



A NOTICE OF A BUSINESS MEETING OF **THE THETIS ISLAND LOCAL TRUST COMMITTEE**
to be held at 10:45 AM on Wednesday, November 21, 2012 at Thetis Island Community Centre
(Forbes Hall) North Cove Road, Thetis Island, BC

AGENDA

		Page No.	*Approx. Time*
1.	CALL TO ORDER		10:45 am
2.	APPROVAL OF AGENDA		
3.	TOWN HALL SESSION (10 MINUTES)		
4.	MINUTES		10:55 am
4.1	Local Trust Committee Meeting Minutes of October 3, 2012- <i>for adoption</i>	1-9	
4.2	Section 26 Resolutions Without Meeting - <i>none</i>		
4.3	Advisory Planning Commission Meeting Minutes - <i>none</i>		
4.4	Ruxton Island Advisory Planning Commission Draft Meeting Minutes dated October 18, 2012 – <i>attached for Information</i>	10-13	
5.	BUSINESS ARISING FROM MINUTES		11:00 am
5.1	Follow-up Action List dated November 14, 2012 - <i>attached</i>	14-15	
5.2	Valdes Island Woodlot License Plan WL2043 – <i>for discussion</i>		
6.	DELEGATIONS – <i>none declared</i>		
7.	CORRESPONDENCE <i>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.</i>		
8.	APPLICATIONS AND PERMITS		11:15 am
8.1	TH-DVP-2010.1 (Trincomali Holdings Ltd.- 204 Pilkey Point Road) Staff Report dated November 14, 2012 - <i>attached</i>	16-19	
9.	LOCAL TRUST COMMITTEE PROEJCTS		11:30 am
9.1	Associated Islands Community Plan		
9.1.1	Staff Report dated November 14, 2012 – <i>attached</i>	20-34	
9.2	Thetis Island Sustainability Guide	35	
	Memorandum dated November 14, 2012 – <i>attached</i>		
9.3	Riparian Areas Regulation Compliance	36-40	
	Staff Report dated November 14, 2012 - <i>attached</i>		
	BREAK		12:30 pm

RECONVENE – MOVE TO MAIN HALL

1:00 pm

10. REPORTS

- 10.1 **Strategic Plan for Local Trust Committees - attached** 41-52
- 10.2 **Work Program Reports**
- Top Priorities and Projects Report dated November 14 , 2012- *attached* 53-54
- 10.3 **Applications Log**
- Report dated November 14, 2012 - *attached* 55-57
- 10.4 **Trustee and Local Expenses**
- Expenses posted to October 31, 2012 –*attached* 58
- 10.5 **Chair's Report**
- 10.6 **Trustees' Report**
- 10.7 **Advisory Planning Commission Report**

11. NEW BUSINESS

1:15 pm

- 11.1 Public Education/Consultation Workshop Event on the Green Shores/Integrated Watershed and Shoreline Mapping – *for discussion*

12. BYLAWS**13. ISLANDS TRUST WEBSITE**

- 13.1 Thetis Page - *attached* 59-60

- 14. **CLOSED MEETING:** The Thetis Island Local Trust Committee closes the next part of the November 21, 2012 business meeting to discuss matters pursuant to Section 90(1)(i) of the *Community Charter* to consider advice that is subject to solicitor-client privilege and that staff be invited to attend this meeting.

1:25 pm

15. RECALL TO ORDER

Rise and Report from Closed Meeting

16. TOWN HALL DISCUSSION (10 MINUTES – TIME PERMITTING)**17. NEXT MEETING DATE**

Wednesday, February 6, 2013 at 10:45 am at Thetis Island Community Centre (Forbes Hall) North Cove Road, Thetis Island, BC

18. ADJOURNMENT

2:00 pm

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

**MINUTES OF THE THETIS ISLAND LOCAL TRUST COMMITTEE BUSINESS MEETING
HELD AT 10:45 AM ON WEDNESDAY, OCTOBER 3, 2012
AT THE THETIS ISLAND COMMUNITY CENTRE
FORBES HALL – HUNTER ROOM, NORTH COVE ROAD
THETIS ISLAND, BC**

PRESENT

Ken Hancock	Chair
Peter Luckham	Local Trustee
Sue French	Local Trustee
Courtney Simpson	Islands Trust Planner
Janice Young	Recorder

There were ten (10) members of the public in attendance.

1. CALL TO ORDER

Chair Hancock called the meeting to order at 10:50 am. Opening remarks were made by Chair Hancock, who acknowledged Thetis Island as within the traditional territory of the Coast Salish people and expressed appreciation; welcomed the members of the public; and introduced himself, Local Trustees Sue French and Peter Luckham, Islands Trust Planner Courtney Simpson and Recorder Janice Young

2. APPROVAL OF AGENDA

The agenda was adopted by consensus, with the following amendment:

- Add 10.3.3 Islands Trust Local Trust Committee Expenses posted to September 30, 2012
- Move 8.1 and 9.3 to immediately following 3.Town Hall

3. TOWN HALL

Dennis Rutherford, Ruxton Island: Expressed thanks to the Thetis Island Local Trust Committee for holding a meeting on Ruxton Island and drew attention to important information in agenda item 9.1.3 and that the Cowichan Valley Regional District is approving (in principle) changes to the parklands on Ruxton, some of which may be of concern and finally in conflict with the developing Ruxton Island Official Community Plan.

Dennis Gagnon, Thetis Island: Asked where we are at with the Riparian Areas Regulation and if there is there new information.

Trustee Luckham and Chair Hancock responded that this will be fully discussed later in the meeting.

Dennis Gagnon, Thetis Island: Spoke to concerns regarding Riparian Areas Regulation and the strata.

Ian Ralston, Thetis Island: Spoke to concerns regarding the Riparian Areas Regulation and the strata and noted that this is a serious issue for everyone in the strata. He then distributed a letter which summarized argument points raised in various earlier correspondence.

Trustee Luckham: Asked if this decision should be deferred until all information is received, or proceed with information at hand and input from strata representatives present at today's meeting.

It was decided to proceed with the existing agenda and information and see where we are at following.

8. APPLICATIONS AND PERMITS

- 8.1 *TH-ALR-2012.1 (Torchbearers Capernwray Canada Society)*
Staff report dated September 29, 2012

Presented by Planner Simpson; comments by Capernwray representative Doug Snyder; discussion followed.

TH-050-2012 It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee forward application TH-ALR-2012.1 to the Agricultural Land Commission with the comment that the Thetis Island Local Trust Committee feels that the applicant's amendments to the uses of the property support the objectives of the Thetis Island Official Community Plan to preserve agricultural land for current and future uses.

CARRIED

9. LOCAL TRUST COMMITTEE PROJECTS

- 9.3 *Riparian Regulation Compliance*
Staff Report dated September 7, 2012

Presented by Planner Simpson; discussion followed.

Chair Hancock called a recess for lunch from 12:20 until 1:00 pm; to reconvene in the main hall.

Chair Hancock reconvened the meeting at 1:10 pm.

There were five (5) members of the public present.

Discussion resumed regarding agenda item 9.3, including ramifications of any decisions made today.

Trustee Luckham asked to vote on this to move the issue forward.

TH-051-2012 It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee request staff to seek legal advice on the feedback received from Ian Ralston and TRAX Development Limited with regards to the applicability of Riparian Areas Regulation.

CARRIED

TH-052-2012 It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee direct staff to request funds from the Scientific Studies budget in order to retain the service of Aquaparian to provide further information pursuant to the Ministry of Environment disagreement with the conclusion in the Aquaparian report.

CARRIED

4. MINUTES

4.1 *Local Trust Committee Meeting Minutes of August 1, 2012*

Approved by consensus.

4.2 *Local Trust Committee Special Meeting Minutes of September 1, 2012*

Approved by consensus.

4.3 *Section 26 Resolutions Without Meeting -*

None

4.4 *Advisory Planning Commission Draft Meeting Minutes Dated July 27, 2012*

Received for information

5. BUSINESS ARISING FROM MINUTES

5.1 *Follow-up Action List dated September 24, 2012*

Presented by Planner Simpson.

Trustee Luckham added that regarding posting signs on islets, there is unclear regulatory jurisdiction.

5.2 *Protocol Agreement with the Cowichan Valley Regional District*

Planner Simpson provided an update; discussion followed.

TH-053-2012 It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee request the Executive Committee to discuss how to appropriately resource work associated with developing, amending and implementing of protocol agreements and letters of understanding.

CARRIED

6. DELEGATIONS

None.

7. CORRESPONDENCE

7.1 *Letter dated August 22, 2012 from BC Hydro Regarding Funding Available for Electric Beautification Projects.*

Presented by Planner Simpson; discussion followed.

8. APPLICATIONS AND PERMITS

Discussed earlier in agenda.

9. LOCAL TRUST COMMITTEE PROJECTS

9.1 *Associated Islands Community Plan*

9.1.1 *Staff Report dated September, 2012*

Presented by Planner Simpson; discussion followed.

TH-054-2012 It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee:

1. Endorse the amended Terms of Reference version 2, updated September 25, 2012;
2. endorse the Communications Plan dated September 25, 2012; and
3. refer to the Advisory Planning Commission the task of recommending a list of project goals for Ruxton Island that describes areas of focus for official community plan and land use bylaw amendments.

CARRIED

- 9.1.2 *Email dated August 20, 2012 from Judy Shaw, Ruxton Island Property Owners Association regarding Noise Bylaw.*

Received.

- 9.1.3 *Email dated September 4, 2012 from Jesse McNeil regarding Ruxton Island Swamp Modifications.*

Received; Discussion followed.

TH-055-2012 It was **MOVED** and **SECONDED** to contact the Cowichan Valley Regional District requesting that any work on the community parks on Ruxton Island be held in abeyance until the completion of their Official Community Plan.

CARRIED

- 9.2 *Thetis Island Sustainability Guide
Memorandum dated September 7, 2012*

Discussion regarding number of copies to print.

TH-056-2012 It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee request staff to print one hundred (100) copies of the *Thetis Island Sustainability Guide*.

CARRIED

- 9.3 *Riparian Areas Regulation Compliance*

Discussed earlier in agenda.

10. REPORTS

- 10.1 *Work Program Reports- Top Priorities and Projects Report dated September 24, 2012*

Received; discussion followed.

TH-057-2012 It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee request staff to remove #3.Cowichan Valley Regional District Protocol Agreement from the Top Priorities List and place on the Projects List, and replace with Shoreline Development Permit Area.

CARRIED

10.2 Applications Log Report dated September 24, 2012

Received.

10.3 Trustee and Local Expenses

10.3.1 Expenses posted to July 31, 2012

10.3.2 Expenses posted to August 31, 2012

10.3.3 Expenses posted to September 30, 2012

Received.

10.4 Chair's Report

Last week Chair Hancock attended the Union of British Columbia Municipalities (UBCM) convention -Islands Trust Executive meeting with Trust Area regional district directors on economic initiatives in various areas.

Extended thanks for lunchtime birthday cake and happy birthday wishes.

10.5 Trustees' Report

Trustee French – no report.

Trustee Luckham – excited about the development and progress of the Thetis Island Nature Conservancy (ThINC). Trust Fund Board is also very excited about it and are allocating some resources to help support their work. He also attended the UBCM convention – rural communities and sharing where we are all at with issues such as housing/senior's developments/transportation.

Trust Council on Bowen Island

- met with mayor and council and built some relationships.
- approval of the strategic plan to guide our work for the next five years.

10.6 Advisory Planning Commission Report

None

11. NEW BUSINESS

11.1 Road Assessment for Neighbourhood Zero Emissions Vehicles

Discussion followed.

- TH-058-2012** It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee request staff to contact the Ministry of Transport and Infrastructure and request a roads assessment for neighbourhood zero emissions vehicles on Thetis Island.

CARRIED

11.2 Sea Level Rise Objectives and Policies

Discussion followed regarding the process for getting this in the bylaw as it should have been put in the new Official Community Plan, but was missed.

- TH-059-2012** It was **MOVED** and **SECONDED** that Sea Level Rise Objectives and Policies in the Thetis Island Official Community Plan be added to the Projects List.

CARRIED

*11.3 Local Trust Committee Meeting Schedule 2012
Memorandum dated September 10, 2012*

Discussion followed.

- TH-060-2012** It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee endorse the draft meeting schedule for 2013 as follows:

Wednesday, February 6, 2013
Wednesday, April 17, 2013
Wednesday, May 22, 2013
Wednesday, June 5, 2013
Wednesday, July 24, 2013
Wednesday, September 18, 2013
Wednesday, November 21, 2013

with a start time of 10:45 am.

CARRIED

11.4 Islands Trust Fund Board Referral Briefing and Five Year Plan.

Presented by Trustee Luckham; discussion followed.

11.5 Islands Trust Briefing Note dated September 18, 2012 from Clare Frater, Trust Area Policy Analyst, regarding BC Hydro Woodpole Test and Treat Program-2012.

Presented by Planner Simpson; discussion followed.

E-spokes will be used to send this information out to Thetis Islanders, with

specific communication to the farms.

Planner Simpson will email information to the Trustees.

Trustee Luckham will send to E-spokes.

Trustee French will follow up to individual farm residents.

11.6 November 21, 2012 Meeting Start time Change to 10:45 am.

Discussion followed.

