecosystems.

CARRIED

10.4. Chair's Report

Chair Hancock reported that they have completed the final Trust Council for this term on Keats and Gambier Islands where they received a delegation on glass sponge reefs that was fascinating. He stated that focus was put on the need for a Howe Sound management plan due to the ongoing reindustrialization of the Howe Sound area.

10.5. Trustees' Report

Trustee Luckham reported on the Keats Island Trust Council meeting noting that the beauty of the islands looking out north is quite a contrast with the nearby development of the Sea to Sky highway area as well as Gibsons. He stated the impacts and pressure on Howe Sound is incredible and it heartens him to think that the work of the Islands Trust truly does make a difference. He noted that it was wonderful to revisit and review all the work that the Local Trust Committees have accomplished over the last three years. Also noted was that he finds the discussion of secondary suites interesting as it seems Islands Trust is a leader in that. He also touched on Riparian Areas Regulation noting that they are still struggling with this. In closing, he noted that most of the Executive Committee is off to UBCM next week.

Trustee Luckham also reported that he attended the Ruxton Island annual

general meeting and he was warmly received. He noted that they have made significant progress on their fire brigade units.

Trustee French commented on the last Trust Council meeting saying it was a lovely review citing both challenges and celebrations. After nine years of being a trustee, she stated that seeing the body of work being done throughout the Trust Area showed what valuable work this is and that she is grateful that she has been a part of it. She noted her appreciation for all the staff and fellow trustees and gave a special thanks to Chair Hancock for chairing the Thetis Island Local Trust Committee.

10.6. Advisory Planning Commission Report

None.

11. NEW BUSINESS

11.1. Salt Spring Island Local Trust Area Bylaw Referral Request for Response regarding Bylaw No. 480 - attached

TH-2014-117

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee finds Thetis Islands interest are unaffected by Saltspring Island Bylaw No. 480.

CARRIED

11.2. 2015-16 Budget Submissions

11.2.1. Memorandum dated August 18, 2014 - attached

TH-2014-118

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee approve and forward the draft 2015-16 LTC Project Budget submission to Financial Planning Committee as presented.

CARRIED

12. BYLAWS

12.1. Draft Bylaw No. 95 cited as "Thetis Island Local Trust Committee Advisory Planning Commission Bylaw, 2012", Amendment No. 1, 2014" - for consideration of first, second and third readings and submission to Executive Committee for approval

12.2. Proposed Bylaw No. 93 cited as "Thetis Associated Islands Official Community Plan Bylaw, 2014" - for consideration of third reading and

submission to Executive Committee and to the Minister of Community, Sport and Cultural Development for approval

- 12.3. Proposed Bylaw No. 94 cited as "Thetis Associated Islands Land Use Bylaw, 2014" - for consideration of third reading and submission to Executive Committee for approval

13. ISLANDS TRUST WEBSITE

13.1. Thetis Pages - for discussion

No further updates.

14. CLOSED MEETING

TH-2014-119

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

that the Thetis Island Local Trust Committee closes the next part of the September 17, 2014 business meeting to discuss matters pursuant to section 90(1) (a) and (d) of the Community Charter to consider adoption of closed meeting minutes and that staff be invited to attend the meeting.

CARRIED

15. RECALL TO ORDER

Rise and Report from Closed Meeting

Chair Hancock reported that the in-camera meeting minutes of March 19, 2014 were adopted.

10.1. Work Program Reports

10.1.1. Top Priorities Report and Projects List dated September 8, 2014 – attached

The Top Priorities Report was reviewed and discussed. Each item in the Projects List was reviewed and discussed.

TH-2014-120

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

that the Thetis Island Local Trust Committee remove "Joint Proactive Enforcement with CVRD" from the Projects List.

CARRIED

TH-2014-121

It was MOVED and SECONDED,
that the Thetis Island Local Trust Committee remove "Development
Approval Information Bylaw" from the Projects List.

CARRIED

TH-2014-122

It was MOVED and SECONDED,
that the Thetis Island Local Trust Committee remove "Sustainability
Guidelines for Thetis Island" from the Projects List.

CARRIED

TH-2014-123

It was MOVED and SECONDED,
that the Thetis Island Local Trust Committee remove the item to consider
amendments to Thetis Land Use Bylaw and Valdez Land Use Bylaw
regarding the production of medical marihuana.

CARRIED

It was noted that Planner Brzozowski would rename the last item "Wharf
related structures" with an elaboration on the activity intended.

16. TOWN HALL SESSION

None.

17. NEXT MEETING DATE

**17.1. Wednesday, November 19, 2014 at 9:15 am at the Thetis Island Community
Centre (Forbes Hall Library) North Cove Road, Thetis Island, BC**

18. ADJOURNMENT

By general consent, the meeting was adjourned at 2:20 pm.

Ken Hancock, Chair

Certified Correct:

Janice Young

RWM From: September 09, 2014 To: January 22, 2015

Thetis Island

Resolution #	Action	Resolution Description	Resolution Date
2014-05	In Favour	"THAT the Thetis Island Local Trust Committee schedules its 2015 regular business meetings at the Thetis Island Community Centre (Forbes Hall), North Cove Road, Thetis Island, beginning at 9:15 AM on the following dates: Tuesday, February 3, 2015 Tuesday, April 14, 2015 Tuesday, June 9, 2015 Tuesday, August 11, 2015 Tuesday, September 29, 2015 Tuesday, November 24, 2015."	Dec 18, 2014
2014-04	In Favour	"That the Thetis Island Local Trust Committee adopt Bylaw No. 95, cited as "Thetis Island Local Trust Committee Advisory Planning Commission Bylaw, 2012", Amendment No. 1, 2014."	Nov 25, 2014
2014-03	In Favour	"That the Thetis Island Local Trust Committee cancel their November 19, 2014 Regular Business Meeting."	Nov 17, 2014
2014-02	In Favour	"That the Thetis Island Local Trust Committee response to the referral of Salt Spring Island Local Trust Committee Bylaw No. 482, cited as "Zoning Bylaw(Capital Regional District Bylaw No. 103), Planning Area No. 4, 1972, Amendment Bylaw No. 1, 2014" is: Interests Unaffected by Bylaw."	Oct 07, 2014



Follow Up Action Report w/ Target Date

Thetis Island

Jun-04-2014

No.	Activity	Responsibility	Target Date	Status
1	To prepare a referral response to the Woodlot License Plan for W2043, to be reviewed by the LTC. Update (July 23): Woodlot License Management Plan release has been delayed.	Aleksandra Brzozowski	Jul-23-2014	On Going
1	Post a link to the Coastal Douglas Fir Report to the website and a link be provided to the Woodlot Licence Plan, Woodlot 2043, referral, when it is available. Update (July 23): Woodlot License Management Plan release has been delayed.	Aleksandra Brzozowski	Jul-23-2014	On Going

Sep-17-2014

No.	Activity	Responsibility	Target Date	Status
1	Circulate the Shorelines workshop results to participant list, and post on website.	Aleksandra Brzozowski	Sep-24-2014	Done



Islands Trust

BYLAW REFERRAL FORM

700 North Road
Gabriola Island, BC BC V0R 1X3
Ph: (250) 247-2063
Fax: (250) 247-7514
northinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Gabriola Island Trust Area **Bylaw No.:** 278 and 279 **Date:** December 8, 2014

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected. For your information a Public Hearing to consider the Bylaw will be held Spring 2015.

APPLICANTS NAME / ADDRESS:

Gabriola Island Local Trust Committee

PURPOSE OF BYLAW:

The purpose of these proposed bylaws is to address a number of minor issues and correct errors and inconsistencies in the Gabriola Island Land Use Bylaw (LUB) and Official Community Plan (OCP).

