



## Thetis Island Local Trust Committee Regular Meeting Agenda

Date: November 24, 2015  
Time: 9:30 am  
Location: Thetis Island Community Centre (Forbes Hall)  
North Cove Road, Thetis Island, BC

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|                                                                                                                   | Pages               |
|-------------------------------------------------------------------------------------------------------------------|---------------------|
| 1. CALL TO ORDER                                                                                                  | 9:30 AM - 9:35 AM   |
| 2. APPROVAL OF AGENDA                                                                                             |                     |
| 3. TOWN HALL AND QUESTIONS                                                                                        | 9:35 AM - 9:50 AM   |
| 4. COMMUNITY INFORMATION MEETING - None                                                                           |                     |
| 5. PUBLIC HEARING - None                                                                                          |                     |
| 6. MINUTES                                                                                                        | 9:50 AM - 10:00 AM  |
| 6.1 Local Trust Committee Minutes Dated September 29, 2015 for adoption                                           | 3 - 9               |
| 6.2 Section 26 Resolutions-without-meeting Report - None                                                          |                     |
| 6.3 Advisory Planning Commission Minutes - None                                                                   |                     |
| 7. BUSINESS ARISING FROM MINUTES                                                                                  | 10:00 AM - 10:10 AM |
| 7.1 Follow-up Action List Dated November 13, 2015                                                                 | 10 - 11             |
| 7.2 Advisory Planning Commission - Verbal Update                                                                  |                     |
| 8. DELEGATIONS - None                                                                                             |                     |
| 9. CORRESPONDENCE                                                                                                 | 10:10 AM - 10:20 AM |
| <i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>         |                     |
| 9.1 Letter dated October 27, 2015 from UBCM regarding the Regional Community to Community Forum Grant Application | 12 - 12             |
| 10. APPLICATIONS AND REFERRALS                                                                                    | 10:20 AM - 11:00 AM |
| 10.1 Salt Spring Island Local Trust Area Bylaw Referral Request for Response for Land Use Bylaw No. 485           | 13 - 14             |
| 10.2 TH-RZ-2015.1 (Penelakut Seafoods Ltd.)                                                                       |                     |
| 10.2.1 <u>Staff Report Dated November 9, 2015</u>                                                                 | 15 - 27             |

|        |                                                                                                                                                                 |                     |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 10.3   | TH-RZ-2015.2 (Hardy Island Granite Quarries Ltd.)                                                                                                               |                     |
| 10.3.1 | <u>Staff Report Dated November 10, 2015</u>                                                                                                                     | 28 - 50             |
| 11.    | LOCAL TRUST COMMITTEE PROJECTS - None                                                                                                                           |                     |
| 12.    | REPORTS                                                                                                                                                         | 11:00 AM - 11:20 AM |
| 12.1   | Work Program Reports                                                                                                                                            |                     |
| 12.1.1 | <u>Top Priorities Report Dated November 13, 2015</u>                                                                                                            | 51 - 51             |
| 12.1.2 | <u>Projects List Report Dated November 13, 2015</u>                                                                                                             | 52 - 52             |
| 12.2   | Applications Report Dated November 13, 2015                                                                                                                     | 53 - 55             |
| 12.3   | Trustee and Local Expense Report Dated October, 2015                                                                                                            | 56 - 56             |
| 12.4   | Adopted Policies and Standing Resolutions - None                                                                                                                |                     |
| 12.5   | Local Trust Committee Webpage                                                                                                                                   |                     |
| 12.6   | Chair's Report                                                                                                                                                  |                     |
| 12.7   | Trustee Reports                                                                                                                                                 |                     |
| 12.8   | Electoral Area Director's Report                                                                                                                                |                     |
| 12.9   | Trust Fund Board Report Dated October, 2015                                                                                                                     | 57 - 57             |
| 13.    | NEW BUSINESS                                                                                                                                                    | 11:20 AM - 11:35 AM |
| 13.1   | Cowichan Valley Regional District Meeting Follow-up                                                                                                             |                     |
| 13.1.1 | <u>Memorandum Dated November 12, 2015</u>                                                                                                                       | 58 - 78             |
| 13.2   | Memorandum Dated November 2, 2015 Regarding 2016 LTC Meeting Dates for Adoption                                                                                 | 79 - 79             |
| 13.3   | Coastal Douglas Fir and Associated Ecosystems Partnership Conservation Strategy                                                                                 |                     |
| 13.3.1 | <u>Briefing Report dated November 10, 2015</u>                                                                                                                  | 80 - 105            |
| 13.4   | Letter of support for "THINC" - for Discussion                                                                                                                  |                     |
| 13.5   | Request to Financial Planning Committee for Allocated Financial Statements - for Discussion                                                                     |                     |
| 14.    | UPCOMING MEETINGS                                                                                                                                               |                     |
| 14.1   | Next Regular Meeting Scheduled for Tuesday, January 26, 2016 at 9:30 am at the Thetis Island Community Centre (Forbes Hall), North Cove Road, Thetis Island, BC |                     |
| 15.    | TOWN HALL                                                                                                                                                       | 11:35 AM - 11:50 AM |
| 16.    | CLOSED MEETING - None                                                                                                                                           |                     |
| 17.    | ADJOURNMENT                                                                                                                                                     | 11:50 AM - 11:50 AM |



## Thetis Island Local Trust Committee Minutes of Regular Meeting

**Date:** September 29, 2015  
**Location:** Thetis Island Community Centre (Forbes Hall)  
North Cove Road, Thetis Island, BC

**Members Present:** Susan Morrison, Chair  
Peter Luckham, Local Trustee  
Ken Hunter, Local Trustee

**Staff Present:** Janice Young, Recorder  
Marnie Eggen, Acting Island Planner  
Ann Kjerulf, Regional Planning Manager

**Media and Others:** 1 (one) member of the public was in attendance.

### 1. CALL TO ORDER

Chair Morrison called the meeting to order at 9:35 am. She acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. She then introduced the staff and trustees and welcomed the member of the public.

### 2. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

- Late item 13.1 Letter regarding Beacon Wireless Inc. Application for delivering digital connectivity on Thetis Island and Northern Gulf Islands.

**By general consent** the agenda was adopted as amended.

### 3. TOWN HALL AND QUESTIONS - None

### 4. COMMUNITY INFORMATION MEETING - None

### 5. PUBLIC HEARING - None

### 6. MINUTES

#### 6.1 Local Trust Committee Minutes Dated August 11, 2015 for adoption

The following amendment to the minutes was presented for consideration:

- Page 5, item 12.7, line one, add a period after “Moore Hill” and delete remainder of paragraph one and all of paragraph two.

**By general consent** the minutes were adopted as amended.

**6.2 Section 26 Resolutions-without-meeting Report Dated September 18, 2015**

Received.

**6.3 Advisory Planning Commission Minutes - None**

**7. BUSINESS ARISING FROM MINUTES**

**7.1 Follow-up Action List Dated September 18, 2015**

The Follow-up Action List was reviewed and discussed.

**7.2 Advisory Planning Commission –Verbal Update**

Acting Island Planner Eggen reported that to date there have not been any letters of expressions of interest submitted and this item will be kept on the agenda as requested by the LTC.

Trustee Luckham requested that a call for letters of expressions of interest for new Advisory Planning Commission members be advertised through E-Spokes.

**8. DELEGATIONS - None**

**9. CORRESPONDENCE**

*(Correspondence received concerning current applications or projects is posted to the LTC webpage)*

**9.1 Email dated August 14, 2015 from Gillian Gwyer regarding Clam Bay**

Received.

Trustee Hunter reported that he is following up on these concerns and is in ongoing communication with Gillian Gwyer.

- 9.2 Letter dated August 26, 2015 from Bruce Batchelor on behalf of Ruxton Island Property Owners Association (RIPOA) regarding Hardy Island Granite Quarries Ltd.**

Received.

- 9.3 Letter dated September 17, 2015 from Olaf Knezevic, Lynda Knezevic, Kristine Knezevic regarding Hardy Island Granite Rezoning Application on Valdes Island**

Received.

## **10. APPLICATIONS AND REFERRALS**

- 10.1 Galiano Island Local Trust Area Bylaw Referral Request for Response for Official Community Plan (OCP) Bylaw 253**

**TH-2015-026**

It was **MOVED** and **SECONDED**  
that the Thetis Island Local Trust Committee's interests are unaffected by  
Galiano Island Local Trust Area Official Community Plan (OCP) Bylaw 253.

**CARRIED**

- 10.2 Salt Spring Island Local Trust Area Bylaw Referral Request for Response for Land Use Bylaw (LUB) 483**

**TH-2015-027**

It was **MOVED** and **SECONDED**  
that the Thetis Island Local Trust Committee's interests are unaffected by  
Salt Spring Island Local Trust Area Land Use Bylaw (LUB) 483.

**CARRIED**

- 10.3 TH-RZ-2015.1 (Penelakut Seafoods Ltd.)**

**10.3.1 Staff Report Dated September 17, 2015**

Staff report presented and summarized by Acting Island Planner Eggen; staff looking for direction from Local Trust Committee (LTC) as to how to proceed with this application. The next step would be for staff to prepare and bring forward draft amendment bylaws for consideration and discussion.

Discussion followed regarding predator netting, especially in navigation channels.

**TH-2015-028**

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

that the Thetis Island Local Trust Committee request staff to inquire with Transport Canada about the use of predator netting in the navigation channel within the proposed mariculture lease area, “the Cut”/Clam Bay.

**CARRIED**

**TH-2015-029**

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

that the Thetis Island Local Trust Committee request staff to prepare amending bylaws to change the Official Community Plan (OCP) designation to “Mariculture” and to rezone the unsurveyed foreshore being part of the bed of Clam Bay, commonly known as “the Cut”, Penelakut Island as shown in “Figure 4: Subject Area to be Rezoned” of this staff report dated September 17, 2015 from ‘W-4 Zone’ to a ‘W-5’ site specific zone to “allow bottom culture mariculture”.

**CARRIED**

**10.4 Salt Spring Island Local Trust Area Bylaw Referral Request for Response for Land Use Bylaw (LUB) 484**

**TH-2015-030**

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

that the Thetis Island Local Trust Committee’s interests are unaffected by Salt Spring Island Local Trust Area Land Use Bylaw (LUB) 484.

**CARRIED**

**11. LOCAL TRUST COMMITTEE PROJECTS**

**11.1 Riparian Areas Regulation Implementation - Verbal update**

Acting Island Planner Eggen reported that she is meeting with Ian Ralston after the LTC meeting to talk further about this issue.

Member of the public, Judy Durban, asked for clarification on the Riparian Area Regulation to which staff and trustees gave brief responses.

## **12. REPORTS**

### **12.1 Work Program Reports**

#### **12.1.1 Top Priorities Report Dated September 18, 2015**

Acting Island Planner Eggen reported updates.

#### **12.1.2 Projects List Report Dated September 18, 2015**

Acting Island Planner Eggen reported updates.

Discussion followed regarding funding application for “Community to Community” meeting.

#### **TH-2015-031**

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

that Top Priority #1 Associated Island OCP and LUB Creation be moved to the Projects List and that the Project List Items: Protocol Agreement or Memorandum of Understanding with Penelakut First Nation and Revise Protocol Agreement with Lyackson First Nation be consolidated and moved to the Top Priorities List and be reworded to include the Stz’uminus First Nation, and that “Protocol Agreement” be struck and the activity be reworded to say “Seek Community to Community Funding”.

**CARRIED**

### **12.2 Applications Report Dated September 18, 2015**

Acting Island Planner Eggen reviewed report and provided updates.

### **12.3 Trustee and Local Expense Report Dated August, 2015**

Received.

### **12.4 Adopted Policies and Standing Resolutions- None**

### **12.5 Local Trust Committee Webpage - None**

### **12.6 Chair's Report**

Chair Morrison reported that she is very busy and recently enjoyed attending the Union of British Columbia Municipalities (September 21 – 25 in Vancouver), especially the Truth and Reconciliation workshops; she also reported that there is

an upcoming Executive Committee Meeting on October 6, a new Agriculture Land Commission and the Strategic Plan moving forward.

## **12.7 Trustee Reports**

Trustee Hunter reported of his ongoing involvement with concerns regarding pollution in local waters as outlined in Gillian Gwyer's letter and also the gas pipe issue of concern near Telegraph Harbour Marina. Additionally, he expressed interest that the Islands Trust Strategic Plan 2014-2018 be accessible to the public as soon as possible.

Trustee Luckham is working on the local level concerns arising from the upcoming ferry dock renovations and the many issues arising from this project.

Trustee Luckham, as Chair of the Executive Committee is working on affordable ferry fares, energy strategies, UN Biosphere Reserve, and community-based oil spill response.

## **12.8 Electoral Area Director's Report - None**

## **12.9 Trust Fund Board Report - August, 2015**

Review of Report and update by Chair Morrison.

## **13. NEW BUSINESS**

### **13.1 Letter to Janine North, Northern Development Initiative Trust, Connecting British Columbia**

Trustee Luckham presented a letter that he, as Trustee, has written in support of Beacon Wireless to deliver digital connectivity to underserved properties on several Gulf Islands, including Thetis Island. The letter was received for information.

## **14. UPCOMING MEETINGS**

### **14.1 Next Regular Meeting Scheduled for Tuesday, November 24, 2015 at 9:30 am at the Thetis Island Community Centre (Forbes Hall), North Cove Road, Thetis Island, BC**

## **15. TOWN HALL- None**

**16. CLOSED MEETING - None**

**17. ADJOURNMENT**

**By general consent** the meeting was adjourned at 11:02 am.

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Susan Morrison, Chair

Certified Correct:

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Janice Young, Recorder



## Follow Up Action Report w/ Target Date

### Thetis Island Jun-04-2014

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

### Feb-03-2015

| No. | Activity                                                                                                                                                       | Responsibility               | Target Date | Status |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------|--------|
| 1   | Staff to look into creating a Correspondence section for the LTC webpage.<br><br>Update: Correspondence from last two years to be included on the 'News' page. | Emily Kozak<br>Mike Richards | Apr-14-2015 | Done   |

### Apr-14-2015

| No. | Activity                                                                                                                                                                               | Responsibility        | Target Date | Status   |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------|----------|
| 1   | Staff prepare letter for review and signature to be sent to AANDC regarding the noise impact associated with the quarry operation on IR3.                                              | Karin Kronstal        | May-04-2015 | Done     |
| 1   | Staff to contact the 3 pilot project properties owners and provide a memo summarizing their impressions of the property owners with their ability to move forward with their projects. | Aleksandra Brzozowski | May-12-2015 | On Going |

## Sep-29-2015

| No. | Activity                                                                                                                                                                                                                                                                                                                                                                                      | Responsibility                 | Target Date | Status   |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------|----------|
| 1   | Staff to enquire about predator netting with respect to the proposed mariculture activities in the navigation channel of 'the Cut' with Transport Canada.                                                                                                                                                                                                                                     | Marnie Eggen                   | Oct-08-2015 | On Going |
| 1   | <ul style="list-style-type: none"> <li>- Move Top Priority 'Associated Islands OCP and LUB Creation' to Projects List;</li> <li>- Consolidate the first two items on the Projects List and reword to 'Seek Community to Community funding re: Memorandum of Understanding with Penelakut, Lyackson and Stz'uminus First Nations.'</li> </ul>                                                  | Marnie Eggen                   | Oct-08-2015 | On Going |
| 1   | Staff to prepare amending bylaws to change the OCP designation to "Mariculture" and to rezone the unsurveyed foreshore being part of the bed of Clam Bay, commonly known as "the Cut", Penelakut Island as shown on "Figure 4: Subject Area to be Rezoned" of this staff report dated September 17, 2015 from 'W-4 Zone' to a 'W-5' site specific zone to allow "bottom culture mariculture." | Marnie Eggen<br>Becky McErlean | Oct-30-2015 | On Going |
| 1   | Advertise for expressions of interest for APC membership in at least two E-spokes editions.                                                                                                                                                                                                                                                                                                   | Penny Hawley<br>Becky McErlean | Oct-30-2015 | On Going |



FIRST  
NATIONS  
SUMMIT

**Regional Community  
to Community Forum**

Administration provided  
by UBCM and First  
Nations Summit

Funding provided by the  
Ministry of Community,  
Sport & Cultural  
Development

Please direct all  
correspondence to:

Local Government House  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)  
Phone: (250) 356-2947

October 27, 2015

Mike Richards, Grants Program Manager  
Thetis Island Local Trust Committee  
Islands Trust  
200-1627 Fort Street  
Victoria, BC, V8R 1H8

**RE: 2015/16 (Fall) Regional Community to Community Forum –  
Approval in Principle**

Dear Mr. Richards,

Thank you for submitting an application for the 2015/16 (Fall) Community to Community (C2C) forum program. We have reviewed your submission and are pleased to advise you that your request has been approved in principle pending receipt of outstanding items.

To date, written confirmation of intent to participate in the forum has not been received from the Stz'uninus, Lyackson and Penelakut First Nations. In addition, the date of the proposed event has not been forwarded to UBCM.

Upon satisfactory receipt of this outstanding item your application will be eligible for final approval and 50% of the grant will be released. The remainder of the grant will be available after the event is completed and a final report and financial summary has been received.

I would like to congratulate you for responding to this opportunity to build relations with neighbouring First Nations and/or local governments and encourage you to complete your application as soon as possible.

If you have any questions, please feel free to contact Local Government Program Services at (250) 356-2947 or [lgps@ubcm.ca](mailto:lgps@ubcm.ca).

Sincerely,

Danyta Welch  
Policy & Programs Officer



Islands Trust

# BYLAW REFERRAL

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

**Island:** Salt Spring Island Trust Area **Application No.:** SS-RZ-2015.1 **Date:** November 5, 2015

You are requested to comment on the attached referral for potential effect on your agency's interests. We would appreciate your response within **30 days**.

**APPLICANTS NAME / ADDRESS:**

Salt Spring Island Sailing Club, 150 Douglas Road, Salt Spring Island

**PURPOSE OF BYLAW:**

To rezone the property from Residential 9 (R9) to an R9 variant that would allow a private boat club house, and a parking lot for a private boat club. Zoning will also permit a dwelling unit and buildings and structures accessory to a private boat club. The Salt Spring Island Sailing Club has operated from the subject property since 1978. No new construction is proposed at the present time.

**GENERAL LOCATION:**

150 Douglas Road, Salt Spring Island

**LEGAL DESCRIPTION:**

Lot 1, Section 19, Range 4 East, North Salt Spring Island, Cowichan District, Plan VIP55672

**SIZE OF PROPERTY AFFECTED:**

0.83 hectares

**ALR STATUS:**

No

**OFFICIAL COMMUNITY PLAN DESIGNATION:**

Residential Neighbourhoods

**OTHER INFORMATION:**

Please see attached staff report and Proposed Bylaw No. 485 at 1<sup>st</sup> reading.

Please fill out the Response Summary on the back of this form. If your agency's interests are *"Unaffected"*, no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Rezoning Application. A subsequent bylaw referral form may be sent to your agency at a future date.

Name: Jason Youmans

Title Planner 2

**This referral has been sent to the following agencies:**

**Federal Agencies**

Department of Fisheries and Oceans

**Provincial Agencies**

Ministry of Forests, Lands and Natural Resource Operations,  
Environment

**First Nations**

Te'Mexw Treaty Association  
Hul'qumi'num Treaty Group (for information only)  
Pauquachin First Nation  
Malahat First Nation  
Tsartlip First Nation  
Tsawout First Nation  
Tsawwassen First Nation

**Regional Agencies**

Island Health  
North Salt Spring Water District  
Capital Regional District  
Harbour Authority

**Adjacent Local Trust Committees and Municipalities**

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

Tseycum First Nation  
Chemainus First Nation  
Cowichan Tribes  
Halalt First Nation  
Lake Cowichan First Nation  
Lyackson First Nation  
Penelakut First Nation  
Semiahmoo First Nation

# REFERRAL FORM RESPONSE SUMMARY

☐ Approval Recommended for Reasons Outlined Below

☐ Approval Recommended Subject to Conditions Outlined Below

☐ Interests Unaffected

☐ Approval Not Recommended Due to Reason Outlined Below

\_\_\_\_\_  
Salt Spring Island Trust Area  
(Island)

\_\_\_\_\_  
SS-BL-485  
(Application Number)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Agency)

# STAFF REPORT

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**Date:** November 9, 2015

**File No.:** TH-RZ-2015.1  
(Penelakut Seafoods Ltd.)

**To:** Thetis Local Trust Committee  
For the meeting of November 24, 2015

**From:** Marnie Eggen, A/Island Planner

**CC:** Ann Kjerulf, Regional Planning Manager

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**Re: Application to Rezone Lands to Permit Mariculture**

**Owner:** Provincial Crown Land

**Applicant:** Penelakut Seafoods Ltd.

**Location:** Clam Bay (waters adjacent to southern Thetis Island shoreline)

## SUPPLEMENTAL REPORT

On September 29, 2015 the Thetis LTC passed the following resolution:

**TH-2015-029**

**It was MOVED and SECONDED**

that the Thetis Island Local Trust Committee request staff to prepare amending bylaws to change the Official Community Plan (OCP) designation to "Mariculture" and to rezone the unsurveyed foreshore being part of the bed of Clam Bay, commonly known as "the Cut", Penelakut Island as shown in "Figure 4: Subject Area to be Rezoned" of this staff report dated September 17, 2015 from Thetis Island Land Use Bylaw (LUB) 'W-4 Zone' to a 'W-5' site specific zone to "allow bottom culture mariculture".

## CARRIED

The purpose of this report is the following:

- introduce the draft bylaws for consideration of first readings;
- request LTC consideration of the Policy Statement Directives Only Checklist for the proposed bylaw amendments; and
- request LTC consideration of referrals to First Nations and Agencies.

## STAFF COMMENTS

### Draft Bylaws Nos. 96 and 97:

Draft Bylaw No. 96 is a bylaw to amend the Thetis Island Official Community Plan Bylaw No. 88 to designate the subject foreshore waters from undesignated to “Mariculture (M)”. The bylaw amends the Schedule “C” – Land Use Designations by designating the subject waters for mariculture purposes. A copy of the draft bylaw is attached.

Draft Bylaw No. 97 is a bylaw to amend Thetis Island Land Use Bylaw No. 89, Schedule C, to rezone the subject foreshore waters from Water 4 (W-4) to Water 5 (W-5) to permit the use of “bottom culture mariculture” as defined in Bylaw No. 89. A copy of the draft bylaw is attached.

### Bylaw Referrals

In accordance with Section 879 of the *Local Government Act* (the Act), in the case of an amendment to an OCP, the LTC must consider whether to consult with certain agencies and First Nations, including:

- The board of the regional district in which the area covered by the plan is located and/or is adjacent to the area covered by the plan;
- The council of any municipality (or local trust committee of any Local Trust Area) that is adjacent to the area covered by the plan;
- First Nations;
- Greater boards and improvement district boards; and
- Provincial and Federal governments and their agencies.

Section 881 of the Act also requires consultation with the local school board.

Following first reading, staff recommends Bylaw Nos. 96 and 97 be referred to the following:

#### *Local Governments:*

- Municipality of North Cowichan
- Town of Ladysmith
- Cowichan Valley Regional District

#### *Local Trust Committees:*

- Gabriola Island Local Trust Committee
- Galiano Island Local Trust Committee
- Salt Spring Island Local Trust Committee

#### *Provincial Agencies:*

- Ministry of Agriculture
- Ministry of Environment
- Ministry of Community, Sport and Cultural Development
- Ministry of Forests, Lands and Natural Resource Operations – Ecosystems
- Ministry of Forests, Lands & Natural Resource Operations – Aquaculture
- Ministry of Forests, Lands & Natural Resource Operations - Archaeology Site Inventory
- Island Health
- School District #68 (Nanaimo-Ladysmith)

*Federal Agencies:*

- Fisheries and Oceans Canada
- Transport Canada
- Environment Canada
- Parks Canada

*First Nations (as determined from the Provincial Consultative Areas Database and in consultation with the Ministry of Community, Sport and Cultural Development):*

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

*\*Note, on October 21, 2015, staff met with staff of Lyackson First Nation and Cowichan Tribes, where there was an opportunity for an early referral of the proposed rezoning. Both First Nations deferred to the Penelakut First Nation and, as such, require no further referrals.*

*Other:*

- Islands Trust Bylaw Enforcement

Community Information Meeting and Public Hearing

A date for a Public Hearing and Community Information Meeting can be scheduled at the same LTC meeting at which the bylaw referral responses are considered.

**RECOMMENDATIONS:**

Staff provide the following recommendations:

1. THAT the Thetis Island Local Trust Committee give first reading to draft Bylaw No. 96 – cited as “Thetis Island Official Community Plan, 2011, Amendment No. 1, 2015.”
2. THAT the Thetis Island Local Trust Committee give first reading to draft Bylaw No. 97 – cited as “Thetis Island Land Use Bylaw, 2011, Amendment No. 1, 2015.”
3. THAT the Thetis Island Local Trust Committee advise the Executive Committee that it has reviewed the Directives Only Checklist and determined that Bylaws No. 96 and No. 97 are not contrary to or at variance with the Islands Trust Policy Statement.
4. THAT the Thetis Island Local Trust Committee request staff to proceed with referrals for proposed Bylaw No. 96 cited as “Thetis Island Official Community Plan, 2011, Amendment No. 1, 2015.” and proposed Bylaw No. 97 cited as “Thetis Island Land Use Bylaw, 2011, Amendment No. 1, 2015” to the local governments, local trust committees, provincial agencies, federal agencies, First Nations and Islands Trust Bylaw Enforcement as noted in the staff report.