TH-061-2012 It was **MOVED** and **SECONDED** to change the start time of the Thetis Island Local Trust Committee business meeting November 21, 2012 to 10:45 am.

CARRIED

11.7 Letter of Support for Thetis Island Nature Conservancy's Grant Application.

Trustee French spoke to this request; discussion followed.

Chair Hancock will draft and sign a generic letter of support for the Thetis Island Nature Conservancy.

*11.8 Local Trust Committee Budget Request for 2012/2013
Memorandum dated September 20, 2012*

Presented by Chair Hancock.

TH-062-2012 It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee approve funding requests for Projects Proposed for Next Fiscal 2013/14 and forward to Financial Planning Committee as revised.

CARRIED

12. BYLAWS

None.

13. ISLANDS TRUST WEBSITE

13.1 Thetis Page

Discussion followed, and it was decided to add to "Latest News":

- Meeting time change

- Minutes from Ruxton Island Community Meeting
- Top three priorities and work program
- Sustainability Guide.

14. TOWN HALL DISCUSSION

None

15. NEXT MEETING DATE

Wednesday, November 21, 2012 at 10:45 am at Thetis Island Community Centre (Forbes Hall), North Cover Road, Thetis Island, BC.

16. ADJOURNMENT

TH-063-2012 It was **MOVED** and **SECONDED** that the October 3, 2012 meeting of the Thetis Island Local Trust Committee adjourn at 3:40 pm.

CARRIED

Chair

Recorder



Islands Trust

**MINUTES OF THE RUXTON ISLAND
ADVISORY PLANNING COMMISSION MEETING**

Held on October 29, 2012

**At the Vancouver Island Conference
Centre, Millstone River Room, Nanaimo, BC**

PRESENT:

Advisory Planning Commission Members: Roger Kimmerly
Dennis Rutherford
Dan Giesbrecht
Larry Ross
Gina Couchman
Michael Higgins
David Paterson

Planner: Courtney Simpson

Recorder: Theresa Warren

Regrets: Chair Ken Hancock

There were no members of the public present.

AGENDA:

1. Introduction
2. Travel Expenses
3. Election of Chair, Co-Chair and Secretary
4. Agenda
5. Local Trust Committee Referral to Ruxton Advisory Planning Commission
6. Next Meeting and Adjournment

1. INTRODUCTION

Courtney Simpson thanked the Ruxton Island Advisory Planning Commission members for coming and made introductions of the attendees.

2. TRAVEL EXPENSES

Planner Simpson explained the budget for Advisory Planning Commission travel expenses.

3. **ELECTION OF CHAIR, CO-CHAIR AND SECRETARY**

Planner Simpson explained the roles of the Chair, Co-chair and Secretary on the Advisory Planning Commission.

The Advisory Planning Commission members spoke about their backgrounds and interests in the positions.

Roger Kimmerly was nominated for the position of Chair, Dennis Rutherford was nominated for Co-Chair and David Paterson was nominated for secretary. All three were unanimously voted in.

4. **AGENDA**

Courtney Simpson explained the process of the Associated Islands Official Community Plan and what the Advisory Planning Commission's contribution to the composition of the Official Community Plan will be. The Advisory Planning Commission discussed their role and how they should come to the needed points.

5. **LOCAL TRUST COMMITTEE REFERRAL TO RUXTON ADVISORY PLANNING COMMISSION**

The Thetis Island Local Trust Committee has asked the Ruxton Island Advisory Planning Commission to recommend a list of project goals for the Community Plan Review.

The Advisory Planning Commission discussed the following main points that they would like to have reflected in the Official Community Plan:

The Advisory Planning Commission discussed a number of points which they would like to bring forward to the Thetis Island Local Trust Committee.

- Noise: bike, generator, wind turbine, businesses, chainsaws
- Emergency Response: helicopter, medevac, fire fighting
- Fire: prevention, fear of, fighting
- Docks:
 - prohibition
 - Scale
 - Size
 - Style
 - Location
 - Impact on ecosystem
 - Modification of foreshore
 - Support for community docks – not unanimous, concern of break-ins with more visitors (concern with both private or community docks), expansion of road to community dock, need to manage footprint
 - Safety
 - Emergency response

- Impact on neighbours
- Is there a need to accommodate the aging population?
- Need to review public comments from survey
- Pedestrian access on foreshore
 - Want to be able to walk around the whole island at mid-high tide
- Parallel poles to water seem general accepted
- “Pincushion Look”
- Ruxton is unique because of a lack of docks
- Current bylaw has different interpretations regarding docks-needs clarification
- The issue is the number of (private) docks
- Potential Zoning for possible docks in the future
- Breakwater
- Ecosystem impacts
- Option: dock on private land that is shared
- Mooring Buoys:
 - how could they be regulated
 - with build-out, not capacity for more/each lot
- Visual impact/aesthetics: protect trees, docks, cabins & setback from water
- Courtesy & respect: strengthen sense of community
- Governance: more local input, geographic
- Enforcement: building inspection
- Water: Wells (testing), encouraging catchment, mandate catchment, protect Groundwater
- Education about regulations: realtors, property title
- Preserve Setbacks: is side lot line setback too small?
- Sewage
 - Not all lots can support a septic field
 - Need electricity for high-end treatment
- Foreshore protection
- Ecosystem protection
- Roads
- Parks: taxes, crown lot, enhancement/increase number, acquisition
- Wetland/Swamp: unique ecosystem, water level, catchment for groundwater, Firefighting, Trees – lot 40 ‘preserve’ or ‘enhance’
- Siting Bylaws:
 - setbacks preserved
 - need better definitions and clarity of some terms in (throughout) the current bylaw
 - generally agree with current bylaw intent
 - First Nation consultation regarding Crown lots
 - Conservation Ethic – Unsightly premises/hazardous waste
 - Commercial businesses (needs discussion and clear direction. See North Pender Official Community Plan)
 - B&B/“getaways”
 - Store
 - Construction
 - Kayaker accommodation
 - Ruxton “clients” vs. off-island
 - Don’t want to attract tourism

- Preserve residential character

6. **NEXT MEETING AND ADJOURNMENT**

The Ruxton Island Advisory Planning Commission determined a need for a second meeting prior to the Draft Associated Islands Official Community Plan being presented in June, 2013.

Planner Simpson spoke to the next steps once the Thetis Island Local Trust Committee receives the list of points created by the Ruxton Island Advisory Planning Commission.

The Advisory Planning Commission will contact Chair Kimmerly with any new points to be added to the above list and requested that Planner Simpson organize a second meeting in the early New Year. It was requested that a June, 2013 meeting be held on Ruxton Island.

It was **MOVED** and **SECONDED** that the Ruxton Island Advisory Planning Commission forward the list of points discussed to the Thetis Island Local Trust Committee for review.

CARRIED

It was **MOVED** and **SECONDED** that the Ruxton Island Advisory Planning Commission adjourn the meeting at 2:00 pm.

CARRIED

Chair

Recorder



Islands Trust

Follow Up Action Report w/ Target Date

Thetis Island Feb-09-2011

No.	Activity	Responsibility	Target Date	Status
1	Draft sign for Ragged Islet and possibly Esmeralda Islet, get approval from TAS for use of logo, and install signs. Trustee Luckham to arrange with staff.	Peter Luckham	Mar-23-2011	On Going

Feb-08-2012

No.	Activity	Responsibility	Target Date	Status
1	Develop recommendations for a joint proactive enforcement strategy with the CVRD.	Miles Drew	Aug-01-2012	On Going

May-23-2012

No.	Activity	Responsibility	Target Date	Status
1	Report to LTC on use of neighbourhood mediation on Thetis.	Miles Drew	Aug-01-2012	On Going
1	Create a web presence on the Thetis webpage for the Bylaw Enforcement Notification System	Courtney Simpson	Aug-01-2012	On Going
1	Add Thetis Sustainability Guidelines to next meeting agenda with CVRD	Courtney Simpson	Oct-31-2012	Done

Aug-01-2012

No.	Activity	Responsibility	Target Date	Status
1	Defer decision on TH-DVP-2010.1 (Trincomali Holdings) until responses from Lyackson and Penelaut First Nations are received.	Courtney Simpson	Oct-03-2012	On Going

Oct-03-2012

No.	Activity	Responsibility	Target Date	Status
-----	----------	----------------	-------------	--------

1	Write letter of support for the Thetis Island Nature Conservancy's grant application to Mountain Equipment Co-op.	Ken Hancock	Nov-21-2012	Done
1	Ask the EC to discuss how to appropriately resource work associated with developing, amending and implementing protocol agreements and letters of understanding.	Courtney Simpson	Nov-21-2012	Done
1	Forward TH-ALR-2012.1 to the ALC with the comment that the LTC feels that the applicant's amendment to the uses of the property support the objectives of the Thetis OCP to preserve agricultural land for current and future use.	Courtney Simpson	Nov-21-2012	Done
1	Print 100 copies of the Thetis Island Sustainability Guide.	Courtney Simpson	Nov-21-2012	Done
1	Staff to seek legal advice on the feedback received from Mr. Ralston with regards to the Mayne Island opinion on the applicability of RAR.	Courtney Simpson	Nov-21-2012	Done
1	Staff to request funds from the Scientific Studies budget in order to retain the services of Aquaparian Environmental Consulting Ltd to provide further information about their report on the Ralston Creek watershed pursuant to the MoE's disagreement with their conclusions.	Courtney Simpson	Nov-21-2012	On Going
1	Contact Ministry of Transportation and Infrastructure to request a roads assessment for Neighbourhood Zero Emissions Vehicles on Thetis Island.	Courtney Simpson	Nov-21-2012	Done
1	Add to website latest news: final Sustainability Guide and Sept 1 adopted special meeting minutes.	Courtney Simpson	Nov-21-2012	Done

STAFF REPORT

Date: November 14, 2012

File No.: TH-DVP-2010.1
(Trincomali Holdings Ltd)

To: Thetis Island Local Trust Committee
For meeting of November 21, 2012

From: Courtney Simpson, Acting Regional Planning Manager

CC: Aleksandra Brzozowski, Island Planner
Miles Drew, Bylaw Enforcement Coordinator

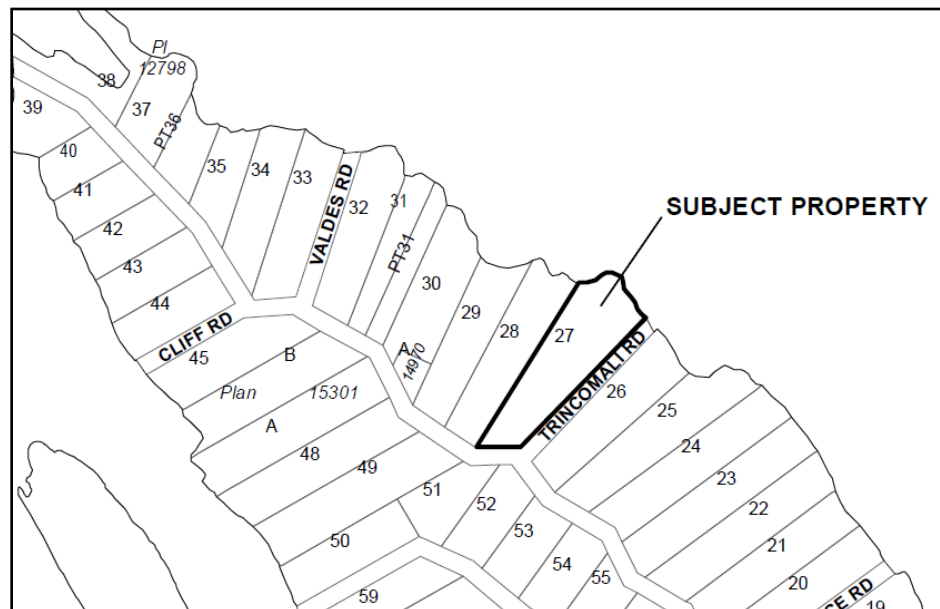
Re: Development Variance Permit TH-DVP-2010.1 (Trincomali Holdings Ltd)

Owner: Trincomali Holdings Ltd
Applicant: Dan A.J. Wickham, Director and Shareholder
Location: 204 Pilkey Point Road
004-858-026 Lot 27, District Lot 30, Thetis Island, Cowichan District, Plan 1279

THE PROPOSAL:

This application is for a variance to section 5.4(b) of the Thetis Island Land Use Bylaw, 2011 to permit an existing seawall within the setback area from the rear lot line. The purpose of the seawall is to protect the shoreline against further erosion, protecting an existing dwelling close to the shoreline. This application was made as a result of bylaw enforcement.

This is a supplemental staff report and should be read with the preliminary report dated June 19, 2012 for the meeting of August 1, 2012.



BACKGROUND:

At the August 1, 2012 Local Trust Committee (LTC) meeting staff presented a report on this application that recommended the permit not be issued. However, staff had not heard back from the Penelakut and Lyackson First Nations who were referred this application for comment given the potential impact to the recorded archaeological site. The LTC passed the following resolution

*It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee defer decision on permit TH-DVP-2010.1 at this time and advise staff to bring this application back to the Local Trust Committee after response from the Lyackson and Penelakut First Nations.*

At the August 1, 2012 meeting there was also discussion around what would happen were the permit not issued, and how would this affect protection of the archaeological site.

