



Thetis Island Local Trust Committee

Regular Meeting Agenda

Date: December 11, 2018
Time: 9:30 am
Location: Thetis Island Community Centre (Forbes Hall)
North Cove Road, Thetis Island, BC

		Pages
1.	CALL TO ORDER	9:30 AM - 9:30 AM
	"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."	
2.	APPROVAL OF AGENDA	
3.	MINUTES	9:40 AM - 9:45 AM
3.1	Local Trust Committee Minutes for Adoption - none	
3.2	Section 26 Resolutions-Without-Meeting Report dated December 3, 2018	3 - 3
3.3	Advisory Planning Commission Minutes - for Receipt	4 - 4
4.	BUSINESS ARISING FROM MINUTES	9:45 AM - 10:00 AM
4.1	Follow-up Action List dated December 3, 2018	5 - 7
5.	DELEGATIONS - none	
6.	TOWN HALL	9:30 AM - 9:40 AM
7.	APPLICATIONS AND REFERRALS	9:40 AM - 10:10 AM
7.1	Salt Spring Island Local Trust Committee Bylaw Referral regarding Proposed Bylaw No. 512	8 - 10
7.2	Salt Spring Island Local Trust Committee Bylaw Referral regarding Proposed Bylaw No. 515	11 - 13
7.3	TH-ALR-2018.11 (Woodman) - Staff Report	14 - 34
7.4	TH-OTH-2018.1 (Telus) - Staff Report	35 - 37
8.	LOCAL TRUST COMMITTEE PROJECTS	

9.	CORRESPONDENCE - none	
	<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>	
10.	NEW BUSINESS	10:10 AM - 11:40 AM
10.1	Local Trust Committee (LTC) Meeting Schedule - 2019 - Memorandum	38 - 39
10.2	Notification of Federal Cannabis Licence Applications - Staff Report	40 - 42
10.3	Fees Bylaw Amendment - Staff Report	43 - 52
10.4	Advisory Planning Commission (APC)) Appointments and Bylaw - Staff Report	53 - 61
10.5	Incorporating the Regional Conservation Plan into Land Use Planning - Briefing	62 - 65
10.6	Coastal Douglas-fir & Associated Ecosystems Toolkit - Staff Report	66 - 68
	http://www.islandstrust.bc.ca/media/346674/cdf-toolkit-final-web.pdf	
11.	REPORTS	11:40 AM - 12:10 PM
11.1	Trustee Reports	
11.2	Chair's Report	
11.3	Trust Conservancy Report September, 2018	69 - 70
11.4	Electoral Area Director's Report	
11.5	Applications Report dated December 3, 2018	71 - 73
11.6	Adopted Policies and Standing Resolutions	74 - 75
11.7	Trustee and Local Expense Report dated September, 2018	76 - 76
11.8	Local Trust Committee Webpage	
12.	WORK PROGRAM	12:10 PM - 12:45 PM
12.1	List of Top Priorities	77 - 77
12.2	List of Projects	78 - 80
13.	CLOSED MEETING - none	
14.	UPCOMING MEETINGS	12:45 PM - 12:50 PM
14.1	Next Regular Business Meeting - TO BE DETERMINED	
15.	ADJOURNMENT	12:50 PM - 12:50 PM



Islands Trust

Print Date: December 3, 2018

Resolutions Without Meeting

Thetis Island

Resolution #	Action	Resolution Description	Resolution Date
2018-04	In Favour	"That the Thetis Island Local Trust Committee advise the Salt Spring Local Trust Committee that our interests are unaffected with respect to Bylaws 510 and 511."	07-Sep-2018
2018-05	In Favour	"That Thetis Island Local Trust Committee Bylaw No. 105 cited as "Thetis Island Local Trust Committee Meeting Procedures Bylaw No. 105, 2018, be adopted."	10-Sep-2018
2018-06	In Favour	"That the Thetis Island Local Trust Committee adopt the minutes of its regular business meeting of August 28, 2018."	02-Nov-2018



Minutes of the Thetis Island Advisory Planning Commission

Date of Meeting: Thursday, November 29, 2018

Location: Thetis Island Community Centre (Hunter Room, Forbes Hall)
North Cove Road, Thetis Island, BC

APC Members Present: Patrick Mooney, Chair
Anne-Marie Koeppen, Secretary
Mary Forbes, Member

Staff Present: None

Others Present: One member of the public

1. CALL TO ORDER

Chair Mooney called the meeting to order at 9:30 am.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. MINUTES - None

4. APC Referral Regarding Proposed Telus Telecommunications Facility, TH-OTH-2018.1

Proposal for a TELUS Application to Islands Trust for a Microwave Backup Project. Cypress Land Services Inc. has submitted, on behalf of TELUS, an application to ISED to locate a 22.0 metre steel triangular self-support tower structure with 1 microwave dish at #61 Pilkey Point Road. Discussion ensued.

TH-2018-APC-003

It was MOVED and SECONDED

that the Thetis Island Advisory Planning Commission recommends to the Thetis Island Local Trust Committee approval of TH-OTH-2018.1 Telus application for tower at #61 Pilkey Point Road, Thetis Island.

CARRIED

6. ADJOURNMENT

By general consent, the meeting was adjourned at 9:45 am.

Patrick Mooney, Chair

Certified Correct:

Anne-Marie Koeppen, Recorder

Follow Up Action Report

Thetis Island

11-Oct-2016

Activity	Responsibility	Target Date	Status
Staff to contact MFLNRO and provide a Staff Memo regarding options for the LTC with regard to issues that arise in changes in mariculture/aquaculture operations under licences of occupation, including changes in species.	Marnie Eggen	18-Nov-2016	On Going

29-Aug-2017

Activity	Responsibility	Target Date	Status
Staff to work with Ministry to facilitate and gain clarification from Aquaparian Consultants Ltd. with regard to the classification of Ralston Creek as a stream as per the provincial Riparian Areas Regulation or hire a different QEP to undertake the same.	Marnie Eggen	30-Jan-2019	On Going

17-Apr-2018

Activity	Responsibility	Target Date	Status
Staff to release \$1800 from LTC Projects Reserve Fund for the First Nation project.	Marnie Eggen		On Going
Staff to provide a memo with respect to the licence at Foster Point including the species type and the renewal options.	Marnie Eggen		On Going

22-May-2018

Activity	Responsibility	Target Date	Status
Staff to amend proposed Bylaw No. 103 re: swimfloat, mooring buoys, boat ramp, staircase. Consider first reading by RWM. Add Transport Canada to referrals.	Marnie Eggen		On Going

Follow Up Action Report

28-Aug-2018

Activity	Responsibility	Target Date	Status
Staff to forward TH LTC Meeting Procedures Bylaw No. 105 to Executive Committee for approval, and remove item from the Projects List. Bylaw No. 105 approved by the Executive Committee on September 5, 2018. Approved by Resolution without Meeting. Consolidate and post to website.	Becky McErlean Ann Kjerulf	05-Sep-2018	Done
Staff to add to the standing resolutions log: - the standing resolutions 1, 2 and 3 as presented in Staff Report presented at the August 28, 2018 LTC meeting, (report dated July 19, 2018) respecting temporary rental housing enforcement policy. - standing resolution as presented in Staff Report dated August 28, 2018 respecting the processing of non-medical cannabis retail license applications	Penny Hawley	11-Sep-2018	Done
Staff to forward referral response "interests unaffected" re: Bylaws 267 and 268 to Galiano LTC.	Marnie Eggen	31-Aug-2018	Done
Staff to refer application TH-OTH-2018.1 and Staff Report dated August 28, 2018 regarding application to the APC. Staff to relay request to proponent of application TH-OTH-2018.1 that the TH LTC would like them to hold a community meeting.	Marnie Eggen Penny Hawley	05-Sep-2018	Done
Staff to prepare a draft bylaw to amend the fees bylaw to specify a fee for Liquor and Cannabis Regulation Branch non-medical cannabis retail license applications, in the amount of \$2000.00	Ann Kjerulf		Done

Follow Up Action Report

Staff to add to the projects list an investigation of and to provide recommendations regarding how to incorporate the Regional Conservation Plan into the Thetis LTA OCPs and LUBs.	Marnie Eggen	05-Sep-2018	Done
Staff to advise Trust Programs Committee that the Thetis LTC has experienced barriers to engaging service providers/other agencies when addressing foreshore leases and nuisance issues.	Marnie Eggen	31-Aug-2018	Done
Staff to publish the Housing Needs Assessment, Northern Region of Islands Trust dated June 21, 2018 on the Thetis LTA website.	Marnie Eggen	31-Aug-2018	Done



Islands Trust

BYLAW REFERRAL FORM

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

Island: Salt Spring Island Trust Area **Bylaw No.:** 512 **Date:** October 15, 2018

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

APPLICANTS NAME / ADDRESS:

Salt Spring Island Local Trust Committee

PURPOSE OF BYLAW:

Bylaw 512 proposes to rezone 405 Rural-zoned (R) properties to a new Rural zone variant – R(f). The R(f) variant establishes full-time rental cottages, instead of seasonal cottages, as a permitted use. On approximately 250 of the lots (between 2.0 hectares and 3.99 hectares), full-time rental cottages may have a floor area of 90 square metres (968 s.f.). On lots between 1.2 hectares and 1.99 hectares, full-time rental cottages are permitted only with a floor area of 56 square metres (602 s.f.) – the same as that permitted presently for seasonal cottages. Bylaw 512 also provides greater dwelling flexibility on Agriculture 1-zoned properties within the ALR by establishing greater consistency with permitted ALC non-farm uses – while not increasing the permitted density of dwellings permitted in the ALR.