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Prepared and Submitted by:

*M. Eggen*

November 9, 2015

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Marnie Eggen, A/Island Planner

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Date

Concurred in by:

*Ann Kjerulf*

November 10, 2015

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Ann Kjerulf, Regional Planning Manager

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Date

Attachments:

1. Draft Bylaw No. 96
2. Draft Bylaw No. 97
3. Islands Trust Policy Statement Directives Only Checklist

ATTACHMENT 1  
**DRAFT**

**THETIS ISLAND LOCAL TRUST COMMITTEE  
BYLAW NO. 96**

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**A BYLAW TO AMEND THETIS ISLAND OFFICIAL COMMUNITY PLAN, 2011**

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The Thetis Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Thetis Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as "Thetis Island Official Community Plan, 2011, Amendment No. 1, 2015".

2. Thetis Island Local Trust Committee Bylaw No. 88, cited as "Thetis Island Official Community Plan, 2011," is amended as follows:

- 2.1 Schedule "C" – Land Use Designations is amended by changing the designation of the unsurveyed Crown foreshore or land covered by water being part of the bed of Clam Bay, Cowichan District from undesignated to Mariculture (M) as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule "C" to Bylaw No. 88 as are required to effect this change.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

PUBLIC HEARING HELD THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

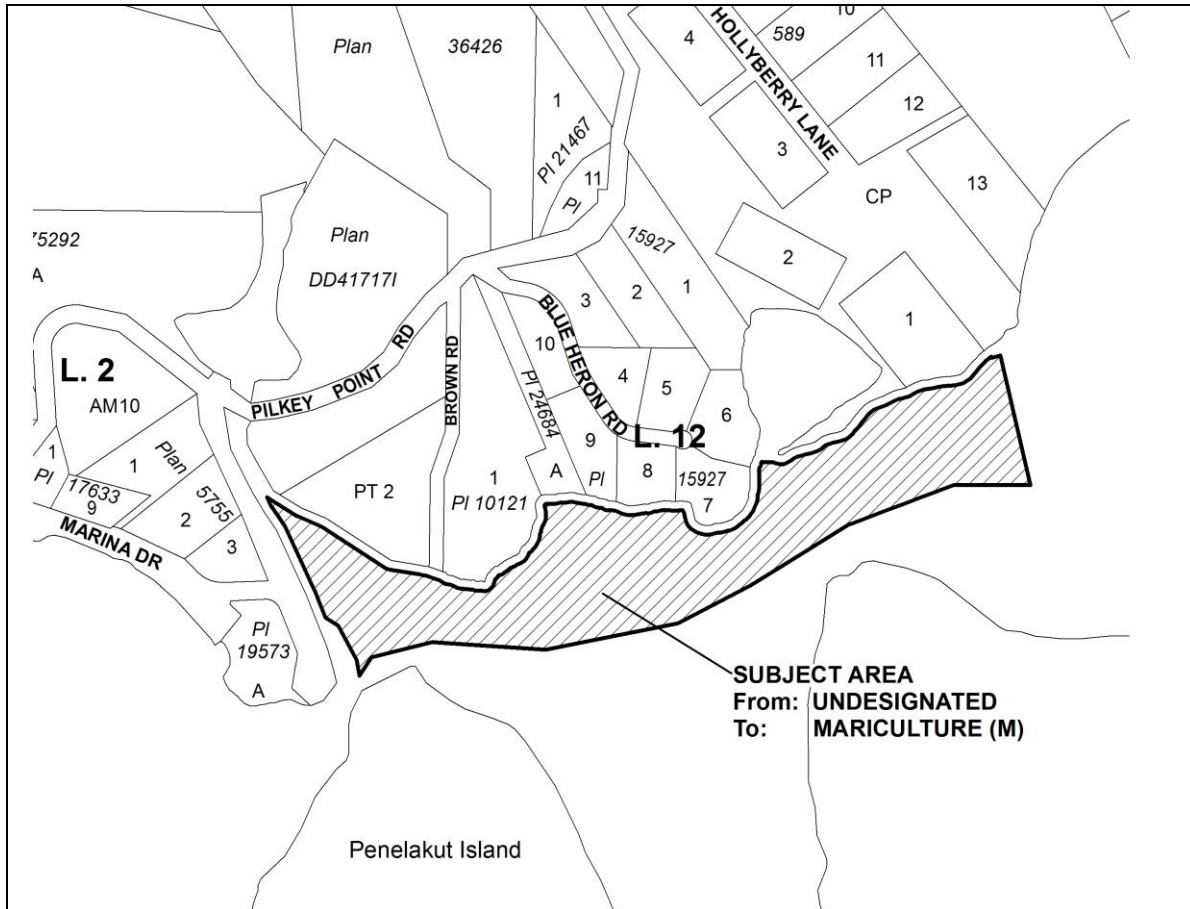
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\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

THETIS ISLAND LOCAL TRUST COMMITTEE  
BYLAW NO. 96

Plan No. 1



ATTACHMENT 2  
**DRAFT**

THETIS ISLAND LOCAL TRUST COMMITTEE  
BYLAW NO. 97

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**A BYLAW TO AMEND THETIS ISLAND LAND USE BYLAW, 2011**

---

The Thetis Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Thetis Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Thetis Island Land Use Bylaw, 2011, Amendment No. 1, 2015”.

2. Thetis Island Local Trust Committee Bylaw No. 89, cited as “Thetis Island Land Use Bylaw, 2011,” is amended as follows:

2.1 Schedule “C” – Zoning Map, is amended by changing the zoning classification of the unsurveyed Crown foreshore or land covered by water being part of the bed of Clam Bay, Cowichan District from Water 4 (W-4) to Water 5 (W-5), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “C” of Bylaw No. 89 as are required to effect this change.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

PUBLIC HEARING HELD THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

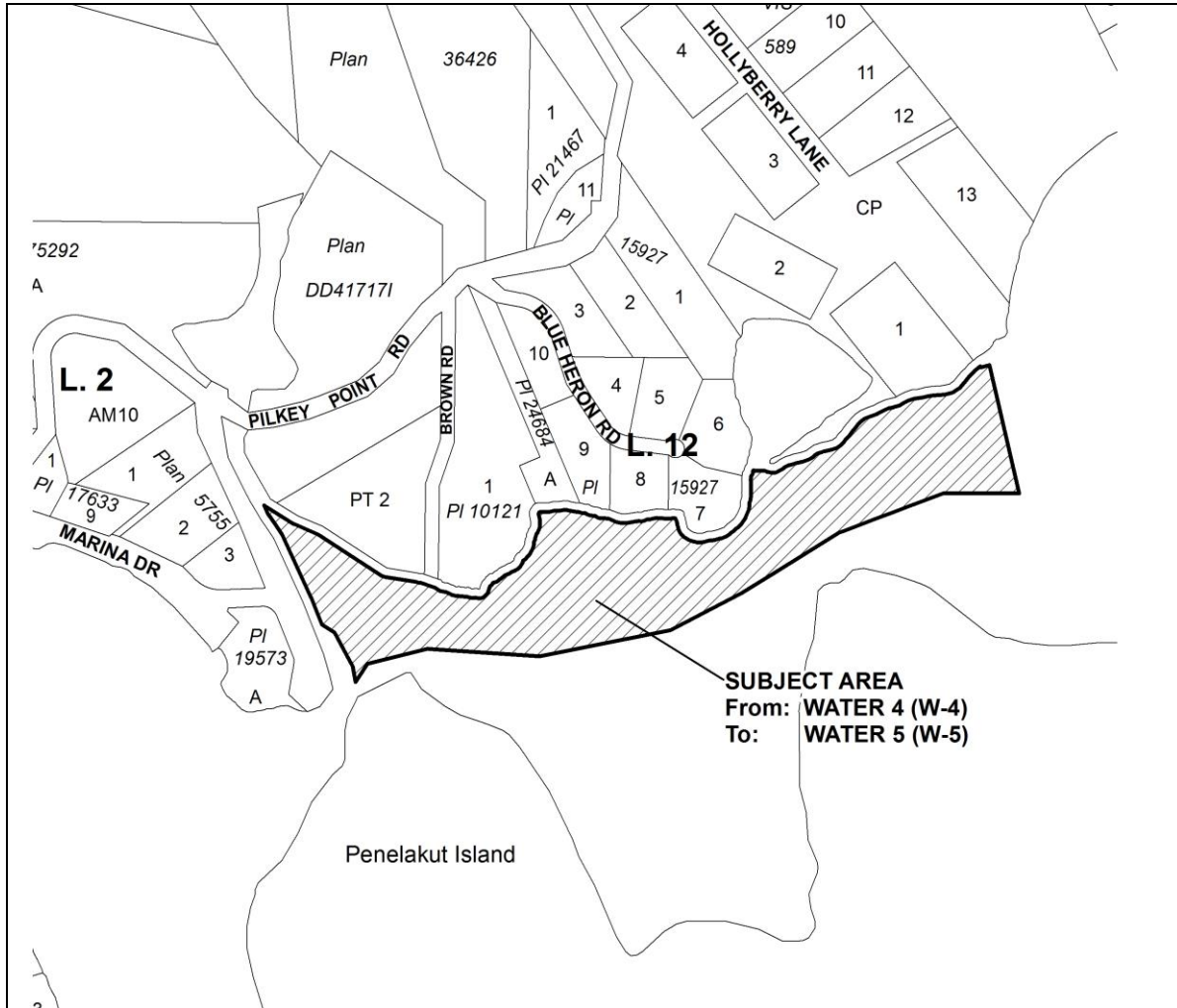
ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

THETIS ISLAND LOCAL TRUST COMMITTEE  
BYLAW NO. 97

Plan No. 1





Islands Trust

## POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw and File No: TH-RZ-2015.1 (Penelakut Seafoods Ltd.)

The following symbols in the table indicate:

- ✓ the bylaw is consistent with the policy from the Policy Statement, or
- ✗ **the bylaw is** inconsistent (contrary or at variance) **with a policy from the Policy Statement, or**
- N/A the policy is not applicable.

*Explanatory notes are added in bold and italics text*

### Part III Policies for Ecosystem Preservation and Protection

| CONSISTENT | NO.          | DIRECTIVE POLICY                                                                                                                                                                                                                                                                                                  |
|------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | <b>3.1</b>   | <b>Ecosystems</b>                                                                                                                                                                                                                                                                                                 |
| N/A        | <b>3.1.3</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.                                   |
| N/A        | <b>3.1.4</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity. |
| ✓          | <b>3.1.5</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.                                                |
|            | <b>3.2</b>   | <b>Forest Ecosystems</b>                                                                                                                                                                                                                                                                                          |
| N/A        | <b>3.2.2</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.                                |
|            | <b>3.3</b>   | <b>Freshwater and Wetland Ecosystems and Riparian Zones</b>                                                                                                                                                                                                                                                       |
| N/A        | <b>3.3.2</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.                                          |

|   |              |                                                                                                                                                                                                                                 |
|---|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <b>3.4</b>   | <b>Coastal and Marine Ecosystems</b>                                                                                                                                                                                            |
| ✓ | <b>3.4.4</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas                                                              |
| ✓ | <b>3.4.5</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes |

#### **PART IV: Policies for the Stewardship of Resources**

| <b>CONSISTENT</b> | <b>NO.</b> | <b>DIRECTIVE POLICY</b>                                                                                                                                                                                                                                                                                                                                                         |
|-------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <b>4.1</b> | <b>Agricultural Land</b>                                                                                                                                                                                                                                                                                                                                                        |
| <b>N/A</b>        | 4.1.4      | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.                                                                                                                                                                   |
| <b>N/A</b>        | 4.1.5      | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.                                                                                                         |
| <b>N/A</b>        | 4.1.6      | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.                                                                                                                                                                   |
| <b>CONSISTENT</b> | <b>NO.</b> | <b>DIRECTIVE POLICY</b>                                                                                                                                                                                                                                                                                                                                                         |
| <b>N/A</b>        | 4.1.7      | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture |
| <b>N/A</b>        | 4.1.8      | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.                                                                                                            |
| <b>N/A</b>        | 4.1.9      | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.                                                                                                                                                                                                        |
|                   | <b>4.2</b> | <b>Forests</b>                                                                                                                                                                                                                                                                                                                                                                  |
| <b>N/A</b>        | 4.2.6      | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.                                                                                                                                                               |
| <b>N/A</b>        | 4.2.7      | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.                                      |
| <b>N/A</b>        | 4.2.8      | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.                                                                                                            |
| ✓                 | <b>4.3</b> | <b>Wildlife and Vegetation</b>                                                                                                                                                                                                                                                                                                                                                  |

|     |        |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | 4.4    | <b>Freshwater Resources</b>                                                                                                                                                                                                                                                                                                                                                                                                         |
| N/A | 4.4.2  | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for. |
| N/A | 4.4.3  | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses                                                                                                                                                                                                                                   |
|     | 4.5    | <b>Coastal Areas and Marine Shorelands</b>                                                                                                                                                                                                                                                                                                                                                                                          |
| ✓   | 4.5.8  | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses                                                                                                                                                                                                                                                     |
| N/A | 4.5.9  | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.                                                                                                                                                                             |
| N/A | 4.5.10 | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments                                                                                                                                     |
| N/A | 4.5.11 | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.                                                                                                                                                                               |
| N/A | 4.6    | <b>Soils and Other Resources</b>                                                                                                                                                                                                                                                                                                                                                                                                    |
| N/A | 4.6.3  | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.                                                                                                                                                                                                                                                                        |

#### **PART V: Policies for Sustainable Communities**

| CONSISTENT | NO.          | DIRECTIVE POLICY                                                                                                                                                                                                                                                                                                                           |
|------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | <b>5.1</b>   | <b>Aesthetic Qualities</b>                                                                                                                                                                                                                                                                                                                 |
| ✓          | <b>5.1.3</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.                                                                     |
|            | <b>5.2</b>   | <b>Growth and Development</b>                                                                                                                                                                                                                                                                                                              |
| ✓          | <b>5.2.3</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.                                                                                                                               |
| N/A        | <b>5.2.4</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character. |
| N/A        | <b>5.2.5</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.                                                                                |
| N/A        | <b>5.2.6</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.                             |

|     |              |                                                                                                                                                                                                                                                                                                                          |
|-----|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <b>5.3</b>   | <b>Transportation and Utilities</b>                                                                                                                                                                                                                                                                                      |
| N/A | <b>5.3.4</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.                                |
| N/A | <b>5.3.5</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.                                                                                                                                 |
| N/A | <b>5.3.6</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.                                                                                                                              |
| N/A | <b>5.3.7</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use. |
|     | <b>5.4</b>   | <b>Disposal of Waste</b>                                                                                                                                                                                                                                                                                                 |
| N/A | <b>5.4.4</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.                                                                                                                     |

| CONSISTENT | NO.          | DIRECTIVE POLICY                                                                                                                                                                                                                                                                                                                                                          |
|------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | <b>5.5</b>   | <b>Recreation</b>                                                                                                                                                                                                                                                                                                                                                         |
| N/A        | <b>5.5.3</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.                                                                                                                                                     |
| N/A        | <b>5.5.4</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas. |
| ✓          | <b>5.5.5</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.    |
| ✓          | <b>5.5.6</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.                                                                          |
| N/A        | <b>5.5.7</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.                                                                                                                                                                               |
|            | <b>5.6</b>   | <b>Cultural and Natural Heritage</b>                                                                                                                                                                                                                                                                                                                                      |
| N/A        | <b>5.6.2</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.                                                                                                                                                                  |
| N/A        | <b>5.6.3</b> | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.                                                                                                                         |
|            | <b>5.7</b>   | <b>Economic Opportunities</b>                                                                                                                                                                                                                                                                                                                                             |

|                                    |                                                                       |                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ✓                                  | 5.7.2                                                                 | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.                                                                                                                            |
|                                    | 5.8                                                                   | <b>Health and Well-being</b>                                                                                                                                                                                                                                                                                                                                         |
| N/A                                | 5.8.6                                                                 | Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services |
| <b>POLICY STATEMENT COMPLIANCE</b> |                                                                       |                                                                                                                                                                                                                                                                                                                                                                      |
|                                    | <b>COMPLIANCE WITH TRUST POLICY</b>                                   |                                                                                                                                                                                                                                                                                                                                                                      |
|                                    | <b>NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:</b> |                                                                                                                                                                                                                                                                                                                                                                      |

# STAFF REPORT

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**Date:** November 10, 2015

**File No.:** TH-RZ-2015.2 (Hardy Island Granite Quarries Ltd.)

**To:** Thetis Island Local Trust Committee  
For the meeting of November 24, 2015

**From:** Marnie Eggen, A/Island Planner

**CC:** Ann Kjerulf, Regional Planning Manager

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**Re:** Application to Rezone a Marine Area to Allow Barge Facilities

**Owner:** Provincial Crown Land

**Applicant:** Hardy Island Granite Quarries Ltd.

**Description:** Unsurveyed Crown foreshore and land covered by water being part of the bed of Pylades Channel, adjacent to Lyackson IR3, Valdes Island

## PRELIMINARY REPORT

### THE PROPOSAL:

The application is to rezone approximately 0.272 ha (0.67 ac) of marine area adjacent to Lyackson IR3, Valdes Island from Marine Conservation (W1) to a water zone to permit barge facilities (see Attachment 1 for application). The applicant has used and proposes to continue to use this area to transport stone and equipment via barge as part of an existing test quarry operation and as a part of the anticipated longer term quarry operation on Lyackson First Nation IR3. The barge facilities are also proposed to be used by the Lyackson to support future community projects on IR3. Equipment and materials for reserve projects are currently barged via landings off reserve (e.g. Blackberry Point).

The anticipated frequency of use of the barge facilities to support the quarry is 6 to 9 times per year, 2 to 8 hours per time. This includes the loading of stone, transporting equipment on and off the island, and visits by a fuel barge. It is anticipated that most activity will not occur during the summer season.

The applicant indicates that the barge landing area only supports barge ramps, where barges do not ground and all contact points are located above the high tide mark. The barge facilities are already constructed and have been used to support quarry activities.

The purpose of this report is the following:

- 1) Provide the Local Trust Committee (LTC) with a preliminary overview of the rezoning application;
- 2) Identify any land use planning issues associated with the application;
- 3) Seek direction from the LTC on whether or not to proceed with the application.

## BACKGROUND:

### Temporary Permit for the Dimension Stone Test Quarry on the Lyackson IR3, Valdes Island

A two year dimension stone test quarry permit was issued by the Department of Aboriginal Affairs and Northern Development Canada (AANDC) to allow the proponent to determine the long-term commercial viability of the proposed quarry operation. The proposal was subject to the AANDC Environmental Review Process. For more information about the quarry permit and review process, please see the Staff Memo dated February 24, 2015 for the Thetis LTC meeting of April 17, 2015. Additionally, a letter dated September 29, 2015 was sent to AANDC by the Thetis LTC to request a copy of the Noise Management Plan and that the LTC be consulted as a part of any future mining application. Staff have received a copy of the Noise Management Plan dated March 3, 2015, which addresses the noise of the actual quarry operations and not the barge landing activities. If the applicant chooses to pursue a longer term quarry permit, a new and separate review process would be required by AANDC.

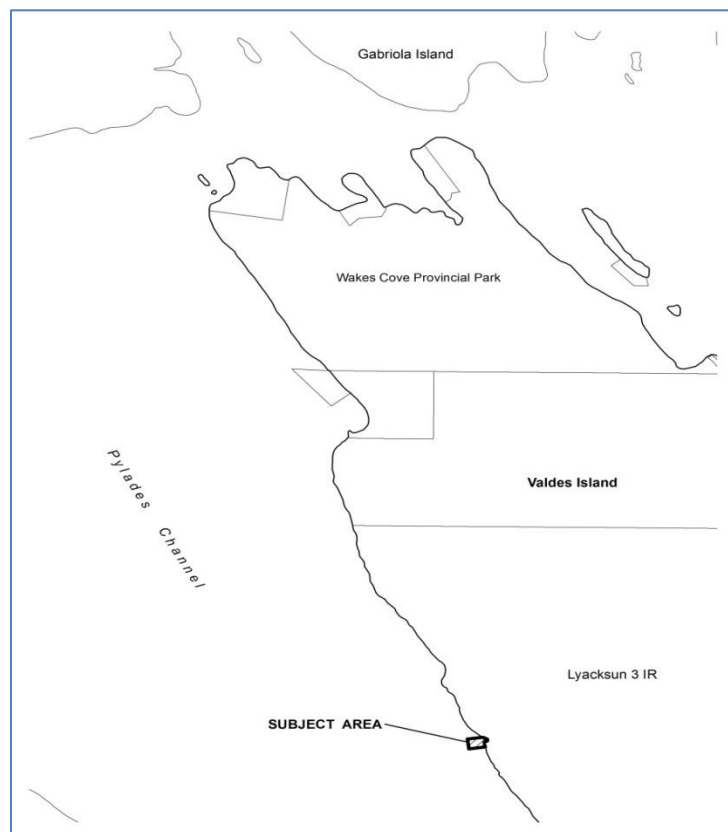
### Licence of Occupation Application

In response to a Crown licence of occupation application referral, staff indicated that the proposal would require a rezoning.

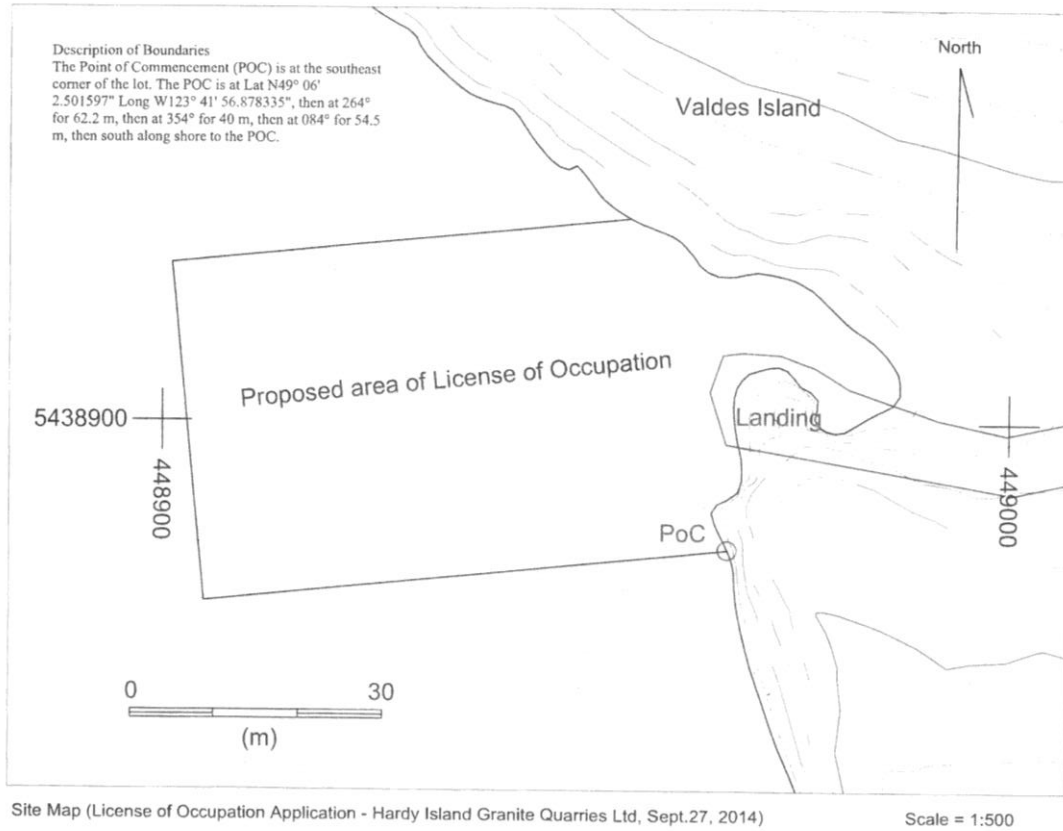
## SITE CONTEXT:

The subject area is located in Pylades Channel adjacent the Lyackson IR3 on Valdes Island (see Figure 1). Ruxton Island and DeCourcy Islands are approximately 2 km away from the subject marine area.

**Figure 1: Subject Area**



**Figure 2: Area of Licence of Occupation and Subject Area of Rezoning**



**Figure 3: Photo of the Constructed Barge Landing and Subject Marine Area**



## **CURRENT PLANNING STATUS OF SUBJECT LANDS:**

### Islands Trust Policy Statement:

The Islands Trust Policy Statement contains the following relevant Directive Policies:

#### **3.4. Coastal and Marine Ecosystems**

- 3.4.5 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

#### **4.5 Coastal Areas and Marine Shorelands**

- 4.5.8 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.

#### **5.1 Aesthetic Qualities**

- 5.1.3 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.

#### **5.2 Growth and Development**

- 5.2.3 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.

#### **5.7 Economic Opportunities**

- 5.7.2 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.

### Rural Land Use Bylaw No. 42 (RLUB) – Objectives and Policies

Below is a listing of community objectives and policies relevant to this application:

#### **3.4(b) Foreshore and Coastal Waters**

- 3.4(b).3 To ensure the integrity of the foreshore and intertidal processes by preventing undue alteration of the shoreline by the construction of buildings, structures, dredging or dumping.