ISSUES SUMMARY:

1. Response from First Nations
2. Possible trespass on Crown foreshore
3. Impacts of seawall on the coastal environment
4. Impacts of seawall on the archaeological site
5. Implications of not approving the permit

STAFF COMMENTS:

1. Response from First Nations

Both the Penelakut and Lyackson First Nations have responded informally via email since the August 1, 2012 LTC meeting and at the time of writing this report we were waiting for their formal response letter. After the August 1, 2012 LTC meeting the applicant contacted the Penelakut First Nation band office extending an invitation to visit the property. A Penelakut counselor and staff person visited the site with trustees and the applicant.

We have since received an email from the Penelakut band administrator explaining that Council has met about this issue and their position is that they expect the Islands Trust and other agencies involved to enforce their regulations so that it does not set a precedent for others to develop without necessary permits and have their development legalized through a variance later. The Lyackson administrator's email expresses a similar viewpoint.

Both Penelakut and Lyackson have indicated they will provide an official letter with their response, but neither had been received at the time of writing this report. Staff decided to bring this application to the LTC without these letters in the hope that the information described here regarding our communications with these First Nations is sufficient for the LTC to make a decision on this application. This is more information that the LTC had when they deferred the application at the August 1, 2012 meeting.

2. Possible trespass on Crown foreshore

Since the first staff report was written, a concern has been raised that the information provided by the applicant may not provide adequate proof that the seawall was built on private property rather than on the Crown foreshore. The site plan provided by the applicant is a professional survey however the stated purpose of the survey is to show the location of

buildings for mortgage purposes and is not a boundary survey. The site plan shows that the applicant believes the wall was constructed inland of the Crown foreshore, but we would require a new survey specifically intended to survey the legal boundary and the seawall's position relative to it as proof. If the permit is not approved it may not be important to answer this question, but it would be important that a survey is done for any future works at the shoreline.

3. Impacts of seawall on the coastal environment.

Thetis Island Official Community Plan Natural Resources Policy 15 speaks to maintaining the “*integrity of foreshore features, shoreline features, and intertidal processes*”. Construction of retaining walls or other shoreline hardening structures can have significant negative physical and biological implications. The *Coastal Shore Stewardship Guide*¹, published jointly by the Canadian and British Columbian governments, says the following about hardening shorelines:

By straightening and armouring our shores, we eliminate local foreshore habitat. On another scale, the straightening and hardening of shores alters the erosion, transport and deposition patterns along the coast, leading to bigger physical and biological changes over a much larger stretch of shore. Hardening the shore has led to the loss of much of our most productive coastal habitat.

By reducing erosion in one place, there may be impacts to deposition (or supply of sediment that forms beaches) in another. Also, by creating a hard surface that reflects wave action more severely than a natural shoreline, the erosive power of waves can be more concentrated somewhere else.

Sand and gravel shores provide habitat for a number of marine organisms that depend on a supply of sediment eroding from a shoreline and being deposited on the beach. For example, forage fish require fine substrates of the intertidal zone to spawn in and are sensitive to changes in sediment processes. Many shorebirds rely on sediment dynamics for foraging.

The Island Trust Policy Statement and Thetis Island OCP policy speak to the protection of natural shoreline processes and do not support the approval of retaining walls such as the one subject of this application.

4. Impact of the seawall on the archaeological site:

Archaeological site Dg-Rw-149 is a prehistoric shell midden on the waterfront portion of the property, where the seawall was constructed. This site is protected under the *Heritage Conservation Act* and may not be altered, except as authorized by a permit under the *Act*. The BC Archaeology Branch received a complaint about the construction of the seawall without a heritage alteration permit, and contacted the property owner, which led to a complaint being made to Islands Trust bylaw enforcement.

During the construction of the seawall, the sheering and leveling of the bank may have damaged this archaeological site. Had the applicant applied for variance prior to constructing the seawall, they would have been made aware of the existing archaeological

¹ Available online at http://dev.stewardshipcanada.ca/sc_bc/stew_series/NSCbc_stewseries.asp#grass

site, a heritage alteration permit would have been required and if this permit were issued, it would have stipulated mitigation guidelines to prevent or minimize damage to the archaeological site during construction.

5. Implications of not approving the permit

If the permit is not approved, bylaw enforcement staff will proceed with requiring the applicant to remove the structure. However, it cannot be removed without a proper plan in place to stabilize the bank that would be more vulnerable, once the wall is removed, than it was before the wall was constructed. It also cannot be removed without the proper permits in place which may include a heritage alteration permit from the BC Archaeology Branch, a building permit from the Cowichan Valley Regional District and a development variance permit from the LTC. There may be other permits or approvals required and the plan that is created before beginning this work would outline them.

The property owner would be responsible for developing their plan and may need to hire a qualified consultant or consultants to design a shoreline stabilization plan and / or structure. Staff of the appropriate agencies would be available to advise the property owner. As part of the heritage alteration permit process the BC Archaeology Branch should also require First Nations consultation and may require a First Nations monitor to be onsite during removal of the wall and remediation / construction of new works.

RECOMMENDATIONS:

Based on the above considerations, Staff recommends that the Thetis Island Local Trust Committee not issue a development variance permit for application TH-DVP-2010.1.

Prepared and Submitted by:

Courtney Simpson

November 14, 2012

Courtney Simpson, RRP
Acting Regional Planning Manager

Date

STAFF REPORT

Date: November 14, 2012

File No.: TH-6500-20

To: Thetis Island Local Trust Committee
For meeting of November 21, 2012

From: Courtney Simpson, Acting Regional Planning Manager

CC: Aleksandra Brzozowski, Island Planner

Re: **Associated Islands Community Plan: endorsing Ruxton Island project goals**

THE PROPOSAL:

This project was initiated by the Thetis Island Local Trust Committee (LTC) to create an official community plan and land use bylaw for Ruxton, Whaleboat, Pylades, Tree, Reid, Hudson, Scott, Dayman, Dunsmuir and Bute Islands.

A preliminary report at the April 18, 2012 LTC meeting provided background information. A second report at the May 23, 2012 meeting presented a Terms of Reference for the project, a draft survey on communication and engagement methods, and draft communication materials. At the October 3, 2012 meeting the LTC referred development of a list of project goals to the Ruxton Island Advisory Planning Commission (APC).

The purpose of this staff report is to provide a discussion about the APC's recommended project goals for Ruxton Island and discuss a mail-out to property owners by the end of 2012. Several changes to the Project Work Plan are proposed to accommodate an additional Ruxton APC meeting in early 2013.

SITE CONTEXT:

Please refer to the Draft Community Profile, May 2012 for site context information.

CURRENT PLANNING STATUS OF SUBJECT LANDS:

Please refer to the staff report presented at the April 18, 2012 LTC meeting for this information.

COMMUNITY INFORMATION MEETING(S):

The LTC held a community information meeting on Saturday, September 1 on Ruxton Island. Approximately 40 people attended. The purpose of this meeting was to provide information on the project and the survey responses, to introduce the Ruxton APC, and to answer questions.

STAFF COMMENTS:

Developing detailed list of project goals for Ruxton Island:

The APC was referred the following task:

The Thetis Island Local Trust Committee (LTC) would like the Ruxton Island Advisory Planning Commission (APC) to recommend a list of project goals for the Community Plan Review. Although the Community Plan Review project includes other small islands in the area, the Ruxton APC is only asked to consider goals for Ruxton Island. Using results of the survey and the Community Profile along with your local knowledge and experience as a Ruxton property owner, the APC should be able to provide the LTC with valuable recommendations on the topics this project should focus on.

The APC met on Friday, October 19th from 10:30 am to 2:00 pm and their minutes can be referred to for the list of project goals they are recommending to the LTC. It was agreed during the meeting that the APC would like another opportunity to further refine and elaborate on the issues in this list, before a first draft of the OCP is developed. Staff agrees with the suggestion, which will be discussed below under Project Work Plan.

The list of recommended project goals is re-worked and summarized by staff in Attachment 1 in order to organize the issues. The APC would like the opportunity to meet again before an OCP is drafted to provide further direction to the LTC on these topics.

Project goals for the other islands

The table in Attachment 1 also includes project goals for the other islands in this project. These goals are based on the written comments in the survey results and general topics that are required to be addressed by the *Local Government Act* and Islands Trust Policy Statement.

Goals outside the scope of this project:

Three goals have been mentioned by the APC or in survey results but are outside the scope of this project. They should be considered by the LTC.

Desired goals mentioned by APC or in survey but outside scope of this project:

Goal	Description	Possible Approaches	More information needed
Consider how governance could be changed to enable more local input	This includes both the administrative structure of the Islands Trust and a desire for Ruxton to be grouped administratively with DeCourcy, Link and Mudge.	Include DeCourcy, Link, and Mudge in same OCP. Would require collaboration between two LTC's and adoption by both LTC's.	Need to know if the Gabriola LTC is interested, and need to understand implications for the Thetis LTC's project timeline and staff resources.
Improve education about regulations	Realtors need to be better aware of the regulations.	This is not within the current scope of the project but should be part of implementation.	

Improve enforcement of building without a permit	Also identified is a perception that you cannot get a building permit or the process is too onerous.	Can be addressed through advocacy with the CVRD.	Could consider jointly developing communication materials with CVRD. Not in the scope of this project but could be a separate project.
---	--	--	--

Project Work Plan:

The Project Work Plan, found in the Terms of Reference, sets out a schedule for the entire project and is intended to keep the project on track. Any changes to the Project Work Plan should be considered in light of the impact these changes will have to the overall timeline and budget. An amended Project Work Plan is attached as part of the Terms of Reference, with the addition of item 2.11.

At the APC meeting on October 19 it became clear to both the APC members and staff that a second APC meeting is desirable before the first draft of the OCP is created. The current Project Work Plan has the second APC meeting in July, 2013 to review the first draft of the OCP. Staff recommends that the APC be given the opportunity to give further recommendations on the list of project goals that staff has now expanded upon to suggest options and considerations. Further direction from the APC will assist in drafting the OCP.

Although only one APC meeting was budgeted for in this fiscal year staff is confident that the cost of a second can be absorbed in the budget.

Communications:

As per the Communications Plan, a second newsletter will go out to property owners. The Communications Plan has this newsletter going out in December, 2012 but with staff turnover it may be delayed until January, 2013 so as to avoid having property owners receive the newsletter close to Christmas when it might be overlooked. The newsletter will include an update on the Ruxton APC meeting, and the table of project goals as attached. An online survey will be developed to ask for feedback, and feedback will also be encouraged through written submission if preferred. This time, the online survey will not be duplicated in hard copy as the results of the first survey showed that overall, there was not a preference for the survey being in hard copy rather than online. In addition, there will be significant savings in staff time by using only the online survey.

The staff-to-staff meeting with the CVRD is scheduled for November 22, 2012.

RECOMMENDATIONS:

Based on the above considerations, staff recommends that the Thetis Island Local Trust Committee:

1. Endorse the table of Project Goals dated November 13, 2012;
2. Refer the table of Project Goals and results of online survey to the APC for recommendations on refining the project goals and creating OCP policies;
3. Endorse revised Project Terms of Reference dated November 13, 2012.

Prepared and Submitted by:

Courtney Simpson

Courtney Simpson, MICP
Registered Professional Planner

November 14, 2012

Date

Attachments:

1. Revised Project Terms of Reference (for endorsement)
2. Communications Plan (for reference)
3. Draft Project Goals (for endorsement)



TERMS OF REFERENCE

File No.: TH-6500-20

Creation Date: May 23, 2012

Last Updated: November 14, 2012

Version: 3

Project: Community Plan Review for Thetis Island Local Trust Area Associated Islands

Initiated by: Thetis Island Local Trust Committee

Endorsed on: May 23, 2012

Lead Staff: Courtney Simpson, Island Planner

BACKGROUND

The Thetis Island Local Trust Area includes eight islands without zoning and seven islands under four different regulatory bylaws. The purpose of this project is to adopt a single Official Community Plan (OCP) and Land Use Bylaw (LUB) for all of the islands in the Thetis Island Local Trust Area excepting Thetis Island, Valdes Island and Kendrick Island. The new bylaws will be designed in such a way as to add Valdes and Kendrick Islands to them at a later date, and Thetis Island will remain with a separate OCP and LUB.

Tent Island and Penelakut Island are also within the Local Trust Area but under federal government jurisdiction as they are Penelakut IR number 7 with one exception; one lot on Penelakut Island is not within Penelakut IR number 7 and is included in the scope of this project pending consultation with the Penelakut Tribe.

Thetis Island Local Trust Area islands **within** the scope of this review include:

Island	OCP	LUB / Rural LUB	Year of Adoption / Comments
Ruxton Island	No	Zoning Bylaw No. 13	1983, Amended 1987
Whaleboat Island	No	Zoning Bylaw No. 13	Added in 1987 / Provincial Marine Park
Pylades Island	No	No	Subject to ITA/LSA Regulations
Tree Island	No	No	Subject to ITA/LSA Regulations
Reid Island	No	No	Subject to ITA/LSA Regulations
Hudson Island	No	No	Subject to ITA/LSA Regulations
Dayman Islands	No	No	Subject to ITA/LSA Regulations
Scott Island	No	No	Subject to ITA/LSA Regulations
Bute Island	No	CVRD Bylaw No. 110	1973
Dunsmuir Islands	No	CVRD Bylaw No. 110	1973
Penelakut Island	No	No	One lot not within Penelakut IR No. 7, subject to ITA/LSA Regulations
ITA - Islands Trust Act - Section 32 Restrictions on Construction and BC Regulation 119/90 LSA - Local Services Act BC Regulation 274/69 - Subdivision Regulation Requiring 10 Acre Minimum			

Lot Size.