GENERAL LOCATION:

On 405 properties across Salt Spring Island.

LEGAL DESCRIPTION:

Various

SIZE OF PROPERTY AFFECTED:

All Rural zoned lots have an area between 1.2 hectares and 3.99 hectares.

ALR STATUS:

Some change proposed.

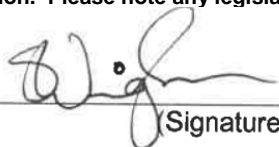
OFFICIAL COMMUNITY PLAN DESIGNATION:

Rural Neighbourhoods (RL) and Agriculture (A)

OTHER INFORMATION:

<http://www.islandstrust.bc.ca/saltspring/cottages>

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


(Signature)

Name: Seth Wright

Title: A/Island Planner

This referral has been sent to the following agencies:

First Nations

Cowichan Tribes
Halalt First Nation
Lake Cowichan First Nation
Lyackson First Nation
Penelakut Tribe
Stz'uminus First Nation
Malahat First Nation
Pauquachin First Nation
Tsartlip First Nation
Tsawout First Nation
Tseycum First Nation
Semiahmoo First Nation
Tsawwassen First Nation

Hul'qumi'num Treaty Group (for information only)
Te'Mexw Treaty Association (for information only)

Regional Agencies

CRD – All Referrals & K. Campbell (SSI Senior Manager)
CRD – SSI Economic Development Commission
CRD – SSI Building Inspection
CRD – SSI Transportation Commission
CRD – Housing Secretariat
CRD – Fulford Water District
CRD – Beddis Water District
CRD – Highland Water District
CRD – Fernwood Water District
Vancouver Island Health Authority

Non-Agency Referrals

BC Ambulance Service
School District No. 64
SSI Chamber of Commerce
SSI Fire-Rescue

Provincial Agencies

Agricultural Land Commission
Ministry of Agriculture
BC Assessment Authority
Islands Trust Conservancy
Ministry of Municipal Affairs and Housing
Ministry of Transportation & Infrastructure
Front Counter BC

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
Cowichan Valley Regional District

BYLAW REFERRAL FORM

RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Trust Area
(Island)

512
(Bylaw Number)

(Signature)

(Title)

(Date)

(Agency)



Islands Trust

BYLAW REFERRAL FORM

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

Island: Salt Spring Island Trust Area **Bylaw No.:** 515 **Date:** October 11, 2018

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

APPLICANTS NAME / ADDRESS:

Gulf Islands Seniors Residence Association / 121 Atkins Road, Salt Spring Island, BC V8K 2X7

PURPOSE OF BYLAW:

Bylaw No. 515 will rezone the subject property from Community Facility 1(d) to a Residential 12 (R12) zone variant that allows for the development of a 47 unit seniors' supportive housing complex with one guest unit and two staff units that includes medical offices and club meeting space.

GENERAL LOCATION:

154 Kings Lane, Salt Spring Island

LEGAL DESCRIPTION:

PID: 003-106-758
Lot 2, Section 4, Range 3 East, North Salt Spring Island, Cowichan District, Plan 23507

SIZE OF PROPERTY AFFECTED:

1.44 ha

ALR STATUS:

N/A for the subject property, ALR adjacent, appropriate setbacks being met.

OFFICIAL COMMUNITY PLAN DESIGNATION:

n/a

OTHER INFORMATION:

This project is often referred to as "Meadowlane". For the latest staff report and other information related to this application, please see our website: <http://www.islandstrust.bc.ca/islands/local-trust-areas/salt-spring/current-applications/current-application-documents/>

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

D. Murphy PER
(Signature)

Name: Patricia Maloney

Title: Consultant Planner

This referral has been sent to the following agencies:

First Nations

Cowichan Tribes
Halalt First Nation
Lake Cowichan First Nation
Lyackson First Nation
Penelakut Tribe
Stz'uminus First Nation
Malahat First Nation
Pauquachin First Nation
Tsartlip First Nation
Tsayout First Nation
Tseycum First Nation
Semiahmoo First Nation
Tsawwassen First Nation

Regional Agencies

CRD – All Referrals & K. Campbell (SSI Senior Manager)
CRD – SSI Parks and Recreation
CRD – SSI Building Inspection
CRD – SSI Transportation Commission
CRD – Ganges Water & Sewer Commission
Vancouver Island Health Authority

Non-Agency Referrals

BC Ambulance Service
North Salt Spring Waterworks District
School District No. 64
SSI Fire-Rescue
SSI Island Pathways

Hul'qumi'num Treaty Group (for information only)
Te'Mexw Treaty Association (for information only)

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
Cowichan Valley Regional District

Provincial Agencies

Ministry of Environment
BC Assessment Authority
Ministry of Transportation & Infrastructure
Ministry of Natural Resource Operations – Archaeology Branch
Ministry of Forest Lands, Natural Resource Operations and Rural
Development– Water Authorizations Section
Ministry of Forest Lands, Natural Resource Operations and Rural
Development – Utility Regulation Section
Ministry of Forest Lands, Natural Resource Operations and Rural
Development – Front Counter BC
Front Counter BC

**BYLAW REFERRAL FORM
RESPONSE SUMMARY**

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

Salt Spring Island Trust Area
(Island)

(Signature)

(Date)

515
(Bylaw Number)

(Title)

(Agency)



File No.: TH-ALR-2018.1
(Woodman)

DATE OF MEETING: December 11, 2018
TO: Thetis Island Local Trust Committee
FROM: Jaime Dubyna, Planner 1
Northern Team
SUBJECT: Proposed Agricultural Land Reserve Inclusion
Applicant: Sara Woodman
Location: Lot 39, Section 31, Nanaimo District, Plan 23234; (PID 000-049-905);
Ruxton Island

RECOMMENDATION

1. **That the Thetis Island Local Trust Committee forward application TH-ALR-2018.1 to the Agricultural Land Commission with the following recommendations:**
 - a) **That the property owner/applicant submit a report by a qualified professional (P.Eng. or P.Ag.) to the Agricultural Land Commission describing the agricultural capability of the subject property and demonstrating that the subject property meets Agricultural Land Commission criteria for inclusion applications;**
 - b) **That the property owner/applicant submit an application to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development for a water license that authorizes the use of surface water or groundwater for the proposed agricultural uses.**

REPORT SUMMARY

This referral to the Thetis Island Local Trust Committee (LTC) is for local government consideration of inclusion in the Agricultural Land Reserve (ALR) under Section 17 (3) of the Agricultural Land Commission Act (the "Act").

The applicant proposes to expand agricultural activity on the subject property to provide local produce to Ruxton Island residents, and develop a hazelnut and ginseng extraction farm with supplementary lavender and mushroom crops.

It is noted that there is negligible consideration of agricultural uses in both the Thetis Associated Islands Official Community Plan (OCP) Bylaw No. 93 and Thetis Associated Islands Land Use Bylaw (LUB) No. 94, and that there is currently no agricultural land designation on Ruxton Island.

Under Section 34 (5) of the Act, a local government may resolve to not forward non-farm use, subdivision or exclusion applications to the Agricultural Land Commission (ALC); however, this regulation excludes inclusion applications. Therefore, staff have recommended that the LTC forward the inclusion application TH-ALR-2018.1 to the ALC for consideration with supporting documentation regarding agricultural capability on the subject property, and to submit a water license application authorizing the extraction of water for agricultural purposes.

BACKGROUND

The subject property is located on the southeast portion of Ruxton Island, and is 0.88 hectares (2.18 acres) in area. Current agricultural activity on the subject property includes: 0.35 acres planted with a variety of food bearing plants and trees, a second orchard planted over the last year, and apiculture.

The applicant proposes to convert the remaining area of the subject property into agricultural use to provide local produce to the residents of Ruxton Island, and to raise chickens and goats. The applicant also wishes to develop a hazelnut tree farm and ginseng extraction farm with supplementary lavender and mushroom crops. The applicant has stated they wish to acquire additional acreage on Ruxton Island to expand the size of their farm to 10 acres.

The application was made pursuant to Section 17 (3) of the Act:

17 (3) On application by an owner of land, the commission may designate all or part of the land described in the application as part of an agricultural land reserve if the commission considers that the designation carries out the intent of this Act.