GENERAL LOCATION:

Gabriola Island

LEGAL DESCRIPTION:

N/A

SIZE OF PROPERTY AFFECTED:

Whole of Gabriola Island

ALR STATUS:

N/A

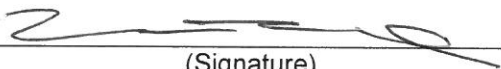
OFFICIAL COMMUNITY PLAN DESIGNATION:

N/A

OTHER INFORMATION:

Staff has been keeping a list of minor issues, errors or omissions in the Gabriola LUB and OCP to bring forward for a housekeeping bylaw amendment at an opportune time. The objectives of the amendments are to make the bylaws more easily interpreted by staff and the public; to correct the bylaws where errors have been identified; and to improve the mapping of development permit areas. The Local Trust Committee gave First Reading to Bylaws 278 and 279 at their meeting on October 2, 2014. Please contact Karin Kronstal, a/Island Planner at 250.247.2211 directly with questions.

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.


(Signature)

Name: Karin Kronstal

Title: A/ Island Planner

This referral has been sent to the following agencies:

Federal Agencies

N/A

Provincial Agencies

Agricultural Land Commission

Regional Agencies

Regional District of Nanaimo –Building Department

Adjacent Local Trust Committees and Municipalities

Executive Committee Acting As A Local Trust Committee
Gambier Local Trust Committee
Thetis Local Trust Committee

PLEASE TURN OVER → 19

Non-Agency Referrals

Islands Trust - Bylaw Enforcement

First Nations

Snuneymuxw First Nation
Cowichan Tribes
Halalt First Nation
Hul'quimi'num Treaty Group
Lake Cowichan First Nation
Lyackson First Nation
Semiahmoo First Nation
Stz'uminus First Nation
Te'Mexw Treaty Association

BYLAW REFERRAL FORM RESPONSE SUMMARY

- ☐ Approval Recommended for Reasons Outlined Below
- ☐ Approval Recommended Subject to Conditions Outlined Below
- ☐ Interests Unaffected by Bylaw
- ☐ Approval Not Recommended Due to Reason Outlined Below

(DO NOT FILL OUT BEYOND THIS SECTION – REFERRAL AGENCY WILL COMPLETE SECTION)

Gabriola Island Trust Area
(Island)

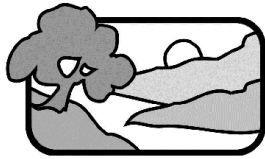
(Signature)

(Date)

278 and 279
(Bylaw Number)

(Title)

(Agency)



Islands Trust

BYLAW REFERRAL

1-500 Lower Ganges Road
Salt Spring Island, BC BC V8K 2N8
Ph: (250) 537-9144
Fax: (250) 537-9116
ssiinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Salt Spring Island Local Trust Area **Application No.:** SS-RZ-2014.1 **Date:** November 12, 2014

You are requested to comment on the attached application for potential effect on your agency's interests. We would appreciate your response within 45 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANT NAME:

David Borrowman

PURPOSE OF APPLICATION:

To rezone the subject property from Commercial 6 to a new Commercial 6 variant in order to remove some uses the strata property owners have found to be a nuisance. The proposed bylaw would permit general office use, farm-related light industry, indoor boat building and personal services. The number of permitted dwelling units would be restricted to one. Water consumption for each use would be restricted to 1000 litres per day. The property has already been developed and subdivided into 23 strata lots; no new construction is proposed.

ADDRESS/ LOCATION:

315 Upper Ganges Road, Salt Spring Island, BC

LEGAL DESCRIPTION:

Strata Lots 1-23 Section 5, Range 3 East, North Salt Spring Island, Cowichan District, Strata Plan VIS4561

SIZE OF PROPERTY AFFECTED:

0.6 hectares/ 1.5 acres

ALR STATUS:

No (adjacent)

OFFICIAL COMMUNITY PLAN DESIGNATION:

Industrial and Commercial Services (I)

OTHER INFORMATION:

Please see attached staff report and Proposed Bylaw 479.

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this application.

(Signature)

Name: Kristin Aasen

Title: Planner 2

This referral has been sent to the following agencies:

Federal Agencies

Industry Canada

Regional Agencies

Capital Regional District

Provincial Agencies

Agricultural Land Commission
Ministry of Environment
Ministry of Forests, Lands and Natural Resource Operations
Ministry of Transportation & Infrastructure
BC Transit

Adjacent Local Trust Committees

Galiano Island Local Trust Committee
Mayne Island Local Trust Committee
North Pender Island Local Trust Committee
Thetis Island Local Trust Committee

PLEASE TURN OVER 22

APPLICATION REFERRAL RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Application

☐

Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Local Trust Area

(Island)

479

(Bylaw Number)

(Name/ Signature)

(Title)

(Date)

(Agency)



Islands Trust

Top Priorities

Thetis Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Associated Islands OCP and LUB Creation	Develop new OCP and LUB to replace Ruxton Island Zoning Bylaw, 1982, CVRD Bylaw 110, and to include other islands with no zoning. Scope does not include Valdes Island.	Sep-07-2011	Aleksandra Brzozowski	Nov-15-2014	On Going
2	Shoreline Protection	Serving as the Pilot Local Trust Area for the Green Shores for homes draft credit rating system.	Sep-07-2011	Aleksandra Brzozowski	Sep-01-2014	On Going
3	Riparian Areas Regulation Implementation	Ensure protection of freshwater ecosystems in the Ralston Creek watershed through review of current regulation and covenants, and possible bylaw amendment.	Sep-07-2011	Karin Kronstal	Nov-15-2014	On Going



Projects

Thetis Island

No.	Description	Activity	Received/Initiated	Status
1	Protocol Agreement or Memorandum of Understanding with Penelakut First Nation	Sent letter to newly elected Chief and Council to see if they are interested in continuing the work on a protocol that was started with former Chief Lisa Shaver.	Feb-06-2009	On Going
1	Revise Protocol Agreement with Lyackson First Nation	As of August, 2010 draft with Lyackson for review by their community.	Feb-06-2009	On Going
1	Potential LUB amendments:	- short-term vacation rentals of principle dwellings in the R-2 zone - rainwater storage requirements	Sep-07-2011	On Going
1	Housekeeping Amendmends to LUB	4.3(d) amend to say: In addition to s. 4.3(a), (b), and (c)...	May-24-2012	On Going
1	Housekeeping amendments to the OCP	- objectives and policies re sea level rise (was resolution to include in draft but did not make it in to adopted OCP)	Oct-03-2012	On Going
1	Island-wide watershed protection	TBD	Nov-21-2012	On Going
1	OCP/LUB amendments to consider ocean loop geothermal exchange systems.		Apr-17-2013	On Going
1	Pilkey Point / Marina Drive Slough: Support for habitat restoration.		Nov-20-2013	On Going
1	Education and engagement re: sensitive ecosystems.	Environmental education and engagement efforts, in particular with owners on the Associated Islands, to explore ways to protect sensitive ecosystems in the Area.	Mar-19-2014	On Going
1	Memorandum of Understanding with the Stz'uminus Nation.	Agreement to precede stakeholder process with the Stz'uminus Nation regarding interests on Bute and Dunsmuir Islands.	Jul-23-2014	On Going

1 Explore regulatory measures to address impacts of wharf related structures.

Jul-23-2014

On Going

Applications w/ Status - Thetis Island Status: Open

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
TH-SUB-1998.1	TRAX DEVELOPMENT LTD C/O WRIGHT FOCUS ENGINEERING LTD Planner: Aleksandra Brzozowski	Sep-25-1998	Phased Strata Subdivision "Meadow Valley Properties" phased strata to create 21 strata lots from 4 parent parcels

Planning Status

Status Date: Sep-05-2014

Report sent to LTC reviewing Assessment and recommending next steps

Status Date: Mar-31-2014

Detailed Assessment received

Status Date: Nov-20-2013

Applicant pursuing a detailed assessment to address RAR issues on site.