The boundary of the area of bylaw application will be a maximum of 1000 metres from the shoreline of each of the islands, or mid-channel.

Thetis Island Local Trust Area Islands **outside** the scope of this review include:

Island	OCP	LUB / Rural LUB	Year of Adoption / Comments
Thetis Island	Bylaw No. 88	Bylaw No. 89	2011
Leech Island	Bylaw No. 88	Bylaw No. 89	2011
Valdes Island	No	Rural LUB No. 42	1998, Amended 2010 (GHG reduction)
Kendrick Island	No	Rural LUB No. 42	1998, Amended 2010 (GHG reduction)
Penelakut Island	No	No	Penelakut IR No. 7 lands on island outside scope
Tent Island	No	No	Penelakut IR No. 7

None of the islands within this review have public ferry access, and the majority of owners have primary residences elsewhere, using these properties recreationally and/or seasonally. Of the islands within the scope of this project, Ruxton Island has the greatest number of lots at 195, followed by Reid with 32, Hudson with 10, Pylades with 4, and the remainder with the entire island contained within one lot.

Establishing a single OCP and LUB for the associated islands of the Local Trust Area will create efficiencies in the use of staff time to administer the bylaws, will eliminate inconsistencies, and improve clarity of bylaw regulations for agencies and the general public. In the future, bylaw maintenance will be more efficient and tracking updates in a number of bylaws will no longer be required. In addition, a single bylaw will ensure that complete and updated zoning coverage is provided for all the islands of the Local Trust Area in accordance with the Islands Trust Mandate and Policy Statement.

ALIGNMENT WITH TRUST COUNCIL STRATEGIC PLAN

At the time of writing these terms of reference, Trust Council had not adopted a new Strategic Plan and the 2008-2011 Strategic Plan was still in effect. The following objectives and strategies of the Strategic Plan can be furthered through this project:

Objective	Strategies
1.2 To improve the identification and protection of biodiversity, environmentally sensitive areas and significant natural sites, features and landforms.	1.2.3 Protect sensitive and significant land through land use planning decision
2.1 To increase the sustainability and quality of freshwater resources	2.1.1 Include new policies and regulations as OCP's and LUB's are amended
2.3 To advance the stewardship of coastal areas and marine shore lands	2.3.1 Develop and implement new land use planning tools for shoreline marine protection

DESIRED OUTCOMES

- Adopt an Associated Islands Official Community Plan in accordance with Islands Trust Policy Statement and relevant legislation.
- Adopt an Associated Islands Land Use Bylaw in accordance with Islands Trust Policy Statement and relevant legislation.
- By engaging with First Nations, avoid infringement on Aboriginal title and rights.
- Address community needs that are within the scope of land use planning.
- Play an advocacy role to help the community achieve goals outside of the Local Trust Committee's authority, when appropriate.
- Adopt policies and regulations to protect sensitive ecosystems.
- Adopt policies and regulations facilitating adaptation to climate change.
- Adopt policies and regulations to advance the stewardship of coastal areas and marine shore lands.
- Adopt policies and regulations to increase the sustainability and quality of freshwater resources.

FIRST NATIONS CONSULTATION

The following nine First Nations and one treaty group are identified by the Province's Consultative Areas Database as having Aboriginal rights in the project area, and will be engaged early in the project in order to identify their Aboriginal rights in the area and avoid infringement:

- Stz'uminus First Nation
- Cowichan Tribes
- Halalt First Nation
- Hul'qumi'num Treaty Group
- Lake Cowichan First Nation
- Lyackson First Nation
- Penelakut Tribe
- Tsawwassen First Nation
- Snuneymuxw First Nation
- Semiahmoo First Nation

STAKEHOLDER CONSULTATION

Goals of communications for this project include informing and engaging property owners, the Cowichan Valley Regional District, and others identified as having an interest. This engagement is needed to ensure that relevant bylaw objectives, policies and regulations are adopted that meet the needs of property owners and other regulatory agencies both in the present and into the future.

Communications with property owners will be an important part of this project and may require unique approaches given that few people live on these islands full time. There is no local meeting location for property owners, no newspaper that would be likely to reach the majority, and no bulletin boards that would be read by most.

Communications may include a combination of direct mail-outs, the Islands Trust website, an email list, online or mailed polls or surveys, or receipt of input via mail or email. Community Information Meetings (CIM) may be held on individual islands with higher numbers of lots such as Ruxton, Reid and Hudson. At least one meeting will be scheduled on Ruxton Island, and meetings on other islands will be considered if the need and/or opportunities arise. Meetings may also be held on Vancouver Island or the lower Mainland, as the majority of property owners of all of the islands live in these locations.

Initial stakeholder consultation will be a newsletter mailed to property owners and a survey on preferred methods of engagement that will be used to develop a more detailed consultation and communications plan for the project.

BUDGET REQUIREMENTS

As the work plan below shows, and dividing the budgeted \$8,000 for professional reports between two fiscal years, the estimated budget for the three fiscal years of the project is:

Year 2012/13	\$5,000
Year 2013/14	\$11,700
Year 2014/15	\$1,500
TOTAL	\$18,200

There are a number of factors that will affect the budget such as whether or not APC members will be reimbursed for travel expenses, what type of public meeting will be held and what the cost will be, and what professional reports will be required.

TARGET DATES

The table below provides a project work plan with target dates and cost estimates.

Associated Island OCP/LUB Project Work Plan			
	Task	Target Date	Cost Est.
1.	Define the Scope		
1.1	Preliminary staff report	<i>April 18, 2012 (LTC mtg)</i>	
1.2	LTC to endorse project terms of reference	<i>May 23, 2012 (LTC mtg)</i>	
2.	Identify Goals		
2.1	Update Islands Trust website with project information	May 31, 2012	
2.2	Contact First Nations to begin engagement, with follow-up	May 31, 2012	
2.3	Mail-out to property owners including survey on preferred engagement method and community goals	May 31, 2012	\$200
2.4	Appoint Advisory Planning Commission	<i>August 1, 2012 (LTC mtg)</i>	
2.5	CIM to present results of survey and gather more info	August-September, 2012	\$750
2.6	Consult with CVRD – staff-to-staff meeting	October, 2012	
2.7	Staff report on first consultation with draft detailed list of project goals	<i>November 21, 2012 (LTC mtg)</i>	
2.8	APC meeting to create draft detailed list of project goals	October-November, 2012	\$1,000
2.9	LTC to endorse detailed list of project goals	<i>November 21, 2012 (LTC mtg)</i>	
2.10	Mail-out to update property owners on outcome of consultation and next steps	December, 2012	\$200
2.11	APC meeting to refine project goals	February-March, 2012	\$1,000
3.	Appraise the Facts		
3.1	Site visit to Islands	June, 2012	\$400
3.2	Staff report to identify information gaps	January, 2013	
3.3	Contract with professionals to fill gaps as necessary	February-June, 2013	\$8,000
3.4	Continued discussion with First Nations as necessary	ongoing	
3.5	Review results of any professional reports	June, 2013	
4.	Generate Options		
4.1	Draft 1 of OCP	June, 2013	
4.2	Staff report describing regulatory options, no draft of LUB	June, 2013	
4.3	APC Meeting to review draft of OCP	July, 2013	\$1,000
5.	Assess the Options		
5.1	Continued discussion with First Nations as necessary	ongoing	
5.2	In-person CIM	August-September, 2013	\$750
5.3	Electronic and mail consultation with property owners	Summer, 2013	\$400
5.4	Staff report on results of community consultation to assess the options	October, 2013	
6.	Decide on Options to Adopt		
6.1	Draft 1 of LUB	November, 2013	
6.2	APC Meeting to review draft of LUB	November, 2013	\$1,000
6.3	Legal review of draft OCP and LUB	November, 2013	\$3,000
6.4	Draft 2 of OCP and LUB and first reading	January, 2014	
6.5	Agency referral	February, 2014	
6.6	Public hearing	April, 2014	\$1,500
6.7	Referral to EC	May, 2014	
6.8	Referral to Minister for OCP	June, 2014	
6.9	Adoption of OCP and LUB	September, 2014	



Community Plan Review for Thetis Island Local Trust Area Associated Islands

Communications Plan

Creation Date: September 25, 2012

Last Updated: November 14, 2012

Version: 1.2

	Name	Endorsement Date
Project Sponsor	Courtney Simpson A/Regional Planning Manager	September 25, 2012
Project Manager	Aleksandra Brzozowski Island Planner	
Local Trust Committee	Thetis Island	October 3, 2012

Purpose

Taken from "Guidelines: A Strategic Approach to Local Trust Committee Communications" approved by Executive Committee, August 2011:

A Communication Strategy is an essential planning tool to help coordinate communication activities by:

- *Ensuring all communications focus proactively on Islands Trust's priorities, goals and objectives in a clear, timely and cost-effective way*
- *Ensuring roles & responsibilities are clear and consistent, ideally guided by policy*
- *Harnessing and focusing combined efforts to prevent duplication, avoid unintended conflicts and to make the most of existing opportunities (e.g. partnership with other agencies)*
- *Minimizing last-minute demands (crisis management)*
- *Anticipating public reaction before launching projects*

Goals of Project Communications

- *To ensure that asserted Aboriginal rights are not infringed upon and further, to assist First Nations in achieving their goals in the Community Plan area where opportunities exist*
- *To describe the process, timeline and opportunities for input to property owners*
- *To empower property owners to have their say and demonstrate that they are being heard and their comments are valued*
- *To make participation in this process accessible to all property owners, other stakeholders, and First Nations*
- *To explain and educate around the policy and legislated framework for creating an official community plan and land use bylaw in the Islands Trust Area, including the Policy Statement*
- *To engage the Cowichan Valley Regional District in discussion of shared interests including parks and building inspection*

Background

In July, 2012 a survey was distributed to property owners in the Community Plan Project area that asked questions on a few topics including preferred communication and engagement methods. Results of the survey showed the following:

- **Receiving information:** respondents overwhelmingly prefer to receive communication by email or mail over social networking, blog, or updates to the Islands Trust website. Staff recommends mailed newsletters are used throughout the project, and that the next one includes instructions on how to sign up for automatic email updates when new information is added to the website. It is important to continue to use the website as a place to store documents and up-to-date information, but the survey results showed that this shouldn't be relied on as they only method of communication.
- **Gathering input:** The most preferred method of providing input is a survey, which is only slightly more preferred than writing letters or emails with feedback, both of which respondents on average are "somewhat likely" or "very likely" to participate in. Whether a survey is online or on paper does not seem to affect the average response. In-person meetings was the third most preferred method with, on average, respondents being "somewhat likely" to participate or "unsure". Responses indicate that people are unlikely to participate in online social networking or comments on a blog post
- **Meeting on Vancouver Island:** The survey explained that over 80% of property owners live on Vancouver Island or the lower mainland and the LTC is considering holding one or more in-person meetings on Vancouver Island, most likely in Nanaimo to be convenient to those travelling by ferry or float plane from Vancouver and central on Vancouver Island. Respondents were asked to indicate how likely they are to attend an in-person meeting on Vancouver Island. Only 9 respondents, or 21%, indicated they were likely to attend, and 24, or 57% indicated they were unlikely to attend, while 9 or 21% indicated they were unsure. Responses from property owners Ruxton and on the other were similar. Given this relatively low interest, staff recommends a summer 2013 meeting is planned for Ruxton Island, but it is not practical to hold a meeting on each of the other islands with much fewer properties. Holding a meeting on Vancouver Island to inform the non-Ruxton property owners of the project maybe the most practical considering costs and benefits.