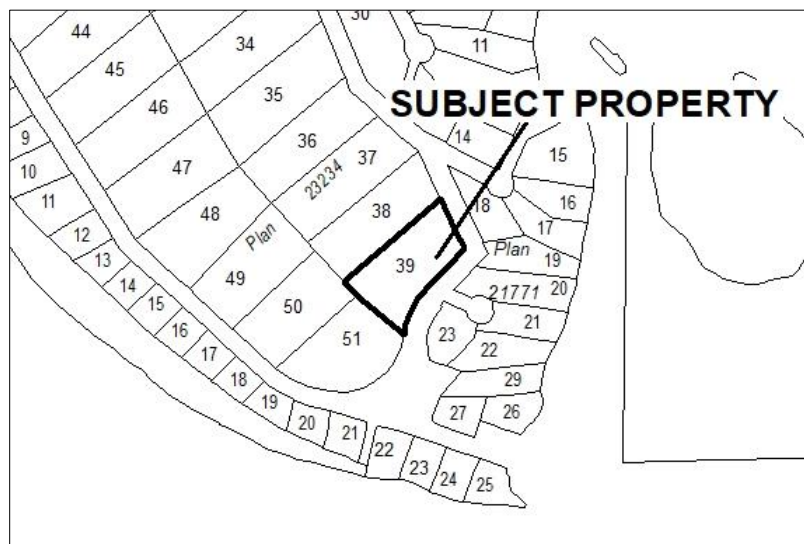


FIGURE 1. SUBJECT PROPERTY MAP.

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement:

Staff have reviewed the Islands Trust Policy Statement (ITPS) and have highlighted the following policies that are relevant to this application:

- 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.
- 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 relation of farming to other land uses.

Staff note that the ITPS encourages inclusion of land with potential for agriculture, as stated in Recommendation 4.1.11:

- 4.1.11 Trust Council encourages the British Columbia Land Reserve Commission to approve applications from property owners for inclusion of their land with potential for agriculture in the Provincial Agricultural Land Reserve.

Official Community Plan:

The OCP designates the subject property as **R – Residential**. The Residential land use designation includes objectives and policies that support low density residential development and encourage sustainability.

The OCP does not currently anticipate a need to designate areas of agriculture use on Ruxton Island; however, the OCP provides the following policy that is pertinent to this application:

- Policy 7.2.2 The Local Trust Committee should consider favourably any applications to include land with farming potential into the Agricultural Land Reserve.

See Attachment 3 for an analysis of OCP objectives and policies relevant to this application.

Land Use Bylaw:

The subject property is within the **R1 – Residential 1** zone in the LUB. The permitted uses in the R1 zone include residential and accessory uses, buildings and structures, including home occupations other than commercial visitor accommodation.

Section 3.1 provides,

The following uses, buildings and structures are permitted in any zone, except where prohibited, and all buildings and structures permitted by this Section are subject to siting and size regulations established for the relevant zone:

(12) Horticulture.

Issues and Opportunities

Agricultural Capability

The ALR is based on “biophysical information related to the natural characteristics of the land and its climate”¹. For the purpose of determining agricultural capability, soils are classified into seven classes that describe a range of suitable crops and required management inputs. The range of suitable crops decreases from Class 1 to Class 7, while the management inputs generally increase from Class 1 to Class 7. Attachment 5 provides information on soil classification.

Staff note that there are no lots on Ruxton Island currently within the ALR. Staff are unaware of whether Ruxton Island (or any neighbouring islands) were considered for inclusion in the 1970s during the introduction of the ALR.

¹ “ALR History”, Provincial Agricultural Land Commission, 2014. Found at: <https://www.alc.gov.bc.ca/alc/content/alr-maps/alr-history>

Staff have undertaken a preliminary analysis based on available soil mapping using the *Soils of the Gulf Islands of British Columbia: Volume 3 - Soils of Galiano, Valdes, Thetis, Kuper, and lesser islands* (Agriculture Canada, Research Branch, 1989). In the absence of professional reporting, the purpose of this analysis is to provide a general indication to the LTC of the agricultural potential of the subject property.

Attachment 2.2 shows the soils present on the subject property and surrounding areas. Based on the mapping, *Qualicum* soils are prevalent on the subject property, with a band of *Saturna* soils at the northeast corner. Generally, *Qualicum* soils are described as being infertile soils, low in nutrients and organic matter with major limitations for intensive agricultural development due to their “topography, droughtiness and stoniness” (Agriculture Canada, Research Branch, 1989). *Qualicum* soils have an unimproved (no management inputs) and an improved Class from 3 to 4. *Saturna* soils have an unimproved and improved Class from 4 to 7.

The applicant has stated they have improved soil fertility on the subject property by importing more fertile soils and through composting of seaweeds found on Ruxton Island.

Were the LTC to require more information regarding the agricultural potential of the subject property, the LTC could request that the applicant submit a report by a qualified professional (P.Eng. or P.Ag.) that provides the following information:

- Existing soil conditions and soil classification of the subject property and parcels directly adjacent to the subject property based on field sample analysis;
- Recommendations for agricultural capability including specialty crops, land use, parcel size, location, and community development considerations;
- Local ground water or surface water conditions, requirements and considerations to support agricultural uses;
- Recent consultation with the Ministry of Agriculture local agrologist or Agricultural Land Commission staff demonstrating that the application meets ALC criteria for inclusion applications; and,
- Site plan, photographs and supporting data used to formulate recommendations for an ALR inclusion application.

Staff note that in its review of the application, the ALC may require the applicant to submit a professional report.

Permitted Uses in the ALR

Pursuant to Section 3.1 of the LUB, currently “horticulture” is permitted in any zone, except where prohibited. “Horticulture” is defined in the LUB as:

“horticulture” means the use of land for growing fruits, vegetables, plants or flowers. Commercial medical marihuana production is not included in this definition.

Aside from “horticulture”, currently the OCP and LUB provide minimal to no consideration of agricultural uses on Ruxton Island. Part 7 of the OCP provides, “There are no current operations for agriculture, silviculture, or the extraction or processing of aggregate in the Plan Area. A need to designate land for such land use is not anticipated.”

Under Section 2 (1.1) of the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (the “Regulation”), farm uses must not be prohibited by a local government:

- (1.1) *The activities designated under this section as farm uses for the purposes of the Act must not be prohibited*
- (a) *by any local government bylaw except under section 552 [farming area bylaws] of the Local Government Act, or*
 - (b) *by a law of the applicable treaty first nation government, if the activity is undertaken on treaty settlement lands.*

Section 3 (1) of the Regulation permits non-farm uses “...unless otherwise prohibited by a local government bylaw...”, including accommodation for agri-tourism, and additional housing options such as a secondary suite in a single family dwelling and one manufactured home for a member of the owner’s immediate family, or accommodation above an existing building.

Staff are of the opinion that an amendment to the OCP and LUB to include an agriculture land use designation and agriculture zone could be introduced to address any potential implications related to permitted farm uses and non-farm uses in the ALR. Should the LTC wish to proceed with amendments to the OCP and LUB, staff could identify suitable areas and lots for agricultural zoning and designation, state the purpose and objectives to be achieved through designation, and identify relevant permitted uses, buildings and structures, and density, subdivision and siting requirements.

Water Use

The applicant has provided details of the upgrades made for water supply on the subject property. These include: a 3400 sq.ft. rainwater collection system using multiple cisterns, and “a long line pump installed to the lake in the center of the island to a 5000 gallon upper cistern which provides pressurized water to the plots.”

The *Water Sustainability Act* (WSA), introduced in 2016, brought in new licensing requirements for use of groundwater and surface water non-domestic purposes. Under the WSA, a water license and approval may be issued for water use purposes supporting agriculture, industry, natural resource development, power production, etc.

Staff have discussed the requirement of a water license or approval that authorizes the diversion and use of surface water or groundwater under the WSA, for anything other than domestic (household) use. The applicant has stated they intend to use the rainwater collection system only, rather than the surface water well connected to the lake.

While staff are not qualified to evaluate the water requirements of the proposed agricultural activities, nor evaluate the specific water requirements for the specialty crops the applicant proposes to cultivate, staff note that the growing season corresponds with the dry season and increased recreational use on Ruxton Island. Staff are of the opinion that there may be limitations to water supply during particularly dry seasons, and encourage the applicant to apply for a water license through the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRO).

Consultation

There are no requirements for advertisement or public notice for an inclusion application.

Rationale for Recommendation

Recommendation 4.1.11 in the ITPS and Policy 7.2.2 of the OCP encourage approval of inclusion applications in the ALR for land that has agricultural potential. While there is support for inclusion applications, staff note that this support should only be provided for lots with agricultural potential. In the absence of a professional report

that details the agricultural capability and/or suitability on the subject property, it is unclear whether the subject property would be considered to have agricultural potential. However, it is noted that a portion of the subject property is planted with a variety of plants and trees and used for apiculture, and that the applicant intends to expand agricultural activity on the remaining areas of the subject property.