File Number	Applicant Name	Date Received	Purpose
TH-SUB-2014.1	J.E. Anderson & Associates Planner: Marnie Eggen	Jun-23-2014	Ruxton Island to create 2 parcels from 3 existing lots

Planning Status

Status Date: Aug-11-2014

Sub not permitted; applicant request put on hold

File Number	Applicant Name	Date Received	Purpose
TH-SUB-2014.2	GW Lindberg Land Surveying	Nov-25-2014	To established strata lots

Planner: Karin Kronstal

Planning Status

Status Date: Nov-28-2014

Reviewed File

Islands Trust
LTC EXP SUMMARY REPORT F2015
Invoices posted to Month ending September 2014

670 Thetis	Invoices posted to Month ending September 2014	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-670	LTC "Trustee Expenses"	700.00	0.00	700.00
LTC Local				
65200-670	LTC - Local Exp - LTC Meeting Expenses	1,000.00	718.98	281.02
65210-670	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-670	LTC - Local Exp - Communications	300.00	0.00	300.00
65230-670	LTC - Local Exp - Special Projects	750.00	0.00	750.00
TOTAL LTC Local Expense		<u>2,550.00</u>	<u>718.98</u>	<u>1,831.02</u>
Projects				
73001-670-2010	Thetis (Ruxton Island) Associated OCP/LUB	1,500.00	967.90	532.10
73001-670-4033	Thetis Foreshore Protection	3,000.00	17.02	2,982.98
TOTAL Project Expenses		<u>4,500.00</u>	<u>984.92</u>	<u>3,515.08</u>

Islands Trust

LTC EXP SUMMARY REPORT F2015

Invoices posted to Month ending October 2014

670 Thetis	Invoices posted to Month ending October 2014	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-670	LTC "Trustee Expenses"	700.00	42.00	658.00
LTC Local				
65200-670	LTC - Local Exp - LTC Meeting Expenses	1,000.00	785.70	214.30
65210-670	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-670	LTC - Local Exp - Communications	300.00	0.00	300.00
65230-670	LTC - Local Exp - Special Projects	750.00	0.00	750.00
TOTAL LTC Local Expense		<u>2,550.00</u>	<u>785.70</u>	<u>1,764.30</u>
Projects				
73001-670-2010	Thetis (Ruxton Island) Associated OCP/LUB	1,500.00	967.90	532.10
73001-670-4033	Thetis Foreshore Protection	3,000.00	3,017.02	-17.02
TOTAL Project Expenses		<u>4,500.00</u>	<u>3,984.92</u>	<u>515.08</u>

Islands Trust

LTC EXP SUMMARY REPORT F2015
Invoices posted to Month ending November 2014

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73001-670-4033	Thetis Foreshore Protection	3,000.00	3,017.02	-17.02
TOTAL Project Expenses		<u>4,500.00</u>	<u>3,984.92</u>	<u>515.08</u>

Islands Trust

LTC EXP SUMMARY REPORT F2015
Invoices posted to Month ending December 2014

670 Thetis	Invoices posted to Month ending December 2014	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-670	LTC "Trustee Expenses"	700.00	42.00	658.00
LTC Local				
65200-670	LTC - Local Exp - LTC Meeting Expenses	1,000.00	785.70	214.30
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65220-670	LTC - Local Exp - Communications	300.00	0.00	300.00
65230-670	LTC - Local Exp - Special Projects	750.00	0.00	750.00
TOTAL LTC Local Expense		<u>2,550.00</u>	<u>785.70</u>	<u>1,764.30</u>
Projects				
73001-670-2010	Thetis (Ruxton Island) Associated OCP/LUB	1,500.00	967.90	532.10
73001-670-4033	Thetis Foreshore Protection	3,000.00	3,017.02	-17.02
73001-670-4046	Lasqueti Comm Integrated Energy	0.00	2,713.99	-2,713.99
TOTAL Project Expenses		<u>4,500.00</u>	<u>6,698.91</u>	<u>-2,198.91</u>

Islands Trust
LTC EXP SUMMARY REPORT F2015
Invoices posted to Month ending January 2015

12.3.3

670 Thetis	Invoices posted to Month ending January 2015	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-670	LTC "Trustee Expenses"	700.00	42.00	658.00
LTC Local				
65200-670	LTC - Local Exp - LTC Meeting Expenses	1,000.00	785.70	214.30
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TOTAL Project Expenses		<u>4,500.00</u>	<u>3,984.92</u>	<u>515.08</u>

Trust Fund Board Report to Local Trust Committees and BIM – January 2015

Chair and FPC representative

At its first meeting of the term, the Trust Fund Board (TFB) re-elected Tony Law as chair and appointed Dereck Atha as TFB's representative on the Financial Planning Committee.

Regional Conservation Plan extended

The Board voted to extend our 2011-15 Regional Conservation Plan (RCP) to 2017. The RCP contains strategic goals and objectives which guide our work. Rather than preparing a new plan, the extension will allow us to focus resources on other priorities, including completing some outstanding actions in the RCP. The Board also felt that it would be more efficient and effective to develop a revised RCP alongside preparing our 2017-22 Five Year Plan, which is required by legislation.

Conservation Strategy for Coastal Douglas-fir and Associated Ecosystems

Islands Trust Fund (ITF) staff are participating in the multi-agency Coastal Douglas-fir and Associated Ecosystem Conservation Partnership (CDFCP) which is in the process of developing a Conservation Strategy. TFB has asked staff to look at integrating the completed strategy into our Regional Conservation Plan and report back to the board.

Eelgrass Mapping Complete

We are excited that our Eelgrass Mapping Project –covering the whole Trust Area – is now complete. This addresses one of the goals in our Regional Conservation Plan: to work with partners to conserve marine environments and habitat. Eelgrass is a critical near-shore habitat for numerous birds, mammals, invertebrates and commercial and non-commercial fish. Eelgrass beds are also an important carbon sink.

The mapping of eelgrass beds will help local trust committees, the Trust Fund Board and others to make science-based decisions around land use and conservation to prevent further habitat loss. We understand that the Ministry of Forests, Lands and Natural Resource Operations is welcoming this mapping as a tool to help assess dock and other shoreline applications. The report accompanying the mapping includes recommendations for restoring eelgrass habitat. The full report is available on ITF's website. The mapped data is also available on *MapIT [Shorelines](#)*. If your local trust committee would like to post the maps and recommendations relevant to your local trust area on your web page, please direct your planner to do so.

Eelgrass mapping was done by boat with the aid of a towed underwater camera. The Islands Trust area was mapped over three years through a partnership with SeaChange Marine Conservation Society. The Islands Trust contributed just over half of the total budget of this project with the remainder of the funds being secured by our project partner.

Conservation Planning and Official Community Plans

One of our Regional Conservation Plan goals is to work with the Islands Trust Council, local trust committees and island municipalities to implement conservation goals in Official Community Plans (OCPs). As your local trust committee strategizes your priorities for the term, you may want to consider how to advance conservation provisions in your OCPs, including using sensitive and nearshore

ecosystem mapping. One focus of attention might be Council's policy to establish protected area networks.

From the Policy Statement:

3.1.2 It is Trust Council's policy to work towards the establishment of a network of protected areas that preserves representative ecosystems in their natural state and in sufficient size and distribution to sustain their ecological¹⁴ integrity

3.1.3 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.

3.1.4 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.

Updates Specific to Local Trust Areas

Hornby

ITF's Ecosystem Protection Specialist, Kate Emmings, continues to work with Hornby Island property owner Karin Fischer and Conservancy Hornby Island to establish a conservation covenant to protect Garry oak and Douglas-fir ecosystems on her property.