Action Plan

Method	Key content / message	Cost	Target Date
<i>Website updates</i>	All project documents and meeting notices	\$0	ongoing
<i>Newsletter #1</i>	Description of the timeline and process	\$200	July, 2012
<i>Survey #1 (online and mailed)</i>	Gather info on use of property, preferred communications, and goals for islands	\$0	July, 2012
<i>Article in Ruxton Review</i>	Description of the timeline and process	\$0	July, 2012
<i>Letter to First Nations</i>	Early consultation	\$0	July, 2012
<i>Meeting on Ruxton</i>	Description of process and timeline, opportunity to ask questions	\$750	September, 2012

Method	Key content / message	Cost	Target Date
<i>Meeting with CVRD</i>	Early discussion of shared interests (parks, building inspection)	\$0	October, 2012
<i>Newsletter #2</i>	Update on Ruxton APC work on project goals and goals on other islands	\$200	December, 2012
<i>Survey #2 (online)</i>	Request feedback on draft project goals	\$0	December, 2012
<i>Meetings with First Nations</i>	Discussion of their interests in the islands and Community Plan (extent of consultation dependent on what we hear back from initial letter)	\$0	ongoing
<i>Meeting on Vancouver Island</i>	Focus meeting on non-Ruxton property owners, discussion issues	\$200	May, 2013
<i>Newsletter #3</i>	Update on project including adopted project goals and any studies being undertaken	\$200	June, 2013
<i>Article in Ruxton Review</i>	As above and to advertise Summer, 2013 on-Ruxton meeting	\$0	July, 2013
<i>Meeting on Ruxton</i>	Discuss / consultation on draft OCP	\$750	August/Sept, 2013
<i>Survey #3 (online)</i>	Consultation on draft OCP	\$0	Summer, 2013
<i>Newsletter #4</i>	Update on draft OCP and draft LUB	\$200	November, 2013
<i>Survey #4 (online)</i>	Consultation on draft LUB	\$0	November, 2013
<i>Newsletter #5</i>	Update on changes to OCP and LUB from consultation, communicate legislated process to adopt bylaws	\$200	January, 2014
<i>Public Hearing Notice</i>		\$1,500	March, 2014
<i>Newsletter #6</i>	To announce adoption of OCP and LUB and provide information on implications	\$200	October, 2014

Resources

Staff is responsible for preparing and distributing communication materials. The LTC was asked to endorse the initial newsletter and survey, but will not necessarily be given the opportunity to endorse future written materials due to time constraints between LTC meetings. By endorsing this Communication Plan, the LTC is directing staff to prepare and distribute the listed materials.

ATTACHMENT 3

DRAFT Goals for Thetis Associated Islands Island Community Plan Review – November 13, 2012

Island	Goal	Description	Possible approaches	More information needed
All	Protect sensitive ecosystems	Recent mapping identifies sensitive ecosystems on most of the islands. May be important habitat and vulnerable to development.	Use existing mapping to identify sensitive areas.	
All	Advance the stewardship of coastal areas and marine shore lands	Both ecological and archaeological considerations. First Nations heritage sites often located at beaches.	Range from education to regulation. <i>Heritage Conservation Act</i> may apply.	
All	Protect or improve the sustainability and quality of freshwater resources	Quality of well water important for residents, surface water of ecological importance.	Some regulation possible, may require other agency involvement.	Current quantity and quality of freshwater
All	Facilitate adaptation to climate change	Sea level rise, increased risk of forest fire and other impacts are relevant to small islands.	Range from education to regulation.	Identification and evaluation of impacts of climate change on these small islands
All	Maintain rural, residential island atmosphere	Overall desire for preserving the current nature of the islands and no increase to subdivision or other development.	OCP policies related to limiting growth and non-residential land uses.	
Hudson	Honour statutory building scheme in any new policy and regulations	Of three survey respondents on Hudson, two said the building scheme was all they needed and one said it wasn't fully complied with and wanted something enforceable.	Consider mirroring some aspects of the building scheme through zoning so that it can be enforced.	May need more background information on the building scheme.
Reid	Address South Reid Retreats Ltd property density potential	LTC resolutions from 1979 and 1984 permitting 26 cottages unclear and need review. Need to consider setbacks and height regulations.	Could allow the 26 cottages in zoning rather than relying on sparse resolutions. Then also consider setbacks, height, sewage disposal, sensitive ecosystems	Discussion with property owner required. May be other options.
Ruxton	Maintain the residential / park-like aesthetic	Protecting trees, look of cabins and their setback from water as well as design and number of docks.	Both OCP policy and LUB regulation can be considered to achieve this goal.	Deeper understanding of the aesthetics that are valued.

ATTACHMENT 3

DRAFT Goals for Thetis Associated Islands Island Community Plan Review – November 13, 2012

Island	Goal	Description	Possible approaches	More information needed
Ruxton	Strengthen the sense of community	Fostering a spirit of courtesy and respect.	Difficult goal to address in an OCP and LUB, but could be seen as a lens to consider all proposed policies and regulations through.	Information about how current regulations, or lack of, might impede achieving this goal.
Ruxton	Address noise nuisance	Noises of bikes, generators, wind turbines, chainsaws and home businesses can be a nuisance	May be able to address permitted uses and structures in LUB, consider advocating for CVRD noise bylaw.	Wind turbines may be considered separately
Ruxton	Address access to and from the island	Includes consideration of allowing private docks, clarifying the LUB on the regulations, and considering community dock or docks.	Could pre-designate areas suitable for community dock to facilitate future application by community group. Many considerations to do with scale, location, style, feasibility, etc.	There is no obvious spot for a community dock. Need technical study of suitable locations.
Ruxton	Address overcrowding of mooring buoys	With build-out on land, there does not appear to be capacity in the safe anchorages for each lot to have a mooring buoy. They are already full.	Advocate with appropriate Ministry for coordination.	Information about how other communities address this, and what options there are to regulate.
Ruxton	Address setback regulations	No significant changes to setbacks desired, but side lot setback may be too small.	Could increase side lot setback.	If increasing a setback would need to determine how many legally non-conforming situations would be created.
Ruxton	Address sewage disposal	Not all lots could support a septic system and high end treatment requires electricity.	Probably not something within Islands Trust jurisdiction, but could act in advocacy role.	More information needed on other agencies responsibilities, and options for the island.
Ruxton	Improve protection of groundwater resources and quality of drinking water	Includes encouraging or mandating catchment, and developing a regime of well water testing	May involve advocacy with other agencies for testing, consider regulatory requirements for catchment. Explore rebate programs through CVRD	

ATTACHMENT 3

DRAFT Goals for Thetis Associated Islands Island Community Plan Review – November 13, 2012

Island	Goal	Description	Possible approaches	More information needed
Ruxton	Improve emergency preparedness and response	No helicopter access except for beach at low tide a concern. Fire-fighting, prevention and preparedness of concern	Advocate to other agencies; consider if zoning change needed to create potential helicopter landing area.	Need better understanding of other agencies role
Ruxton	Maintain roads at their current small-scale of development	Roads range from narrow walking paths to wide enough to pass two ATV's.	Include advocacy policy in OCP.	
Ruxton	Improve management of existing parks and increase the area of protected land	Could include covenants on private land as well as acquisition.	Requires coordination with CVRD for parks. Currently there is no parks "function" of the CVRD on the islands and no taxes levied.	Sensitive ecosystem information exists. Could try to identify target areas for conservation. Find out if NAPTEP covenants practical on the relatively small lots.
Ruxton	Recognize and protect the unique wetland ecosystem on Ruxton	Majority within CVRD park, local debate about management goals.	Islands Trust role may be limited to advocacy but explore Islands Trust Fund involvement.	
Ruxton	Adopt policy regarding commercial activity	Identified need for community discussion and possibly regulation. It is not addressed in the current bylaw. May be support for services to islanders but not businesses that attract tourism from off-island.	Good examples of policy and regulation exist for other islands.	Community discussion needed.



Memorandum

9.2

700 North Road Gabriola Island BC V0R 1X3

Telephone **250. 247-2063** FAX: 250. 247-7514

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**

northinfo@islandstrust.bc.ca www.islandstrust.bc.ca

Date November 1, 2012 File Number 5500-02 Sustainability Checklist

To Thetis Island Local Trust Committee
for meeting of November 21, 2012

From Courtney Simpson
Acting Regional Planning Manager
Northern Office

Re Thetis Island Sustainability Guide

One hundred copies of the Thetis Island Sustainability Guide have been printed. The LTC should consider how the guide should be distributed. The May 4, 2012 staff report made the following suggestions for distribution, but the LTC has not given any direction to staff on this.

Distribution of the Guide: This Sustainability Guide is intended to be a resource for property owners, especially those beginning plans for development on their property. Below are suggestions for distributing the Guide:

- Post on Islands Trust website
- Email link to Guide to applicant for building permit when referred to the Islands Trust
- Mail Guide to applicant for building permit when referred to the Islands Trust
- Distribute Guide to new property owners through a Welcome Wagon if one exists
- Request realtors to distribute Guide to new property owners
- Request the Cowichan Valley Regional District to distribute the Guide to applicants for building permits

Staff would like to move ahead with posting the Guide to the website, and emailing a link to the guide to applicants for building permits. Staff will also present the Guide to the CVRD at the staff-to-staff meeting scheduled for November 22.

The LTC should provide direction to staff on the best use of the 100 printed copies.

STAFF REPORT

Date: November 14, 2012

File No.: 6500-20
(Riparian Areas Regulation)

To: Thetis Island Local Trust Committee
For meeting of November 21, 2012

From: Courtney Simpson, Acting Regional Planning Manager

CC: Aleksandra Brzozowski, Island Planner

Re: Riparian Areas Regulation Compliance

BACKGROUND:

To become compliant with the provincial *Riparian Areas Regulation* (RAR), the Islands Trust contracted with Mimulus Biological Consultants to map streams in the one watershed on Thetis Island identified by the Ministry of Environment as being applicable to the RAR, as their information showed it was fish-bearing or potentially fish-bearing. The March, 2011 Mimulus report concludes that the mapped streams meet the definition of a *stream* under the RAR.

The majority of the watershed applicable to RAR on Thetis Island is on the Meadow Valley Strata property. The Thetis Island Local Trust Committee (LTC) received a report at their July 16, 2011 meeting recommending that staff proceed with drafting a development permit area for the streams in the watershed in order to become compliant with the RAR. Staff planned to first meet with the Meadow Valley property owners to discuss options for incorporating the strata's future plans as exemptions to avoid the need for numerous development permits. Staff met with Meadow Valley property owners on July 22, 2011. Two options were discussed at this meeting:

1. Pursuing an exemption from the RAR by Meadow Valley Properties hiring a biologist to determine if there is a lack of current or potential fish presence or habitat and if so, applying for this exemption from the province; or
2. Not pursuing exemption but designing development permit area guidelines where all current and planned activities that a biologist deems to not be harmful to fish or fish habitat are exempt from requiring a development permit, with any additional activities requiring one – a biologist would have to provide a RAR assessment of the plan for the property to determine what activities can be exempt from requiring a development permit.

The owner-developer of Meadow Valley Properties, Mr. Ian Ralston, contracted with Aquaparian Environmental Consulting Ltd to conduct a fish presence/absence study with the aim of demonstrating that the watershed is not applicable to the RAR. The report from Aquaparian dated December, 2011 concludes that "the watercourse does not support fish and therefore is not protected under the RAR".

The Ministry of Environment has corresponded with Mr. Ralston, Aquaparian and the Islands Trust explaining how it disagrees with the conclusions in the Aquaparian report and considers the stream to still be applicable to the RAR because there is a potential for fish presence.

At their April 18, 2012 meeting the LTC passed the following resolutions:

*It was **MOVED** and **SECONDED** that, based on the Local Trust Committee review of the reports by Mimulus and Aquaparian, the Thetis Island Local Trust Committee considers the Thetis Island Trust Area Riparian Areas Regulation compliant.*

CARRIED
Chair Hancock opposed

*It was **MOVED** and **SECONDED** that the Local Trust Committee direct staff to prepare for the next meeting a draft amendment for the Thetis Island Official Community Plan, Section 8, Policy 4.1, to reflect the Local Trust Committee's decision the Thetis Island Local Trust Area is Riparian Areas Regulation compliant.*

CARRIED
Chair Hancock opposed

At the October 3, 2012 LTC meeting staff presented a report that detailed how staff interprets the definition of "stream" in the Riparian Areas Regulation, describing that this interpretation is based on advice from legal counsel and the Ministry of Environment. This advice leads staff to continue to advise the Thetis Island LTC to amend their bylaws with the belief that this watershed is applicable to the RAR. This staff report included a legal opinion regarding a similar situation on Mayne Island. Ian Ralston submitted a critique of the legal opinion and suggested that the Islands Trust legal counsel be asked to respond to it.

At the October 3, 2012 LTC meeting the LTC passed the following resolutions:

*It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee request staff to seek legal advice on the feedback received from Ian Ralston and TRAX Development Limited with regards to the applicability of Riparian Areas Regulation.*

CARRIED

*It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee direct staff to request funds from the Scientific Studies budget in order to retain the service of Aquaparian to provide further information pursuant to the Ministry of Environment disagreement with the conclusion in the Aquaparian report.*

CARRIED

The purpose of this report is to describe how staff has responded to these two resolutions from the October 3, 2012 meeting and recommend next steps.

STAFF COMMENTS:

1. Authority of the Ministry of Environment related to the RAR:

The Ministry of Environment's authority related to RAR is complicated and we reported at the October 3, 2012 meeting that the Ministry of Environment does not have the authority to declare a stream applicable or not applicable to the RAR; that is the authority of the individual Qualified Environmental Professional (QEP). We have sought further legal advice on the authority of the Ministry of Environment related the RAR and based on this advice, make some clarifications:

- Recent case law has clarified that once a QEP has filed a report that complies with the compliance methods in the RAR, the Ministry of Environment has no jurisdiction to withhold the notification that lifts the prohibition on local government development approvals. This clarification that the QEP's decision cannot be "overruled" by the Ministry of Environment is limited to the specific context where a QEP files a report necessary for local government development approvals and does not extend to the situation on Thetis Island where the LTC is deciding how to become compliant with s.12 of the *Fish Protection Act*.
- S. 12 of the *Fish Protection Act* says that the LTC must either include riparian area protection provisions that are in accordance with the RAR in its zoning and bylaws, or alternatively "ensure that its bylaws and permits under Part 26 ... provide a level of protection that in the opinion of the local government, is comparable to or exceeds that established" by the RAR.
- The sanction for failing to comply with s. 12 is that the Crown would lay a charge against the LTC. If the Ministry of Environment considers that the LTC has not complied with s. 12 (which would require a conclusion on their part that there is at least one stream on Thetis Island that is within the scope of the *Fish Protection Act* and the RAR) then such charges are possible. These circumstances make it clear that it is the opinion of Ministry of Environment and not the opinion of this or any QEP that will determine whether the Crown considers the LTC to be in compliance with s. 12.