Currently the OCP and LUB provide minimal to no consideration of agricultural uses on Ruxton Island, and that the use of land for growing fruits, vegetables and plants is permitted, regardless of whether the lot is within the ALR. Staff also note that farm status can be achieved on lots outside of the ALR, through B.C. Assessment, and have communicated this to the applicant.

To date, the LTC has not seen a need to include agricultural zoning or an agricultural designation on Ruxton Island (or Thetis Associated Islands). The LTC may request that amendments be made to the OCP and LUB to address agricultural activities on Ruxton Island.

Under Section 34 (5) of the Act, local governments may resolve to not forward non-farm use, subdivision or exclusion applications to the ALC; however, inclusion applications are required to be forwarded to the ALC for consideration. Therefore, staff have recommended that the application TH-ALR-2018.1 be forwarded to the ALC, with the request that a professional report detailing agricultural capability on the subject property be submitted to the ALC, and that the applicant submit a water license application to FLNRO to authorize water use for non-domestic purposes.

The staff recommendation is noted on Page 1 of this report.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

1. Request further information

The LTC may request further information prior to making a decision via resolution:

*That the Thetis Island Local Trust Committee request that the applicant submit to the Islands Trust:
[insert comments].*

NEXT STEPS

If the LTC agrees with the staff recommendation on page 1, the application will be forwarded to the ALC.

Submitted By:	Jaime Dubyna, MSc.Pl. Planner 1	November 27, 2018
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	November 28, 2018

ATTACHMENTS

1. Site Context
2. Site Plan
3. ITPS/OCP Policies
4. ALC Application
5. Land Capability Classification (from ALC)

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT 39, SECTION 31, NANAIMO DISTRICT, PLAN 23234
PID	000-049-905
Civic Address	n/a
Lot Size	0.88 ha (2.18 acres)

LAND USE

Current Land Use	Residential, Agricultural
Surrounding Land Use	Bare land, Recreational

HISTORICAL ACTIVITY

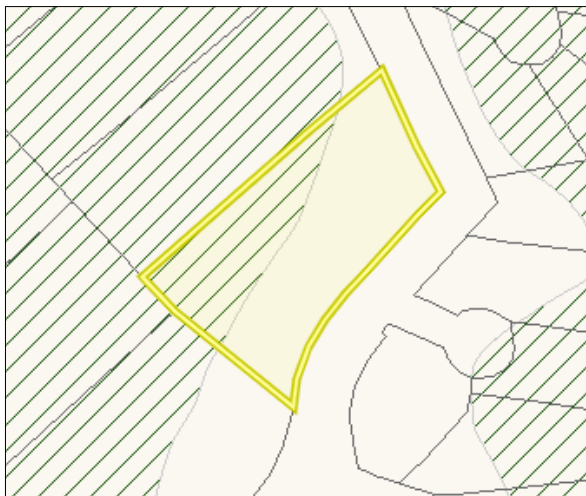
File No.	None on record.
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POLICY/REGULATORY

Official Community Plan Designations	Land Use Designation: Residential (R)
Land Use Bylaw	<p>Current zoning: Residential 1 (R1)</p> <p>Permitted uses in the R1 zone include:</p> <ul style="list-style-type: none"> • Residential; • Accessory uses, buildings and structures, including home occupations other than commercial visitor accommodation; • Structures for the storage of emergency services equipment. <p>3.1 Permitted in All Zones</p> <p>The following uses, buildings and structures are permitted in any zone, except where prohibited, and all buildings and structures permitted by this Section are subject to siting and size regulations established for the relevant zone:</p> <p style="padding-left: 40px;">(12) Horticulture.</p> <p>The Land Use Bylaw provides the following pertinent definition:</p> <p>“horticulture” means the use of land for growing fruits, vegetables, plants or flowers. Commercial medical marihuana production is not included in this definition.</p>
Other Regulations	<p>Section 17 (3) of the <i>Agricultural Land Commission Act</i> (ALCA) pertains to inclusion applications in the Agricultural Land Reserve:</p> <p><i>Inclusion applications</i></p>

	17 (3) On application by an owner of land, the commission may designate all or part of the land described in the application as part of an agricultural land reserve if the commission considers that the designation carries out the intent of this Act.
Covenants	None
Bylaw Enforcement	None

SITE INFLUENCES

Islands Trust Conservancy	The proposal does not directly affect an Islands Trust Conservancy Board (ITC)-owned property or conservation covenant, nor directly affects a property adjacent to an ITC-owned property or conservation covenant. Therefore referral to ITC for comment is not required.
Regional Conservation Strategy	Map 6 of the Regional Conservation Plan 2018-2027 estimated importance of habitat composition on the subject property is MEDIUM.
Species at Risk	Islands Trust mapping indicates the presence of the Douglas-fir / dull Oregon-grape (<i>Pseudotsuga menziesii/ Mahonia nervosa</i>) rare plant community on the subject property.
Sensitive Ecosystems	<p>Islands Trust Sensitive Ecosystem Mapping indicates there is a Young Forest and Woodland: conifer ecosystem on the subject property.</p> <p>The Islands Trust Conservancy provides the following information about Woodland ecosystems:</p> <p><i>Dry and open forests dominated by a mix of broadleaf and coniferous tree species with canopy coverage of 10–30%. Generally restricted to south-facing slopes and ridges with shallow soils and bedrock outcroppings.</i></p>  <p>Figure 1. Location of Woodland sensitive ecosystem on subject property.</p>
Hazard Areas	n/a
Archaeological Sites	Remote Access to Archaeological Data (RAAD) mapping indicates archaeological potential on the subject property. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected



	under the <i>Heritage Conservation Act</i> . If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	Any land clearing and site preparation may result in a short-term burst of greenhouse gas emissions.
Shoreline Classification	n/a
Shoreline Data in TAPIS	n/a

ATTACHMENT 2 – PLANS, MAPS

2.1 SITE PLAN

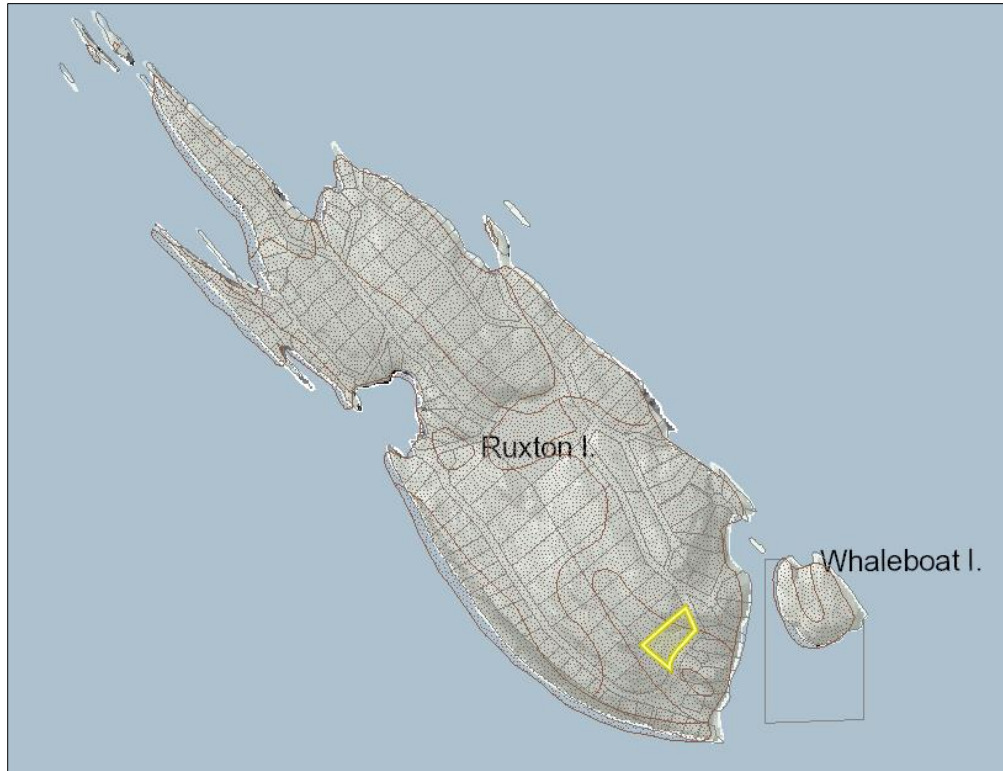


2.2 SOIL MAPPING

MAP UNIT ¹		DOMINANT ² SOIL		SUBDOMINANT ³ OR MINOR ⁴ SOIL		LANDSCAPE POSITION AND SURFACE FORM
SYMBOL	NAME	SOIL MATERIALS ⁵ AND DEPTH	DRAINAGE ⁶	SOIL MATERIALS ⁵ AND DEPTH	DRAINAGE ⁶	
	Qualicum	Gravelly sandy loam to gravelly sand glaciofluvial, fluvial, or marine deposits more than 150 cm deep (Qualicum soil, 75-100%)	Rapid to well	Gravelly sandy loam to gravelly loamy sand marine, fluvial, or glaciofluvial deposits over compact, unweathered till within 100 cm (Trincomali soil, 0-25%)	Moderately well	Deep outwash deposits as terraces and as old beaches. Trincomali soils occur at random where the unweathered till is close to the surface.
	Saturna	Channery sandy loam to channery loamy sand colluvial and glacial drift materials less than 100 cm deep over sandstone bedrock (Saturna soil, 75-100%)	Well	Sandstone bedrock exposed or covered by moss or mineral soil less than 10 cm thick (Rock, 0-25%)		In subdued and hummocky, in some places ridged terrain. Bedrock exposures occur at random.