#### **3.4(d) Environmental Management**

- 3.4(d).1 It will be the overall objective of the Trust Committee to cooperate with the agencies responsible for environmental management practices and regulatory provisions within the emphases expressed in this Bylaw.
- 3.4(d).2 The protection and maintenance of scenic and recreational values of the Valdes Island landscape.
- 3.4(d).4 The retention of the native flora and fauna by protecting the natural habitats significant to Valdes Island, including foreshore and intertidal areas.
- 3.4(d).5 The support of measures to reduce environmental hazards associated with the transportation of dangerous materials, oil or fuels in the surrounding waters.

#### **3.4(h) Environmentally Sensitive Areas**

- 3.4(h).1 The foreshore and adjacent water of Valdes Island are part of a marine resource area and provide for important herring spawning areas, shrimp grounds, clamming areas, and other marine values. The Trust Committee will cooperate with the appropriate Ministries of

Government, the Cowichan Valley Regional District, and the upland landholders to protect the marine resources by ensuring resource uses of the foreshore and adjacent water marine waters are conducted in an environmentally sustainable manner.

### 3.4(I).1 Evaluation of Proposed Land Use and Development Change

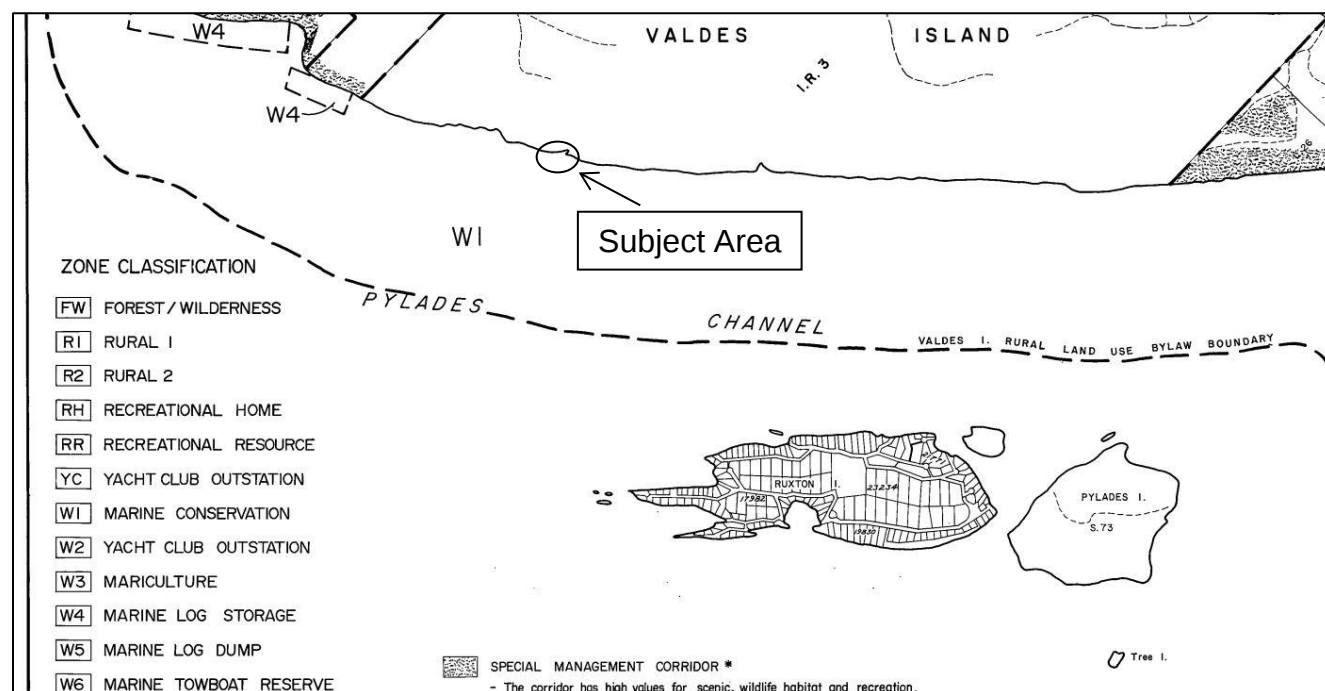
In addition to consideration of the preceding objectives and policies, evaluations of applications for changes in land use designation should have regard for the following:

- Preference of island residents, property owners, residents of the Trust area and residents of British Columbia as to the character of Valdes Island.
- The long term capability of the land to sustain proposed development with respect to natural resources, water supply, and sewage disposal.
- Existing land use and densities.
- Accessibility.
- Topography.
- Potential impacts on adjacent properties.
- Potential impacts on natural and cultural resources.
- Potential impacts on adjacent island communities.

#### Rural Land Use Bylaw No. 42 (RLUB), 1998 – Land Use Regulations

As per RLUB Section 5.2.7, the subject area is zoned Marine Conservation (W1) (see figure below), and barge load out site is not a permitted use in the zone. The W1 zone allows for ecological reserves and marine parks, along with floats, docks, stairs, ramps, launching cranes associated with residential use of upland parcels. The W1 zone covers the majority of the marine area around Valdes Island. Currently, no RLUB zones allow for barge facilities.

**Figure 4: Valdes RLUB Zone Classifications**



#### Islands Trust Fund

There are no identified interests in the immediate area pertaining to the Islands Trust Fund.

#### Regional Conservation Plan

The interests of the regional conservation plan are not affected by the rezoning application.

#### Sensitive Ecosystems and Hazard Areas

Islands Trust Sensitive Ecosystem mapping is provided for upland areas only; it does not include marine areas. The upland area adjacent to the subject marine area is Lyackson IR3 and not within Islands Trust jurisdiction. No hazardous areas are mapped for the subject area.

#### Archaeological Sites

The Remote Access to Archaeological Data (RAAD) indicates that there are archaeological sites on the IR3 within 100 metres. The applicant is aware of these, and as a part of the AANDC Environmental Review Process an archaeological impact assessment was conducted and recommendations for heritage site conservation were provided for the construction phase and for use of the barge facilities.

#### Climate Change Mitigation and Adaptation

The proposed rezoning is not anticipated to significantly affect greenhouse gas emissions. Staff note that the proposed barge facilities may be impacted by possible climate change induced hazards, (e.g. sea level rise) in the future which may require adaptation to the proposed activity.

#### Shoreline

No shoreline classifications, eel grass mapping, or forage fish habitat mapping are available for Valdes Island. As a part of the permit issued by AANDC, permission was granted to construct a barge landing at the shoreline. The total development footprint of the barge landing in the intertidal and foreshore areas is approximately 235 m<sup>2</sup> (2723 sq. ft.). Bio-marine assessment was conducted by a Qualified Environmental Professional (QEP) as a part of the AANDC process. The QEP provided guidelines and recommendations to minimize impacts on the intertidal and foreshore areas during the construction of the landing, which became conditions of the permit (Department of Fisheries and Oceans waived the need for a formal review and approval of the landing proposal). The QEP also included measures to address proper management of potential contaminants during construction of the landing, which also became conditions of the permit.

The QEP expected no impacts on the subtidal zone, as barges will not be anchoring. No recommendations were provided by the QEP to address the long-term operation of the barge landing. Staff suspect that a similar bio-marine assessment would be required by AANDC should the applicant apply for a longer term permit. The Thetis Local Trust Committee has requested to be a referral agency in any future mining applications.

#### Land Use Plan for Le'eygsun Island (Valdes Island)

Lyackson First Nation have drafted a land use plan for Valdes Island and identified the IR3 portion upland from the subject area as "7 - Resource Development Lands – Ya'ays (work): forestry, mining, energy production, hunting, gathering, non-timber forest products, cannery, smoke house, ice." Lyackson First Nation is gathering community input, and intends to have the plan endorsed by Chief and Council (see Attachment 3 for draft land use plan).

## **COMMUNITY INFORMATION MEETING(S):**

Hardy Island Granite Quarries Ltd. held a pre-application meeting at the Frank Jameson Community Centre in Ladysmith on September 19, 2015 (see Attachment 3 for minutes). Five community members attended; four from Valdes Island and one from DeCourcy Island Community Association. The Regional Planning Manager for the Northern Office and the A/ Island Planner for Thetis Local Trust Area also attended.

Helgi Sigurgeirson spoke on behalf of Hardy Island Granite Quarries Ltd. He explained the proposal, after which there was time for questions and answers. He indicated that the barge facilities will be similar in use as the log booming operation just north of the subject area along Valdes Island. The noise of the loader will be infrequent and short term, and will be like the noise of a large truck or boat.

Kathleen Johnnie spoke on behalf of Lyackson First Nation, noting that the barge landing is critical for Lyackson First Nation. She said it provides an access to Valdes Island for their community, and is intended to be used for their future projects.

The majority of the participant questions and concerns were with regard to the quarry operation itself on the Lyackson IR3, particularly the noise generated by quarry operations. Helgi indicated that in response to concerns about noise, better methods would be implemented to mitigate noise during their next period of operation (commencing September 2016).

## **RESULTS OF CIRCULATION:**

### Correspondence Received Pre-Application

Four pieces of correspondence have been received from the public regarding the quarry operations prior to receiving the rezoning application. All have been already received as general correspondence by the LTC at previous LTC meetings. Staff has responded where necessary. In summary, all submissions include concerns about the quarry operations themselves (not related to the rezoning application in the marine area), in addition to one concern about potential oil spills in the marine area. Additionally, the Ruxton Island Property Owners Association resolved that they are not in favour that the applicant be granted the provincial licence of occupation for industrial use on Valdes Island, although their concerns appear to be about the quarry operations themselves, and not the barge facilities.

### First Nation Early Referrals

Staff had a recent opportunity to provide an early referral to Lyackson First Nation and Cowichan Tribes regarding the rezoning application. In response, Lyackson First Nation indicated that they may be sending a letter to the LTC with regard to the letter sent by the LTC to AANDC. Cowichan Tribes deferred their response to the Lyackson First Nation. Staff may take other opportunities to engage other First Nations prior to sending out bylaw referrals at first reading.

## **STAFF COMMENTS:**

### Marine Dependent Land Use/Accessibility

The current test permit for the sandstone quarry is limited; however, it is expected that a longer term permit will be applied for requiring use of the barge landing into the future. Additionally, the Lyackson First Nation is moving forward with developing their lands on IR3, Valdes Island, and currently do not have direct access to their lands. The existing W1 zoning only allows marine uses associated with upland residential use, such as boat anchorage, moorage, docks and ramps. The W1 zone does not allow for marine access to the IR3 lands. As Valdes Island has no ferry service and no existing formal barge loading site, it is reasonable to consider allowing this form of access to lands on Valdes Island.

### Aesthetic and Recreational Impacts

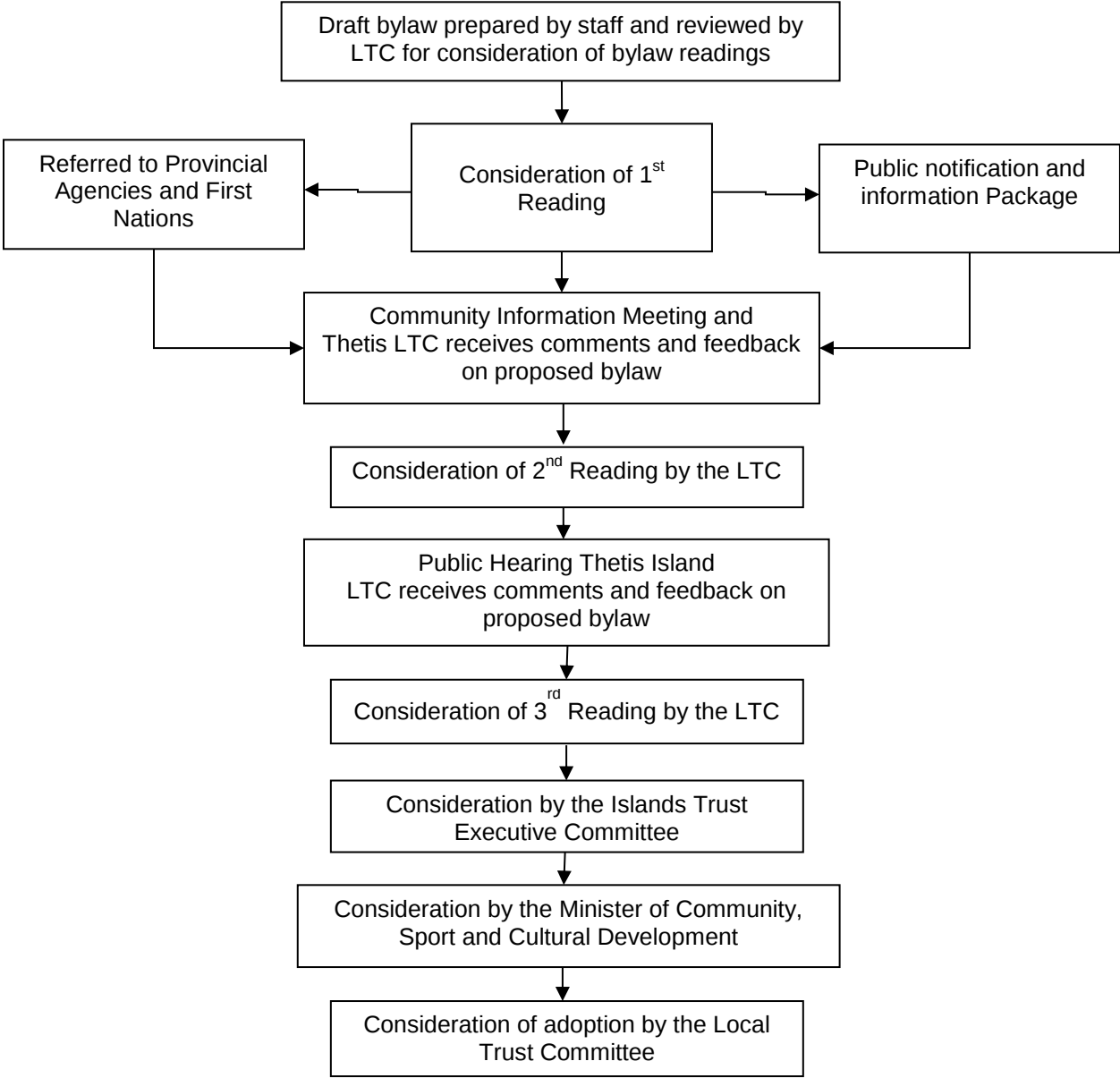
The use of the marine area for a barge loading site will be a change to the shoreline landscape from its original state. The shoreline has been altered to create a barge landing, which is on IR3 lands and not within the jurisdiction of the Islands Trust. It will accommodate the use of barges accessing the land. This type and scale of use can be likened to the log storage and log dump marine areas existing along the western shore of Valdes Island. The applicant indicates that the noise of the barge landing area will be similar to that of the log storage/dumping areas, and that the loader will be infrequent and short term, like the noise of a large truck or boat.

### Coastal and Marine Ecosystems Impacts

The works on land to construct the barge landing are under federal government jurisdiction, and the project has gone through a federal environmental review, from which a permit has been issued, which included measures to minimize impacts to the intertidal and foreshore areas, and proper management of potential contaminants. As the barges will not be anchoring, no impacts on the subtidal zone are expected.

**NEXT STEPS:**

The following is a breakdown of possible next steps and the required legislative process should the rezoning application proceed. As per Section 56 of the *Islands Trust Act*, Ministerial approval is required for this bylaw amendment as these lands are not covered by an Official Community Plan.



**RECOMMENDATION:**

That the Thetis Island Local Trust Committee:

1. Request staff to prepare an amending bylaw to rezone unsurveyed Crown foreshore and land covered by water being part of the bed of Pylades Channel, adjacent to Lyackson IR3, Valdes Island as shown on "Site Map (License of Occupation – Hardy Island Granite Quarries Ltd., Sept. 27, 2014)" from the Marine Conservation 'W1' zone to a zone that permits barge facilities.

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Prepared and Submitted by:



November 10, 2015

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Marnie Eggen, A/Island Planner

Concurred in by:



November 10, 2015

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Ann Kjerulf, Regional Planning Manager

Attachments:

1. Hardy Island Granite Quarries Ltd. Rezoning Application
2. Lyackson Draft Land Use Plan
3. Minutes of the Pre-Rezoning Application Public Information Meeting Held September 19, 2015

# ATTACHMENT 1

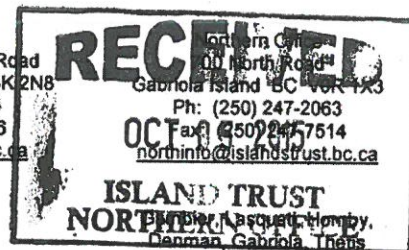


Victoria Office  
200 - 1627 Fort Street  
Victoria, BC V8R 1H8  
Ph: (250) 405-5151  
Fax: (250) 405-5155  
information@islandstrust.bc.ca

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

North Pender, South Pender,  
Galliano, Mayne, Saturna, Executive

Salt Spring



## Bylaw Amendment Application Form

For Official Community Plan, Land Use Bylaw, Zoning Bylaw, Subdivision Bylaw,  
Rural Land Use Bylaw and Land Use Contract Amendments.

| OFFICE USE ONLY                  |                         |                              |
|----------------------------------|-------------------------|------------------------------|
| Application Fee: <u>4,400.00</u> | Receipt No: <u>2922</u> | File No: <u>TH-R2-2015.2</u> |

### SECTION 1: DESCRIPTION OF PROPERTY (AS INDICATED ON STATE OF TITLE CERTIFICATE)

Lot/Parcel \_\_\_\_\_ Plan \_\_\_\_\_ Block \_\_\_\_\_ District Lot/Section \_\_\_\_\_  
Range \_\_\_\_\_ Other Description LYACKSUN 1R3, VALDES ISLAND  
Street Address or General Location \_\_\_\_\_  
Jurisdiction and Folio Number \_\_\_\_\_ (From Property Assessment/Tax Notice)  
Parcel Identifier (PID) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (From State of Title Certificate)

### SECTION 2: OWNER INFORMATION (ADD ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

(1) HARDY ISLAND GRANITE QUARRIES LTD. (2) \_\_\_\_\_

Name

Name

(1) 47312 SCHOONER WAY

(2) \_\_\_\_\_

Street Address

Street Address

PENDER ISLAND, BC VON ZM2

Town/Prov.

Postal Code

Town/Prov.

Postal Code

250-629-0020

Telephone

Fax

Telephone

Fax

HARDYGRANITE@GMAIL.COM

Email

Email

### SECTION 3: APPLICANT INFORMATION (IF DIFFERENT FROM OWNER)

Name

Street Address

Town/Prov.

Postal Code

Telephone

Fax

Email

### Freedom of Information and Protection of Privacy

Personal information contained on this form is collected under the *Local Government Act* for the purpose of responding to this application, or for purposes directly connected with this application. Information on your application form may be available to the public upon request under freedom of information legislation. Please contact a Deputy Secretary at one of the above noted offices if you have any questions regarding the collection of personal information on this form.

The processing of your application will be delayed if it is incomplete. Please read the guide before you complete the application form. Keep the guide for your reference during the application process. Contact a staff person for assistance.

Mail or deliver the completed application form, fee, plans and supporting material to the Islands Trust Office. The fee is payable to the Islands Trust. Contact Islands Trust staff for the current fee prior to submitting your application as fees may change annually.

**SECTION 4: Plan Designation or Zone changes:**

Official Community Plan amendment requested (if applicable and be specific):

NONE, UNLESS OTHERWISE ADVISED BY ISLANDS TRUST STAFF.

Land Use Bylaw, Zoning, Subdivision or Rural Land Use Bylaw amendments requested (if applicable and be specific):

WE ARE APPLYING TO ~~AM~~ CHANGE THE ZONING OF THE AREA OF THE PROPOSED LICENSE OF OCCUPATION SHOWN IN FIGURES 1 & 2 FROM W1 TO A ZONING APPROPRIATE TO THE PROPOSED USE.

Land Use Contract amendments requested (if applicable and be specific):

n/a

**SECTION 5: Site Plans (if applicable):**

Submit one (1) full-size copy and three (3) reduced (11X 17) copies of a detailed Site Plan that shows all the natural and developed features of the property, and the distances between these features and the lot lines. Show the location of any proposed buildings, structures and land clearing showing accurate dimensions of their size and the distances between the proposed developments and existing features, including lot lines. You may be required to submit an elevation showing the side views of the proposed development.

**SECTION 6: Describe the current uses of the land and buildings on the property.**

SEE ATTACHED ~~RELEVANT~~ NOTES

**SECTION 7: Describe the proposed uses of the land and buildings and the proposed timing of the development or commencement of use.**

SEE ATTACHED NOTES.

**SECTION 8: Describe the current uses of land and buildings on adjacent properties. You may be required to submit a site plan showing existing features of adjacent properties.**

THE ADJACENT AREA ON LYACKSUN 123 HAS BEEN ZONED INDUSTRIAL IN THE LE'EYQSUN LAND USE PLAN.

**SECTION 9:** Describe the reasons in support of the bylaw amendment. Attach additional comments on a separate page. Submit any technical reports, studies or appraisals of the property and report on any community consultation you have undertaken.

SEE ATTACHED NOTES

**SECTION 10: APPLICATION COMPLETION CHECKLIST:**

- ☒ I have completed all sections of this application form
- ☒ I have included detailed site plans and elevation drawings as required in Section 5 of this application form
- \* ☐ I have included a recent State of Title Certificate (not more than 30 days old)
- ☐ I have included copies of all covenants registered against the title
- ☒ All owners listed on the title have signed the application
- ☒ I have included the correct fee (contact Staff for current fees)

**IMPORTANT:** Your application will not be considered complete unless it contains all of the information above.

**A Note about Obtaining State of Title Certificate and Covenants:** State of Title Certificate and covenants may be obtained from the Land Title Office or through your local government agent office for a fee.

\* THE TITLE DOES NOT EXIST YET (LICENSE OF OCCUPATION APPLICATION IN PROCESS)

**SECTION 11: OWNER'S CONSENT AND AUTHORIZATION**

(Signature of all registered owners is required.)

For additional owners, including Strata Corporations, attach a separate sheet)

In order to assist Islands Trust Planners in the review and evaluation of my application, by signing below, authorize the Planners assigned to this application to enter onto the land at reasonable times, after making reasonable efforts to arrange to schedule a convenient time for such a visit, to inspect the land. I acknowledge a right, if a convenient time can be scheduled, to accompany the Planner on the site visit.

By signing below, I authorize the Applicant named in Section 3 of this application to represent this application:

(1) [Signature]  
Consent and Authorization Signature

(2) \_\_\_\_\_  
Consent and Authorization Signature

(1) SEPT. 21, 2015  
Date

(2) \_\_\_\_\_  
Date

**Contaminated Sites Regulation**

Please note that pursuant to Section 4(4) of the Contaminated Sites Regulation, B.C.Reg. 375/96, a site profile is not required and will not be accepted by the Islands Trust. If you have any questions, please contact this office.

## **Valdes rezoning application notes**

### **Section 1 - Description of Property**

The lot for which the zoning change is proposed is in Trincomali Channel, on the west shore of Lyacksun IR 3, on Valdes Island. A location and Site map are attached.

### **Section 4**

I don't believe an official community plan amendment is required.

We are applying to change the zoning of the proposed license of occupation shown in the Site Map from W1 to a zoning appropriate to the proposed use.

### **Section 6**

The area of the proposed lot has been used to load and/or unload stone and equipment for barge transport as part of a limited test quarry operation.

### **Section 7**

If the quarry operation is deemed feasible, the proposed lot would be used to load and/or unload stone and equipment for barge transport as part of an ongoing quarry operation. The landing would also be used by the Lyackson for barge access to the reserve in support of other community projects.

### **Section 8**

The adjacent area on Lyacksun IR 3 has been zoned Industrial in the Le'eyqsun Land Use Plan.

### **Section 9**

The purpose of the zoning change is to allow barges to be loaded and unloaded at the proposed lot. The landing was built specifically to allow equipment and stone to be loaded and/or unloaded. The operation has a limited test quarry permit at present, but if it proves feasible, an application will be made to continue quarrying on a longer term basis. More generally, the landing was also built to allow the Lyackson First Nation direct access to Lyacksun IR 3. Currently, equipment and materials for projects on the reserve must be barged on an ad hoc basis to landings off the reserve, such as the one near Blackberry Point.

If the operation proves feasible, it is expected that 3 – 5 barges per year of stone will be loaded. It takes about 8 hours to load a barge. In addition, the equipment to quarry the stone will be brought in and removed by barge once per year, and there will likely be one or more visits by a fuel barge during the operating periods. In total, barges will likely tie up at the landing 6 – 9 times per year for 2 to 8 hours each time. These numbers only consider use by Hardy Island Granite Quarries Ltd., not any additional uses the Lyackson may make. Only ramp barges will use the landing. This type of barge does not ground, so all contact points are above the high tide mark. A spill kit will be on hand when loading and unloading equipment or stone. The loader, excavator and dump truck all use biodegradable hydraulic oil.

The landing and associated waterlot would have three benefits.