Therefore our understanding is that the Ministry of Environment can have a different interpretation than a QEP who has examined streams in the Local Trust Area, and when it comes to the LTC's compliance with s. 12 of the *Fish Protection Act*, it is the Ministry of Environment's interpretation that is most relevant. However, staff recommends a more nuanced approach in moving forward.

2. Feedback received from Ian Ralston at October 3, 2012 meeting:

As directed by the LTC, staff sought legal advice on Ian Ralston's critiques of the legal opinion for RAR on Mayne Island. It was suggested that this new legal opinion could be released to the public so that the Meadow Valley property owners could read it.

Based on recent legal advice on this situation in general, we have not insisted upon a legal response to Ian Ralston's critiques. In the staff comments above, we now understand that resolving the disagreement between Aquaparian and the Ministry of Environment may not be necessary. Further, it is becoming clear to staff that resolving

the difference in interpretation of the legislation may be impossible without significant measures such as legislative change.

3. Follow up report from Aquaparian Environmental Consulting Ltd:

As directed by the LTC, staff contacted Aquaparian Environmental Consulting Ltd with a request that they prepare a follow up report to their December, 2011 report on Ralston Creek, responding to the specific critiques from the Ministry of Environment of their methodology and conclusions that the watershed is not applicable to the RAR. Although Aquaparian was willing to do this, through conversation with them as well as our recent legal advice, it was felt that such a report would not be productive; it may not be possible to resolve the differences in interpretation.

4. Moving forward on RAR Compliance on Thetis Island:

Riparian areas have significant environmental values whether or not they provide fish habitat. If the LTC is unconvinced that there are watercourses on Thetis Island that come within the scope of the *Fish Protection Act*, it should still consider enacting protection for watercourses in general, and can do so without referring to fish habitat at all.

If the LTC takes this approach, it should ensure that the general environmental protection adopted (whether setbacks, covenants, a development permit area or some combination thereof) meet the LTC's obligation to protect these areas. The *Fish Protection Act* states that the LTC must "provide a level of protection that in the opinion of the local government, is comparable to or exceeds that established" by the RAR.

The enactment of general environmental protection for riparian areas would be a significant improvement over the status quo where there are no such requirements in place presently.

Staff suggests an ideal approach is to take this opportunity to consider environmental protection for freshwater on all of Thetis Island, re-framing the project to be one of protecting the freshwater resources in general rather than becoming compliant with the RAR. However, the LTC has to balance other projects and staff and financial resources, so may choose to continue with the focus on this one watershed.

If the focus is to remain on the one watershed only, the next step is to take an inventory of the current protection measures on the watercourse including setbacks and covenants, and compare that to requirements in legislation and recommendations from best practices. Options can then be presented for increasing the level of protection where necessary. Options may include a development permit area for protection of the natural environment, but other options can be considered such as covenants and setbacks. The approach taken in other local trust areas would be referred to and considered for applicability to Thetis Island.

RECOMMENDATIONS:

Based on the above considerations, staff recommends that the Thetis Island Local Trust Committee:

1. Proceed no further with draft bylaw No. 92;
2. Change the description of Top Priority No. 2 from "Riparian Areas Regulation Implementation" to "Protection of freshwater ecosystems";
3. Change the Activity column of Top Priority No. 2 to: "Ensure protection of freshwater ecosystem in the Ralston Creek watershed through review of current regulation and covenants, and possible bylaw amendment".

Prepared and Submitted by:

Courtney Simpson

November 14, 2012

Courtney Simpson, RPP
A/Regional Planning Manager

Date



Islands Trust

Preserving Island
communities, culture
and environment

Our Provincial Mandate

“to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia”

– Islands Trust Act



Islands Trust Council — Strategic Plan 2011-2014

Adopted September 12, 2012

The Trust Area

The Trust Area covers the islands and waters between the British Columbia mainland and southern Vancouver Island, including Howe Sound and as far north as Comox. This is a unique and special place composed of 13 major islands and more than 450 smaller islands covering approximately 5200 square kilometres.

The beauty, tranquility, and sometimes fragile natural environment of the islands in the Strait of Georgia and Howe Sound, characterized by an exceptional variety of species, have given the area national recognition.

The islands support strong communities characterized by a mix of lifestyles, livelihoods and individuals. Island residents bring unique skills, viewpoints and sense of place together to sustain a tradition of community involvement.

Our Council

The Islands Trust Council has a unique mandate from the province to preserve and protect the amenities and environment of the Islands Trust Area, for the benefit of residents and all British Columbians. It meets quarterly to make decisions about the Islands Trust's overall policy, advocacy positions, staff resources and budget. Trust Council is made up of the 26 locally-elected trustees who also sit on 12 local trust committees and one island municipality. There they have responsibilities for land use planning and regulatory decisions that are separate from their role at the Islands Trust Council. The current Council was elected for a 3-year term during BC Local General Elections in November 2011. Trustee terms will end in November 2014.

A Strategic Plan for the 2011-2014 term

The Islands Trust Policy Statement is partially implemented through Council's strategic plan. By identifying goals and developing a plan to achieve them, Council focuses finite resources and measures progress. After extensive review and public input, Trust Council has confirmed the following focus areas for its 2011-2014 term:

Goal A - Ecosystem Preservation and Protection

The Islands Trust will work to protect the natural environment of islands by:

- Encouraging and enabling islanders in voluntary stewardship actions that protect special areas, including the shoreline
- Working to protect fish habitat as required by the Riparian Area Regulation
- Protecting special ecosystems, managing shoreline areas and reducing greenhouse gas emissions when land use decisions are made
- Advocating for new approaches to oil spill preparedness, derelict vessels, industrial developments, aquaculture, marine sewage and national marine conservation

Goal B – Stewardship of Island Resources

The Islands Trust will focus on good management of island water resources by:

- Encouraging voluntary stewardship, advocating for legislative reform and exploring creative solutions for watershed management
- Using land use planning tools and decisions to protect the quality and quantity of water resources

Goal C – Sustain Island Character and Healthy Communities

The Islands Trust will work to enhance the economic sustainability and security of island communities by:

- Creating linkages between islanders and regional districts to share effective economic development models
- Continuing to advocate for sustainable, affordable and appropriate ferry services
- Using land use planning tools and decisions to positively affect housing affordability, food security and farmland protection

Goal D – In Cooperation with Others

The Islands Trust will work with others by:

- Strengthening relations with the many First Nations who have interests in island land use decisions
- Continually working to improve our organizational effectiveness

Shaded text=activities primarily proposed for future fiscal years and subject to future budget decisions

Policy Statement Goal A: Ecosystem Preservation and Protection...

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
1 PROTECT the natural environment of islands	1.1 Encourage voluntary stewardship of natural environment	<u>FY 2011/12- 2014/15</u> Promote community participation in conservation through information sharing and education about private land stewardship options	TFB		Subject to funding in annual budgets or grant funding	By whether the Islands Trust Fund is actively promoting its conservation programs at community events, in publications and online	Ongoing
		<u>FY 2012/13</u> Share information about best practices for covenants and NAPTEP with all planning staff	TFB		Funded by base budget	By whether planners have been provided with covenant education opportunities and whether information is available through the Islands Trust Fund website	Website information in development, ITF staff planning to present information at an LPS Pro D day
		<u>FY 2012/13 – 2014/15</u> Improve and update mapping of natural and modified environments, including terrestrial ecosystem mapping, protected area networks, nearshore mapping and areas under sustainable forestry or sustainable agricultural use.	TFB		Subject to funding in annual budgets	By whether maps of natural and modified environments are available to LTC's and BIM, RDs, local conservancies and other partners	Draft Protected Area Network mapping available, eelgrass and forage fish habitat mapping underway and other mapping in development stages
		<u>FY 2013/14</u> Research and develop a pilot landowner contact program in collaboration with a local conservancy	TFB		Subject to funding in 2013/14 budget	By whether a landowner contact pilot program is implemented	Not started
		<u>FY 2011/12 - 2014/15</u> Support island-based land trusts with partnerships, funding and capacity building opportunities	TFB		Funded by base budget and donations	By whether the Opportunity Fund grows by at least 10% per year and by the amount of grants issued	In progress
		<u>FY 2013/14</u> Council workshop regarding invasive species	TFB		Funded by base budget	By whether a Trust Council workshop has been held	Not started
		<u>FY 2013/14 – 2014/15</u> Share information with the public about managing invasive species	TFB		Subject to funding in 2013/14 budget	By whether information has been shared with the public	Not started
	1.2 Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area	<u>FY 2012/13</u> Present NAPTEP program to BIM Council for consideration	TFB	BIM***	Funded by base budget	By whether or not BIM has considered participating in the NAPTEP program	Tax impact model complete. Further discussion in Sept/12
		<u>FY 2013/14</u> Seek support from Metro Vancouver RD for NAPTEP, subject to BIM approval of program	TFB	BIM***	Funded by base budget	By whether support from Metro Vancouver RD has been sought	Gambier LTC approval received. Pending BIM approval of program.

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
		Launch NAPTEP on the islands in Metro Vancouver RD (subject to BIM and MVRD approval)	TFB	Subject to funding in 2013/14 program budget	By whether NAPTEP has been launched on the islands within the Metro Vancouver RD	Gambier LTC approval received. Pending BIM approval of program
	1.3 Protect fish habitat by implementing Riparian Areas Regulation	<u>FY 2013/14</u> Identify undesignated RAR watersheds	LTCs**	Subject to funding in 2013/14 program budget	By whether all RAR watersheds have been identified	Complete for 10 LTAs. Gambier and Lasqueti in progress
		<u>FY 2012/13</u> Improve mapping of some riparian areas on SSI	LTCs**	Funded by 2012/13 program budget	By whether new mapping of priority riparian areas is complete	New mapping of streams on SSI underway.
		<u>FY 2013/14 & 2014/15</u> Improve mapping of additional riparian areas on SSI and some northern islands	LTCs**	Subject to funding in 2013/14 program budget	By whether new mapping of priority riparian areas is complete	Not started
		<u>FY 2012/13</u> Adopt new bylaws to implement RAR on selected islands	LTCs**	Funded by 2012/13 program budget	By whether selected islands are RAR compliant through bylaw development	Work underway on SSI, Gabriola.
		<u>FY 2013/14 – 2014/15</u> Adopt new bylaws to implement RAR on all islands where still required		Subject to funding in future program budgets	By whether all LTAs are compliant with RAR through bylaw development	19 of 43 bylaws are compliant. 21 bylaw amendments in process
	1.4 Establish reliable, adequate and sustainable funding for the Islands Trust Fund	<u>FY 2012/13</u> Seek legislative change regarding TFB corporate structure and name	EC	Funded by base budget	By whether legislative change has been requested	Verbal request has been made. Chair correspondence requesting change is in progress
		<u>FY 2011/12 – 2014/15</u> Engage in outreach to expand donor base, develop legacy giving program and secure acquisition funds	TFB*	Partially funded through 2012-2013 program budget	By whether the TFB has implemented outreach regarding funding needs and legacy gifts	Not started
		<u>FY 2014/15</u> Develop and implement strategy re changes to corporate structure and name	TFB	Subject to 2014/15 program budget	By whether TFB corporate status and name change has been implemented	Pending legislative change
		<u>FY 2015/16</u> Review and launch long-term funding strategy	TFB	Subject to 2015/16 program budget	By whether the long-term funding strategy has been reviewed and launched	Not started. Pending legislative change
	1.5 Establish core conservation areas to protect biodiversity priorities	<u>FY 2011/12- 2012-13</u> Map and prioritize high biodiversity areas and develop a strategy for protection	TFB	Funded by base budget	By whether the TFB has a prioritized high biodiversity areas, and developed a strategy including a funding needs assessment)	Mapping of high priority areas underway