Source: Soils of the Gulf Islands of British Columbia – Vol 3 (Agriculture Canada, Research Branch, 1989).



ATTACHMENT 3 – POLICIES

ISLANDS TRUST POLICY STATEMENT

ITPS Policy	Complies	Planner Comments
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.	no	Neither the Thetis Associated Islands Official Community Plan (OCP) Bylaw No. 93 nor Thetis Associated Islands Land Use Bylaw (LUB) No. 94 identify agricultural land for current and future use.
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.	yes	Policy 7.2.1 and Policy 7.2.2 (below) of the OCP support farming.

THETIS ASSOCIATED ISLANDS OFFICIAL COMMUNITY PLAN BYLAW No. 93, 2014

OCP Objective/Policy	Complies	Planner Comments
Objective 7.1.1 To maintain current land uses as it concerns natural resources in the Plan Area.	TBD	Current land uses on Ruxton Island include residential (permanent and seasonal) and park uses. Part 7 of the OCP provides, "There are no current operations for agriculture, silviculture, or the extraction or processing of aggregate in Plan Area. A need to designate land for such land use is not anticipated."
Policy 7.2.1 The Local Trust Committee should ensure that its bylaw provisions: <ul style="list-style-type: none"> (a) minimize any adverse effects on potential agricultural land; (b) encourage the design of any road systems and servicing corridors to avoid identified agricultural lands; (c) support the economic viability of farming; and, (d) permit the use of Crown lands for agricultural leases where there is agricultural potential. 	TBD	Currently there are no provisions in the LUB that pertain to agricultural uses or agricultural land on Ruxton Island.
Policy 7.2.2 The Local Trust Committee should consider favourably any applications to include land with farming potential into the Agricultural Land Reserve.	TBD	Staff conclude that consideration of farming potential should be determined by a report by a qualified professional.
Policy 7.2.4 The Local Trust Committee should, through zoning and other applicable planning tools, protect any areas identified as having productive soil.	no	Currently there are no provisions in the LUB that protect areas identified as having productive soil.



Provincial Agricultural Land Commission - Applicant Submission

Application ID: 58058

Application Status: Under LG Review

Applicant: Sara Woodman

Local Government: Islands Trust Regional District

Local Government Date of Receipt: 09/05/2018

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Inclusion

Proposal: We are proposing converting the remaining land into more agricultural use. Specifically providing local produce to the residents of Ruxton Island. The remaining acre is to be planted with garlic, ginseng and lavender. We have also seeded the entire back of the property (0.5 ac) with Oregon truffle, blue oyster, and chanterelle mushrooms.

Mailing Address:

Gabriola, BC

v0r 1x7

Canada

Primary Phone: [REDACTED]

Email: [REDACTED]

Parcel Information

Parcel(s) Under Application

1. Ownership Type: Fee Simple

Parcel Identifier: 000-049-905

Legal Description: lot 39, plan vip23234, section 31, nanaimo land district, ruxton island

Parcel Area: 0.9 ha

Civic Address: Lot 39 Ruxton Island

Date of Purchase: 09/05/2016

Farm Classification: No

Owners

1. Name: Sara Woodman

Address:

Gabriola, BC

v0r 1x7

Canada

Phone: [REDACTED]

Email: [REDACTED]

Current Use of Parcels Under Application

1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).

Currently only 0.35 acres are planted for agricultural use with over 100 kinds of food bearing plants. 7 mature apple trees, 1 mature plum tree, as well as kiwi, lemon, olive, apricot, plum, pear, walnut, chesnut etc. A second orchard was opened up this year and planted. We raise bee's and provide pollination to the neighbouring 6 islands.

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).

*1 ac surveyed and cleared for planting.
0.25 acres cleared and fenced for chickens and goats.*

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).

We live in a house on the parcel that covers 2000 sq ft.

Adjacent Land Uses

North

Land Use Type: Recreational

Specify Activity: blank land

East

Land Use Type: Recreational

Specify Activity: blank land

South

Land Use Type: Recreational

Specify Activity: Cabin

West

Land Use Type: Recreational

Specify Activity: Cabin

Proposal

1. How many hectares are you proposing to include?

0.9 ha

2. What is the purpose of the proposal?

We are proposing converting the remaining land into more agricultural use. Specifically providing local produce to the residents of Ruxton Island. The remaining acre is to be planted with garlic, ginseng and lavender. We have also seeded the entire back of the property (0.5 ac) with Oregon truffle, blue oyster, and chanterelle mushrooms.

3. Does the proposal support agriculture in the short or long term? Please explain.

The short term we already produce agricultural benefits but our long term goal is to have a working ginseng extraction farm with supplementary lavender and mushroom crops to go along with the already established vegetable plots.

As Ruxton Island currently has no food sources or business much less a bench or a light we wanted to start a foundation for the future. Even a small farm with available vegetables would be an asset versus boating over all your food.

Our final long term goal is to acquire another acreage adjacent to us to increase the size of the farm. We

hope to be able to do this in the spring. We are in negotiations with the land owner now. This would increase the total size of the farm to 5 acres.

4. Describe any improvements that have been made to, or are planned for the parcel proposed for inclusion.

We have upgraded the irrigation system to span the entire property. Water comes from a 3400sqft rain collection system into multiple cisterns as well as a long line pump installed to the lake in the center of the island to a 5000 gallon upper cistern which provides pressurized water to the plots. The system runs completely on solar power as does the entire farm.

Fencing has started with split cedar fencing proposed for the entire property as well as specialized chicken and goat fenced areas already cleared and being built.

Applicant Attachments

- Proposal Sketch - 58058
- Certificate of Title - 000-049-905

ALC Attachments

None.

Decisions

None.



AGRICULTURAL CAPABILITY CLASSIFICATION IN BC

Not all agricultural lands are created equal and not all agricultural land are capable or suitable for producing all agricultural products, regardless of the level of management applied. The main limiting factors in British Columbia are climate and topography. Climate determines the heat energy and moisture inputs required for agricultural production. Topographic limitations mostly restrict the ability to use cultivation equipment. Soils with all their variability are also a key limiting factor. Depending upon their properties and characteristics they may be appropriate for sustaining the production of certain agricultural products, but not others.

In BC agricultural capability ratings and limitations are assessed through a classification system known as the "Land Capability Classification for Agriculture in British Columbia"¹. The classification system describes seven land capability classes for agriculture (Classes 1 to 7). Class 1 land has minimal limitations when associated with the most amenable climates in the Province. In Class 2 to Class 5 lands the limitations increase. Class 6 lands have limitations that preclude arable agricultural activities yet are capable of sustaining native and/or perennial uncultivated agriculture. Class 7 lands have limitations that preclude all arable and natural grazing agricultural systems, regardless of the climate. Increasingly, new innovations in drainage and irrigation, tillage, nutrient replenishment (whether organic or inorganic), pest management, as well as closed environmental systems, allow for agricultural production on agricultural land once deemed too limited or unsuited for producing specific products. The recognition of 'arable' agricultural activities is also significant in that Class 6 and 7 lands may still be agriculturally productive, where topography and climate allows, and where the agricultural activities are dedicated to closed environmental systems (i.e. greenhouses).

The land capability classification for agriculture has two main components; the capability [class](#) and the capability [subclass](#). The class identifies potential for agriculture. **The best agricultural lands are rated Class 1 because they have the ideal climate and soil to allow a farmer to grow the widest range of crops. Class 7 is considered non-arable, with no potential for soil bound agriculture.** As the class numbers increase from Class 1 to Class 7, the range of crops decreases. Associated with each class is a subclass that identifies limitations or special management practices needed to improve the soil, such as topography, stoniness, soil moisture deficiency, low fertility, etc. Regular management practices required to make land productive include, drainage, irrigation, stone picking, fertilization etc.