Denman

ITF's manager, Jennifer Eliason, is contacting Ministry of Environment staff to pursue an inter-agency meeting to address the disposition of Crown land with conservation values on Denman Island. ITF's Property Management Specialist, Nuala Murphy, is working with Denman Conservancy Association to address management issues on Denman's nature reserves, including rerouting of a trail at Morrison Marsh Nature Reserve in coordination communication with BC Parks , and planning a restoration project at Lindsay Dickson Nature Reserve.

Gabriola

ITF's Property Management Specialist, Nuala Murphy, is reviewing workable options to address safety issues on the Coats Millstone Nature Reserve.

Lasqueti

TFB has signed a covenant with Lasqueti Island Nature Conservancy and Nanaimo and Area Land Trust Society to ensure the continued protection of ecological values on the John Osland Nature Reserve.

TFB received a request to consider placement of a 911 relay installation on Mount Trematon. The Board has noted that such a request cannot be considered under existing land use regulations. TFB would also need to consult with the donors, and seek the approval of the covenant holders and Environment Canada because of their roles in protecting the values of this nature reserve.

Gambier

The board formally established the Gambier Island Acquisition Fund, created with funds from a significant bequest received in 2011. Restoration continues at Long Bay Wetlands Nature Reserve with work to protect naturally regenerating conifers by caging them from browsing deer.

Staff are currently working to develop a new nature reserve on Keats island, after the TFB approved a conservation proposal from the Convention of Baptist Churches in November.

Thetis

A special Thetis Island Acquisition Fund has been established following a significant donation provided to support land acquisition on Thetis Island.

Salt Spring

In November 2014, TFB approved a conservation proposal on Salt Spring Island and has directed staff to negotiate a conservation covenant on private land in the Reginald Hill area.

North Pender

Staff continue to work on two conservation covenants on North Pender Island, one for Wallace Point and one for the Clam Bay Farm property.

South Pender

ITF's Ecosystem Specialist, Kate Emmings, continues to work with partners to secure a new covenant over Brooks Point Regional Park, to include the recent acquisition. The covenant will be co-held with Habitat Acquisition Trust.

Mayne

A revised management plan for Horton Bayviary has begun which will involve public consultation for the property.

Galiano

TFB approved a new conservation covenant on Galiano Island and directed staff to negotiate a conservation covenant. ITF had provided a contribution from the "Opportunity Fund" to assist the Galiano Conservancy Association with appraisal costs associated with the acquisition of this property and approved funds to cover some necessary survey costs. Staff have also indicated a willingness to accept a conservation covenant for the Crystal Mountain property should the local trust committee choose to proceed with the Crystal Mountain rezoning application.

Bowen

Bowen Island Municipal Council have renewed discussions about the expansion of the NAPTEP program onto Bowen Island. Staff are providing information as requested to support decision making.

Ongoing property management activities, carried out in partnership with the Bowen Island Conservancy, include installing additional signage at the David Otter Nature Reserve, upgrading trails, removing invasive plant species, and planting and caging trees to protect them from browsing at Singing Woods Nature Reserve and continuing to monitor and work with the Ministry of Forests, Lands and Natural Resource Operations to address off-road vehicle use at Fairy Fen Nature Reserve.

STAFF REPORT

Date: January 15, 2015

File No.: 6500-02 LTC Top
Priorities

To: Thetis Island Local Trust Committee
For the meeting of February 3, 2015

From: Karin Kronstal, Island Planner
Aleksandra Brzozowski, Island Planner

CC: Courtney Simpson, Regional Planning Manager

Re: Local Trust Committee Work Program 2014 -2018 term

The purpose of this report is to provide the Local Trust Committee (LTC) with an overview of top priorities, projects, and budgets at the start of this new term of office. This report is intended to provide background for LTC discussion about existing, and possibly new, priorities for this new term.

The report also gives a regional overview of the anticipated workload for the Northern Team for 2015 in order to assist the LTC with its program planning.

The LTC is also requested to review the budget requests for the 2015/16 fiscal year submitted by the LTC to Financial Planning Committee in September, 2014 and confirm or amend the budget request.

LTC WORK PROGRAM

LTC initiated work is managed through the Work Program, as per Islands Trust Policy 6.7.i. There are two components of the Work Program: The Top Priorities and the Projects Lists. The Top Priorities work program accounts for approximately one-third of planning staff resource time. The Project List is a record that lists potential projects the LTC may wish to undertake in the future.

Top priority planning projects can be significant and long-term, such as an official community plan review or a community education project, or may be relatively minor, such as an amendment to a specific section in a land use bylaw. Top priority projects, unless very minor, must have an approved budget before any significant work can begin. A LTC can have up to three top priorities at any given time.

For each top priority project, planning staff develops a “project charter” at the outset of the project to communicate the scope, timeline, budget and deliverables of a project in a short, concise document. The Project Charter is presented to and endorsed by the LTC.

Current LTC Top Priorities

The Top Priorities List indicates the focus of LTC initiated planning work. It can be changed by LTC resolution throughout the term if priorities change, or to remove a completed project. Below is the current Top Priorities List for the Thetis LTC. This list is a version of the standard report that appears on all LTC regular meeting agendas, but with added status and comments for the purpose of this report.

Table 1: Thetis Island Local Trust Committee Top Priorities List January 15, 2015

Description	Activity	Status and comments
1. Associated Islands Official Community Plan and Land Use Bylaw	Develop new Official Community Plan and Land Use Bylaw to replace Ruxton Island Zoning Bylaw, 1982, CVRD Bylaw 110, and to include other islands with no zoning. Scope does not include Valdes Island.	Bylaw No. 93, the Thetis Associated Islands Official Community Plan, was referred to the Minister of Community, Sport and Cultural Development in December 2014. Upon approval from the Minister, the final step is Fourth Reading (adoption) of Bylaw No. 93 and Bylaw No. 94, the Land Use Bylaw for Thetis Associated Islands.
2. Shoreline Protection	Serving as the Pilot Local Trust Area for the Green Shores for homes draft credit rating system.	Shoreline protection has been a priority project of the THLTC work program throughout the 2011-2014 term, first as a project to introduce proactive shoreline regulation, and since April 2013 as a project to engage waterfront property owners in shoreline stewardship. In November 2013, the LTC committed to serving as a pilot area for the emerging Green Shores for Homes program and in February 2014 endorsed the Project Charter.
3. Riparian Areas Regulation (RAR)	Ensure protection of freshwater ecosystems in the Ralston Creek watershed through review of current regulation and covenants, and possible bylaw amendment.	This project has been ongoing since July 2010 following new provincial requirements. The Ministry of Forests, Lands, and Natural Resource Operations (FLNRO) has noted that regulatory measures to implement the RAR must be completed by October 2015.

Completed Priorities in the 2011-2014 Term

To aid the discussion of priorities for the coming term, it may be helpful to reflect on recently completed work of the LTC. The table below lists projects that were completed during the 2011-14 term.

Table 2: Thetis Island Local Trust Committee Completed projects in 2011 – 2014 term

Description	Activity	Comments
Develop Cooperation Agreements with the Cowichan Valley Regional District (CVRD)	To have staff and the LTC work with the CVRD to develop a Protocol Agreement	This project started in 2011 was added as a priority in 2012. After several meetings by staff it was removed from the priorities list in 2013 after CVRD staff indicated there was no mandate from their government to implement a protocol agreement.
Thetis Island Sustainability Guide	Guide completed in 2012	The Sustainability Guide is available for download on the Island Trust website.
Shoreline Development Permit Area (DPA)	Community engagement, education and outreach on proposed DPA.	This priority was revised in 2013 into the current shoreline protection program, which no longer has a DPA component but does include public education and outreach.

Previous Term Work Summary

The following summary is for information purposes, to illustrate LTC activity over the past three years.