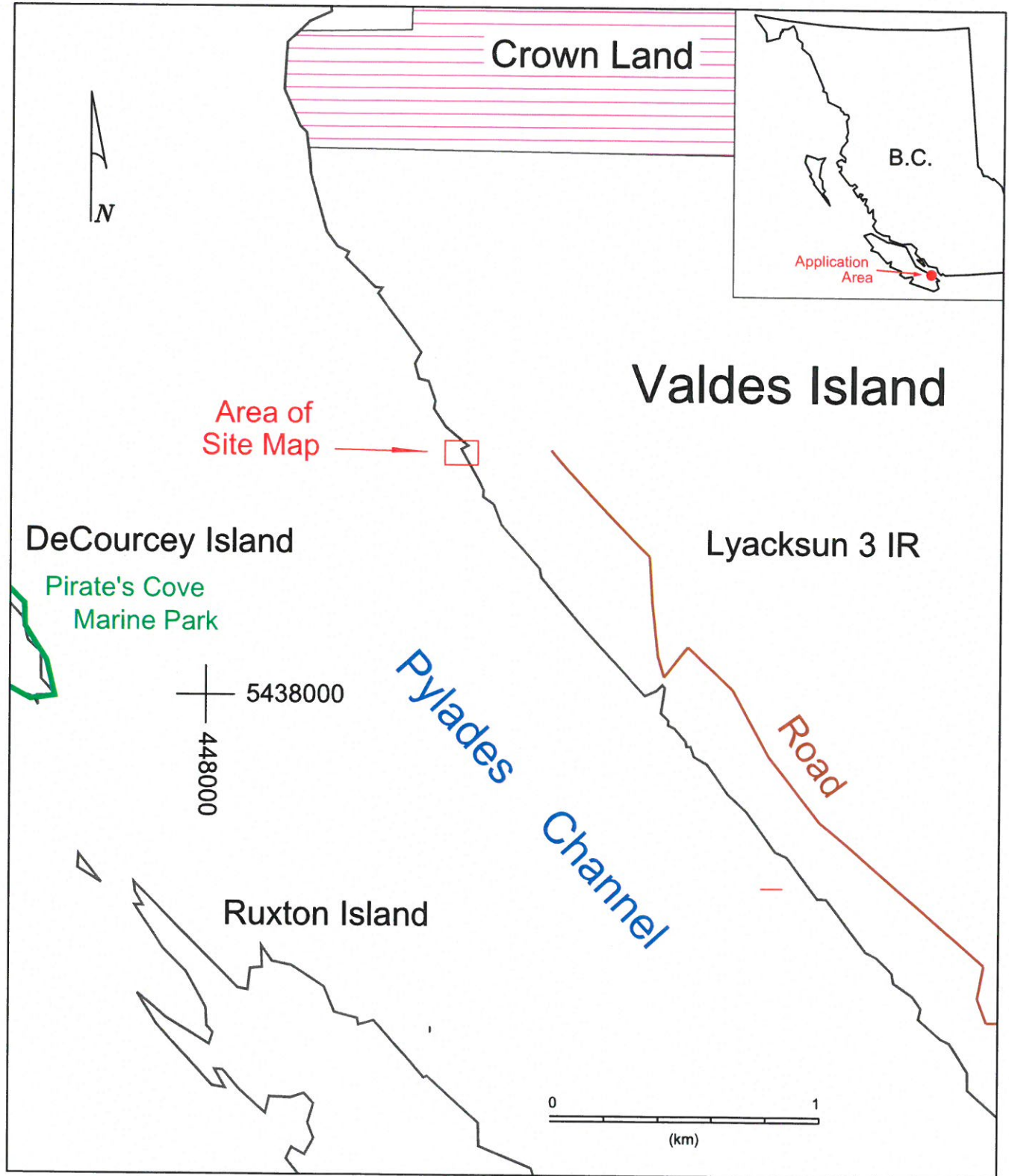
1. They are part of the Lyackson First Nation's larger strategy to re-establish an economic connection with their lands.
2. A successful quarry operation would provide local employment and economic activity.
3. Local stone production would displace imports. The carbon footprint of this product would be reduced, as less stone would be brought in by container from China or trucked across the continent (as commonly occurs at present).

The landing was constructed in accordance with the recommendations of a number of environmental and archaeological studies and with the approval of the DFO and AANDC (attached). The Lyackson First Nation was extensively consulted during the application period, both by community meeting, representations to the council and communications with staff.

Considerable effort has been made to minimize the visual impact of the landing (Figure 3). The only noise associated with loading barges is the sound of the loader, which is comparable to a large truck. The nearest dwellings are nearly 2 km away, on DeCoursey Island. It is hoped that the infrequency and short duration of the loading, together with the distance from the nearest dwellings, will minimize the disturbance to area residents. In addition, most (possibly all) of the activity will occur during the off-season.



Figure 3: Landing at Lyackson IR 3

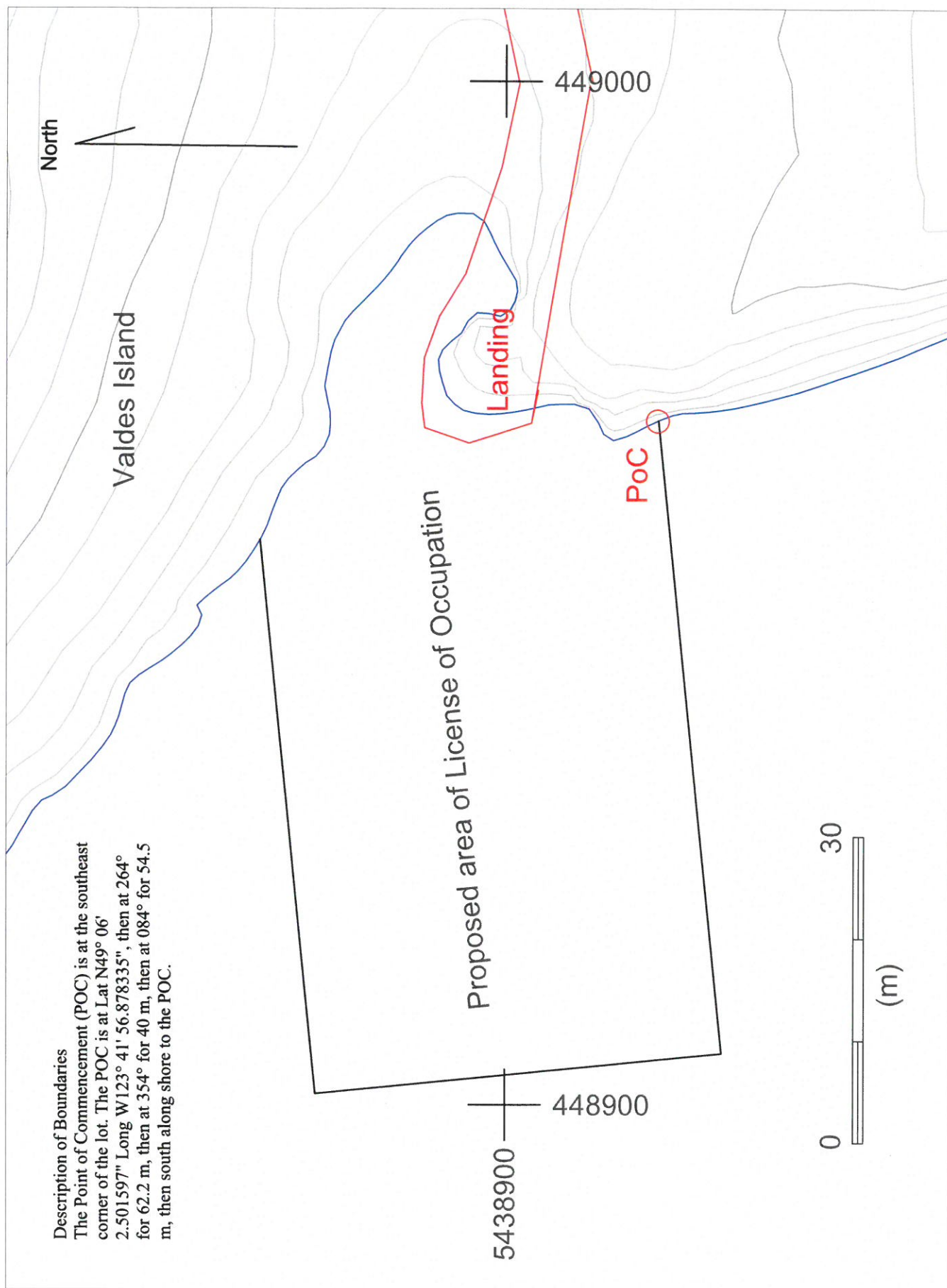


Location Map

Scale = 1:20 000

License of Occupation Application

Hardy Island Granite Quarries Ltd., September 27, 2014



Site Map (License of Occupation Application - Hardy Island Granite Quarries Ltd, Sept.27, 2014)

Scale = 1:500

## ATTACHMENT 2

### Land Use Planning

#### LAND USE PLAN FOR LE'EYQSUN ISLAND

The Lyackson First Nation has engaged consultants to prepare a Land Use Plan for Le'eyqsun Island (Valdes). This plan will be used by current and future Chief and Council and staff to inform and direct the type of uses and where those uses are acceptable to the Le'eyqsun Mustimuhw on their Island. To complete this plan it is very important to hear from the Le'eyqsun members about your thoughts and ideas for your land and how you would like to see it used in the future.

We are meeting with as many people from the community as possible. We would be very happy to meet with you individually or with your family. Meetings can be arranged by contacting Chris Thompson at the administration office by calling her at 250-246-5019 or 1-888-592-5766 or by email at [chris.thompson@lyackson.bc.ca](mailto:chris.thompson@lyackson.bc.ca).

We are also sending out this information message that includes questions we hope you will consider and send us back a response by mail, email, Facebook, or website. The administration office will also be sending out a survey by mail and email to Le'eyqsun members, and posting it on Facebook and LFN website (<http://lyackson.bc.ca/>). We really hope that you will take the time to respond in whichever way works best for you. Your voice matters, we want to hear from you.

#### ENTER YOUR SURVEY TO WIN A PRIZE!!!

The names of all those who respond to the questions in this bulletin and the survey that will be sent out by email will be entered into a draw for a **\$200 WALMART GIFT CARD**, this is our thanks for your time.

To Qualify for the prize your response must be received by **JANUARY 9, 2015**.

All information provided will remain confidential and used only for the purposes in the completion of Land Use Plan.

#### WHY PLAN?

- This Plan develops out of questions raised by Chief & Council and community members:
  - *How can we develop a new home site?*
  - *What kind of economic opportunities will we have in the future?*
  - *How will we continue to value our lands?*
  - *How are we planning for future generations?*
  - *Clear and transparent direction from the community for future decision making.*

#### WHAT IS LAND USE PLANNING?

- A way to turn *ideas* into *actions*
- By developing a Land Use Plan, we are agreeing as a community on actions we can take to use our lands in ways that respect our culture, the environment, local economics, and how we see our future
- The Plan will be a tool to assist Chief and Council, all citizens, and others who wish to work with LFN
- Shows an agreed-on future
- Identifies the best use of land, resources, facilities and services to secure the physical, economic and social needs to meet the communities desired future

#### LAND USE DESIGNATIONS

Land Use Designations recognize current uses and set out the plan for future uses. Activities allowed within the approved designations may be limited through by-laws that can be defined in a later exercise.

#### POSSIBLE LAND DESIGNATIONS FOR LE'EYQSUN ISLAND

*These are draft only and for discussion purposes. Community input will change, add and delete the content on this list.*

##### 1. COMMUNITY USE LANDS – SQWULHUQUATEN (Indian Village)

-Member housing, Member owned businesses, community owned businesses, recreation facilities for members, gathering spaces, schools, service buildings, administration offices

##### 2. PROTECTED LANDS – XeXe (sacred/spiritual)

- Cultural, spiritual sites, burial grounds (*smuqwelu'st*)
- Sensitive environmental areas incl. riparian, forests, marine, plants
- Exclusive use for members only, with care

##### 3. HOUSING AND HOME BASED BUSINESS – LELUM

- Member owned homes, housing for staff, seasonal accommodation for members
- If on reserve land, provides on reserve status and benefits to members or other status holding people
- Non-member owned homes
- Home based businesses

##### 4. CONSERVATION LANDS – SHQWYQWAN (M?) (burning fields)

- Parks, trails, campsites,

##### 5. COMMERCIAL RECREATION LANDS – IMSHATHUM

- Resort, lodge, wellness centre, public use campgrounds, recreation, marinas/wharf

**6. AGRICULTURE LANDS – SHPUNUM (garden)**

-Agriculture, aquaculture, greenhouses (*tuinuhw* – earth, dirt)

**7. RESOURCE DEVELOPMENT LANDS – YA'AYS (work)**

-Forestry, mining, energy production, hunting, gathering, non-timber forest products, cannery, smoke house, ice

**8. INFRASTRUCTURE – SHELH QWUM (follow the road)**

-Utilities (water, power, sewer/septic)

-Access (roads, dock), breakwater

**9. MARKET COTTAGE LOTS**

-For sale or lease for cabins, cottages, recreational properties

**1. COMMERCIAL RETAIL USE LANDS**

-For sale or lease for commercial retail sales of goods and services, e.g. Grocery stores, clothing, arts and crafts, etc

**MAPS OF LE'EYQSUN ISLAND**

Please see the attached maps of Le'eyqsun Island.

There are two maps attached, one is a blank map provided. We encourage you to use the list of Possible Designations provided above and draw your own areas and designations on this map and return it to the Lyackson administration office. You can do this individually, or with your family or other group of Lyackson members. It is very important that you look at the island without any designations first and identify your vision of the future of the island. Feel free to review the map with draft designations to assist you in your visioning exercise.

The second map has some current designations identified on it to help you understand what is currently going on. There are some options identified as numbers for land use using the draft list of Possible Designations provided earlier in this document. This map will give you an idea of how land use designations can be identified on the land base.

The final map will be produced following consideration of all the feedback received from the Lyackson community through face-to-face meetings, surveys, Facebook, email, mailings, or any other communications provided. Please return your map to Chris Thompson at the Lyackson Administration Office by fax 250-246-5049 or by mail, 7973A Chemainus Rd., Chemainus BC V0R 1K5, or in person after January 5, 2015.

The administration office will also be sending out a survey by mail and email to Le'eyqsun members, and posting it on Facebook and LFN website (<http://lyackson.bc.ca/>). We really hope that you will take the time to respond in whichever way works best for you. Your voice matters, we want to hear from you.

**ENTER YOUR SURVEY TO WIN A PRIZE!!!**

The names of all those who respond to the questions in this bulletin and the survey that will be sent out by email will be entered into a draw for a **\$200 WALMART GIFT CARD**, this is our thanks for your time.

**To Qualify for the prize your response must be received by JANUARY 9, 2015.**

The final Land Use Plan will only be as good as the feedback provided by you and all Lyackson members. Your participation is greatly appreciated.

**PLEASE SUBMIT YOUR SURVEY TO ENTER FOR A****\$200 WALMART GIFT CARD**

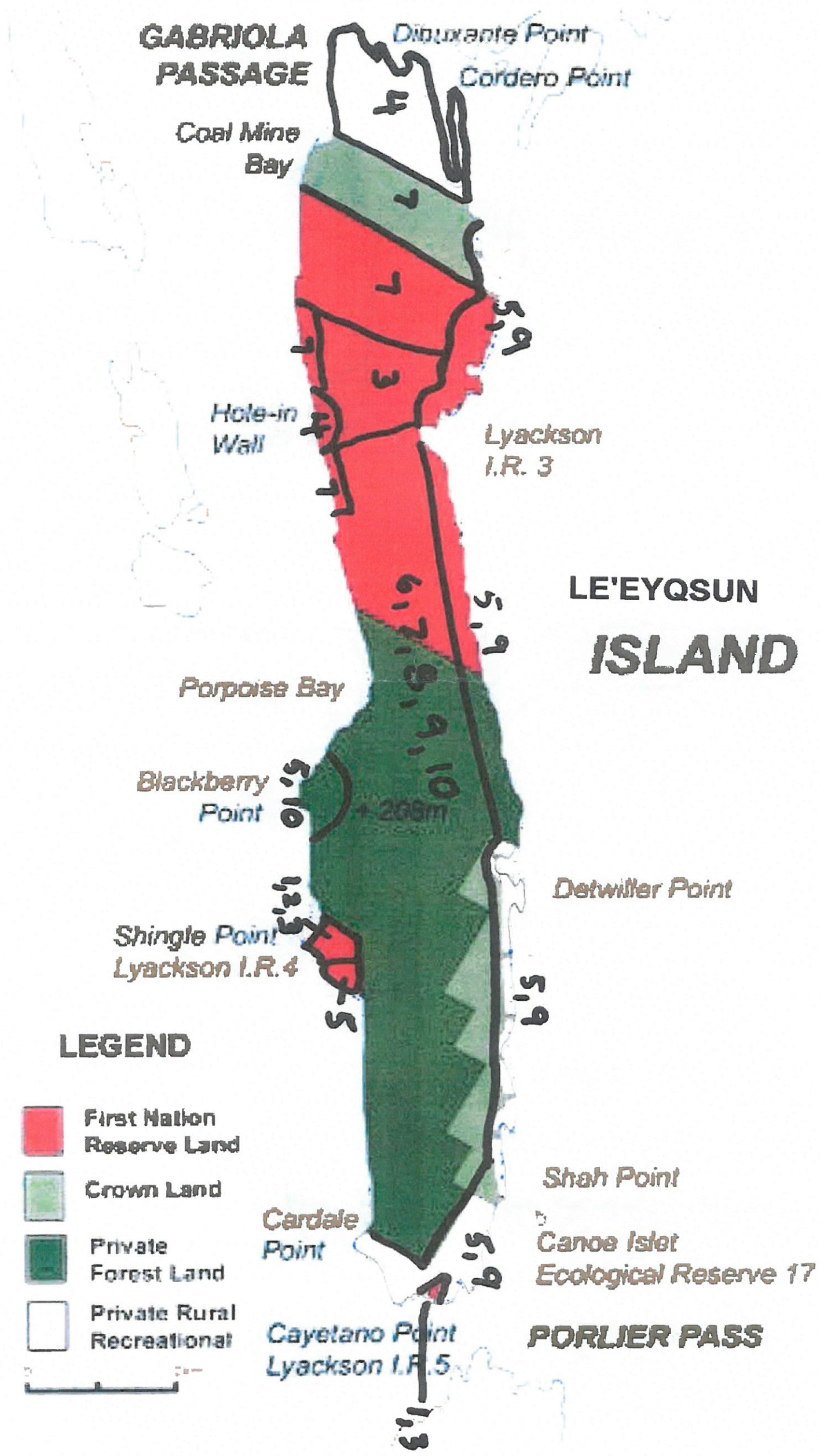
Surveys or maps can be submitted by email to [cindystern@telus.net](mailto:cindystern@telus.net), or to Chris Thompson [chris.thompson@lyackson.bc.ca](mailto:chris.thompson@lyackson.bc.ca) at the Lyackson First Nation administration office by fax 250-246-5049 or by mail, 7973A Chemainus Rd., Chemainus BC V0R 1K5, or in person after January 5, 2015.

Huy ch q'a, Chief, Council, staff and the Stern Sustainable Strategies Ltd. Consulting team; Cindy Stern and Pam Shaw

<https://www.surveymonkey.com/s/2NY6KQD>

**Maps for LUPP**

MODERN LAND-USE



# LE'EYQ SUN ISLAND

GABRIOLA  
PASSAGE

Hok-in  
Wall

Lyackson  
I.R.3

Blackberry  
Pt.

Shingle Pt.  
Lyackson I.R.4

Lyackson I.R.5

**ATTACHMENT 3**  
**Hardy Island Granite Quarries Ltd.**  
**Public Information Meeting for Proposed Rezoning Application on Valdez Island**  
**Minutes**  
**September 19, 2015**

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Meeting commenced: 3:24 pm

Location: Frank Jameson Community Centre, Ladysmith BC

Organizer: Helgi Sigurgeirson, Hardy Island Granite Quarries Ltd.

Attendees: Kathleen Johnnie, Lands and Resource Manager, Lyackson First Nation (LFN)  
Don Moss, DeCourcy Island Community Association  
Ann Kjerulf, Islands Trust  
Marnie Eggen, Islands Trust  
Warren Warttig, Valdez Island  
Tony Westman, Valdez Island  
Patrick McAlister, Valdez Island  
Dan White, Valdez Island

Recording  
Secretary: Lorraine Stewart

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## Topics

### **1. Presentation by Helgi Sigurgeirson**

- Frequency of landing use: 6-9 times a year, 2-8 hours per time
- We have been trying to start a quarry since 2008
- There has been a community consultation with LFN
- Impacts of barges at landing:
  - Environmental impact less – floating as does not anchor
- Spill kits will be maintained
- Biodegradable oil used
- Visual impact – infrequent due to short term use
- Comparable to similar uses in area; i.e., log booming
- Noise of loader will be infrequent and short term and will be like a large truck or boat
- Benefits
  - Royalties and jobs will be created for LFN
    - Development and maintenance of roads and landings, which will permit access to Valdez for LFN
    - Smaller carbon footprint as local stone displaces imported stone, which has a larger carbon footprint
    - Employment and economic activity in the broader local economy
- This is a limited 2 year permit, but if we are successful we will apply for a longer term

**Hardy Island Granite Quarries Ltd.**  
**Public Information Meeting for Proposed Rezoning Application on Valdez Island**  
**Minutes**  
**September 19, 2015**

---

## **2. Comments and Questions**

- Received approval from DFO
- AANDC was satisfied with the project
- At the end of the project there will be reclamation plan. There will be 2 -3 hectares of disturbed area but waste rock will be contoured appropriately
- Kathleen Johnnie (LFN):
  - LFN community supports this project as the barge landing is critical for LFN, so that we can have our own access to Valdez. LFN may use the barge landing for other projects when it is not being used by Hardy
  - Even if the project does not move forward the barge landing will remain and will be actively used by LFN. Hardy Island Quarries repaired an unsafe bridge for LFN on the island, and LFN asked Hardy to place sandstone around Hole in the Wall to deter destruction of trees. LFN wants to engage with all parties as the project moves forward
- Islands Trust:
  - Mining permit is federally regulated as the project is on reserve land
- Will be implementing quieter methods to mitigate noise for September 2016 (there is no equipment on the island so the project cannot begin till 2016)
- This is similar to existing booming operations, except for the noise at the quarry itself
- DeCourcy Island Community Association:
  - AANDC stated that the project is too small to seek community input. There was no notification to the community. The noise was insufferable and the blasting loud. They would appreciate if the noise could be kept in line and also if they could be kept informed of timing and progress
- Helgi Sigurgeirson:
  - Frequency of explosive charging: 1 – 2 times per day when in production (September to February). Part of the noise is caused by the whine of the drill. We were not expecting the noise to be so loud and will be covering the shots in the future along with altering the old drill. We will buy different drills with no whine. Next time we go in we will invite input to find a point of an acceptable noise level
- Kathleen Johnny:
  - Will seek to set up a Valdez Island tour on October 5, 2015. Lyackson not a signatory to the agreement, so we could only comment on it. We will be taking complaints from public and I will take to Chief & Council

## **Action Items**

- Kathleen Johnny (LFN) to set up a Valdez Island tour on October 5, 2015

Meeting adjourned: 3:26 pm



Islands Trust

Print Date: Nov-13-2015

## Top Priorities

### Thetis Island

| No. | Description                                                                                                                | Activity                                                                                                                                                    | Received/Initiated | Responsibility        | Target Date | Status   |
|-----|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------|-------------|----------|
| 1   | Seek Community to Community funding re: Memorandum of Understanding with Penelakut, Lyackson and Stz'uminus First Nations. |                                                                                                                                                             | Sep-29-2015        | Marnie Eggen          | Mar-31-2016 | On Going |
| 2   | Shoreline Protection                                                                                                       | Serving as the Pilot Local Trust Area for the Green Shores for homes draft credit rating system.                                                            | Sep-07-2011        | Aleksandra Brzozowski | Sep-01-2014 | On Going |
| 3   | Riparian Areas Regulation Implementation                                                                                   | Ensure protection of freshwater ecosystems in the Ralston Creek watershed through review of current regulation and covenants, and possible bylaw amendment. | Sep-07-2011        | Marnie Eggen          | Nov-15-2014 | On Going |

## Projects

### Thetis Island

| No. | Description                                                                 | Activity                                                                                                                                                                                                                                                                                                            | Received/Initiated | Status   |
|-----|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------|
| 1   | Potential LUB amendments:                                                   | - short-term vacation rentals of principle dwellings in the R-2 zone<br>- rainwater storage requirements                                                                                                                                                                                                            | Sep-07-2011        | On Going |
| 1   | Housekeeping Amendmends to LUB                                              | 4.3(d) amend to say:<br>In addition to s. 4.3(a), (b), and (c)...                                                                                                                                                                                                                                                   | May-24-2012        | On Going |
| 1   | Housekeeping amendments to the OCP                                          | - objectives and policies re sea level rise (was resolution to include in draft but did not make it in to adopted OCP)                                                                                                                                                                                              | Oct-03-2012        | On Going |
| 1   | Island-wide watershed protection                                            | TBD                                                                                                                                                                                                                                                                                                                 | Nov-21-2012        | On Going |
| 1   | OCP/LUB amendments to consider ocean loop geothermal exchange systems.      |                                                                                                                                                                                                                                                                                                                     | Apr-17-2013        | On Going |
| 1   | Pilkey Point / Marina Drive Slough: Support for habitat restoration.        |                                                                                                                                                                                                                                                                                                                     | Nov-20-2013        | On Going |
| 1   | Education and engagement re: sensitive ecosystems.                          | Environmental education and engagement efforts, in particular with owners on the Associated Islands, to explore ways to protect sensitive ecosystems in the Area.                                                                                                                                                   | Mar-19-2014        | On Going |
| 1   | Explore regulatory measures to address impacts of wharf related structures. |                                                                                                                                                                                                                                                                                                                     | Jul-23-2014        | On Going |
| 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, but includes establishing a Memo of Understanding with the Stz'uminus Nation for a stakeholder process regarding Bute and Dunsmuir Islands. | Sep-07-2011        | On Going |

## Applications w/ Status - Thetis Island Status: Open

### Applications

#### Development Variance Permit

| File Number   | Applicant Name           | Date Received | Purpose                                                               |
|---------------|--------------------------|---------------|-----------------------------------------------------------------------|
| TH-DVP-2015.2 | Trincomali Holdings Ltd. | Sep-03-2015   | 204 PILKEY POINT RD<br>Obtain approval to construct a retaining wall. |

**Planner:** Gary Richardson

#### Planning Status

**Status Date:** Sep-15-2015

opened file, gave to planner, notified LTC, processed fees

#### Rezoning

| File Number  | Applicant Name         | Date Received | Purpose                                                                       |
|--------------|------------------------|---------------|-------------------------------------------------------------------------------|
| TH-RZ-2015.1 | PENELAKUT SEAFOODS INC | Mar-11-2015   | Rezoning to allow for mariculture in the marine area, south of Thetis Island. |

**Planner:** Marnie Eggen

#### Planning Status

**Status Date:** Jul-16-2015

Working with applicant towards amending LOC boundaries to be consistent with area to be rezoned.

| File Number  | Applicant Name                     | Date Received | Purpose                                                                      |
|--------------|------------------------------------|---------------|------------------------------------------------------------------------------|
| TH-RZ-2015.2 | Hardy Island Granite Quarries Ltd. | Oct-05-2015   | Zoning change to allow barges to be loaded and unloaded at the proposed lot. |

**Planner:** Marnie Eggen

#### Planning Status

#### Subdivision

| File Number   | Applicant Name                                                                                       | Date Received | Purpose                                                                                                           |
|---------------|------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------|
| TH-SUB-1998.1 | TRAX<br>DEVELOPMENT<br>LTD C/O WRIGHT<br>FOCUS<br>ENGINEERING<br>LTD<br><b>Planner:</b> Marnie Eggen | 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-15-2015

MOTI issued 1 yr. extension.