AGRICULTURAL CAPABILITY CLASSIFICATION IN BC

LAND CAPABILITY CLASSES FOR MINERAL SOILS

The seven land capability classes for mineral soils are defined and described as follows:

CLASS 1 LAND IN THIS CLASS EITHER HAS NO OR ONLY VERY SLIGHT LIMITATIONS THAT RESTRICT ITS USE FOR THE PRODUCTION OF COMMON AGRICULTURAL CROPS.

Land in Class 1 is level or nearly level. The soils are deep, well to imperfectly drained under natural conditions, or have good artificial water table control, and hold moisture well. They can be managed and cropped without difficulty. Productivity is easily maintained for a wide range of field crops.

CLASS 2 LAND IN THIS CLASS HAS MINOR LIMITATIONS THAT REQUIRE GOOD ONGOING MANAGEMENT PRACTISES OR SLIGHTLY RESTRICT THE RANGE OF CROPS, OR BOTH.

Land in class 2 has limitations which constitute a continuous minor management problem or may cause lower crop yields compared to Class 1 land but which does not pose a threat of crop loss under good management. The soils in Class 2 are deep, hold moisture well and can be managed and cropped with little difficulty.

CLASS 3 LAND IN THIS CLASS HAS LIMITATIONS THAT REQUIRE MODERATELY INTENSIVE MANAGEMENT PRACTISES OR MODERATELY RESTRICT THE RANGE OF CROPS, OR BOTH.

The limitations are more severe than for Class 2 land and management practises are more difficult to apply and maintain. The limitations may restrict the choice of suitable crops or affect one or more of the following practises: timing and ease of tillage, planting and harvesting, and methods of soil conservation.

CLASS 4 LAND IN THIS CLASS HAS LIMITATIONS THAT REQUIRE SPECIAL MANAGEMENT PRACTISES OR SEVERELY RESTRICT THE RANGE OF CROPS, OR BOTH.

Land in Class 4 has limitations which make it suitable for only a few crops, or the yield for a wide range of crops is low, or the risk of crop failure is high, or soil conditions are such that special development and management practises are required. The limitations may seriously affect one or more of the following practises: timing and ease of tillage, planting and harvesting, and methods of soil conservation.

CLASS 5 LAND IN THIS CLASS HAS LIMITATIONS THAT RESTRICT ITS CAPABILITY TO PRODUCING PERENNIAL FORAGE CROPS OR OTHER SPECIALLY ADAPTED CROPS.

Land in Class 5 is generally limited to the production of perennial crops or other specially adapted crops. Productivity of these suited crops may be high. Class 5 lands can be cultivated and some may be used for cultivated field crops provided unusually intensive management is employed and/or the crop is particularly adapted to the conditions peculiar to these lands. Cultivated field crops may be grown on some Class 5 land where adverse climate is the main limitation, but crop failure can be expected under average conditions. Note that in areas which are climatically suitable for growing tree fruits and grapes the limitations of stoniness and/or topography on some Class 5 lands are not significant limitations to these crops.

CLASS 6 LAND IN THIS CLASS IS NONARABLE BUT IS CAPABLE OF PRODUCING NATIVE AND OR UNCULTIVATED PERENNIAL FORAGE CROPS.

Land in Class 6 provides sustained natural grazing for domestic livestock and is not arable in its present condition. Land is placed in this class because of severe climate, or the terrain is unsuitable for



AGRICULTURAL CAPABILITY CLASSIFICATION IN BC

cultivation or use of farm machinery, or the soils do not respond to intensive improvement practises. Some unimproved Class 6 lands can be improved by draining and/or diking.

CLASS 7 LAND IN THIS CLASS HAS NO CAPABILITY FOR ARABLE OR SUSTAINED NATURAL GRAZING.

All classified areas not included in Classes 1 to 6 inclusive are placed in this class. Class 7 land may have limitations equivalent to Class 6 land but they do not provide natural sustained grazing by domestic livestock due to climate and resulting unsuitable natural vegetation. Also included are rockland, other nonsoil areas, and small water-bodies not shown on maps. Some unimproved Class 7 land can be improved by draining or diking.

Agriculture Capability Subclasses

The subclass indicates lands with similar kinds but varying intensities of limitations and hazards. It provides information on the kind of management problem or use limitation. Except for Class 1 lands, which have no significant limitations, the capability classes are divided by subclasses on the basis of type of limitation to agricultural use. Each class can include many different kinds of soil, similar with respect to degree of limitation: but soils in any class may require unlike management and treatment as indicated by the subclasses shown.

A & M	Soil moisture deficiency	N	Salinity
C	Adverse climate (excluding precipitation)	P	Stoniness
D	Undesirable soil structure	R	Shallow soil over bedrock and/or bedrock outcroppings
E	Erosion	T	Topography
F	Low fertility	W	Excess water (groundwater)
I	Inundation (flooding by streams, etc.)	S & X	Cumulative and minor adverse conditions



AGRICULTURAL CAPABILITY CLASSIFICATION IN BC

Table 1: ALR Area by Region

Region	ALR Area (hectares)*	ALR Area (percent)
Okanagan	224,977	5
Island	116,207	2
South Coast	148,207	3
Interior	1,528,968	33
Kootenay	392,557	8
North	2,210,783	49
Total	4,621,699	100

* ALC GIS Database as of April 2013

Table 2: Total CLI Agriculturally Classified and ALR Lands in British Columbia (hectares)

CLI Agricultural Classification	Total Area Classified (hectares)	Land in the ALR	ALR as a Percent of Land Classification
Class 1	69,989	52,920	75.6%
Class 2	397,634	289,079	72.7%
Class 3	999,644	692,090	69.2%
Class 4	2,131,581	1,409,080	66.1%
Class 5	6,137,470	1,468,100	23.9%
Class 6	5,357,781	431,560	8.1%
Class 7	14,898,572	167,540	1.1%
Water		88,890	
Total	29,992,071	4,599,259	

Source: Select Standing Committee on Agriculture, 1978, Inventory of Agricultural Land Reserves in British Columbia, Phase 'I' Research Report.

Table 3: Agriculture Capability (BC Land Inventory) by Region

Committee Region (Current Region)	Total ALR Area	BCLI Class 1-4 Lands (hectares)	BCLI Class 1-4 Lands (percent)
Cariboo (Interior)	947,000	335,000	37
Island (Island)	112,000	83,000	74
Kootenay (Kootenay)	429,000	232,000	54
Mainland (South Coast)	175,000	130,000	74
Okanagan (Okanagan)	238,000	140,000	59
Omineca (North)	504,000	217,000	43



AGRICULTURAL CAPABILITY CLASSIFICATION IN BC

Peace (North)	1,336,000	960,000	72
Skeena (North)	277,000	147,000	53
Thompson (Interior)	580,000	181,000	31
British Columbia	4,599,000	2,425,000	53

Source: Select Standing Committee on Agriculture, November 1978, Land Productivity in BC; Phase 1 Research Report,

**Table 4: British Columbia Agricultural Capability
(Percent of BC's Land Base)**

Land Capable of a Range of Crops (CLI Class 1-4)	2.70%
Prime Agricultural Land (CLI Class 1-3)	1.10%
Class 1 Agricultural Capability	0.06%
Land Suitable for Tree Fruit Production in the ALR	0.04%

Source: Smith, B.E. 1998. Planning for Agriculture - Resource Materials, Provincial Agricultural Land Commission, Burnaby

References

1. Agricultural Land Commission Website November 2013.
http://www.alc.gov.bc.ca/alr/What_is_Ag_Land.htm and
http://www.alc.gov.bc.ca/alr/Ag_Capability.htm
2. Canada Land Inventory. 1972. Reprint. Soil Capability Classification for Agriculture. Report No. 2. Department of the Environment. Ottawa, Ontario. 16 pp. [[Available here](#)]
3. Climatology Unit. 1981. Climate Capability Classification for Agriculture in British Columbia. APD Technical Paper 4. Air Studies Branch, British Columbia Ministry of Environment. Victoria, B.C. 23 pp. [[Available here](#)]
4. Kenk, E. and I. Cotic. April, 1983. Land Capability Classification for Agriculture in British Columbia. MOE Manual 1. Surveys and Resource Mapping Branch, Ministry of Environment and Soils Branch, Ministry of Agriculture and Food. Kelowna, B.C. 68 pp. ISSN 0821-0640 [[Available here](#)]
5. Runka, G.G. 1973. Methodology — Land Capability for Agriculture — British Columbia Land Inventory (CLI). Soil Survey Division, British Columbia Department of Agriculture. Kelowna, B.C. 25 pp. [[Available here](#)]
6. Smith, B.E. 1998. Planning for Agriculture - Resource Materials, Provincial Agricultural Land Commission, Burnaby https://www.alc.gov.bc.ca/assets/alc/assets/library/land-use-planning/planning_for_agriculture_1998.pdf
7. B. Smith. 2006. „A Work In Progress The British Columbia Farmland Preservation Program http://www.smartgrowth.bc.ca/Portals/0/Downloads/AWorkInProgress_Smith.pdf
8. Select Standing Committee on Agriculture, November 1978, Land Productivity in BC; Phase 1 Research Report
9. Select Standing Committee on Agriculture, 1978, Inventory of Agricultural Land Reserves in British Columbia, Phase 'I' Research Report

File No.: 3400 - 20
TH-OTH-2018.1 (TELUS
Cypress Land Services Inc.)