Meetings and Resolutions	2012	2013	2014
Regular business meetings	9	6	6
Special business meetings	2	3	0
Community information meetings	0	0	1
Closed Meetings	3	2	1
Public hearings	0	0	1
Resolutions	70	60	121

The LTC is scheduled to have six regular meetings in 2015.

Projects List

A LTC can have any number of projects on a project list; however, staff recommends this list be reviewed regularly to ensure the projects can be feasibly initiated in a reasonable timeframe, and remain relevant. The following is the LTC Projects List as it stood at the end of the 2011-2014 term. This list should be reviewed and revised by the new LTC. The projects list is normally not in any particular order although a LTC could prioritize it. In the comments section below, staff notes any recommendations about priority or timeliness of a particular item.

Table 3: Thetis Island Local Trust Committee Projects List

Description	Comments
Protocol Agreement or Memorandum of Understanding with Penelakut Tribe	Sent letter in 2009 to newly elected Chief and Council to see if they are interested in continuing the work on a protocol that was started with former Chief Lisa Shaver.
Revise Protocol Agreement with Lyackson First Nation	In August 2010, a draft of the Protocol Agreement was sent to the Lyackson First Nation for review by their community. Communication with Lyackson picked up again in October 2014; it may present an opportunity to return to this project.
Memorandum of Understanding with the Stz'uminus (Chemainus) First Nation	A commitment made by the previous LTC as follow up to Associated Islands bylaws. Planner met with Stz'uminus First Nation to discuss Memo of Understanding that would precede stakeholder process with the Stz'uminus First Nation regarding interests on Bute and Dunsmuir Islands.
Island-wide watershed protection	Intended to serve as a follow up to implementation of the Riparian Area Regulation.
Pilkey Point / Marina Drive Slough: Support for habitat restoration	Intended to serve as a follow up on an enquiry made by a resident about possible resources for eelgrass restoration projects.
Education and engagement re: sensitive ecosystems	Intended as follow up after adoption of the Associated Islands bylaws. The project would include environmental education and engagement efforts to explore ways to protect sensitive ecosystems in the Area, in particular with owners on the Associated Islands.
Potential OCP/LUB amendments to consider:	- short-term vacation rentals of principle dwellings in the R-2 zone - rainwater storage requirements - regulatory measures to address impacts of wharf related structures - ocean loop geothermal exchange systems These were added to the Projects List over the term, typically following an enquiry from the public or a passing issue.

Housekeeping amendments to the OCP	An informal list of potential amendments has been started.
Housekeeping Amendments to LUB	An informal list of potential amendments has been started.

LTC Work Program Budget

The following table lists project budgets for the current fiscal year and their balance. The comments section describes planned expenditures to the end of the fiscal year on March 31, 2015.

Table 4: 2014/15 Thetis Island Local Trust Committee Work Program Budget

Project	Budget	Spent	Balance	Comments
Associated Islands Official Community Plan and Land Use Bylaw (completion)	\$1,500	\$967.90	\$532.10	Budget spent on costs involved with the Public Hearing held August 2014. No further planned expenditures.
Shoreline Protection (continuation)	\$3,000	\$3,000	\$0	Budget spent on Thetis LTC's contribution to Green Shores for Homes – BC Pilot program

Table 5 lists the project budget requests that the LTC submitted to Financial Planning Committee in the fall of 2014. In an election year, the outgoing LTC must make budget requests prior to the election in order to keep within the Island Trust annual budgeting schedule. These requests should be considered as their recommendation to the new LTC on what budgets should be requested and the new LTC has the opportunity to confirm or amend the request for consideration at the February Financial Planning Committee meeting. The budget will be adopted at the March Trust Council meeting.

The budget requests were made based on staff advice to each LTC in a memo dated August 18, 2014 (Attachment 1). Keep in mind that in the first year of term, when new projects are getting started, often little budget is required as much of the initial scoping and background work is done internally by Island Trust planning staff, which does not require a project budget.

Table 5: 2015/16 Thetis Island Local Trust Committee Work Program Budget request

Project	Budget	Comments
Riparian Areas Regulation (completion)	\$1,500	Mapping is complete for this project; remaining budget to be spent on a Community Information Meeting/Public Hearing pending LTC decision on how to implement RAR measures.
Shoreline Protection (continuation)	\$5,000	Continuation of Green Shores for Homes – BC Pilot Program. Budget to match contribution of other municipalities taking part in the Stewardship Centre for BC's pilot program.

REVISING THE LTC WORK PROGRAM FOR 2015

Table 1 shows the current Top Priorities List, and Table 5 shows the 2015/16 budget request for this LTC's projects. Together, these lists indicate new or continuing projects that the previous LTC recommends this LTC prioritize. Not all Top Priority projects require a budget request; the LTC Local Expense Account Special Projects budget is meant to be used for lower budget projects as they come up instead of requiring a specific budget for that project.

Reviewing the current Top Priorities List and 2015/16 budget request, the LTC is asked to confirm or amend the Top Priorities List in consideration of the following:

- Current projects that are not yet complete should remain on the Top Priorities list;
- Changes to the Top Priorities List should take into account the regional workload for the Northern Planning Team;
- Projects that are intended to fulfill a legal requirement, such as compliance with the provincial Riparian Areas Regulation, should be prioritized.

Northern Region Planning Priorities

The Northern Office staff is responsible for seven LTC's. As a result, the Northern Region has 13 sets of bylaws to implement, advise upon, and at times review. In order to best serve all the LTCs and bylaws, a work balance is sought through a coordinated Northern approach to work program planning.

A review of anticipated regional priorities was detailed in the memorandum from the Regional Planning Manager dated August 18, 2014 (Attachment 1). The Regional Planning Manager made recommendations for large-scale work projects (major bylaw reviews) in regards to how they would relate to staff resources regionally.

Staff recommended that two new Official Community Plan (OCP) / Land Use Bylaw (LUB) reviews begin in the Northern Region in 2015; DeCourcy Island in the Gabriola Local Trust Area and Gambier Island in the Gambier Island Local Trust Area. Both of those LTCs agreed to request budgets for these projects in the 2015/16 fiscal year, and through that action, have recommended to the current LTCs that these projects be prioritized in the current term. Based on staff resources and other ongoing and recommended projects, this is realistically the maximum number of complete OCP/LUB review projects that can be undertaken by Northern Staff at this time. Targeted amendments can be considered for additional OCPs and LUBs.

STRATEGIC PLANNING FOR THE 2014-2018 TERM

With all the information presented in this report so far as background, and in consideration of the Staff Analysis section below, planning staff including the Regional Planning Manager will facilitate a strategic planning session at the first 2015 meeting of each LTC. The purpose of this session is to encourage LTCs to set both short and long goals and priorities for the term through a facilitated session. The rationale of undertaking such an activity is to:

- determine broad objectives of the LTC and how it envisions the work program over the four-year term;
- strategically plan projects to meet these objectives; and
- enable the Northern Team to set out a long-term schedule that balances large priority projects across the seven Northern LTCs.

New project topics and activities may be developed at this time, to be considered when amending the Work Program.

STAFF ANALYSIS

Table 1 lists the current top priorities of the Thetis LTC. All three items are still active projects; their current status and projected timelines are discussed below.

Priority #1: Associated Islands Official Community Plan /Land Use Bylaw

This project, while hopefully near completion, must remain on the Priorities List until approval is given by the Minister of Community, Sport, and Cultural Development. Should the bylaws be returned for further work, staff resources will be required to address the required follow-up. Once the bylaws are approved, they can be given Fourth Reading (adoption) by the LTC.

Please note also that engagement with the Stz'uminus and Lyackson First Nations during this planning project uncovered some emerging issues that should be explored in a timely fashion, including a stakeholder planning process regarding Bute and Dunsmuir Islands, and exploration of comments and interests noted by the Lyackson Nation. The Bute/Dunsmuir stakeholder process was placed on the Projects List in July 2014; staff recommends that the LTC keep the on the Projects List and move it to the Top Priorities list at the earliest convenience. Staff also advises that once comments from the Lyackson Nation are presented to the LTC, the LTC may wish to place work in response onto the Projects List.