**Status Date:** Jan-29-2015

Response provided to MOTI regarding application to phase subdivision (no concerns from Islands Trust on issue of timing)

**Status Date:** Sep-05-2014

Report sent to LTC reviewing Assessment and recommending next steps

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

### Planning Status

**Status Date:** Aug-11-2014

Sub not permitted; applicant request put on hold

| File Number   | Applicant Name                                                | Date Received | Purpose                    |
|---------------|---------------------------------------------------------------|---------------|----------------------------|
| TH-SUB-2014.2 | GW Lindberg Land<br>Surveying<br><b>Planner:</b> Marnie Eggen | Nov-25-2014   | To established strata lots |

### Planning Status

**Status Date:** Jan-29-2015

Sent referral to MOTI

**Status Date:** Nov-28-2014

Reviewed File

| File Number   | Applicant Name                 | Date Received | Purpose                                                                                                                                                               |
|---------------|--------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TH-SUB-2015.1 | Polaris Land<br>Surveying Inc. | Aug-19-2015   | PID:007-818-459 The proposed subdivision will create 2 parcels (including remainders) and the intended use of the land and/or buildings and structure is residential. |

**Planner:** Marnie Eggen

### **Planning Status**

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**Status Date:** Sep-03-2015

Planner reviewing. In unzoned area, Local Services Act (4.047 ha min lot size) prevents proposed Strata subdivision. Awaiting direction from applicant.

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***Islands Trust***  
 LTC EXP SUMMARY REPORT F2016  
 Invoices posted to Month ending October 2015

| 670 Thetis                     | Invoices posted to Month ending October 2015 | <u>Budget</u>   | <u>Spent</u>    | <u>Balance</u>  |
|--------------------------------|----------------------------------------------|-----------------|-----------------|-----------------|
| 65000-670                      | LTC "Trustee Expenses"                       | 750.00          | 0.00            | 750.00          |
| <b>LTC Local</b>               |                                              |                 |                 |                 |
| 65200-670                      | LTC - Local Exp - LTC Meeting Expenses       | 1,000.00        | 378.71          | 621.29          |
| 65210-670                      | LTC - Local Exp - APC Meeting Expenses       | 500.00          | 0.00            | 500.00          |
| 65220-670                      | LTC - Local Exp - Communications             | 300.00          | 0.00            | 300.00          |
| 65230-670                      | LTC - Local Exp - Special Projects           | 750.00          | 656.25          | 93.75           |
| <b>TOTAL LTC Local Expense</b> |                                              | <u>2,550.00</u> | <u>1,034.96</u> | <u>1,515.04</u> |
| <b>Projects</b>                |                                              |                 |                 |                 |
| 73001-670-3008                 | Thetis RAR                                   | 1,500.00        | 0.00            | 1,500.00        |
| 73001-670-4033                 | Thetis Foreshore Protection                  | 5,000.00        | 5,000.00        | 0.00            |
| <b>TOTAL Project Expenses</b>  |                                              | <u>6,500.00</u> | <u>5,000.00</u> | <u>1,500.00</u> |

## **Trust Fund Board Report to Local Trust Committees and Bowen Island Municipality October 2015**

### **Opportunity Fund Grant for Mayne Island Conservancy – Mayne Island**

The Trust Fund Board received and approved one Opportunity Fund grant at its last meeting, to assist the Mayne Island Conservancy with costs related to the ecological assessment of a potential conservation property. The Opportunity Fund is supported by individual donors and fundraising initiatives, such as the sale of our birthday calendars. The Fund is available to our partners, through grants, in support of land conservation projects in the Islands Trust area.

### **Trespass at Mount Trematon Nature Reserve– Lasqueti Island**

Islands Trust Fund continues to address the damage caused by trespass at Mount Trematon Nature Reserve on Lasqueti Island. A professional biologist and local machine operator were supported by staff and local volunteers to remove the culvert and naturalize the stream bed. Vehicle access has been restricted with a culvert and gate, and the boundary has been surveyed and clearly marked.

### **Annual Monitoring Report**

The Trust Fund Board received and reviewed the results of this year's monitoring visits. Only minor issues were identified at the time of monitoring and staff are currently meeting with landowners and working to remedy these issues.

### **Management Plans**

#### Horton Bayviary Nature Reserve (Mayne Island)

The Trust Fund Board reviewed and approved the Horton Bayviary Nature Reserve Management Plan, prepared under contract by the Mayne Island Conservancy Society. The management plan was an update to the original plan, prepared after the property was acquired by the Trust Fund Board in 2002.

#### Manzanita Ridge Nature Reserve (Salt Spring Island)

The Trust Fund Board and Salt Spring Island Local Trust Committee co-hold a covenant on Manzanita Ridge Nature Reserve, which is owned by the Salt Spring Island Conservancy. The Trust Fund Board reviewed the new management plan for the Reserve and found it to be consistent with the terms of the conservation covenant, and therefore it was approved.

### **Fallow Deer Control on Sidney Island**

The Board approved a request from the strata landowners on Sidney Island to allow hunting of fallow deer in the covenant areas. The landowners have been working for years to dramatically reduce the population of fallow deer on the island, which are non-native and having a severe negative impact on the vegetation and ecology.

### **Clam Bay Farm Covenant – North Pender Island**

The Board finalized and signed off on a conservation covenant on a property known as Clam Bay Farms. The covenant protects approximately 8.25 hectares of Coastal Douglas-fir forest. As the covenant is a requirement of a development application, staff will notify the North Pender Local Trust Committee officially when the covenant is registered.

### **Evaluation of Outreach Projects**

Staff provided the Board with a review of two recent pilot outreach programs – a landowners contact program on Lasqueti Island and outreach to realtors and other professionals on North Pender Island. Both projects resulted in successful outcomes, and staff will be working to develop realtor outreach events on other major islands.



# Memorandum

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

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Date November 12, 2015 File Number 3070-30 (CVRD)

To Thetis Local Trust Committee  
For the meeting of November 24, 2015

From Marnie Eggen, A/Island Planner

Re Letter of Understanding with Cowichan Valley Regional District

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On October 26<sup>th</sup>, 2015 a meeting was held between Islands Trust Local Planning Services staff and politicians of the Thetis Island Local Trust Committee and the Cowichan Valley Regional District. At the meeting, both the Thetis Island LTC and CVRD expressed interest in creating a Letter of Understanding between the two agencies, and it was suggested that Islands Trust staff could begin drafting the document and then circulate it to the CVRD for feedback.

Should the Thetis Island LTC decide to move forward on drafting a Letter of Understanding, staff recommend that, due to required staff and financial resources, this be added to the LTC Projects List at this time and subsequently moved to the Top Priorities List when one of the Top Priority items has been removed. Staff expect that work on the Letter of Understanding could commence in the new year. See Attachments 1 and 2 for an outline of the process to create a coordination agreement and an example letter of understanding.

A Request for Decision from the LTC to the Executive Committee is required to initiate the drafting process.

## Recommendation:

That the Thetis Island Local Trust Committee:

1. Request staff to add to the Projects List a Letter of Understanding between the Thetis Island Local Trust Committee and the Cowichan Valley Regional District.

## Attachments:

|              |                                                                                                              |
|--------------|--------------------------------------------------------------------------------------------------------------|
| Attachment 1 | Islands Trust Policy Manual, Section 2.1.iv. Coordination Agreement Process                                  |
| Attachment 2 | Example Letter of Understanding with the Regional District of Nanaimo and the Gabriola Local Trust Committee |

pc. Ann Kjerulf, Regional Planning Manager

**2.1.iv. Policy****COORDINATION AGREEMENTS PROCESS**

Trust Council: September 9, 1994

(Amended: March 8, 1997; December 10, 1999;

December 8, 2000; June 10, 2004; September 11, 2013)

**A: PURPOSE:**

1. To delineate the process for:
  - Trust Council to enter into protocol agreements respecting the coordination of activities with the governments of British Columbia or Canada, agents of the governments of British Columbia or Canada, municipalities, regional districts, boards of school trustees or francophone education authorities, and first nations under the authority of Section 9 of the *Islands Trust Act*;
  - local trust committees to enter into protocol agreements with municipalities, regional districts, boards of school trustees or francophone education authorities under the authority of Section 24 (2) of the *Islands Trust Act*;
  - local trust committees to enter into protocol agreements respecting the coordination of activities with the governments of British Columbia or Canada, agents of the governments of British Columbia or Canada, municipalities, regional districts, boards of school trustees or francophone education authorities, and first nations under the authority of Section 9 of the *Islands Trust Act*, where Trust Council has adopted a bylaw delegating this authority to a local trust committee;
  - the Chief Administrative Officer to enter into letters of understanding with other agencies at an administrative level; and
  - Trust Council, or a local trust committee, to enter into memoranda of understanding with another corporate entity of the Islands Trust.
2. To enhance the understanding and achievement of the Islands Trust object by integrating relevant Islands Trust Policy Statement policies into coordination agreements.

**B: REFERENCES:**

1. ***Islands Trust Act***
  - 1.1 Section 9 Coordination Agreements with other Government Bodies
  - 1.2 Section 24 (2) Responsibilities of Local Trust Committees
  - 1.3 Section 10 Delegation of Powers by Trust Council
2. **Islands Trust Policy Statement**
  - 2.1 Guiding Principles
  - 2.2 Policy 3.1.9

### 3. **Islands Trust Policy Manual**

#### 3.1 Executive Committee Terms of Reference (2.4.i.)

### 4. **Islands Trust Operations Manual**

#### 4.1 Protocol Agreement/Letter of Understanding Administrative Procedures (A.1.v.)

#### 4.2 Protocol Development Process Checklist Appendix C

#### 4.3 Administrative Processing Checklist Appendix C (i)

#### 4.4 Protocol Agreement Outline Appendix C (ii)

#### 4.5 Letter of Understanding Outline Appendix C (iii)

#### 4.6 Memorandum of Understanding Appendix C (iv)

## C: **TERMINOLOGY:**

1. **Protocol** – A protocol agreement refers to an agreement that an Islands Trust body may enter into, under the authority of Sections 9 or 24(2)(c) of the *Islands Trust Act*, with other agencies or organizations at a political level.
2. **Letter of Understanding** – A letter of understanding refers to an agreement that the Chief Administrative Officer may enter into with other agencies at an administrative level. Trust Council, or a local trust committee, shall endorse the letter of understanding as appropriate.
3. **Memorandum of Understanding** – A memorandum of understanding refers to an agreement that Trust Council, or a local trust committee, enters into with another corporate entity of the Islands Trust at a political level.

## D: **POLICY:**

### 1. **PROTOCOL AGREEMENTS under the AUTHORITY OF SECTION 9**

The process for the Trust Council to enter into a protocol agreement with the governments of British Columbia or Canada, agents of the governments of British Columbia or Canada, municipalities, regional districts, board of school trustees or francophone education authority, and first nations, at a political level includes the following:

- 1.1 **Initiation** - Executive Committee passes a resolution instructing staff to prepare a draft protocol agreement and reviews the work program with regard to timeframes and resource implications. Staff advise the ministry responsible for the *Islands Trust Act* of the intention to create a protocol agreement.
- 1.2 **Draft Protocol Agreement** - Islands Trust staff prepare a draft protocol agreement and circulate it to the appropriate Islands Trust corporate entity(s), the Executive Committee, the ministry responsible for the *Islands Trust Act* and the other parties to the agreement for review and comment.

- 1.3 Proposed Protocol Agreement** - Staff prepare a Request for Decision that includes the proposed protocol agreement and place it on the Trust Council agenda for approval to execute the agreement.
- 1.4 Ministerial Approval** - A protocol agreement under Section 9 of the *Islands Trust Act* is forwarded to the minister responsible for the *Islands Trust Act* for approval consideration pursuant to Section 9(2) of the *Islands Trust Act*.
- 1.5 Final Protocol Agreement** – Once ministerial approval has been received, the signing authority for a final protocol agreement is the Chair of the Trust Council.

Where the Trust Council has delegated authority to a local trust committee to enter into coordination agreements pursuant to Section 9 of the *Islands Trust Act*, the process for the local trust committee to enter into a protocol agreement with the governments of British Columbia or Canada, agents of the governments of British Columbia or Canada, municipalities, regional districts, board of school trustees or francophone education authority, and first nations, at a political level includes the following:

- 1.6 Initiation** – A local trust committee that has been delegated powers under Section 9 of the *Islands Trust Act* passes a resolution instructing its staff to prepare a draft protocol agreement and reviews the work program with regard to timeframes and resource implications. Staff advise the ministry responsible for the *Islands Trust Act* of the intention to create a protocol agreement.
- 1.7 Draft Protocol Agreement** - Staff assigned to the initiating local trust committee prepare a draft protocol agreement and circulate it to the appropriate Islands Trust corporate entity(s), the Executive Committee, the ministry responsible for the *Islands Trust Act* and the other parties to the agreement for review and comment.
- 1.8 Proposed Protocol Agreement** - Staff assigned to the initiating local trust committee prepare a Request for Decision that includes the proposed protocol agreement and place it on the local trust committee agenda for approval to execute the agreement.
- 1.9 Ministerial Approval** - A protocol agreement under Section 9 of the *Islands Trust Act* is forwarded to the minister responsible for the *Islands Trust Act* for approval consideration pursuant to Section 9(2) of the *Islands Trust Act*.
- 1.10 Final Protocol Agreement** – Once ministerial approval has been received, the signing authority for a final protocol agreement is the Chair of the initiating local trust committee.

## 2. **PROTOCOL AGREEMENTS under the AUTHORITY OF SECTION 24(2)**

The process for local trust committees to enter into a protocol agreement with municipalities, regional districts, boards of school trustees and francophone education authorities at a political level includes the following:

- 2.1 Initiation** – The local trust committee passes a resolution instructing staff to prepare a draft protocol agreement and reviews the work program with regard to timeframes and resource implications.
- 2.2 Draft Protocol Agreement** – Staff prepare a draft protocol agreement and circulate it to the local trust committee, the Executive Committee and the other parties to the agreement for review and comment.
- 2.3 Proposed Protocol Agreement** - The local trust committee approves the proposed protocol agreement and then refers it to the Executive Committee for approval.
- 2.4 Final Protocol Agreement** – Once Executive Committee approval has been received, the Chair of the local trust committee signs the final protocol agreement.

## 3. **LETTERS OF UNDERSTANDING**

The process to enter into a letter of understanding at an administrative level includes the following:

- 3.1 Initiation** - Trust Council instructs staff to prepare a draft letter of understanding, either through an approved protocol agreement or through a separate Request for Decision from appropriate corporate entity(s), and reviews the work program with regard to timeframes and resource implications.
- 3.2 Draft Letter of Understanding** - Staff prepare the draft letter of understanding and circulate it to appropriate corporate entity(s) and the other parties to the agreement for review and comment.
- 3.3 Proposed Letter of Understanding** - Staff prepare a Request for Decision that includes the proposed letter of understanding and place it on the Trust Council agenda for approval to execute the agreement.
- 3.4 Final Letter of Understanding** – Once Trust Council has approved the letter of understanding, the Chief Administrative Officer signs the final letter of understanding.

#### 4. MEMORANDUM OF UNDERSTANDING

The process to enter into a memorandum of understanding agreement between corporate entities of the Trust includes the following:

- 4.1 Initiation** – The appropriate Trust corporate entity(s) passes a resolution instructing staff to prepare a draft memorandum of understanding and reviews the work program (s) with regard to time frames and resource implications.
- 4.2 Draft Memorandum of Understanding** - Staff prepare a draft memorandum of understanding for review and comment by appropriate Trust corporate entity(s), including the Executive Committee.
- 4.3 Proposed Memorandum of Understanding** - The appropriate Trust corporate entity(s) approve the proposed memorandum of understanding.
- 4.4 Final Memorandum of Understanding** – Once approval is given, then the relevant Chairs of the affected corporate entities of the Trust are the signing authorities for the memorandum of understanding.

#### 5. GENERAL GUIDELINES

- 5.1 Agreements Monitoring** - Staff will file all agreements in the Islands Trust Legislative and Reference Handbooks. Trust Area Services is responsible for cataloguing and monitoring the agreement processes through the Islands Trust Agreements Monitoring Chart.
- 5.2 Amendments** - Amendments to an agreement are proposed, processed, and finalized in the same fashion as the base agreement.
- 5.3 Agreement Format** - Trust Area Services will standardize the format for all agreements and ensure that the process satisfies legislative, legal and policy requirements.
- 5.4 Legislative Reference** - All agreements will acknowledge the Islands Trust legislative object "... to preserve and protect ..." as provided for in the *Islands Trust Act*.
- 5.5 Process** - Staff will negotiate the coordination agreements with political direction. The agreements will conclude at a political level for staff implementation.
- 5.6 Concessions** - Coordination agreement should not make concessions to another party that prevent the Islands Trust from seeking legal recourse against that party.

## LETTER OF UNDERSTANDING

between staff for the

**THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE**

and staff for the

**REGIONAL DISTRICT OF NANAIMO BOARD**

### **SUBJECTS:**

- I PURPOSE**
- II PRINCIPLES**
- III CONSULTATIVE PROCESS**
- IV IMPLEMENTATION**
  - A Community Planning**
    - 1. Official Community Plans**
    - 2. Land Use Bylaws**
    - 3. Bylaw Enforcement**
    - 4. Building Permits**
  - B Parkland and School Site Acquisition**
    - 1. Parkland Acquisition**
    - 2. Park Planning**
    - 3. School Site Acquisition**
    - 4. Parks and Recreation Commission**
  - C Servicing**
    - 1. Service Delivery**
    - 2. Regional Growth Strategy**
    - 3. Service Coordination Agreements**
    - 4. Servicing Plans**
  - D Administrative Arrangements**
    - 1. Interagency Agreements**
    - 2. Information Sharing**
    - 3. Legislative Initiatives**
    - 4. Conduct of Elections**

Updated: October 31, 2012 - JEH

## **LETTER OF UNDERSTANDING**

This Letter of Understanding ("Agreement") dated for reference JANUARY 9, 2013 is:

BETWEEN staff for the:  
**THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE**  
("Local Trust Committee")

AND staff for the:  
**THE REGIONAL DISTRICT OF NANAIMO (RDN)**  
("Regional District ")

(referred to as the "Parties")

### **I PURPOSE**

The purpose of this Agreement is to delineate how the Regional District staff and the staff for the Local Trust Committee will implement the principles stated in the Protocol Agreement dated July 27, 2006 between the Gabriola Island Local Trust Committee for the Gabriola Island Local Trust Area ("local trust area") and the Regional District of Nanaimo for Electoral Area 'B' ("electoral area").

### **II PRINCIPLES**

The Local Trust Committee and Regional District agree to the following principles regarding interagency relations:

1. Recognition of each other's' jurisdiction and capabilities with a commitment to promoting a spirit of partnership through joint legislative, policy, program and communication initiatives;
2. Coordination of planning, and servicing that is responsive to the needs of the local trust area and the electoral area of which they are a part;
3. Commitment by the Regional District to take the object of the Islands Trust, and the land use planning authority into consideration in matters involving the local trust area; and
4. Cooperation through sharing of information and notification of significant initiatives that may impact the other Party and through regular liaison.

### **III CONSULTATIVE PROCESS**

1. The Parties agree to the establishment of a regular consultative process to foster understanding among respective staff and elected officials.
2. The intent of this Agreement is for both Parties to use best effort, rather than to oblige either Party, to affect interagency cooperation within mutually agreeable terms and time-frames.
3. Responsibility for the coordination of this Agreement by the respective Parties is assigned to the Chief Administrative Officer of the Regional District and the Chief Administrative Officer of the Islands Trust.
4. An annual meeting of respective staff will be established by the Chief Administrative Officers from the RDN and the Islands Trust.
5. A meeting of respective staff to review any current issues or Agreement matters may be arranged at the request of either Chief Administrative Officer.
6. Where anything is required or permitted to be delivered, or otherwise sent to the Parties or the Islands Trust Council, it will be delivered to:

Local Trust Committee:      2nd Floor  
                                         1627 Fort Street  
                                         Victoria, BC V8R 1H8  
                                         Attention: Chief Administrative Officer

Regional District:            6300 Hammond Bay Road  
                                         Nanaimo, BC V9T 6N2  
                                         Attention: Chief Administrative Officer

7. Both Parties will bear the full cost of their own requirements to implement this Agreement unless otherwise provided for in this Agreement or otherwise agreed to, in writing, by both Parties.
8. This Agreement may be amended by agreement, in writing, by the Regional District and the Local Trust Committee.

## **IV IMPLEMENTATION**

### **A. *COMMUNITY PLANNING***

#### **1.0 Official Community Plans (OCPs)**

- 1.1** Both Parties will provide the other Party with the opportunity for input regarding OCP reviews and updates relevant to the local trust area/electoral area to promote the effective coordination of servicing and planning functions of the respective Parties.
- 1.2** Where an OCP being prepared by either Party affects the local trust area/electoral area, the Party coordinating the OCP initiative will:
  - a) deliver a Notice of Intent to the other Party indicating the intentions and time-frames of the OCP initiative;
  - b) provide a Consultation Schedule to the other Party indicating opportunities for interagency liaison and technical or political discussions;
  - c) deliver terms of reference for the OCP process to the other Party before starting the OCP process, allowing at least 30 days within which to comment on the terms of reference for the OCP and to identify those issues which the other party wishes to have taken into consideration;
  - d) deliver a draft copy of the OCP to the other Party 35 days prior to first reading.
- 1.3** Either Party may give written notice requesting that a consultation meeting be conducted by the Party coordinating the OCP initiative within 10 days of receipt of the draft OCP.
- 1.4** The obligations referred to in this section are in addition to any statutory obligations (s. 879 of the *Local Government Act*) that the Parties may have respecting the referral of OCP bylaws.
- 1.5** Either Party will provide a copy of any adopted OCP bylaws as soon as practicable after adoption.

## **2.0 Land Use Bylaws**

- 2.1** Both Parties will provide the other Party with the opportunity for input regarding land use bylaw initiatives relevant to the local trust area/electoral area to promote the effective coordination of servicing and planning functions of the respective Parties.
- 2.2** Sections 1.2, 1.3, 1.4 and 1.5 for OCPs are applicable to relevant land use bylaws noted in Section 2.1.
- 2.3** The Regional District acknowledges that under s. 35 of the *Islands Trust Act* the Regional District is prohibited from adopting a bylaw, issuing a permit or undertaking work respecting the Local Trust Committee area that is contrary to or at variance with the OCP or land use bylaw of the Local Trust Committee.