DATE OF MEETING: December 11, 2018
TO: Thetis Island Local Trust Committee
FROM: Ann Kjerulf, Regional Planning Manager
Northern Team
SUBJECT: TELUS Communications Tower Proposal
Applicant (Proponent): Cypress Land Services Inc.
Location: 61 Pilkey Point Road, Thetis Island

RECOMMENDATION

1. That the Thetis Island Local Trust Committee request that staff inform the Proponent for the TELUS communications tower proposal located at 61 Pilkey Point Road, Thetis Island, that:
 - a. The Local Trust Committee is satisfied with the Proponent's public consultation process and that the Proponent does not need to undertake further consultation with the public;
 - b. The Local Trust Committee concurs with the TELUS proposal to construct a communications tower provided it is constructed substantially in accordance with the plans submitted to the Islands Trust.

REPORT SUMMARY

TELUS has recently submitted a proposal for a new 22.0 metre tower with a 4-foot microwave dish to the federal Ministry of Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, the licencing authority over telecommunication uses such as broadcast towers and cellular telephone towers.

BACKGROUND

Following consideration of the [August 28, 2018 staff report](#), the LTC passed the following resolutions:

TH-2018-038

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

that the Thetis Island Local Trust Committee refer the proposed Telus communication facility on Thetis Island Staff Report to the Advisory Planning Commission for comment. **CARRIED**

TH-2018-039

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

that the Thetis Island Local Trust Committee request the proponent of application TH-OTH-2018.1 (TELUS) follow the Ministry of Innovation, Science and Economic Development Canada (ISED) Default Public Consultation Process for a proposed Telecommunications Facility at 61 Pilkey Point Road, Thetis Island. **CARRIED**

TH-2018-040

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee request the proponent of application TH-OTH-2018.1 (TELUS) hold a public meeting on Thetis Island as part of the ISED Default Public Consultation Process, to provide the public an opportunity to receive information, ask questions, and provide feedback to the proponent. **CARRIED**

A public meeting was conducted by the proponent on November 27, 2018 and an Advisory Planning Commission (APC) meeting was held November 29, 2018.

ANALYSIS

Authorization of Telecommunications Facilities

ISED has jurisdiction over telecommunication facilities licensed under the federal *Telecommunications Act*. ISED looks to the land use authority to issue a letter of concurrence or non-concurrence with a proposal put forward by a telecommunications proponent.

The ISED *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)* outlines the process for public consultation when a land use authority, like the Thetis Island LTC, does not have an established or documented public consultation process. CPC-2-00-03 outlines the process that must be followed by proponents seeking to install or modify antenna systems, including the steps that proponents must follow for the Default Public Consultation Process:

1. Provide written notification to the public, the land-use authority and Industry Canada of the proposed antenna system installation or modification. The notification period must be at least 30 days in length.
2. Engage the public and the land-use authority in order to address relevant questions, comments and concerns regarding the proposal, addressing in writing all reasonable and relevant concerns within 60 days; and
3. Provide an opportunity to the public and the land-use authority to formally respond in writing to the proponent regarding measures taken to address reasonable and relevant concerns. The federal agency considers examples of 'reasonable and relevant' concerns to include:
 - Why is the use of an existing antenna system or structure not possible?
 - Why is an alternate site not possible?
 - What is the proponent doing to ensure that the antenna system is not accessible to the general public?
 - How is the proponent trying to integrate the antenna into the local surroundings?
 - What options are available to satisfy aeronautical obstruction marking requirements at this site?
 - What are the steps the proponent took to ensure compliance with *Canadian Environmental Assessment Act (CEAA)*, Safety Code 6, etc.?

Concerns that are not to be addressed through the public consultation include:

- Concerns relating to the proponent's service, but unrelated to antenna installations;
- Potential effects that a proposed antenna system will have on property values or municipal taxes;
- Potential effects that a proposed antenna system will have on public health;

- Whether the *Radiocommunication Act*, the summary document to be submitted at the end of the consultation period, Safety Code 6, locally established bylaws, or other legislation, procedures or processes are valid or should be reformed in some manner.

ISED expects that whole consultation processes will be completed within 120 days from the proponent's initial formal contact with the local land-use authority. At the end of the period, it is expected that the land use authority provides written indication of concurrence or non-concurrence with the proposal.

Consultation

In accordance with the ISED default consultation process, the Islands Trust received a consultation summary and request for concurrence from the proponent on November 29, 2018. This information has been excluded from the agenda package given that public comments have not been summarized and are, rather, attributed to specific individuals (*protected under FIPPA*).

Staff note that a mixture of comments were received by the proponent, including comments for and against the proposal. A number of concerns were expressed with respect to the need for broader service than what is currently proposed. Telus has indicated that they will consider an alternate tower proposal to service a larger area. However, in the interim, they wish to proceed with a request for concurrence with the current proposal so as to have some degree of certainty of providing enhanced service on the island.

At the time of report preparation, APC minutes were not available. However, these are to be provided to the LTC in advance of the meeting on December 11, 2018.

Rationale for Recommendation

ISED has jurisdiction over telecommunication facilities licensed under the federal Telecommunications Act. The proponent has followed the ISED default consultation process. Staff recommend that the LTC issue a letter of concurrence with the proposal.

ALTERNATIVES

1. LTC Issue a Letter of Non-Concurrence

The LTC may request that staff notify the proponent, in writing, as follows:

That the Thetis Island Local Trust Committee is not satisfied with the Proponent's public consultation process for a TELUS Communications Tower at 61 Pilkey Point Road, Thetis Island, and that the Proponent is requested to undertake further consultation with the public (provide detail as needed).

NEXT STEPS

Staff will advise the Proponent of the LTC's decision.

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	December 3, 2018
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MEMORANDUM

File No.: 3026-10 (LTC General –
Meeting Logistics)

DATE OF MEETING: December 11, 2018
TO: Thetis Island Local Trust Committee
FROM: Ann Kjerulf, Regional Planning Manager
Northern Team
SUBJECT: 2019 Local Trust Committee Meeting Schedule

RECOMMENDATION

1. That the Thetis Island Local Trust Committee schedule its regular business meetings on the following dates in 2019: February 19, April 16, June 25, August 27, October 8, and November 19.

DISCUSSION

Each Local Trust Committee (LTC) is asked to endorse, by resolution, its regular business meeting schedule for 2019. Tentative dates have been identified in relation to anticipated project commitments, application volumes, trustee availability, ferry schedules, statutory holidays, conferences, Trust Council, Trust Council Committees, Trust Fund Board, and available staff and financial resources. Tentative meeting dates are identified in Attachment 1.

If alternative dates are proposed, LTCs should avoid scheduling meetings on dates which may conflict with other planned meetings or events. Key dates are noted for reference in Attachment 1. Note, LTCs do not need to identify the planned start times or locations for meetings. Meeting details will be advertised in accordance with legislated notification requirements.

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	November 28, 2018
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ATTACHMENT

1. Tentative 2019 Northern Local Trust Committee Meeting Schedule

ATTACHMENT 1 – TENTATIVE 2019 NORTHERN LOCAL TRUST COMMITTEE MEETING SCHEDULE

LTC	Denman	Gabriola	Gambier	Hornby	Lasqueti	Thetis	Ballenas-Winchelsea
	- February 7 March 7 April 4 - June 6 July 4 - - October 3 November 7 -	January 24 February 28 - April 11 May 16 June 27 July 11 - September 12 October 24 November 28 -	January 31 - March 21 - May 2 June 13 July 25 - - October 10 November 21 -	- February 8 - April 5 - June 7 July 5 - September 13 - November 8 -	- February 25 - April 8 May 27 - July 22 - September 30 October 28 - -	- February 19 - April 16 - June 25 - August 27 - October 8 November 19 -	- - March 6 - - - July 10 - - October 16 - -
Total	7	9	7	6	6	6	3

Day	Tuesday	Thursday	Thursday	Friday	Monday	Tuesday	Wednesday
Time	9:30 am	10:15 am	10:30 am	11:30 am	11:00 am	9:30 am	10:00 am
Location	Denman Activity Centre	Gabriola Arts & Heritage Ctr	Various	New Horizons	Judith Fisher Centre	Thetis Community Centre	Various