Priority #2: Shoreline Protection

Shoreline Protection has been an ongoing topic for the Top Priorities list since 2013, and various workshops and information sessions were held on the topic of better shoreline practices. In November 2013, the Thetis LTC offered to serve as the Islands Trust's pilot area for the Green Shores program. One concern brought up at this time was the staff resources that would be required to oversee a Thetis pilot project and its evaluation; in response, the LTC passed a resolution (TH 049/13) suspending work on any further public education events, publications, or discussion of regulatory tools about shoreline protection until work on the Green Shores Pilot concluded.

In January 2014, the Stewardship Centre for BC invited Thetis Island to participate in a 2-year Green Shores project to be funded by the Real Estate Foundation. In April 2014, the LTC joined on as one of four pilot communities in the Green Shores for Homes – BC Pilot project. As part of their participation in the project, the LTC contributed \$3,000 towards the 2014/2015 phase of the project and is expected to contribute \$5,000 to the project for 2015. The contributions made by the communities are being matched by funders and are financing consulting work and project implementation.

In October 2014, Modus Planning, Design and Engagement, Inc. was awarded the contract for the first phase of the project. Since Thetis LTC had held shoreline workshops in 2013 and 2014, including an incentives session at the Shoreline Scenarios Workshop in June 2014, preliminary open houses were limited to the other three communities (Thetis' financial contribution was lower for 2014/2015 as a result). Currently, the consultants are analyzing the comments made at these sessions and will be integrating the results of Thetis' incentives session into their

broader analysis. Results of preliminary outreach as well as a framework for introducing Green Shores into communities is expected in the spring.

The \$5,000 contribution required to continue with this project is one of Thetis' budget requests made last fall. Staff recommends that participation in this pilot project remain a Priority item and budget request for 2015/2016.

Priority #3: Riparian Areas Regulation

This priority project is a long-standing item precipitated by a provincial requirement. One watershed on Thetis Island was identified by the Province as applicable under the provincial Riparian Area Regulation (RAR), and implementing RAR measures in this watershed is required. The Ministry of Forests, Lands, and Natural Resource Operations (FLNRO) has noted that regulatory measures to implement the RAR must be completed by October 2015.

Over the past two years, this project has stalled due to prolonged negotiations with both FLNRO and with a property owner who will be affected by the RAR implementation, in combination with limited staff resources. Currently, planning staff are working with the property owners to explore possible measures and exemptions that both they and the Ministry find acceptable. Staff is optimistic that this project can be given focused and primary attention during the first half of 2015 as the Proposed Bylaws are considered by the Ministry and the Green Shores for Homes - BC project is being managed by the Stewardship Centre for BC and Modus.

Staff recommends that this remain a Priority project.

Future Priority Projects

Once the Associated Islands Official Community Plan and Land Use Bylaw have received Ministerial approval and been adopted, Trustees may move a topic from the Projects List to the Top Priorities list.

Reviewing the comments in Table 3 (Projects List) and noting that this report has been prepared prior to the LTC's 2014-2018 Term strategic planning session, staff is recommending to first move engagement with the Stz'uminus and Lyackson First Nations to the Priorities list. Developing positive and proactive relations with First Nations is an emerging priority for many local governments as well as the BC Government, as recent court decisions have shown that failure to do so can result in significant delays in the general work program.

In terms of the other projects, staff recommends the LTC reviews the Project List during the strategic planning session, with a view to place in order of importance which projects and goals may potentially become a Priority Project when RAR is completed later in 2015.

RECOMMENDATIONS:

THAT the Thetis Island Local Trust Committee:

1. review the current LTC Work Program;
2. amend the Top Priorities and Projects List as deemed necessary; and
3. confirm or amend the 2015/16 Budget Request and direct staff to forward any amendments to Financial Planning Committee.

Prepared and Submitted by:

Karin Kronstal

Karin Kronstal, RPP, MCIP
Island Planner

January 15, 2015

Date

Aleksandra Brzozowski

Aleksandra Brzozowski
Island Planner

January 15, 2015

Date

Concurred in by:

Courtney Simpson

Courtney Simpson, RPP, MCIP
Regional Planning Manager

January 16, 2015

Date

Attachments:

1. Memorandum dated August 18, 2014 regarding 2015-16 Budget Submissions

STAFF REPORT

Date: January 19, 2015

File No.: 3050-01

To: Thetis Island Local Trust Committee
For meeting of February 3, 2015

From: Lisa Webster-Gibson
Legislative Clerk

CC: Courtney Simpson, Regional Planning Manager
Aleksandra Brzozowski, Island Planner; Karin Kronstal, Island Planner

Re: Thetis Island Advisory Planning Commissions

The Thetis Island Local Trust Committee (LTC) has two advisory planning commissions established under its Advisory Planning Commission (APC) bylaw, the Thetis Advisory Planning Commission and the Ruxton Island Advisory Planning Commission, a Special Projects Advisory Planning Commission.

Bylaw No. 91 (attachment # 1) establishes a Thetis Island Advisory Planning Commission (APC) and enables the LTC to establish Special Projects Advisory Planning Commissions, such as the Ruxton Island Advisory Planning Commission. Bylaw No. 91 was recently amended to revise the length of terms of the appointed members to the Thetis Island Advisory Planning Commission. Terms were revised from staggered term lengths to equal term length, i.e., from “appointments of up to two members for a two-year term, and appointments for the remaining members for a one-year term” to two year terms for all appointments.

BACKGROUND:

Local Government Act Section 898 enables a Local Trust Committee (LTC) to establish, by bylaw, advisory planning commissions to advise them on “all matters respecting land use, community planning, or proposed bylaws and permits” upon referral from the LTC.

Thetis Island Advisory Planning Commission

Pursuant to Bylaw No. 91, the Thetis APC may consist of five (5) to a maximum of seven (7) members. In addition, the Local Trust Committee shall, by resolution, appoint members to serve up to a two-year term.

The most recent Thetis APC had seven (7) members appointed. The members were:

Last Name	First Name	Position	Start	End
• Frankel	Steve	Member	Term: Jul-25-2013	to Jul-25-2014
• Forbes	Mary	Secretary	Term: Jul-25-2013	to Jul-25-2014
• Mooney	Patrick	Vice Chair	Term: Jun-05-2013	to Jun-05-2015
• March	Laurel	Member	Term: Jun-05-2013	to Jun-05-2015

• Steen	David	Chair	Term:	Jun-05-2013	to	Jun-05-2014
• Koeppen	Anne Marie	Member	Term:	May-23-2012	to	May-23-2014
• Scheuer	Wilf	Member	Term:	May-23-2012	to	May-23-2014

All terms have expired. The Thetis LTC made the following resolution (TH-2014-041) at the June 4th, 2014 Regular Business Meeting.

“It was moved and seconded that the Thetis Island Local Trust Committee direct Staff not to proceed with filling Advisory Planning Commission vacancies at this time and request Staff to write a letter for the Chair’s signature to current members of the Advisory Planning Commission, to thank them and solicit feedback for their time on the Advisory Planning Commission, and ask if they wish to be considered for reappointment in the new term.”

All APC members have been contacted as directed above. No responses were received by the Islands Trust.

Ruxton Island Advisory Planning Commission (APC):

The Ruxton Island Advisory Planning Commission (APC) is a Special Projects Advisory Planning Commission. As outlined in their Terms of Reference (attachment # 2), the APC was established to review drafts of the Associated Islands Official Community Plan and Land Use Bylaw and provide comment as it related to Ruxton Island and to recommend overall objectives for Ruxton Island based on input from the community.