## **3.0 Bylaw Enforcement**

- 3.1** The Parties wish to coordinate their activities with respect to bylaw investigation and bylaw enforcement on matters which constitute a contravention or potential contravention of a bylaw of either Party or both Parties.
- 3.2** Where information is received by one Party that it considers a potential contravention of a bylaw of the other Party, that Party will promptly convey that information to the other Party.
- 3.3** Where an activity is a potential contravention of a bylaw of both Parties, either Party may request the other Party's participation in a joint enforcement process.
- 3.4** Where one Party receives a request referred to in Section 3.3 that Party will notify the other Party whether it wishes to participate in a joint enforcement process within 30 days.
- 3.5** Where the Parties wish to participate in joint enforcement as per Section 3.4, the Parties will negotiate and agree, in writing, regarding the methodology, cost sharing and key activities for the joint enforcement program that falls within their respectful authorities.

**3.6** Either Party may deliver written notice to the other that it is withdrawing from a joint enforcement process and, in that case, the Parties are liable only for their share of any:

- a) costs incurred by the other Party prior to the date the notice is given; and
- b) costs reasonably incurred by the other Party in continuing a legal proceeding commenced prior to the date the notice is given.

**3.7** Either Party may initiate interagency arrangements whereby one Party may conduct bylaw investigations on behalf of the other Party and at the request of the other Party, subject to written conditions agreed to by the signatories of this Agreement.

#### **4.0 Building Permits**

**4.1** The Parties wish to coordinate their activities with respect to the issuance of building permits by the Regional District in a manner consistent with the official community plan and zoning bylaws of the Local Trust Committee.

**4.2** The Parties acknowledge that:

- a) subject to s. 35 of the *Islands Trust Act*, the Regional District has exclusive jurisdiction over the issuance of building permits in the local trust area/electoral area;
- b) S. 35 of the *Islands Trust Act*, prohibits the Regional District from issuing a building permit that is contrary to or at variance with a bylaw of the Local Trust Committee;
- c) where a completed building permit application has been received by the Regional District and that application complies with all applicable enactments, the Regional District is, subject to s. 35 of the *Islands Trust Act* and s. 929 of the *Local Government Act*, required to issue the building permit;
- d) for the purpose of complying with s. 35 of the *Islands Trust Act*, the Regional District should be aware of the content of the bylaws of the Local Trust Committee that may affect the Regional District's right to issue a building permit; and

- e) S. 39 of the *Islands Trust Act* authorizes the Regional District to withhold a building permit where the Local Trust Committee has advised that they propose to adopt a bylaw or plan referred to in that section, and where the Regional District directs the withholding of a building permit upon such advice from the Local Trust Committee, s. 929 of the *Local Government Act* applies to the Local Trust Committee; and
  - f) the Local Trust Committee will indemnify the Regional District on any claims against the Regional District where a building permit has been issued and construction commenced based on erroneous zoning information or advice supplied by the Islands Trust.
- 4.3** The Local Trust Committee will deliver to the Regional District, within 10 days of adopting a bylaw, a copy of that bylaw and the Regional District will make a copy of that bylaw available to any person who is authorized to issue building permits for developments in the local trust area/electoral area.
- 4.4** Where issuance of a building permit is refused in accordance with S. 35 of the *Islands Trust Act*, the Regional District will, within 5 days of notifying the applicant of the refusal, deliver to the Local Trust Committee a notice in writing, stating that the building permit has been refused and the reasons for that refusal.
- 4.5** The Local Trust Committee will advise the Regional District in writing that they propose to adopt a bylaw or plan referred to in s. 39 of the *Islands Trust Act*, indicating the date on which the Local Trust Committee resolved to commence preparation of the bylaw or plan.
- 4.6** After receiving a statement referred to in Section 4.5, the Regional District will, upon receipt, deliver to the Local Trust Committee a copy of each building permit application received at least 7 days after the date of the resolution referred to in Section 4.5.
- 4.7** The Regional District will not issue any building permit for an application which has been delivered to the Local Trust Committee under Section 4.6 unless:
- a) at least 10 days have passed since the date the Regional District delivered a copy of the building permit application to the Local Trust Committee and the Local Trust Committee has not within that 10 days delivered to the Regional District a copy of a resolution referred to in Section 4.8, or

- b) the Local Trust Committee has delivered to the Regional District a statement in writing authorizing the Regional District to issue the building permit.

**4.8** The Local Trust Committee will review all building permit applications received under Section 4.6, and where they consider a development proposed in a building permit application to be in conflict with the bylaw or plan referred to in Section 4.5 they may deliver to the Regional District a copy of a resolution passed by the Local Trust Committee directing the Regional District to withhold the building permit.

**4.9** Where the Regional District receives a copy of the resolution referred to in Section 4.8, the Regional District may exercise its authority under s 39 of the *Islands Trust Act* and s 929 of the *Local Government Act* to withhold for 30 days the building permit referred to in the resolution from the Local Trust Committee.

**4.10** Upon direction from the Local Trust Committee, the Regional District will withhold the building permit for a further 60 days.

**4.11** Where the Regional District withholds a building permit under Sections 4.7, 4.9, or 4.10, the Local Trust Committee will indemnify and save harmless the Regional District from any compensation for damages and any other costs for which the Regional District becomes liable, or which it incurs as a result of the withholding of the building permit.

**4.12** The Parties acknowledge that;

- a) to calculate time in relation to the 30 day and the 60 day time periods referred to in this agreement, reference will be made to s. 25 of the *Interpretation Act*; and
- b) to calculate time in relation to the “at least 7 days prior” referred to in this agreement, reference will be made to s. 929(2) of the *Local Government Act*, whereby both the first and the last days are excluded.

**4.13** The Local Trust Committee and the Regional District agree that during the 30 day period referred to in Section 4.9, staff representatives will discuss options regarding direction to withhold the permit for a further 60 days, or to grant the permit, with the imposition of mutually agreed-upon conditions relative to the public interest, having regard to the plan or bylaw under preparation.

## **B. PARKLAND AND SCHOOL SITE ACQUISITION**

### **1.0 Parkland Acquisition**

**1.1** The Parties wish to coordinate their activities with respect to the identification of land suitable for parkland, and the acquisition, development, operation and maintenance of parkland in a manner that promotes the object of the Islands Trust and the Community and Regional Parks System Plans of the Regional District.

**1.2** Both Parties acknowledge that:

- a) the Local Trust Committee has the authority under s. 29 of the *Islands Trust Act* to determine whether an owner of land being subdivided on the local trust area/electoral area will provide parkland under s. 941(1)(a) of the *Local Government Act*, or money under s. 941(1)(b);
- b) the Regional District is entitled to any money required to be provided under s. 941 of the *Local Government Act* with respect to land being subdivided in the local trust area/electoral area; and
- c) the Regional District is entitled to any land in the local trust area/electoral area that is required to be provided under s. 941 of the *Local Government Act*.

**1.3** The Local Trust Committee will consider any planning statements that the Regional District may deliver to the Local Trust Committee respecting parkland to the local trust area/electoral area with a view to determining whether they should be incorporated in or otherwise reflected in an OCP or land use bylaw initiative or plan.

**1.4.** Where a subdivision application in respect of which s. 941(1) of the *Local Government Act* is applicable and is referred to the Local Trust Committee, the Local Trust Committee will, within 7 days of receiving the referral of that application, send a copy of the application to the Regional District for review and comments.

**1.5.** The Regional District will, within 30 days of receiving the application (subject to the scheduling of meetings for the Board to consider the issue(s)), deliver to the Local Trust Committee a written notice that either:

- a) states that the Regional District makes no comments; or
- b) comments on, respecting the exercise by the Local Trust Committee of the Local Trust Committee's powers under s. 992 of the *Local Government Act*.

- 1.6.** In exercising its powers, the Local Trust Committee will consider any comments received from the Regional District and will not make a determination that is in direct conflict with comments received from the Regional District unless it has first given the Regional District at least 5 days written notice of its intention to do so.
- 1.7.** Where the Regional District receives money under s. 941 of the *Local Government Act* with respect to land being subdivided in the local trust area/electoral area:
- a) the Parties acknowledge that the *Local Government Act* requires that the money only be used for the acquisition of parkland in the Electoral Area; and
  - b) the Regional District will not obligate itself to use that money for the acquisition of specific parkland, unless it has first consulted with the Local Trust Committee regarding the proposed acquisition and has considered any comments respecting the parkland acquisition received from the Local Trust Committee within 10 days of their having received notice of the proposed parkland acquisition from the Regional District.
- 1.8.** Where a planning statement delivered to the Local Trust Committee by the Regional District includes maps designating areas considered by the Regional District to be areas in which parkland preservation, acquisition or development is desirable, the Local Trust Committee will deliver a copy of any application for rezoning or a permit under Part 26 of the *Local Government Act* to the Regional District, if the application pertains to those areas.
- 1.9** Within 15 days of receiving the application referred to in Section 1.8, the Regional District may deliver to the Local Trust Committee any comments of the Regional District concerning the impact of the proposed rezoning or development on the Regional District's ability to preserve, acquire or develop parkland in the area, and the Local Trust Committee will consider any comments received under this section during its consideration of the application to which the Regional District's comments relate.

## **2.0 Parks Planning**

- 2.1.** Both parties will provide the other party with the opportunity for input regarding a park planning initiative in the local trust area/electoral area by either party by providing the following:
  - ▶ Notice of Intent - indicating the intentions and time frames for the Parks Plan; and
  - ▶ Consultation Schedule - providing opportunities for interagency liaison and technical or political discussions.
- 2.2.** Where a Parks Plan being prepared by the Regional District affects the local trust area/electoral area, the Regional District will deliver a draft copy of the Parks Plan to the Local Trust Committee 35 days prior to adoption by the Regional District Board.
- 2.3.** The Local Trust Committee may give written notice requesting that a consultation meeting be conducted by the Regional District within 20 days of receipt of the draft Parks Plan.
- 2.4.** The Regional District will provide a copy of any Parks Plan documents including maps designating areas within the local trust area/electoral area considered to be areas in which parkland preservation, acquisition or development is desirable.

## **3.0 School Site Acquisition**

- 3.1** Both Parties share an interest in coordinating activities related to the planning and acquisition of school sites within the local trust area/electoral area and either Party will notify the other Party of initiatives in this regard with the School Board.
- 3.2** The Parties agree that both Parties will be involved in any processes related to the planning and acquisition of school sites within the local trust area/electoral area.

## **C. SERVICING**

### **1.0 Service Delivery**

- 1.1.** The Parties agree that the provision of services in the local trust area/electoral area by the Regional District, and that land use planning relating to the provision of such services, are matters of great importance to the residents of the local trust area/electoral area, and the Parties agree that extensive consultation on such matters, including consultation with the public, is to be encouraged.
- 1.2.** The Regional District will notify the Local Trust Committee that the Regional District is considering providing a service or significantly extending an existing service in the local trust area/electoral area.
- 1.3.** The Local Trust Committee may prepare and deliver to the Regional District a written notice requesting the Regional District consider providing a local or extended service in one or more areas of the local trust area/electoral area, and stating the reason for the request.
- 1.4.** The Regional District will consider the request referred to in Section 1.3, and will, within 60 days of receiving the request, deliver to the Local Trust Committee a notice in writing stating its position with respect to the request.
- 1.5.** The Regional District will submit a consultation process involving the public and the Local Trust Committee within 60 days of a notice being provided under Section 1.2 or 1.4.

### **2.0 Regional Growth Strategy**

- 2.1** Both Parties acknowledge that the Regional Growth Strategy initiative of the Regional District will not apply to the local trust area/electoral area (s 36.3 of the *Islands Trust Act*) however; the Local Trust Committee, in cooperation with the Regional District may recommend that the Islands Trust Council enter into a Service Coordination Agreement respecting the coordination of Official Community Plans of the Local Trust Committee, the Islands Trust Policy Statement Bylaw of the Islands Trust Council and with the services to be provided within the local trust area/electoral area by the Regional District (s 37.1 of the *Islands Trust Act*).

### **3.0 Servicing Plans**

- 3.1** The Parties wish to ensure the effective delivery of services to the local trust area/electoral area in a manner that is responsive to island community needs and the environmental protection and preservation object of the Islands Trust.
- 3.2** Where a party proposes to prepare a Servicing Plan that affects the local trust area/electoral area it will deliver to the other party:
- ▶ Notice of Intent - indicating the intentions and time frames of the Servicing Plan initiative; and
  - ▶ Consultation Schedule - providing opportunities for interagency liaison and technical or political discussions; and
  - ▶ Terms of reference; and
- will provide the other party with at least 21 days within which to comment on the terms of reference for the Servicing Plan and to identify those issues which the other party wishes to have taken into consideration.
- 3.3** Where a Servicing Plan being prepared by the Regional District affects the local trust area/electoral area, the Regional District will deliver a draft copy of the Servicing Plan to the Local Trust Committee 30 days prior to first reading.
- 3.4** The Local Trust Committee may give written notice requesting that a consultation meeting be conducted by the Regional District within 10 days of receipt of the draft Servicing Plan.
- 3.5** The Regional District will provide a copy of any Servicing Plan bylaws affecting the local trust area/electoral area to the Local Trust Committee.

## ***D. ADMINISTRATIVE ARRANGEMENTS***

### **1.0 Interagency Agreements**

- 1.1** Both Parties will endeavour to provide opportunities for the other Party to provide input to or involvement in interagency initiatives with other organizations that impact the activities of the other Party within the local trust area/electoral area.

- 1.2 Either Party will refer interagency agreements or initiatives with other organizations that impact the activities of the other Party within the local trust area/electoral area for comment before concluding such an interagency agreement.
- 1.3 Either Party will provide copies to the other Party of interagency agreements or terms of reference for interagency projects relevant to the local trust area/electoral area.

## **2.0 Information Sharing**

- 2.1 Agenda and minutes for regular meetings of the Regional District and the Local Trust Committee will be provided on a regular basis to the designated staff by email.
- 2.2 Where an inquiry or complaint is received by either Party, or that inquiry or complaint relates to a matter within the jurisdiction of, or in which may reasonably be of interest to the other Party, the Party receiving the inquiry or complaint will forward appropriate information to the other Party.
- 2.3 Copies of studies, plans, reports and other documents prepared or received by one Party, which may reasonably be of interest to the other Party, will be forwarded to the other Party through the designated staff.

## **3.0 Legislative Initiatives**

- 3.1 Either Party will provide to the other Party any information received concerning a Federal or Provincial Government legislative initiative that it considers may affect the activities of the other Party within the local trust area/electoral area.
- 3.2 Either Party will provide notice to the other Party respecting requests for the Federal or Provincial Governments to enact legislation that it considers may affect the activities of the other Party within the local trust area/electoral area.

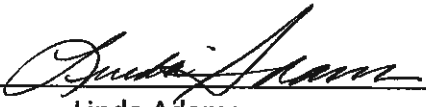
## **4.0 Conduct of Elections**

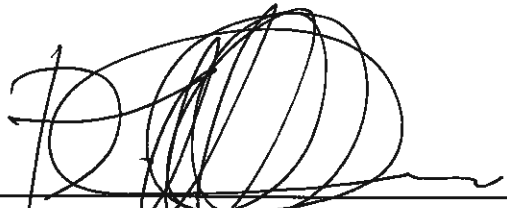
- 4.1 The Chief Administrative Officer, on behalf of the Islands Trust Council, may provide notice to the Chief Administrative Officer of the Regional District of Nanaimo that the Islands Trust requests the Regional District to conduct a trustee election for the local trust area/electoral area as part of the Regional District's triennial election program or a by-election for the Local Trust Committee.

- 4.2 The Regional District will consider such a request and the Chief Administrative Officer will notify the Chief Administrative Officer of the Islands Trust whether the Regional District agrees (subject to any necessary negotiations) to conduct the trustee elections in the local trust area/electoral area on behalf of the Islands Trust.
- 4.3 The Chief Administrative Officer's for both the Regional District of Nanaimo and the Islands Trust Council will establish a separate agreement dealing with procedures and cost sharing for the Regional District to conduct election proceedings.

Therefore, both Parties commit to respect this Letter of Understanding, dated

this 9th day of January, 2013

  
\_\_\_\_\_  
Linda Adams  
Chief Administrative Officer  
Islands Trust

  
\_\_\_\_\_  
Paul Thorkelsson  
Chief Administrative Officer  
Regional District of Nanaimo

# Memorandum

Date November 2, 2015 File Number 3030-01

To Thetis Island Local Trust Committee

From Ann Kjerulf  
Regional Planning Manager  
Northern Planning Office

Re 2016 Thetis Island Local Trust Committee Meeting Dates

The Local Trust Committee is asked to endorse, by resolution, its regular business meeting schedule for 2016. Proposed dates have been identified in relation to anticipated project commitments, application volumes, trustee availability, ferry schedules, statutory holidays, conferences, Trust Council, Committee and LTC meeting schedules, and available staff and financial resources.

For convenience, Thetis Island LTC regular business meetings are proposed to be held, approximately bimonthly, on the 4<sup>th</sup> Tuesday of the month (*Note: March, October and November dates have been adjusted due to scheduling conflicts*).

Thetis Island LTC may wish to schedule additional regular business meetings or, alternatively, schedule special meetings on an as-needed basis in order to accommodate public hearings and/or discussion of specific topics or projects. If considering additional meetings, Thetis Island LTC is advised that scheduling any of the following dates would likely result in a conflict:

|           |                                        |            |                                     |
|-----------|----------------------------------------|------------|-------------------------------------|
| January:  | 1, 12-14, 19, 20, 21, 27               | July:      | 1, 5, 6, 13, 14, 20, 21, 27         |
| February: | 3-5, 8, 10, 11, 12, 15, 23-25, 29      | August:    | 1, 3, 8, 10, 12, 17, 22, 24, 25, 31 |
| March:    | 2, 3, 9, 10, 15, 16, 17, 22-25, 28, 30 | September: | 5, 7, 8, 13-15, 20-22, 26-30        |
| April:    | 1, 6, 8, 13, 14, 19, 21, 27            | October:   | 3, 5, 10, 12-14, 18, 19, 25, 26     |
| May:      | 4, 10-13, 16, 17, 19, 23, 25, 26, 31   | November:  | 2, 9, 10, 11, 15-17, 23, 28, 30     |
| June:     | 1, 6, 8, 10, 14-16, 21-23, 28, 29      | December:  | 2, 6-8, 14, 21, 26                  |

## Recommendation:

“THAT the Thetis Island Local Trust Committee schedule its 2016 regular business meetings at 9:30 AM on the following dates:

Thursday, **January 26**, 2016  
Thursday, **March 29**, 2016  
Thursday, **May 24**, 2016  
Thursday, **July 26**, 2016  
Thursday, **October 11**, 2016  
Thursday, **November 29**, 2016.”

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**To:** Local Trust Committees, Bowen Island Municipality **For the Meeting of:** November 24, 2015.

**From:** Kate Emmings, Ecosystem Protection Specialist & Jennifer Eliason, ITF Manager

**File No.:** 5450-30; 0410-20

**SUBJECT: COASTAL DOUGLAS-FIR CONSERVATION STRATEGY**

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### DESCRIPTION OF ISSUE:

At its September 2015 meeting, Trust Council asked staff to forward the CDFCP Conservation Strategy to local trust committees and Bowen Island Municipality as a potential resource. This briefing explains the issue and offers some options for further action.

The Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) has finalized a Conservation Strategy for Coastal Douglas-fir forests and their associated ecosystems. The whole of the Islands Trust area is included in the strategy and, as a member of the CDFCP, the Islands Trust and its political bodies are expected to find ways to support or achieve some of the goals within the CDFCP Conservation Strategy.

### BACKGROUND:

#### The Threatened Coastal Douglas-fir Forest

The Coastal Douglas-fir Biogeoclimatic (CDF) Zone is the smallest and most at-risk biogeoclimatic zone in British Columbia and is of great conservation concern (Biodiversity BC, 2008). It is home to the highest number of species and ecosystems at risk in BC, many of which are ranked globally as imperilled or critically imperilled (BC Conservation Data Centre, 2012). The global range of the CDF lies almost entirely within BC, underscoring both its global uniqueness and BC's responsibility for its conservation. **Twenty-five percent (25%) of the CDF lies within the Islands Trust area.**

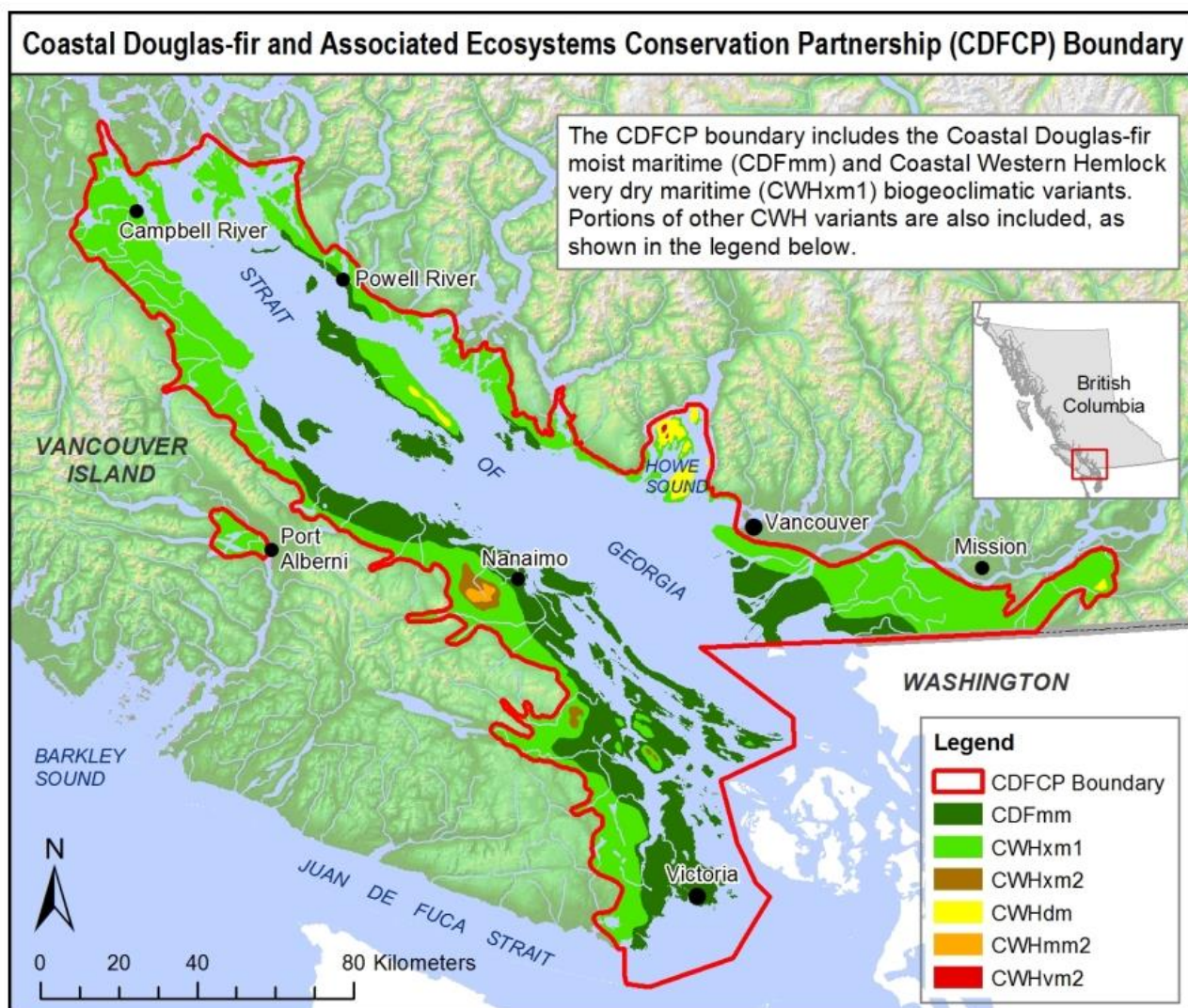
Coastal Douglas-fir ecosystems are also found in the Coastal Western Hemlock very dry maritime subzone (CWHxm1) which has many similarities with ecosystems in the CDF Zone. The CWH xm1 is found on Salt Spring and the islands in Howe Sound and is at similar conservation concern.

Of all the zones in BC, the CDF has been most altered by human activities. Less than 1% of the CDF remains in old growth forests (Madrone, 2008) and 49% of the land base has been permanently converted by human activities (Hectares BC, 2010). The trend of deforestation and urbanization continues and has resulted in a natural area that is now highly fragmented with continuing threats to remaining natural systems. Approximately 9% of the CDF zone is protected in conservation areas (MFLNRO, 2011). Of the remaining land in the CDF zone, approximately 80% is privately owned, which creates significant challenges for protection. The Islands Trust area still has high quality natural spaces, making it a natural focus for CDF conservation.

#### The Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP):

Established in 2013, the CDFCP is a forum for communication and collaboration regarding the maintenance and restoration of healthy Coastal Douglas-fir and Associated Ecosystems. The CDFCP recognizes the need for shared stewardship of ecosystems and strives to focus resources collaboratively, strategically and transparently to avoid duplicating existing efforts and

to maximize conservation gains. The CDFCP has 34 members, including four local governments and two Provincial ministries. Its area of interest is shown in the map below and includes the entire Islands Trust area. More information about the CDFCP is available at [www.cdfcp.ca](http://www.cdfcp.ca).



#### Islands Trust Involvement in the CDFCP:

The Trust Fund Board and the Gambier Island Local Trust Committee are signatories to the CDFCP Statement of Cooperation and the Islands Trust Fund's Ecosystem Protection Specialist is a CDFCP Steering Committee member. Islands Trust Council resolved to sign the CDFCP Statement of Cooperation at its March 2013 meeting and received a presentation from the CDFCP in June 2014. At that time, Trust Council passed the following resolutions:

#### **TC-2014-061**

That the Islands Trust Council request that the Executive Committee consider sponsoring an Association of Vancouver Island Coastal Communities/Union of BC Municipalities resolution that calls on the Province to provide funding for the CDFCP and for land protection initiatives in the CDF zone.