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
		<u>FY 2011/12 – 2014/15</u> Protect land with high biodiversity, through acquisition, donation, or conservation covenant	TFB*		Partial funding through base budget; acquisitions funded by donations and external grants	By whether the TFB has protected at least 500 hectares of high biodiversity land in the timeframe of the Regional Conservation Plan 2011-2015	78.97 hectares protected since 2011
	1.6 Use land use planning tools and decisions to increase protection of special areas	<u>FY 2012/13</u> Explore model land use planning tools that protect species and ecosystems at risk	LPC		Funded by base budget	By whether a staff report on model land use planning tools has been completed	Not started. Pending provincial working group report.
		Trustee workshop about protection of special areas	TFB	LPC	Funded by base budget	By whether a trustee workshop has been held	Planned for December 2012 Trust Council meeting
		<u>FY 2011/12 – 2014/15</u> Develop policy, OCP and LUB amendments that include protective measures for biodiversity	LTCs**/BIM***		Subject to annual program budgets	By whether OCPs and LUBs have been amended to address improved protection of biodiversity	Some reviews underway
	1.7 Reduce greenhouse gas emissions	<u>FY 2012/13</u> Include GHG emission reduction targets, policies and actions in all OCPs, as required by LGA	LTCs		Funded by program budget	By whether all OCPs comply with LGA re GHG emissions	18 of 19 comply. Outstanding OCP (Piers Island) on work program for 2012
		<u>FY 2014/15</u> Use new planning tools (Bill 27) to reduce greenhouse gas emissions to implement OCP policies LTCs adopted last term (e.g. as illustrated in Trust Council toolkit Reducing Greenhouse Gases in the Islands Trust Area)	LTCs**/BIM***		Subject to funding in 2014/15 budget	By whether LTCs/BIM have used new planning tools to foster reduced GHG emissions from development	Not started
		<u>FY 2012/13</u> Develop policy regarding carbon-neutral operations and purchase of carbon credits to balance GHG emissions that cannot be eliminated	FPC		Funded by base budget	By whether Trust Council has adopted a policy	Draft going to FPC in Nov/12
2. PROTECT coastal and marine ecosystems	2.1 Encourage understanding of shoreline processes and voluntary stewardship of coastal and marine ecosystems	<u>FY 2012/13</u> Develop integrated shoreline and watershed protection mapping for major islands	LPC		Funded by external grants	By whether integrated shoreline and watershed protection mapping has been developed for major islands	Drafts complete. To be finalized and distributed by Mar/13
		<u>FY 2013/14</u> Identify and post updated website links regarding existing shoreline stewardship information	TAS		Funded by base budget	By whether website links have been updated	Not started

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
		Pilot a Green Shores for Homes credit rating incentive system in one LTA	LTCs**		Subject to funding in 2013/14 budget or successful grant application	By whether an LTC has piloted a Green Shores for Homes credit rating incentive system	Not started
		Host a shoreline stewardship landowner workshop on one island	LPC	TFB	Subject to funding in 2013/14 budget	By whether a workshop has been held	Not started
	2.2 Use land use planning tools and decisions to improve protection of coastal areas	<u>FY 2013/14 – 2014/15</u> Adopt regulatory bylaws with respect to integrated shoreline and watershed protection mapping	LTCs**		Subject to funding in future program budgets	By whether LTCs have adopted regulatory bylaws	Reviewed by Thetis LTC
		Develop mechanisms for proactive bylaw enforcement of illegal structures on the foreshore	LPC/LTCs**		<i>Subject to funding in future budgets</i>	By whether mechanisms have been developed	Not started
	2.3 Participate in planning for National Marine Conservation Area Reserve	<u>FY 2011/12 – 2014/15</u> Advocate for implementation of the NMCA reserve	EC		Funded by base budget	By whether the EC has continued to actively advocate for implementation of the NMCA reserve	Successful resolution sponsored at UBCM 2010 Convention
		Participate in NMCA workshops and consultation opportunities	LTCs**/TAS		May require additional funds	By level of participation in NMCA workshops and consultation opportunities	August 2012 Parks Canada workshop
		<u>Future fiscal years (TBD)</u> Respond to NMCA implementation steps with complementary activities, as required	LTCs**		May require additional funds	TBD	Not started
	2.4 Advocate for protection of the Salish Sea and Howe Sound from oil spills, derelict vessels and industrial activities	<u>FY 2011/12 – 2014/15</u> Chair correspondence regarding oil spill prevention and response	EC		Funded by base budget	By whether the Chair has sent correspondence to advocate for oil spill prevention and response	2011:7 letters sent 2012:1 letter sent Resolution proposed for UBCM convention 2012
		Chair participation in hearings related to tanker traffic increases	EC		Funded by base budget	By whether the Chair has participated in hearings related to tanker traffic increase	One NEB hearing presentation August 2012
		Host local government workshops to raise awareness of gaps in oil spill prevention and response capacity	EC		Funded by base budget	By whether workshops have been held	One held at AVICC
		Participate in mock oil spill exercises to understand gaps in oil spill response capacity	EC		Funded by base budget	By whether participation has taken place	Participation in two exercises in 2012
		<u>FY 2011/12 – 2014/15</u> Continue to advocate for senior government solutions to derelict vessels	EC		Funded by base budget	By whether the Islands Trust has continued to advocate for derelict vessel solutions	Islands Trust participation on derelict vessel working group is on-going

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
		<u>FY 2011/12 – 2014/15</u> Advocate regarding potential impacts of the proposed Raven Coal Mine upon Baynes Sound and the potential impacts of the proposed Burnco Gravel Mine upon Howe Sound	EC	Subject to base and project budgets	By whether the Executive Committee has advocated regarding the proposed Raven Coal Mine and the Burnco Gravel Mine	Two Trust Council resolutions passed One letter written
		<u>FY 2013/14</u> Clarify jurisdictional issues related to Islands Trust Area boundary	EC	Subject to 13/14 budget	By whether a formal report and request for provincial clarification has been completed	Not started
	2.5 Advocate for appropriate regulation of aquaculture	<u>FY 2013/14 – 2014/15</u> Collaborate with Department of Fisheries and Oceans regarding shellfish regulations through local government advisory committee as a pilot project for one LTC (Denman)	LTCS**	Subject to funding in 2013/14 budget	By whether the Denman Island LTC has collaborated with DFO on a pilot project	Not started
	2.6 Advocate for regulation of marine sewage	<u>FY 2011/12 – 2014/15</u> Chair correspondence regarding marine sewage regulation	EC	Funded by base budget	By whether the Chair has written to advocate for regulation of marine sewage	Pending
		Amend OCP policies to require sewage pump-outs as a condition of new/expanded marinas (i.e. during rezoning applications)	LTCS**/BIM***	Funded by base budget	By whether OCP policies require sewage pump-outs as a condition of marina development/expansion	Required or recommended in 8 OCPs

Policy Statement Goal B: Stewardship of Island Resources...

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
3. PROTECT quality and quantity of water resources	3.1 Encourage understanding and voluntary stewardship of water resources	<u>FY 2013/14</u> Develop new educational materials about water resource concerns	TPC	Subject to 2013/14 program budget	By whether educational materials had been developed	Not started
		Hold community meetings to discuss local water resource concerns and encourage local stewardship actions	TPC	Subject to 2013/14 program budget	By whether community meetings have been held to encourage water stewardship	Not started
		<u>FY 2014/15</u> Develop an on-going water stewardship program	TPC	Subject to 2014/15 program budget	By whether an on-going water stewardship program has been funded and launched	Not started
	3.2 Advocate for provincial Water Act reform	<u>FY 2011/12 – 2014/15</u> Continue to participate in Water Act reform consultations	EC	Funded by base budget	By whether participation in Water Act reform has taken place	Pending provincial selection of pilot areas
	3.3 Use land use planning tools and decisions to protect water quality and quantity	<u>FY 2013/14</u> Develop toolkit for use by LTCs/BIM that illustrates options for using planning tools to protect water quality and quantity	LPC	Subject to 2013/14 program budget	By whether a toolkit has been developed	Not started
		<u>FY 2013/14 – 2014/15</u> Amend OCPs to include new policies for water resource protection	LTCs**/BIM***	Subject to annual program budgets	By whether OCPs have been amended to include new policies about water resource protection	Some reviews underway
		Amend LUBs to include new regulations aimed at protection of water quality and quantity	LTCs**/BIM***	Subject to annual program budgets	By whether LUBs have been amended to include new regulations aimed at protection of water quality and quantity	Not started
		<u>FY 2013/14</u> Develop model Development Permit Areas that LTCs and BIM may consider in regards to water conservation	LPC	Subject to 2013/14 program budget	By whether model Development Permit Areas have been developed	Not started
		<u>FY 2014/15</u> Adopt new Development Permit Areas to enhance water conservation	LTCs**/BIM***	Subject to 2014/15 program budget	By whether LTCs/BIM have adopted new Development Permit Areas to enhance water conservation	Not started
	3.4 Explore alternative tools for improving watershed management	<u>FY 2012-13</u> Identify options within the Islands Trust Act for coordination of watershed protection	EC	Funded by base budget	By whether options had been identified	Underway

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
		<u>FY 2013-14</u> Consider pilot project for coordination of watershed protection within one LTA	LTCs**	Subject to funding by program budget or grants	By whether a pilot project has been considered	Not started

Policy Statement Goal C: Sustain Island Character and Healthy Communities...

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
4. ENHANCE community economic sustainability and security	4.1 Create linkages between islands and Regional Districts to share effective and appropriate economic development models	<u>FY 2013/14</u> Convene Trust Area opportunity to focus on effective and appropriate economic development models	TPC	Subject to funding in 2013/14 program budget	By whether an opportunity has been developed	Not started
	4.2 Advocate for sustainable, affordable and appropriate ferry service	<u>FY 2013/14</u> Commission economic impact study related to ferry fares and service	TPC	Subject to funding in 2013/14 budget	By whether a study is complete	Not started
		<u>FY 2011/12 – 2014/15</u> Continue advocacy program regarding ferry fares and service.	EC	Funded by base budget	By whether advocacy actions have been taken in regards to ferry fares and service	On-going
	4.3 Use land use planning tools and decisions to improve the availability of affordable/accessible/ appropriate housing (as described in Trust Council's toolkit, <i>Affordable Housing Guide</i>)	<u>FY 2011/12 – 2014/15</u> Amend OCPs to include affordable housing policies	LTCs**/BIM***	Subject to annual program budgets	By whether OCPs have been amended to include new affordable housing policies	Some OCP reviews underway
		Amend LUBs to improve availability of affordable housing	LTCs**/BIM***	Subject to annual program budgets	By whether LUBs have been amended to improve availability of affordable housing	SSI LUB amendments re secondary suites to public hearing in fall/2012
	4.4 Use land use planning tools and decisions to increase local food security and farmland protection (as described in Trust Council's toolkit, <i>A Seat at the Table</i>)	<u>FY 2012/13 – 2014/15</u> Amend OCPs to include food security and farmland protection policies	LTCs**/BIM***	Subject to annual program budgets	By whether OCPs have been amended to address food security and farmland protection	Reviews underway
		Amend LUBs to improve food security	LTCs**/BIM***	Subject to annual program budgets	By whether LUBs have been amended to improve food security	Reviews underway

Goal D: In cooperation with others...

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS Italics indicate status change since last TC meeting
5. STRENGTHEN relations with First Nations	5.1 Improve consultation/engagement with First Nations during land use referrals	<u>FY 2012/13</u> Adopt First Nations Consultation Strategy	TAS		Funded by 2011/12 budget	By whether Trust Council has adopted a First Nations Consultation Strategy	First draft to TC Jun/12
		Trustee workshop on working with aboriginal peoples	EC		Funded by 2012/13 budget	By whether a trustee workshop has been held	Complete
		<u>FY 2012/13</u> Implement 'essential and quick start' improvements to land use referral system that do not require additional resources, as identified in FN Consultation Strategy	LPS	TAS	Funded by base budget	By whether all 'essential and quick start' improvements that do not require additional resources have been implemented	Underway
		Identify resource needs for improved consultation and engagement	EC		Funded by base budget	By whether the resource needs for improved consultation and engagement has been identified	Not started
		<u>FY 2013/14 – 2014/15</u> Implement improvements identified in the FN Consultation Strategy as longer term or requiring additional resources	LPS	TAS	Subject to funding in future base budgets	By whether all improvements identified in the FN Consultation Strategy as longer term or requiring additional resources have been implemented	Not started
	5.2 Improve consultation/engagement with First Nations during Trust Council's marine and terrestrial protection work	<u>FY 2013/14 – 2014/15</u> Improve consultation and engagement re free Crown grant program	TAS		Subject to funding	By whether consultation and engagement has been improved	Not started
		<u>FY 2012/13 – 2014/15</u> Improve communication and coordination during marine protection advocacy	EC		Funded by base budget	By whether consultation and engagement has been improved	Not started
6. IMPROVE organizational cost and operational effectiveness	6.1 Confirm a fair distribution of Islands Trust Services to Bowen Island Municipality	<u>FY 2012/13</u> Review and amend Policy 7.2.vi (Municipal Requisition Cost Allocations)	FPC		Funded by base budget	By whether Policy 7.2.vi has been amended	Draft prepared for discussion with BIM in Sept/12
		Identify Bowen Island Municipality needs for services provided by Trust Area Services unit	TAS		Funded by base budget	By whether BIM needs for TAS services have been identified	Initial discussion planned Sep/12
		Identify improved opportunities for BIM to access services provided through Trust Area Services unit	TAS		Funded by base budget	By whether opportunities for BIM to access TAS services have been identified	Not started
		<u>FY 2013/14</u> Provide additional TAS services to BIM	TAS		Funded by base budget	By whether BIM is accessing additional TAS services as identified	Not started