In accordance with the Terms of Reference, the Commission must be composed of five (5) to seven (7) Ruxton Island property owners.

The most current Ruxton Advisory Planning Commission had seven (7) members appointed. The members were:

Last Name	First Name	Position		Start		End
• Kimmerly	Roger	Chair	Term:	Aug-01-2012	to	Nov-30-2014
• Rutherford	Dennis	Co-Chair	Term:	Aug-01-2012	to	Nov-30-2014
• Giesbrecht	Dan	Secretary	Term:	Aug-01-2012	to	Nov-30-2014
• Ross	Larry	Member	Term:	Aug-01-2012	to	Nov-30-2014
• Couchman	Gina	Member	Term:	Aug-01-2012	to	Nov-30-2014
• Higgins	Michael	Member	Term:	Aug-01-2012	to	Nov-30-2014
• Paterson	David	Member	Term:	Aug-01-2012	to	Nov-30-2014

All terms have expired. The intent is that this Special Projects APC will lapse after the project they were appointed for is complete. Public comment on the draft Associated Islands Official Community Plan and Land Use Bylaw has ended at this point, so there are no plans to re-appoint members for this APC.

STAFF COMMENTS

Staff typically recommends that an LTC have a regular APC appointed to meet upon referral as needed. The LTC should consider the need for an APC in the coming year. This discussion could be independent or held following the LTC work planning session.

When considering whether an APC should be appointed or allowed to lapse, the LTC should consider a few factors including:

- Upcoming LTC priority projects and whether or not these projects would warrant a referral to an APC
- Monitoring APC appointments and administering their meeting and minutes takes staff resources
- If APC members are appointed they may feel discouraged if there are few or no referrals to them for a great length of time. Referring matters to an APC to “keep them busy” is not a good solution to this problem, as it unnecessarily uses staff resources to administer the meeting
- On the other hand, a minimum of three months would be required to appoint a new commission, if desired. Should any issues arise with urgency, it could result in a delay in the referral to the APC

RECOMMENDATIONS:

That the Thetis Island Local Trust Committee direct staff to advertise for expressions of interest for up to seven (7) vacant positions on the Thetis Island Advisory Planning Commission for a two year term ending December 31, 2016.

Respectfully submitted by:

Lisa Webster-Gibson

January 20, 2015

Lisa Webster-Gibson
Legislative Clerk

Date

Courtney Simpson

January 20, 2014

Courtney Simpson, RPP, MCIP
Regional Planning Manager

Date

Attachments:

1. Thetis Island Advisory Planning Commission Bylaw No. 91
2. Ruxton Island Advisory Planning Commission



THETIS ISLAND

ADVISORY PLANNING COMMISSION BYLAW

BYLAW NO. 91, 2012

AS AMENDED BY THE THETIS ISLAND LOCAL TRUST COMMITTEE
BYLAW: No. 95

NOTE: This Bylaw is consolidated for convenience only and is not to be construed as a legal document.

Consolidated: December 2014

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CONSOLIDATED BYLAW TEXT AMENDMENTS

This copy is consolidated for convenience only and includes the following TEXT amendments only:

Table of Amendments		
Bylaw No.	Date of Adoption	Date of Bylaw Consolidation
95 Amendment No. 1, 2014	November 25, 2014	December 17, 2014

[Back of table of revisions]
THETIS ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 91

**A BYLAW TO ESTABLISH ADVISORY PLANNING COMMISSIONS FOR THE THETIS ISLAND
LOCAL TRUST AREA PURSUANT TO THE *LOCAL GOVERNMENT ACT* AND THE *ISLANDS
TRUST ACT***

The Thetis Island Local Trust Committee, being the Local Trust Committee having jurisdiction on and in respect of the Thetis Island Local Trust Area in the Province of British Columbia, pursuant to the *Islands Trust Act*, enacts as follows:

1. Continuation and Establishment

- a) The Thetis Island Advisory Planning Commission, an advisory planning commission established to advise the Local Trust Committee on all matters respecting land use, community planning, or proposed bylaws and permits that are referred to it by the Local Trust Committee, is continued.
- b) The Thetis Island Local Trust Committee establishes:
 - i) “Thetis Island Special Projects Advisory Planning Commissions” to advise the Local Trust Committee on all matters respecting special projects referred to it by the Local Trust Committee.
- c) The provisions of parts 2 through 7 of this Bylaw apply to each of the advisory planning commissions continued and established by this Bylaw.

2. Appointment of Members

- a) Advisory Planning Commission
 - i) The Advisory Planning Commission consists of a minimum of five and a maximum of seven members.
 - ii) The Local Trust Committee shall, by resolution, appoint members to serve up to a two-year term.
- b) Special Projects Advisory Planning Commissions
 - i) The Local Trust Committee may, from time to time, establish advisory planning commissions to provide advice to the Local Trust Committee on specific topics or for special projects.
 - ii) Special Projects Advisory Planning Commissions will be appointed based on a terms of reference endorsed by the Local Trust Committee which will outline the number of members, the terms of the appointment and the scope and role of that Special Projects Advisory Planning Commission.

BL 95, 2014

- c) The Local Trust Committee may, by resolution, remove a member of an advisory planning commission at any time.
- d) Where a member resigns or an appointment is otherwise terminated, the Local Trust Committee may appoint a member to serve the balance of the term of the appointment.
- e) The members must, during the first meeting of a term, from among the members elect a Chairperson, a Deputy Chairperson, and a Secretary.
- f) The Deputy Chairperson shall, in the absence of the Chairperson, serve as described in Section 3(b).
- g) In the event that the Chairperson resigns from the position of Chairperson but remains on the advisory planning commission, the advisory planning commission shall write the Local Trust Committee to advise them and the Local Trust Committee shall appoint an interim Chairperson who shall serve until a Chairperson is elected in accordance with Section 2(g).
- h) An individual may serve concurrently on the Advisory Planning Commission and one or more Special Projects Advisory Planning Commissions.

3. Roles

a) Secretary

- i) The Secretary is to:
 1. assist the Chairperson, as required, in arranging meetings;
 2. ensure that proper notification of meetings is given in compliance with this bylaw;
 3. keep legible minutes of all meetings; and
 4. provide copies of all minutes and recommendations to the Secretary of the Islands Trust.

b) Chairperson

- i) The Chairperson is to:
 1. receive referrals from the Local Trust Committee and, in response, decide when and where meetings shall be held;
 2. ensure proper conduct of all meetings in accordance with the requirements of this Bylaw and the principles of procedural fairness; and
 3. sign the minutes certifying that they are true and correct after the members have approved them.

4. Referrals

- a) The Local Trust Committee may by resolution:
 - i) refer an application for an amendment to a bylaw, or a permit, pursuant to the *Local Government Act*, or may refer a proposed bylaw or permit to an advisory planning commission with a request for a recommendation; or
 - ii) refer a project in support of the Local Trust Committee's work program, an agency referral or other item of Local Trust Committee business to an advisory planning commission with a request for a recommendation; or

- iii) refer a plan or bylaw amendment or permit that has been partially processed and seen at the application stage by a advisory planning commission for additional recommendations if it feels changes to the application warrant the review, and in these cases an advisory planning commission may be asked to respond in a briefer than normal time period.
- b) An advisory planning commission must meet when there is a need to consider a referral, at a duly constituted meeting as defined under this Bylaw and as called by the Chairperson.
- c) The Chairperson shall select a regular monthly meeting day to consider referrals at its first meeting.
- d) In the event that no referral is received by the Chairperson at least 7 calendar days prior to the date of the next regular meeting, then no meeting need be held.
- e) A meeting on any particular referral must be held not more than 30 days after the date of receipt of that referral unless the Local Trust Committee has requested a response by an earlier specified date.
- f) The Chairperson may call an extraordinary meeting after consultation with the Secretary and all other members to deal with any matter for which a quick response is requested from the Local Trust Committee.
- g) Although the recommendations must be received by the Local Trust Committee, the Local Trust Committee is not bound by the recommendations.