#### **TC-2014-062**

That the Islands Trust Council request that staff work with the CDFCP to develop recommendations for Trust Council's consideration regarding local planning tools that local trust committees could use to protect Coastal Douglas-fir ecosystems.

A resolution requesting adequate provincial funding for the CDFCP, including implementation of recommendations made by the CDFCP, was endorsed by AVICC and passed at UBCM in September 2013.

In February 2015, the Islands Trust Executive Committee passed the following resolution:

**EC-2015-013**

That the Executive Committee direct staff to finalize and forward a resolution requesting provincial funding for the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) to the Association of Vancouver Island and Coastal Communities (AVICC) and Union of BC Municipalities (UBCM) with a backgrounder for consideration by members at the 2015 conventions.

The AVICC endorsed a resolution, which was then presented to UBCM at the September 2015 meeting, where it passed.

Creation of the CDFCP Conservation Strategy:

In the summer of 2014, the CDFCP, working with the Nature Conservancy of Canada, obtained \$17,500 in funding for a CDFCP Conservation Strategy. Work began on the strategy in the fall of 2014 and the strategy was completed in July 2015.

The Islands Trust was invited to provide feedback on the plan through participation in a workshop in February 2015 which was attended by Tony Law, Hornby Island Trustee, and by the Islands Trust Fund Ecosystem Protection Specialist. Representatives from twenty-one (21) CDFCP member organizations attended. The Executive Committee was updated on work with the CDFCP in May 2015, and provided with notes from the February workshop.

Trust Council received the completed CDFCP Conservation Strategy at its September 2015 meeting and passed the following resolutions:

**TC-2015-121**

That Islands Trust Council receive the CDFCP Conservation Strategy for information and request the Chair to send a letter to the CDFCP Steering Committee in support of the Conservation Strategy and indicating a willingness to work with the CDFCP to implement the strategy as capacity allows.

**TC-2015-122**

That staff be requested to forward the CDFCP Conservation Strategy to local trust committees and Bowen Island Municipality as a potential resource.

**ATTACHMENT(S):**

Letter from the Islands Trust Chair to the CDFCP, November, 2015  
CDFCP Conservation Strategy

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**AVAILABLE OPTIONS:**

- 1) Receive the CDFCP Conservation Strategy for information.
- 2) Request local planning staff work with CDFCP to draft recommendations regarding land use planning tools that will effectively conserve Coastal Douglas-fir forest ecosystems.
- 3) Become a signatory to the CDFCP Statement of Collaboration (In addition to the Trust Council and the Trust Fund Board, the Gambier Island LTC has joined the CDFCP. Other LTCs or municipalities could also become partners).

**FOLLOW-UP:**

Islands Trust Fund staff will continue to participate on the CDFCP Steering Committee.

Planning staff will follow up as directed by the local trust committee or island municipality.

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**Prepared By:** Kate Emmings, Ecosystem Protection Specialist & Jennifer Eliason, ITF Manager

**Reviewed By:** Lisa Gordon  
Director, Trust Area Services

**Date:** November 9, 2015  
**Reviewed By:** David Marlor  
Director, Local Planning Services

**Date:** November 10, 2015

November 10th, 2015

File Number: 5450-30; 0410-20

Via Email: [info@cdfcp.ca](mailto:info@cdfcp.ca)

Coastal Douglas-fir and Associated Ecosystems Conservation Partnership Steering Committee  
 c/o Darryn McConkey, Interim Chair

Dear Darryn McConkey:

**Re: Support for Coastal Douglas-fir and Associated Ecosystems Conservation Partnership's Conservation Strategy**

As Chair of the Islands Trust Council, I'm writing to advise you that at its quarterly meeting in September 2015, the Islands Trust Council received the Coastal Douglas-fir Conservation Partnership (CDFCP) Conservation Strategy for information. Trust Council requested that I write to you to express support of the Conservation Strategy and to indicate the Islands Trust's willingness to work with the CDFCP to implement the strategy as capacity allows. As a first step, Trust Council has requested that staff forward the CDFCP Conservation Strategy to Islands Trust local trust committees and Bowen Island Municipality as a land-use planning resource.

The Islands Trust Council supports the CDFCP's goal of bringing governments, organizations and individuals together to collaboratively address ongoing threats to the conservation of Coastal Douglas-fir and Associated Ecosystems. This work would advance the following sections of the Islands Trust Policy Statement:

**3.2.1** *It is Trust Council's policy that*

- *forest ecosystems in the Trust Area should be protected, and*
- *the remaining stands of relatively undisturbed Coastal Douglas-fir, Coastal Western Hemlock, Garry Oak and Arbutus should be preserved.*

**3.2.3** *Trust Council encourages government agencies, non-government organizations, property owners and occupiers to protect forested areas through voluntary donation, acquisition, conservation covenants and careful management.*

At the September 2015 Union of BC Municipalities Convention, the Islands Trust put forward the following resolution which was endorsed and provided to the Province of BC:

WHEREAS the UBCM members previously endorsed resolution 2013-B104 requesting that the Ministry of Forests, Lands and Natural Resource Operations adequately resource the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (the Partnership);

AND WHEREAS in 2015 the Partnership will issue a 30-year conservation strategy for the coastal Douglas-fir biogeoclimatic zone, the most at risk zone in British Columbia, but has insufficient resources to implement the strategy:

THEREFORE BE IT RESOLVED that UBCM request the provincial government to provide core, multiyear funding to the Partnership to assist its members to implement the conservation strategy with the Province, First Nations, local governments, the federal government, stakeholders, and the general public.

We note that the CDFCP Conservation Strategy identifies the following actions related to its work with local governments:

1.2 Assist local governments, conservation groups and First Nations to identify priority areas for securement and stewardship in their jurisdiction

5.1 Work with local governments to develop plans, policies, bylaws and incentives that enhance Coastal Douglas-fir and associated ecosystem values

We will forward the Conservation Strategy to local trust committees with a recommendation that those wishing to advance the Islands Trust Policy Statement consider working directly with the CDFCP to support the priority actions identified in the CDFCP Conservation Strategy.

We look forward to further cooperation to protect the Coastal Douglas-fir biogeoclimatic zone; home to the highest number of species and ecosystems at risk in British Columbia.

Yours sincerely,



Peter Luckham  
Chair, Islands Trust Council  
[pluckham@islandstrust.bc.ca](mailto:pluckham@islandstrust.bc.ca)

cc: Islands Trust Executive Committee  
Bowen Island Municipality  
Trust Fund Board  
Craig Sutherland, Assistant Deputy Minister, Regional Operations: Coast, Min. of Forest, Lands and Natural Resource Operations  
Islands Trust website



**C**OASTAL DOUGLAS-FIR  
& ASSOCIATED ECOSYSTEMS  
CONSERVATION PARTNERSHIP

**CONSERVATION  
STRATEGY  
2015**

# ACKNOWLEDGEMENTS

This Conservation Strategy was developed by the Coastal Douglas-fir Conservation Partnership, under the guidance of the Steering Committee: Tim Ennis, Darryn McConkey, Kate Emmings, Dave Haley, Peter Arcese, Todd Golumbia, Adam Taylor, Kim Richardson, and Erik Piikkila.

Members of the Partnership met in February 2015 to review the Strategy and provide input into the objectives and actions.

The funding support for the planning process from the Real Estate Foundation of British Columbia is gratefully acknowledged. We also appreciate the contributions from the Ministry of Forests, Lands and Natural Resource Operations, Cowichan Valley Regional District and Islands Trust Fund. Funding for the Marxan project was provided by the Real Estate Foundation of BC, North Pacific Landscape Conservation Cooperative, Forest Renewal BC, and University of British Columbia.

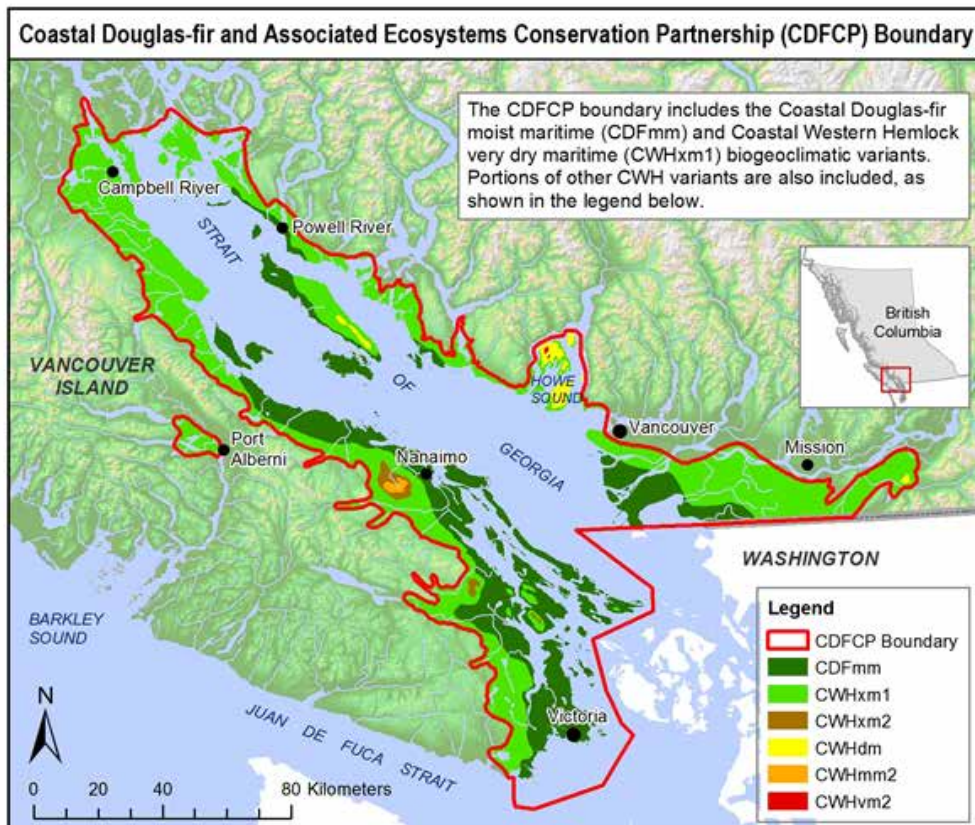


Writing and facilitation for this project was provided by Judith Cullington, Judith Cullington & Associates

# INTRODUCTION

## *Purpose of the Conservation Strategy*

This Conservation Strategy sets a 30-year vision and goals for the Coastal Douglas-fir Conservation Partnership (CDFCP); with objectives and actions identified for the next five years (2015–2020). The intent is to review and update this strategy at least every five years.



## *Coastal Douglas-fir and Associated Ecosystems*

The Coastal Douglas-fir biogeoclimatic zone (CDF zone) is the smallest and most at-risk zone in British Columbia (B.C.). As home to the highest number of species and ecosystems at risk in B.C., many of which are ranked globally as imperiled or critically imperiled, it is of great conservation concern. The global range of the CDF lies almost entirely within B.C., underscoring both its global uniqueness and B.C.'s responsibility for its conservation. Of all the zones in the province, the CDF has been most altered by human activities. Less than 1% of the CDF remains in old growth forests and 49% of the land base has been permanently converted by human activities. The trend of deforestation and urbanization continues and has resulted in a natural area that is highly fragmented with continuing threats to remaining natural systems. Approximately 9% of the CDF zone is currently protected in conservation areas. The extent of disturbance, combined with the low level of protection, places the ecological integrity of the CDF zone at high risk.

As shown on the map, the area of concern to the CDFCP includes some parts of the Coastal Western Hemlock very dry maritime zone (CWHxm1 and CWHxm2), as these ecosystems share similar attributes and threats.

Threats to the integrity of the Coastal Douglas-fir and associated ecosystems (CDFAE) include:

- **Land conversion.** The CDF zone is 80% privately owned, in part due to the historic Esquimalt and Nanaimo (E & N) railway land grant. About 10% is provincially owned and the remaining 10% is owned by other levels of government. Much of the private land has been converted to urban and rural development, transportation and utility corridors, and agricultural use. Forty-nine percent (49%) of the land base in the CDF has been converted to human uses.
- **Ecosystem degradation.** Less than 1% of the CDF zone currently remains as old growth forest (over 250 years in age), and forests over 100 years in age now occupy only 4% of their former extent. Deforestation in a land base that was once predominantly forested has consequences for the small patch ecosystems, specialized habitats and at-risk species that were previously buffered and supported by the ecological processes of the surrounding forests. Remaining forests are predominantly younger, less diverse and bisected by roads. These changes affect hydrological patterns and the ability to filter and store water; destabilizes forest soils and reduces capacity to regenerate soils; alters the resistance to the invasion of alien species; alters prey-predator relationships; alters carbon and nutrient cycles, including the release of carbon to the atmosphere; and removes specialized habitat features for wildlife foraging, shelter and breeding.
- **Loss of natural processes.** Wildfires and deliberate burning by First Nations played an important role in shaping CDF ecosystems. Fires create openings in the canopy, kill off other less fire-resistant species, and help to establish and maintain the large, thick-barked Douglas-fir, Maple and Garry Oaks as the dominant trees in the area. Today and for the past 100 years, forest fires have been suppressed.
- **Species disturbance.** Human influence has artificially changed the balance of species, with resulting impacts on ecosystems. An example is the reduction in cougar and wolf populations, which has led to the hyper-abundance of deer populations and in turn reduction of native plants on which deer like to feed.
- **Invasive species** have increasingly intruded into all ecosystem types, displacing native plants and animals, altering ecosystem function and dynamics, and removing food sources for wildlife.
- **Climate change.** Changing climates are increasingly placing stress on native ecosystems and species through changes in seasonal temperatures, reduced snowpacks, winter rains instead of snowfalls, rain on snow events, and water availability, as well as introducing new pests and diseases.
- **Environmental Contaminants.** Environmental contaminants, including fertilizers, pesticides, household and industrial chemicals, sediment from human land disturbance, and human and animal wastes affects the function of ecosystems in the CDFAE. Some of these contaminants are from point sources, such as industry, but many come from non-point sources such as road infrastructure, housing developments, agriculture, and forestry.



# A MOSAIC OF PROTECTION AND STEWARDSHIP

Coastal Douglas-fir and associated ecosystems (CDFAE) are found across the landscape. Large areas are set aside for ecosystem protection, forestry and agriculture, while small patches of natural habitat exist in community parks and backyards. The mosaic of protection and stewardship recognizes that this place is home to a diversity of native plants and animals, as well as home to many people. Some areas will be protected and set aside with a primary purpose of supporting ecological integrity; the primary use of other areas may be for economic, recreational or other uses. Stewardship of the CDFAE lands must balance these sometimes competing, sometimes complementary, roles.

This mosaic includes lands under government and private ownership and management, ranging in size from small to large parcels. Examples include:

- Protected areas (e.g., federal, provincial, regional and municipal parks, wildlife management areas, and non-government organization (NGO) owned nature reserves)
- Private lands managed for ecosystem values, including lands with conservation covenants
- Working landscapes (including forestry and agriculture)
- Connectivity corridors, including riparian areas
- Drinking water watersheds
- Community parks and recreation areas
- First Nations lands
- Private woodlots
- Urban forests
- Private backyards



# THE COASTAL DOUGLAS-FIR CONSERVATION PARTNERSHIP AND ITS MISSION

The Coastal Douglas-fir Conservation Partnership (CDFCP) is a collaboration of agencies, organizations and land managers who are interested in promoting and protecting healthy CDFAE into the future. Land trusts, governments (federal, provincial, regional, municipal, and First Nations), environmental stewardship groups, resource industry professionals, private landowners and academic institutions are encouraged to become CDFCP Participants or Supporters.

As set out in its terms of reference, the CDFCP is led by a Steering Committee and supported by a series of Working Groups focused on different aspects of the CDFCP goals. The CDFCP provides a forum for collaboration, communication and action to effectively protect and steward Coastal Douglas-fir and associated ecosystems. Its mission is:

*To promote the conservation and stewardship of the Coastal Douglas-fir and associated ecosystems in south-western British Columbia through sound science, shared information, supportive policies, and community education.*

## VISION FOR COASTAL DOUGLAS-FIR AND ASSOCIATED ECOSYSTEMS

By 2045:

*Coastal Douglas-fir and associated ecosystems have ecological integrity and resilience to change. A system of core protected areas are actively managed to provide habitat for native species and places to learn about the importance of healthy ecosystems. Working landscapes are actively managed to enhance their ecosystem values, while also supporting jobs and economic development opportunities. The public and land managers understand that Coastal Douglas-fir and associated ecosystems are special places that merit support and investment.*

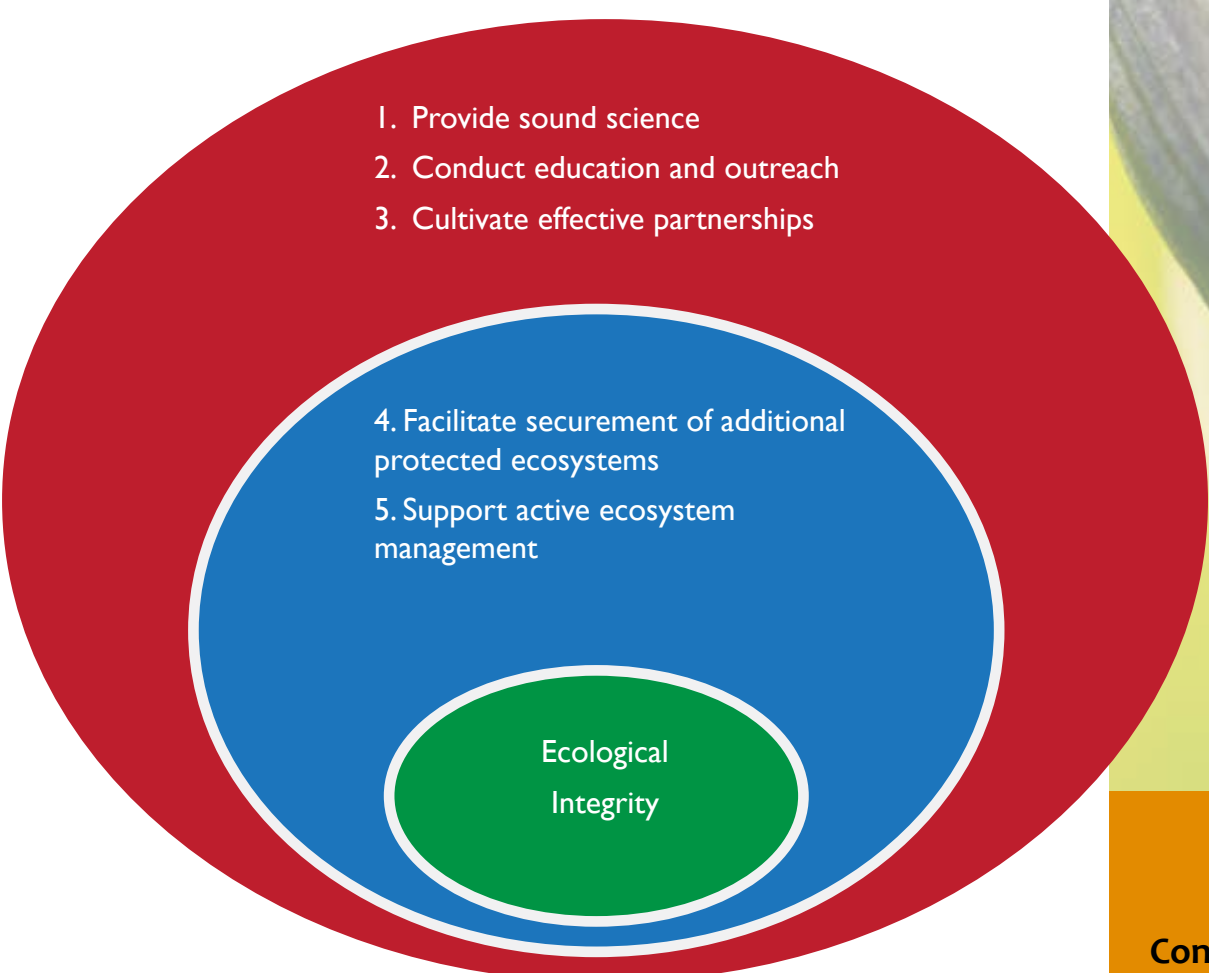


# GOALS AND OBJECTIVES FOR THE CDFCP

## *Goals*

The five goals express the ways in which CDFCP is working towards the vision of ecological integrity for Coastal Douglas-fir and associated ecosystems. The first three are core business of the CDFCP, the other two are activities supported by the Partnership.

- 1. Provide sound science***
- 2. Conduct education and outreach***
- 3. Cultivate effective partnerships***
- 4. Facilitate securement of additional protected ecosystems***
- 5. Support active ecosystem management***

- 
1. Provide sound science
  2. Conduct education and outreach
  3. Cultivate effective partnerships

4. Facilitate securement of additional protected ecosystems
5. Support active ecosystem management

Ecological  
Integrity

# SHORT-TERM OBJECTIVES AND ACTIONS

The goals reflect long-term aims. The objectives are specific outcomes for the next five years (2015-2020); supporting actions to achieve those objectives are also indicated. Objectives and actions are dependent on the availability of resources; the list below reflects the desired list of actions for the coming years, should resources (staff and funds) become available. For a list of objectives and actions which are “core” activities that are part of the ongoing CDFCP effort, please see Appendix A.

Summary of objectives and actions for 2015–2020:

## **1. Provide sound science to support land securement and stewardship**

- 1.1. Provide tools for prioritization of areas for securement and stewardship within the CDF Zone
- 1.2. Assist local governments, conservation groups and First Nations to identify priority areas for securement and stewardship in their jurisdiction
- 1.3. Provide information on emerging CDFAE threats
- 1.4. Report annually on conservation outcomes

## **2. Conduct education and outreach**

- 2.1. Develop and implement a communications and outreach strategy
- 2.2. Share success stories

## **3. Cultivate effective partnerships**

- 3.1. Create and fund a coordinator position
- 3.2. Create and Support Working Groups
- 3.3. Encourage First Nations representation in the Partnership
- 3.4. Support the work of CDFCP Signatories
- 3.5. Collaborate with other groups working on ecosystem conservation

## **4. Facilitate securement of protected ecosystems**

- 4.1. Provide advice on land securement
- 4.2. Identify options and contacts for funding land securement and stewardship
- 4.3. Promote and support land securement partnerships

## **5. Support active ecosystem management**

- 5.1. Work with local governments to develop plans, policies and bylaws and incentives that enhance CDF values
- 5.2. Identify and promote opportunities for CDFAE stewardship
- 5.3. Identify pilot (case study) lands and land managers where focused management activities would benefit CDFAE on working landscapes
- 5.4. Work with the resource, developers and real estate sectors to enhance CDF stewardship



# 1. PROVIDE SOUND SCIENCE TO SUPPORT LAND SECUREMENT AND STEWARDSHIP

Effective and reliable science, combined with local knowledge, supports decisions that are made using the best available information.

## ***1.1. Provide tools for prioritization of areas for securement and stewardship within the CDF Zone***

### **Actions:**

- Working with UBC and other information providers, use the Marxan tool and analysis to develop landscape-level maps that identify potential conservation priorities.
- Refine the landscape-level mapping by improving data collection quality and input tools.
- Use the Marxan tool and other information to identify high-value conservation areas for discussion with partners.
- Use the Marxan tool and other analysis to identify CDFAE values within existing protected areas and determine the amount and spatial distribution of 'additional' protected areas required to create a resilient system.
- Create realistic scenarios for 'core' protection, taking into account spatial distribution and connectivity.
- Use the Marxan tool and other analysis to identify working landscapes and other lands with high CDF values.
- Develop and keep current a list of priority parcels for securement, and develop information on those parcels to support acquisition.
- Develop a methodology for ranking and ground truthing an individual conservation opportunity.

## ***1.2. Assist local governments, conservation groups and First Nations to identify priority areas for securement and stewardship in their jurisdiction***

### **Actions:**

- Working with UBC and other groups, use the Marxan tool and other analysis to develop jurisdictional maps throughout the CDF area that identify areas with high conservation values, taking local priorities into account.
- Share existing data and knowledge through information forums and data sharing sites such as iMap, while respecting data privacy as required.
- Develop ways and means to facilitate timely and efficient access to a collective database.
- Engage local groups in the prioritization process so that they understand and support the selection process.
- Encourage jurisdictions to incorporate the results of regional mapping into their plans and policies.



- Provide training on the use and interpretation of the outcomes of this mapping and prioritization.

### ***1.3. Provide information on emerging CDFAE threats***

#### **Actions:**

- Gather information on the anticipated impacts from climate change, land conversion, invasive species and other emerging threats.
- Provide information on emerging threats to CDFCP partners and others through webinars, presentations and existing online resources.

### ***1.4. Report annually on conservation outcomes***

#### **Actions:**

- Establish parameters to be tracked (indicators).
- Monitor, evaluate and report annually on progress for these conservation indicators.

## **2. CONDUCT EDUCATION AND OUTREACH**

Increasing public understanding of the importance of healthy Coastal Douglas-fir and associated ecosystems to humans and other species is necessary to create the political and financial support for programs that promote ecological integrity.