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
	6.2 Improve cost-recovery from development application fees	FY 2012/13 Develop model fees bylaw for consideration by LTCs	LPC	FPC	Funded by base budget	By whether a model bylaw has been developed	<i>TC referred to LPC/FPC before bylaw drafting begins</i>
		FY 2013/14 Consider adoption of amended fees bylaws.	LPC/LTCs**		Subject to funding in 2013/14 program budget	By whether LTCs have adopted an amended fees bylaw that improves cost recovery	Not started
	6.3 Prepare Island Trust organization for potential incorporation of Salt Spring Island (if province advances a provincial restructure study for SSI)	FY 2012/13 Review terms of reference for a transition strategy	FPC	EC	Possibly externally funded	By whether term of reference for a transition strategy have been developed	Pending provincial decision regarding SSI restructure study
		FY 2013/14 Identify and evaluate options and adopt a transition strategy	FPC	EC	Possibly externally funded	By whether a transition strategy is complete	Not started. Pending provincial decision regarding SSI restructure study
		FY 2014/15 - ? Implement adopted transition strategy	EC		Subject to future budgets	By whether the transition strategy has been implemented	Pending provincial and SSI decisions
		FY 2012/13 to 2013/14 Review existing IT-MCSCD protocol agreement regarding incorporation of municipalities in the Islands Trust Area	EC		Funded by base budget	By whether the protocol agreement with the ministry has been reviewed and amended	Pending provincial decision
	6.4 Review service delivery regarding application processing	FY 2013/14 Consider development and use of a quality management system pilot on Salt Spring island for processing of development applications	LTC**		Subject to funding in 2013/14 budget	By whether a quality management system has been considered by the SSILTC for one type of application process	Not started

* subject to decisions of Trust Fund Board

**subject to decisions of local trust committees

***subject to decisions of Bowen Island Municipality

Abbreviations:

AVICC – Assoc. of Vancouver Island Coastal Communities
 BIM – Bowen Island Municipality
 EC – Executive Committee
 FN – First Nations
 FPC – Financial Planning Committee
 FY – Fiscal Year
 IT – Islands Trust
 ITF – Islands Trust Fund
 ITPS – Islands Trust Policy Statement
 LGA – *Local Government Act*
 LPC – Local Planning Committee

LPS – Local Planning Services
 LTA – Local Trust Area
 LTC – Local Trust Committee
 LUB – Land Use Bylaw
 MCSCD – Ministry of Community, Sport and Cultural Development
 MVRD – Metro Vancouver Regional District
 NA – Not Applicable
 NEB – National Energy Board
 NAPTEP – Natural Area Protection Tax Exemption Program
 NMCA – National Marine Conservation Area
 OCP – Official Community Plan
 ProD – Professional Development

RAR – Riparian Areas Regulation
 RD – Regional District
 RFD – Request for Decision
 SSI – Salt Spring Island
 TAS – Trust Area Services
 TBD – To Be Determined
 TC – Trust Council
 TFB – Trust Fund Board
 TPC – Trust Programs Committee
 UBCM – Union of BC Municipalities

For more information, contact:

Sheila Malcolmson, Chair,
 Islands Trust Council
 email smalcolmson@islandstrust.bc.ca
 telephone 250.247.8078

Linda Adams, Chief Administrative Officer,
 Islands Trust
 email ladams@islandstrust.bc.ca
 telephone 250.405.5151

Visit our website at:
www.islandstrust.bc.ca

Colour Key for middle column:

Colour	Potential committee / unit / body taking lead for a potential strategy
	Local Planning (through Local Planning Committee, Local Planning Services staff, Local Trust Committees or Bowen Island Municipality)
	Trust Programs Committee or Trust Area Services staff
	Executive Committee
	Trust Fund Board or Islands Trust Fund staff
	Financial Planning Committee



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	Courtney Simpson	Nov-15-2014	On Going
2	Riparian Areas Regulation Implementation	Amend OCP to comply with RAR for the one watershed identified as applicable to RAR, using the stream mapping by Mimulus Biological Consultants.	Sep-07-2011	Courtney Simpson	Nov-15-2014	On Going
3	Shoreline Development Permit Area	Community outreach, education and engagement on draft DPA.	Sep-07-2011	Courtney Simpson	Sep-01-2014	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 Cheif Lisa Shaver.	Feb-06-2009	On Going
1	Joint proactive enforcement with CVRD		Jul-28-2010	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	Development Approval Information Bylaw		May-25-2011	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	Sustainability Guidelines for Thetis Island	Discuss collaboration with Cowichan Valley Regional District Building Department, finalize draft, and make a plan for distribution.	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	Ratification of protocol agreement with the Cowichan Valley Regional District	Director of Local Planning Services to move forward. Meeting to be held between CVRD board and Thetis LTC	Feb-06-2009	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

Applications w/ Status - Thetis Island Status: Open

Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
TH-ALR-2012.1	Torchbearers Capernwray Canada Society Planner: Courtney Simpson	Jun-29-2012	298 Foster Point Road, Thetis Island Non Farm Use Application For existing and new Bible Centre uses

Planning Status

Status Date: Nov-01-2012

Referred to ALC

Status Date: Sep-24-2012

Staff report on October 3, 2012 agenda

Status Date: Jul-23-2012

Planner reviewing file

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
TH-DVP-2010.1	Trincomali Holdings Ltd Planner: Courtney Simpson	Aug-17-2010	Seawall Construction

Planning Status

Status Date: Aug-01-2012

LTC direction to defer decision until response from Lyackson and Penelakut First Nations

Status Date: Jun-19-2012

Staff report prepared

Status Date: Apr-02-2012

Subdivision

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

Planning Status

Status Date: Jul-08-2011

PLA extended to June 8 2012

Status Date: Jun-23-2011

Indicated RAR requirement in response to request for PLA extension

Status Date: Jun-17-2010

12-month extension to PLA

File Number	Applicant Name	Date Received	Purpose
TH-SUB-2010.1	Williamson & Associates Professional Surveyors Planner: Linda Prowse	Feb-24-2010	Subdivide to create 2 lots

Planning Status

Status Date: Oct-10-2012

Address is 17 Foster Point, Thetis Island - The Ministry of Transportation and Infrastructure will close this file in February, 2013 if PLA conditions are not met. Islands Trust staff will also close the file in February 2013. Islands Trust staff sent Notice of PLA non-approval to the Local Trust Committee.

Status Date: Feb-07-2012

Preliminary Layout not approved notice received - There are a number of conditions the applicant has not complied with. Ministry notes if conditions are not complied with, the file will be closed in 1 year.

Status Date: Jan-10-2012

MOTI will be recommending NON PLA to the Provincial Approving Officer, as there has not been any attempt by the applicant to remedy the concerns of the Environmental Health Officer regarding sewage disposal for this subdivision proposal.

File Number	Applicant Name	Date Received	Purpose
-------------	----------------	---------------	---------

TH-SUB-2010.2

G.W. Lindberg
Land Surveying
Inc.

Dec-20-2010

Create 2 parcels

Planner: Marnie Eggen

Planning Status

Status Date: Sep-07-2012

Final letter sent to MOTI

Status Date: Aug-01-2012

Resolved to endorse strata covenant

Status Date: May-23-2012

LTC resolved to defer endorsement of strata covenant until review of geotech draft covenant

From: Nicole Ranger
Sent: October-25-12 11:22 AM
To: Courtney Simpson; Ken Hancock; Peter Luckham; Sue French; Theresa Warren; Becky McErlean
Cc: Nancy Rogers
Subject: Thetis LTC Expenses - Oct 31/12

Islands Trust

LTC EXP SUMMARY REPORT F2012

Invoices posted to October 31, 2012

670 Thetis	Invoices posted to October 31, 2012	Budget	Spent	Balance
65000 670	LTC "Trustee Expenses"	1,100.00	307.91	792.09
65200 670	LTC Local Exp LTC Meeting Expenses	1,200.00	418.69	781.31
65210 670	LTC Local Exp APC Meeting Expenses	600.00	104.12	495.88
65220 670	LTC Local Exp Communications	500.00	-	500.00
65230 670	LTC Local Exp Special Projects	500.00	-	500.00
65240 670	LTC Local Exp Miscellaneous	200.00	-	200.00
TOTAL LTC Local Expense		3,000.00	522.81	2,477.19
73001 670 2009	Thetis OCP/LUB	5,000.00	-	5,000.00
73001 670 2010	Thetis Ruxton Island Associtated OCP/LUB	5,000.00	724.25	4,275.75
73001 670 3008	Thetis RAR	2,000.00	135.26	1,864.74
TOTAL Project Expense		12,000.00	859.51	11,140.49

Nicole Ranger

Finance Clerk
 Islands Trust
 200-1627 Fort Street
 Victoria, BC V8R 1H8
 Phone: (250) 405-5152
 Fax: (250) 405-5155

*Preserving **Island** communities, culture and environment*



Please consider the environment before printing this email



Islands Trust

Preserving **island** communities, culture and environment.

[Meeting Agendas](#)
[Contact](#)
[Secure Login](#)
[Home](#)
[Local Trust Committees](#)
[Trust Council](#)
[Islands Trust Fund](#)
[Island Municipalities](#)
[About Us](#)
[Employment](#)
[News and Subscriber Services](#)


Population (2011):

Approximately 340

Size:

1,129 hectares (2,789 acres)

Location:

7 kilometres north of Chemainus on Vancouver Island.

[Land Use Planning](#)
[Related Planning Services](#)
[Related Resources](#)
[Trust Area Mapping](#)
[Related Links](#)

Thetis Island Local Trust Committee

Latest News

In this section you will find current news items that are relevant to your Local Trust Area and your community. [Subscribe](#) to the Thetis Island Latest News updates and receive the latest information on official community plan reviews, staff reports, notifications and other documents published in the latest news section.

November 2012

- [Ruxton Island Advisory Planning Commission has first meeting on the Community Plan Review](#)

August 2012

- [A Ruxton Island Advisory Planning Commission has been appointed to advise the Local Trust Committee on a new Community Plan.](#)

July 2012

- [Community Information Meeting scheduled for Ruxton Island on September 1st, 2012 regarding the Community Plan project](#)

June 2012

- [The Local Trust Committee launches a Community Plan Review for the Associated Islands with a newsletter and survey mailed to property owners.](#)

February 2012

- [Thetis Island owners have options to provide lasting protection for properties](#)

Committee Links

[Committee Home](#)
[Trustee Membership](#)
[Contact Trustees](#)
[Contact Planning Staff](#)
[Planning Bylaws](#)
[Administrative Bylaws](#)
[Meetings Schedule](#)
[Meeting Agendas](#)
[Meeting Minutes](#)
[Resolutions-Without-Meeting](#)
[Associated Islands](#)
[Land Use Application Forms](#)

Local Trust Committee Projects and Resources

Thetis Island General

- [Thetis Island Sustainability Guide](#)
- [Thetis Island Community Profile](#)
- [Thetis Island Draft Development Potential Map -August 2009](#)

Thetis Island Standing Resolutions

Community Plan Project for Associated Islands

Including Ruxton, Reid, Pylades, Hudson, Scott, Dayman, Bute and Dunsmuir Islands

Staff reports and project documents:

- [Project Terms of Reference](#)
- [Preliminary Staff Report for April 18, 2012 Meeting](#)
- [Staff Report for May 23, 2012 Meeting](#)
- [UPDATED Community Profile -September, 2012](#)

Communication and consultation:

- [Newsletter - June, 2012](#)
- [Report on Summer 2012 Survey](#)
- [Addendum to report on Summer 2012 Survey](#)

Ruxton Island - specific:

- [Ruxton Advisory Planning Commission Terms of Reference](#)
- [Ruxton Island Advisory Planning Commission membersip](#)

Ruxton Island Advisory Planning Commission Minutes

- [October 19, 2012 - Draft](#)

Riparian Areas Regulation Implementation

- [Staff Report dated May 24, 2011](#)
- [Staff Report dated July 21, 2010](#)
- [RAR Stream Identification of the Ralston Creek Watershed, March 2011](#)
- [Map showing RAR streams with property lines](#)
- [Map showing RAR streams with buffers for Streamside Protection and Enhancement Area](#)
- [Provincial Riparian Areas Regulation website](#)

Marine Shorelands

- [DRAFT Marine Shorelands Development Permit Area, April 30, 2011](#)
- [Staff Report re: Marine Shorelands Development Permit Area and Sea Level Rise - January 26, 2011](#)
- [Staff Report re: Marine Shorelands Development Permit area - January 6, 2011](#)
- [Staff Report re: Shoreline Management - November 18, 2010](#)
- [Review of Thetis Island Shoreline Classification and Recommendations for Shoreline Development - March 31, 2010, Archipelago Marine Research Ltd.](#)
- UBC Pilot Study on Thetis Shoreline Classification - maps and presentation boards:
 - [Distribution of Coastline Types](#)
 - [Coastal and Watershed Systems: Sediment Sources, Movement, Sinks and Ecosystems](#)
 - [Relative Energy Zones & Shoreline Dynamics](#)
 - [Coastal Types & Shoreline Characteristics](#)
 - [Coastal Types & Siting in Response to Systems](#)
 - [Coastal Design Strategies](#)

Advisory Planning Commission

- [Advisory Planning Commission Minutes](#)

Community Housing

- [Community Housing in the Islands Trust Area](#)

Food Security

- [Food Security in the Islands Trust Area](#)

Climate Change Action

- [Staff Report dated October 6, 2009](#)
- [Memorandum dated August 17, 2009](#)
- [Climate Wise Islands](#)
- [Newsletter - November 2009](#)
- [Fact Sheets](#)

Valdes Island

- [Brochure for Building Permit information on Valdes Island](#)

[^ top](#)