5. Notice of Meeting

- a) The Secretary must send a notice of meeting including a description of all referrals to be discussed to each member at least 3 calendar days prior to the meeting.
- b) The Secretary must confirm by telephone, email or note, the date and time of any extraordinary meetings with each member.
- c) The Secretary must ensure an applicant is notified of the date, time and place of the meeting at which his or her application or proposal will be discussed at least five calendar days prior to the meeting.
- d) The Secretary must ensure the Local Trustees and the Secretary of the Islands Trust are notified of each meeting at least five days prior to the day of the meeting.

6. Conduct of Meeting

- a) All deliberations must take place in a meeting, and all meetings must be open to the public.
- b) A quorum is the lesser of four members, or 50 per cent of those appointed.
- c) The Chairperson is to convene the meeting and may adjourn it from time to time.
- d) An applicant must be afforded opportunity to present his or her proposal and to answer any questions asked by members.
- e) If the applicant or agent fails to appear and was duly notified as required by this Bylaw, deliberations and recommendations may be made in the applicant's absence.
- f) At the request of any member, the Chairperson must invite any elected official, staff or resource person present at the meeting to comment on the matters before the Commission.
- g) Development proposals and other applications must not be received directly from applicants.
- h) An advisory planning commission must not consult directly with other government agencies.

7. Notice of Recommendation

RUXTON ISLAND ADVISORY PLANNING COMMISSION

Endorsed by the Thetis Island Local Trust Committee on August 1, 2012

Section 1(b)(i) of the Thetis Island Advisory Planning Commission Bylaw No. 91 permits the appointment of Special Advisory Planning Commissions based on a Terms of Reference endorsed by the Thetis Island Local Trust Committee. The Ruxton Island Advisory Planning Commission is an appointed Special Advisory Planning Commission pursuant to Bylaw No. 91.

This Terms of Reference outlines the number of members, terms of appointment, and the scope and role of the Ruxton Island Advisory Planning Commission and its members. The operations of the Ruxton Island Advisory Planning Commission and its members are guided by the Thetis Island Advisory Planning Commission Bylaw No. 91. Both documents should be referred to for guidance.

1. Roles and Responsibilities

- 1.1 The Commission shall recommend overall objectives for Ruxton Island based on input from the community.
- 1.2 The Commission shall review drafts of the Official Community Plan and Land Use bylaw.
- 1.3 Where the Official Community Plan and Land Use Bylaw apply to islands other than Ruxton Island, the Commission shall only be asked to comment on the Ruxton Island sections.
- 1.4 The Commission may, only if directed by the Local Trust Committee, communicate with the broader Ruxton Island community for the purpose of providing information or gathering input. Otherwise, communications will be from staff and the Local Trust Committee.
- 1.6 Staff shall be responsible for the production and copying of meeting materials, distribution of agendas, and all matters pertaining to the administration of the Commission.

2. Membership

- 2.1 The Commission shall be composed of 5 to 7 Ruxton Island property owners. Members shall be appointed by resolution of the Local Trust Committee
- 2.3 Islands Trust Staff and trustees may attend meetings of the Commission in a supportive role.
- 2.5 All members of the Commission shall serve to the completion of the Thetis Associated Islands Community Plan Review, as determined by the Local Trust Committee. For

administrative purposes, the end of the Commission's term is **November 31, 2014**, which may be extended by resolution of the Local Trust Committee.

- 2.6 Any member of the Commission who is not in attendance at regular meetings of the Commission for three consecutive meetings, without approval of the Chair, shall be deemed to have resigned.

3. Finance

- 3.1 Members of the Commission shall serve without remuneration.
- 3.2 Honorarium may be provided to members to contribute to travel costs and administration costs such as printing documents from home computers.
- 3.3 No expenditure shall be made in relationship to this Commission that is not provided for in the Financial Plan of the Islands Trust.

February 1st, 2015

File No.:

Via email: minister.industry@ic.gc.ca

The Honourable James Moore

Minister of Industry

East Tower, 11th Floor

235 Queen Street

Ottawa, ON K1A 0H5

minister.industry@ic.gc.ca, james.moore.c1a@parl.gc.ca

Dear Minister Moore:

Re: Left behind in a digital age.

Thank you Minister for your support and investment in ensuring that all Canadians have access to the Internet. I like to think of it as access to education, business, employment opportunities, personal and financial interest, arts, entertainment, social opportunities and the world.

I would like to bring to your attention Thetis Island, a small gulf Island, 50km west of Vancouver BC, 30km south of the city of Nanaimo on Vancouver Island and 60km north of the Capital of British Columbia, the city of Victoria.

Thetis Island is home to some 350 residents of which 60% of those residents have enjoyed internet access for 10 to 15 years. The remaining 40% are using dial up service to access all those pleasures that their neighbours enjoy, but with much frustration because all educational institutions and businesses around the world assume that "everyone" has access to high speed internet.

These residents believed that the reason they did not have access to high speed internet was due to some technological limitation for which in the future a solution would be found.

The technological limitation is simply that the length of the copper wire from the telephone company control box is further than the signal is able to be reliably relayed.

The hopes of a solution have been dashed recently despite your far reaching program, in fact their internet has been cut off. Yes, cut off, not because of a technological problem but because of a business plan. The Internet provider to Thetis is Telus. They have cut off dial-up service to all of its customers, leaving members of my community without affordable internet access as Telus no longer chooses to support it.

I note that your Ministry has been working hard since 2010 to "close the broadband gap" but we are a community that has fallen through the cracks. Telus (a National provider) remains uninterested in extending service to us because we can't make a "business case" as to why it is in their interest to do so.

I appreciate the intent of your federal initiative and the sincerity of this government's commitment to expanding broadband access to rural communities.

It is my hope that you may be able to assist in encompassing all the citizens in my community with a solution so that they can enjoy the same Internet access that millions of people within an hour's travel of their homes enjoy.

I urge you as the Minister responsible to take whatever measures you can to advocate for high-speed access to all Thetis Island residents, and for budget allocations to facilitate this access. Obtaining high-speed Internet for all is, without question, the number one priority for residents of Thetis Island that do not have access at this time. I appreciate your efforts on behalf of Canadians and look forward to a response from you and to working together with you to reach a solution that addresses this urgent need in our community.

The Islands Trust is a federation of local government bodies representing 25,000 people living within the Islands Trust Area and about 10,000 non-resident property owners. The Islands Trust is responsible for preserving and protecting the unique environment and amenities of the Islands Trust Area through planning and regulating land use, development management, education, cooperation with other agencies, and land conservation. The area covers the islands and waters between the British Columbia mainland and southern Vancouver Island. It includes 13 major and more than 450 smaller islands covering 5200 square kilometers.

The Thetis Island Local Trust Committee is one of the 13 autonomous local governments which in our area include 18 islands with some 400 full time residents and thousands of recreational, part-time residents and visitors.

Sincerely,

Susan Morrison, Chair, Thetis Island Local Trust Committee

cc: Joe Natale President and CEO of Telus, Joe.Natale@telus.net

Darren Entwistle, Executive Chair Telus, darren.entwistle@telus.com

Ray Lawson, Telus General Manager Vancouver Island region, Raymond.Lawson@TELUS.COM

Island Trust Executive committee, ec@islandtrust.bc.ca

Islands Trust Area MP Jean Crowder, jean.crowder@parl.gc.ca

Islands Trust Area MLA Doug Routley, Douglas.Routley.MLA@leg.bc.ca

CVRD Regional Director Mel Dorey, mdorey@cverd.bc.ca

Islands Trust website, Thetis page