### ***2.1. Develop and implement a communications and outreach strategy***

#### **Actions:**

Through the Outreach and Education Working Group (OEWG):

- Develop a communications and outreach strategy.
  - Identify target audiences (e.g., senior and local governments, First Nations, the resource sector, and private landowners), and learn about their interests, perspectives and information needs.
  - Identify the most effective communications media for each of these audiences (e.g., e-newsletters, in-person meetings, social and regular media).
  - Develop key messages to be conveyed.
  - Identify existing materials (e.g., GOERT manuals, land trust strategies), and identify gaps in readily available information.
  - Identify organizations (partners and others) who can help to raise awareness of CDFAE.
  - Identify regions where there are no local groups to assist; consider options for filling this outreach gap.
- Provide informative educational materials in a variety of formats.
  - Provide links to existing online materials from the CDFCP website (and maintain links to ensure they remain current).
  - Where appropriate information does not already exist, create materials aimed at meeting the needs of specific groups.
  - Create engaging and clear information on CDFAE values for the general public.



- Post new materials on the CDFAE website in “print-ready” format and make them available through CDFCP partners.
- Distribute information widely.
  - Maintain an informative online presence, ensuring that content is updated regularly.
  - Ensure the coordinator role includes regular communications through email, social media and other methods.
  - Encourage CDFCP partners to share CDFCP news via their own websites, social media and other outreach.
- Host webinars, workshops and/or other information exchanges among existing and potential CDFCP partners
  - Identify target audiences and key topics for specific events.
  - Host at least one webinar (or in-person meetings) per year on different aspects of CDFAE protection and stewardship; encourage partners to co-host other events.
  - Consider events, contests and other activities that reach other audiences, such as youth.

## **2.2. *Share success stories***

### **Actions:**

- Use proactive communications methods (not just website listings) to share success stories, such as:
  - Successful land securement deals, especially those using new and innovative approaches, Target audiences for these include developers/builders, agricultural land owners/managers.
  - Best practices to enhance CDFAE values (and reduce negative impacts), including restoration techniques.

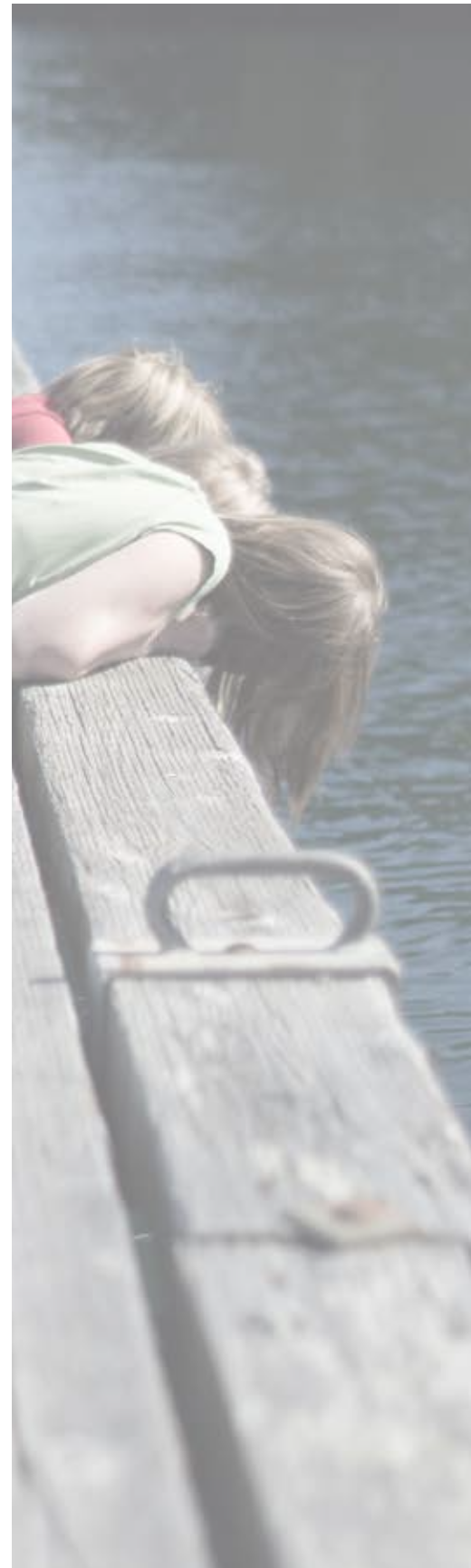
# **3. CULTIVATE EFFECTIVE PARTNERSHIPS**

Create an effective and growing partnership in support of Coastal Douglas-fir and associated ecosystems.

## **3.1. *Create and fund a coordinator position***

### **Actions:**

- Hire the coordinator. Refine the existing job description, gather funding to support this position for at least the first two years, and advertise for/hire the coordinator.
  - Seek funding for ongoing support for this position.
  - Annually, prepare a budget and workplan that identifies appropriate CDFCP banker(s) and core funding and project funding.
  - Identify potential funders for proposed projects; write grant proposals.
  - Prepare a simple annual update that provides information on achievements, funds expended, in-kind contributions from partners and others, identification of ways members can help, etc.



### ***3.2. Create and Support Working Groups***

#### **Actions:**

- Confirm Working Group membership, create a Terms of Reference for each group and identify official communications channels
- Where the working group role is filled by a parallel partnership (e.g., the Local Government Species At Risk Local Government Working Group), consider how this will meet the needs of the CDFCP and how best to achieve shared goals.
- Task each Working Group to provide a list of their priorities annually.
- Ensure the membership and efforts of the Working Groups are shared among all partners and supporters.

### ***3.3. Encourage First Nations representation in the Partnership***

#### **Actions:**

- Invite First Nations to CDFCP webinars and meetings to provide them with an opportunity to learn about the partnership.
- Meet in person with First Nations to:
  - Seek to understand the value of the CDFCP to First Nations
  - Share ideas on benefits of CDFAE conservation and overlap with traditional ecological knowledge, perhaps through joint mapping
  - Invite the inclusion of First Nations knowledge in the post-processing analysis.
- Invite First Nations representation on the Steering Committee.

### ***3.4. Support the work of CDFCP Signatories***

#### **Actions:**

- Develop an internal communications strategy for regular communications amongst partners.
- Identify the ‘point person(s)’ for information flow (internally and externally).
- Identify specific needs of the partners; help partners to further their CDFAE goals.
- Share the information (spreadsheet) identifying programs and gaps in ecosystem protection.
- Facilitate a peer-to-peer format for exchange of information, capacity building and access to funding.

### ***3.5. Collaborate with other groups working on ecosystem conservation***

- Identify potential new partners and encourage their participation in the CDFCP.
- Identify gaps in partner membership (e.g., in geographical regions as well as areas of expertise)
- Share information with similar organizations and partnerships (e.g., South Coast Conservation Partnership) on an ongoing basis.
- Coordinate with region-wide groups (e.g., GOERT) regarding shared interests
- Promote members of CDFCP as mentors for smaller organizations and community groups.
- Contact community organizations working on complementary objectives (e.g., Shawnigan Watershed study and Cedar Watershed Study) and identify opportunities for collaboration.



## 4. FACILITATE SECUREMENT OF PROTECTED ECOSYSTEMS

Establishing and expanding a system of core protected areas that are specifically managed to protect ecosystem integrity will support the long-term resilience of CDFAE. These protected areas will include publicly-owned lands (e.g., parks and watershed lands), lands owned by conservation organizations, and private lands under conservation covenant or similar legal status.

### ***4.1. Provide advice on land securement***

#### **Actions:**

Through the Securement Working Group:

- Gather information on the options for land securement including conservation covenants, land donations, eco-gifts, land acquisition, Crown Land securement, leveraging land acquisition, land trades, and other voluntary conservation options.
- Provide advice as needed to support the efforts of government agencies and land trusts to plan for securement and to secure specific CDFAE lands for conservation.
- Provide letters of support for securement efforts that support the ecological integrity of CDFAE.

### ***4.2. Identify options and contacts for funding land securement and stewardship***

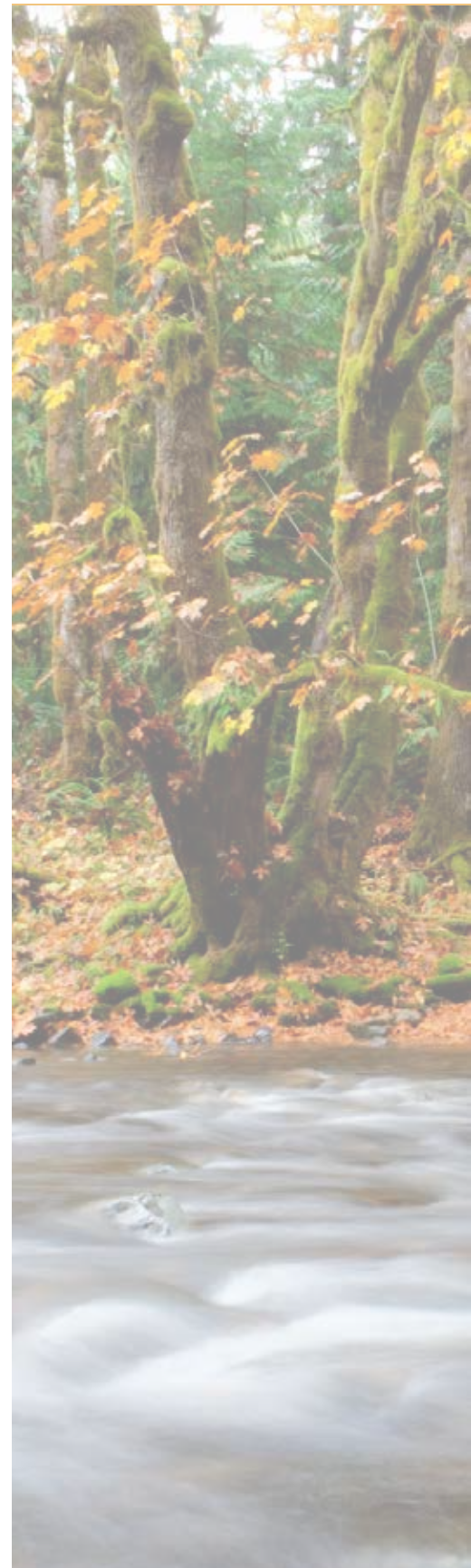
#### **Actions:**

- Identify and provide information on financial and other incentives for CDFAE securement and stewardship, e.g., potential carbon offset benefits.
- Provide examples of creative approaches to land securement, such as leveraging, land trades, or acquiring lands for trade.
- Identify contacts for fundraising (funders, fundraising expertise).
- Work with Provincial and regional organizations (e.g., the Land Trust Alliance of BC) to strategically promote funding for land conservation with government, funding agencies, financial advisors, and estate planners.
- Help to develop and advocate for new innovative funding opportunities, as well as encouraging increased funding levels for existing programs.

### ***4.3. Promote and support land securement partnerships***

#### **Actions:**

- Create venues for conversation about land securement options.
- Clarify roles various partners can play.
- Provide skills mapping for securement partners.
- Look at multi-purpose acquisitions that broaden the scope of conservation constituents, such as farming-conservation, mining-conservation and/or development-conservation.



## 5. SUPPORT ACTIVE ECOSYSTEM MANAGEMENT

Without active management (stewardship), even protected areas may lose ecosystem integrity. By 2045, it is hoped that protection and stewardship of CDFAE will be an integral component of the plans, policies and management activities of all governmental, private and non-governmental land managers.

### ***5.1. Work with local governments to develop plans, policies and bylaws and incentives that enhance CDF values***

#### **Actions:**

Through the Local Government Working Group:

- Find examples of practices (e.g., policies, incentives) from B.C. and elsewhere that could be used to enhance CDFAE values; share these with local governments.
- Develop and promote model policies and bylaws.

### ***5.2. Identify and promote opportunities for CDFAE stewardship***

#### **Actions:**

- Identify incentives (financial and other) for CDFAE stewardship on working landscapes.
- Meet with representatives from the forestry, agriculture and mining sectors to discuss benefits and barriers to CDFAE stewardship.
- Facilitate a peer-to-peer format for exchange of information and capacity building.
- Create a recognition strategy to appreciate good stewardship.

### ***5.3. Identify pilot (case study) lands and land managers where focused management activities would benefit CDFAE on working landscapes***

#### **Actions:**

- Collaborate with land managers to identify priority lands for active management. – e.g., agriculture, forestry, real estate.
- Initiate pilot projects for stewardship projects that benefit land managers and enhance CDFAE values on working lands.
- Share the lessons from these pilot projects with the CDFCP and others.



#### ***5.4. Work with the resource, developers and real estate sectors to enhance CDF stewardship***

##### **Actions:**

Through the Resource Sector Working Group, work with the resource sector (including forestry companies, woodlot owners, farmers and mining operators, and real estate sector) to:

- Identify aspects of CDFAE stewardship that enhance operations on working landscapes, and aspects that may create challenges.
- Increase awareness of the impacts of resource extraction activities on CDFAE.
- Explore and promote economic opportunities that are consistent with the CDFAE conservation objectives.
- Seek ways to increase the compatibility of resource activity outcomes with CDFAE conservation objectives.
- Work with the resource sector to integrate CDF values into strategic and operational plans.



# APPENDIX A: CORE PRIORITIES

These activities form part of the CDFCP core work, and can be completed through the Steering Committee members and other partners.

## ***1. Provide sound science to support land securement and stewardship***

Effective and reliable science, combined with local knowledge, supports decisions that are made using the best available information.

### **1.1. Provide tools for prioritization of areas for securement and stewardship within the CDF Zone**

- Working with UBC and other information providers, use the Marxan tool and analysis to develop landscape-level maps that identify potential conservation priorities.
- Use the Marxan tool and other information to identify high-value conservation areas for discussion with partners.
- Use the Marxan tool and other analysis to identify working landscapes and other lands with high CDF values.
- Develop a methodology for ranking an individual conservation opportunity.

### **1.2. Assist local governments, conservation groups and First Nations to identify priority areas for securement and stewardship in their jurisdiction**

- Requires additional resources to complete, and is dependent on funding availability.

### **1.3. Provide information on emerging CDFAE threats**

- Requires additional resources to complete, and is dependent on funding availability.

### **1.4. Report annually on conservation outcomes**

- Requires additional resources to complete, and is dependent on funding availability.

## ***2. Conduct education and outreach***

Increasing public understanding of the importance of healthy Coastal Douglas-fir and associated ecosystems to humans and other species is necessary to create the political and financial support for programs that promote ecological integrity.

### **2.1. Develop and implement a communications and outreach strategy**

- Requires additional resources to complete, and is dependent on funding availability.

### **2.2. Share success stories**

- Requires additional resources to complete, and is dependent on funding availability.

## ***3. Cultivate effective partnerships***

### **3.1. Create and fund a coordinator position**

- Hire the coordinator. Refine the existing job description, gather funding to support this position for at least the first two years, and advertise for/hire the coordinator.
- Seek funding for ongoing support for this position.
- Prepare a simple annual update that provides information on achievements, funds expended, in-kind contributions from partners and others, identification of ways members can help, etc.



- Other actions require additional resources to complete, and is dependent on funding availability.

### **3.2. Create and Support Working Groups**

- Requires additional resources to complete, and is dependent on funding availability.

### **3.3. Encourage First Nations representation in the Partnership**

- Invite First Nations representation on the Steering Committee.
- Other actions require additional resources to complete, and is dependent on funding availability.

### **3.4. Support the work of CDFCP Signatories**

- Identify the ‘point person(s)’ for information flow (internally and externally).
- Share the information (spreadsheet) identifying programs and gaps in ecosystem protection.
- Other actions require additional resources to complete, and is dependent on funding availability.

### **3.5. Collaborate with other groups working on ecosystem conservation**

- Identify potential new partners and encourage their participation in the CDFCP.
- Identify gaps in partner membership (e.g., in geographical regions as well as areas of expertise)
- Share information with similar organizations and partnerships (e.g., South Coast Conservation Partnership) on an ongoing basis.
- Other actions require additional resources to complete, and is dependent on funding availability.

## **4. *Facilitate securement of protected ecosystems***

Establishing and expanding a system of core protected areas that are specifically managed to protect ecosystem integrity will support the long-term resilience of CDFAE. These protected areas will include publicly-owned lands (e.g., parks and watershed lands), lands owned by conservation organizations, and private lands under conservation covenant or similar legal status.

### **4.1. Provide advice on land securement**

Through the Securement Working Group:

- Provide advice as needed to support the efforts of government agencies and land trusts to plan for securement and to secure specific CDFAE lands for conservation.
- Provide letters of support for securement efforts that support the ecological integrity of CDFAE.



#### **4.2. Identify options and contacts for funding land securement and stewardship**

- Work with Provincial and regional organizations (e.g., the Land Trust Alliance of BC) to strategically promote funding for land conservation with government, funding agencies, financial advisors, and estate planners.
- Other actions require additional resources to complete, and is dependent on funding availability.

### **5. *Support active ecosystem management***

Without active management (stewardship), even protected areas may lose ecosystem integrity. By 2045, it is hoped that protection and stewardship of CDFAE will be an integral component of the plans, policies and management activities of all governmental, private and non-governmental land managers.

#### **5.1. Work with local governments to develop plans, policies and bylaws and incentives that enhance CDF values**

Through the Local Government Working Group:

- Find examples of practices (e.g., policies, incentives) from B.C. and elsewhere that could be used to enhance CDFAE values; share these with local governments.
- Other actions require additional resources to complete, and is dependent on funding availability.

#### **5.2. Identify and promote opportunities for CDFAE stewardship**

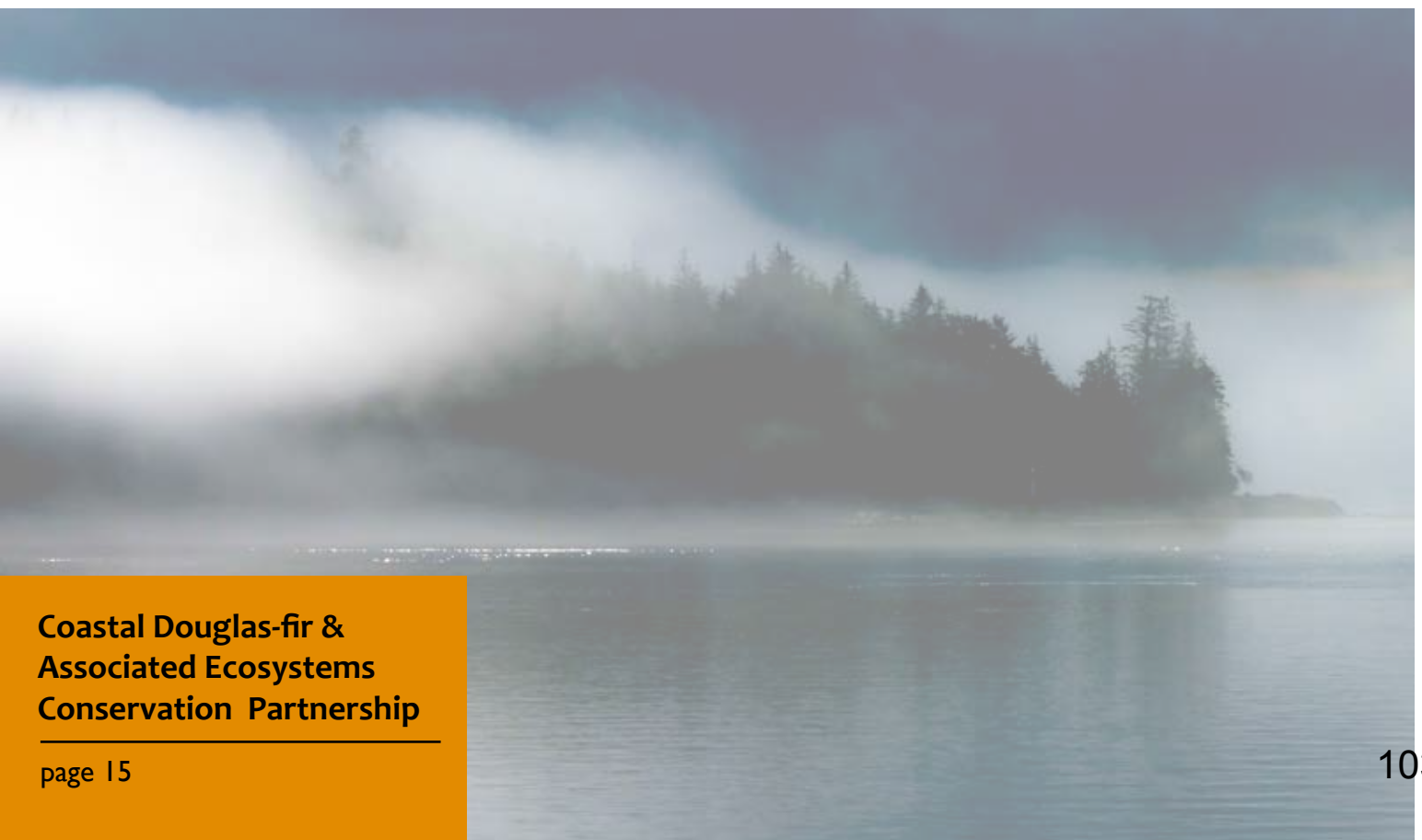
- Requires additional resources to complete, and is dependent on funding availability.

#### **5.3. Identify pilot (case study) lands and land managers where focused management activities would benefit CDFAE on working landscapes**

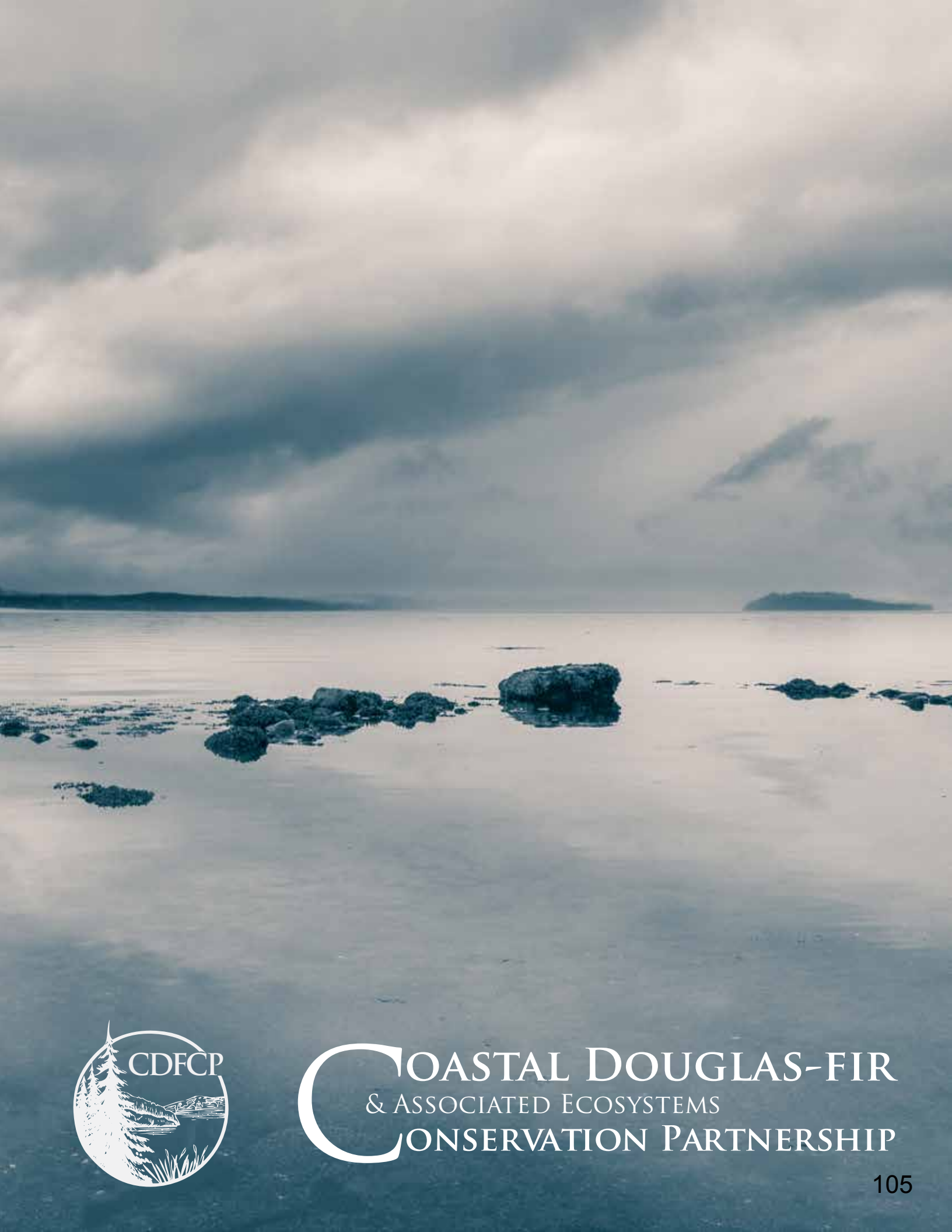
- Requires additional resources to complete, and is dependent on funding availability.

#### **5.4. Work with the resource, developers and real estate sectors to enhance CDF stewardship**

- Requires additional resources to complete, and is dependent on funding availability.







COASTAL DOUGLAS-FIR  
& ASSOCIATED ECOSYSTEMS  
CONSERVATION PARTNERSHIP