Key Dates

Stat Holidays	Jan. 1; Feb.18; Apr 19, 22; May 20; July 1; Aug.5; Sept.2; Oct.14; Nov.11; Dec.25, 26
Trust Council	Jan. 15-16 (Nanaimo), Mar. 12-14 (Galiano), June 18-20 (Gabriola), Sept 17-19 (Bowen), Dec. 3-5 (Victoria)
Executive Committee (TENTATIVE)	Jan. 2, 5, 30; Feb. 13, 27; Mar. 6, 12, 27; Apr. 17; May 8; June 5, 18; July 3, 10, 16, 24; Aug. 14; Sept. 4, 17; Oct. 2, 16, 30; Nov. 27; Dec. 3, 18
Financial Planning Committee (TENTATIVE)	Jan. 21; Feb. 20; May 22; Aug. 28; Oct. 23; Nov. 20
Trust Fund Board	TBD
Trust Programs Committee (TENTATIVE)	Jan. 23; May 13; Aug. 19; Oct. 21
Local Planning Committee (TENTATIVE)	Feb. 27; May 23; Aug. 22; Oct. 10
SD 79 (Cowichan) Spring Break	Mar 11-22
SD 46 (Sunshine Coast) Spring Break	Mar 18-29
SD 68 (Nanaimo) Spring Break	Mar 18-29
SD 71(Comox) Spring Break	Mar 18-29
LGLA Conference	February 12-14 or 13-15
Salish Sea Ecosystem Conference	N/A
AVICC Conference	April 12-14
LGMA Conference	June 11-13
PIBC Conference	May 8-10
CIP Conference	July 3-6
UBCM Conference	Sept. 23-27

File No.: 3442-10
(Cannabis Notification)

DATE OF MEETING: December 11, 2018
TO: Thetis Island Local Trust Committee
FROM: Ann Kjerulf, Regional Planning Manager
Northern Team
SUBJECT: Notification of Federal Cannabis License Applications

RECOMMENDATIONS

1. That the Thetis Island Local Trust Committee adopt the following standing resolution:
That the Thetis Island Local Trust Committee requests that Notices of Intention to Apply for a Federal Cannabis License be forwarded to the Local Trust Committee upon receipt by the Islands Trust.
2. That the Thetis Island Local Trust Committee place Regulation of Cannabis Production and Retail Sales on the [Top Priorities/Projects] List.

REPORT SUMMARY

The Thetis Island Local Trust Committee (LTC) is asked to consider adopting a standing resolution with respect to Notices of Intention to Apply for a Cannabis License under the Federal *Cannabis Act* and *Cannabis Regulations*. The recommended resolution is intended to ensure that the LTC is informed of proposed licensed cannabis activities within the Local Trust Area. The LTC is also asked to consider a project in relation to the regulation of cannabis production and retail sales.

BACKGROUND

The new *Cannabis Act and Cannabis Regulations (2018)* set a framework for controlling the production, distribution, sale and possession of cannabis for medical and recreational purposes in Canada.

Prior to submitting an application to the federal government (Health Canada), applicants requesting to be a license holder under the *Cannabis Act* and *Cannabis Regulations* must provide a written notice to local authorities to inform them of their proposal. The notice must be addressed to a senior official and sent to the following authorities:

- the local government;
- the local fire authority; and
- the local police force or the Royal Canadian Mounted Police detachment that is responsible for providing policing services to that area.

The notice must contain the following information:

- the name of the applicant;
- the date on which the applicant will submit the application to the Minister of Health;

- the type of licence being sought and the activities for which the licence is being sought, while specifying that the activities are to be conducted in relation to cannabis; and
- the address of the site and, if applicable, of each building within the site where the applicant proposes to conduct those activities.

Applicants are required to include a copy of the actual written notices in their application to the federal government. Applicants must indicate the date of each notice, and the name, title and address of the senior official to whom it was addressed.

Current Procedures

At the current time, when staff receive notices from proponents applying for cannabis licences, staff respond to the proponents to confirm applicable land use regulations. Staff would provide information on the process to amend bylaws or apply for variances or permits, if required.

ANALYSIS

Issues and Opportunities

1. **Approval Authority** – Applicants and approved cannabis licence holders are responsible for compliance with the federal *Cannabis Act* and *Cannabis Regulations* as well as compliance with other applicable federal, provincial and territorial legislation, and local government bylaws. However, the Islands Trust is not an approval authority for cannabis licenses. Applicants are required only to provide notification to local governments, local fire departments and law enforcement of their intent to pursue licensing. Notification is not considered confirmation that an application has been submitted or authorized by Health Canada.
2. **Procedures for reporting to the LTC** – The *Cannabis Act* and *Cannabis Regulations* do not address if and how local elected officials are to be advised of notices to local authorities received from proponents applying for cannabis licenses. In relation to the Islands Trust, notices need to be submitted to a ‘senior official’ of the local government. Staff note, that both the Local Trust Committee and Regional District are *local* governments, with albeit different responsibilities. As part of their application package to Health Canada, applicants need to advise the federal government of the name, title and address of the senior official to whom the notice was addressed.

If the LTC wishes to be notified of all cannabis-related notices received, staff recommend adopting a standing resolution.

3. **Regulation of Licensed Cannabis Activities** – On August 28, 2018, the LTC adopted a standing resolution to provide a public consultation framework to address potential referrals from the Liquor and Cannabis Regulation Branch (LCRB) for non-medical cannabis retail license applications. The standing resolution provides a framework for processing and consulting the public on referrals for LCRB non-medical cannabis retail license applications. Federal license applications (for production or medical cannabis sales) are not referred to local governments. However, licensees are required to comply with local government bylaws.

The August 28, 2018 staff report suggested that the LTC could pursue Official Community Plan (OCP) and Land Use Bylaw (LUB) amendments, in relation to Cannabis Production and Retail Sales. To date, both the Gabriola and Denman LTCs have identified this as a top priority project, primarily with a view to mitigating the potential for land use conflict and to align with federal and provincial legislation including new regulations for cannabis production in the Agricultural Land Reserve.

Staff note that the Minister's Bylaw Standards¹ are in the process of being updated and will provide guidance to local governments with respect to adoption of land use regulations regarding cannabis production on agricultural land (e.g. minimum lot size, setbacks, etc.).

Staff also note there are economies of scale that may be achieved when multiple LTCs are undertaking the same type of project in their respective communities. Should Thetis LTC wish to undertake a similar project, it should be initiated via resolution and added to the projects or top priorities list.

Rationale for Recommendation

Staff recommend adopting the standing resolution to ensure the LTC is notified of proposed licensed cannabis activities on Thetis Island, and consider initiating a project to consider land use regulations for cannabis production and retail sales. The recommendation is noted on page 1 of the staff report.

ALTERNATIVES

1. Include Notices in LTC Agendas

The LTC may consider requesting that notices of proposed federal cannabis licenses be included in LTC agendas, as "correspondence". These notices would be for information purposes only as the Cannabis Act and Regulations provide no formal avenue for local government input.

That the Thetis Island Local Trust Committee requests that Notices of Intention to Apply for a Cannabis License be forwarded to the Local Trust Committee upon receipt by the Islands Trust, and included in the next Local Trust Committee regular meeting agenda package.

NEXT STEPS

If the LTC concurs with staff's recommendation, the Standing Resolutions list will be updated.

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	November 28, 2018
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¹ Province of BC. Minister's Bylaw Standards. <https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/agricultural-land-and-environment/strengthening-farming/local-government-bylaw-standards-and-farm-bylaws>



DATE OF MEETING: December 11, 2018

TO: Thetis Island Local Trust Committee

FROM: Ann Kjerulf, Regional Planning Manager
Northern Team

SUBJECT: Thetis Island Local Trust Committee Fees Bylaw Amendment Bylaw No. 106

RECOMMENDATION

1. That Thetis Island Local Trust Committee Bylaw No. 106, cited as "Thetis Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018", be read a first time.
2. That Thetis Island Local Trust Committee Bylaw No. 106, cited as "Thetis Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018", be read a second time.
3. That Thetis Island Local Trust Committee Bylaw No. 106, cited as "Thetis Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018", be read a third time.
4. That Thetis Island Local Trust Committee Bylaw No. 106, cited as "Thetis Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018", be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

AND

5. That the Thetis Island Local Trust Committee request that the Local Planning Committee review the Trust Council Model Fees Schedule in relation to Islands Trust Council Policy 5.6.i and current average application processing costs, and make recommendations to the Islands Trust Council to update Policy 5.6.i and the Model Fees Schedule.

REPORT SUMMARY

The Thetis Island Local Trust Committee (LTC) is asked to consider giving readings to Bylaw No. 106, cited as "Thetis Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018", to include a fee for Liquor and Cannabis Regulation Branch (LCRB) non-medical cannabis retail license applications, and subsequently to forward the bylaw to the Executive Committee for approval, prior to consideration of adoption.

The LTC is also asked to consider a recommendation to the Local Planning Committee to review and consider changes to Islands Trust Council Policy 5.6.i and the Trust Council Model Fees Schedule.

BACKGROUND

At the August 28, 2018 meeting, the LTC adopted a standing resolution with respect to the processing of LCRB non-medical cannabis retail license applications. The resolution established a public consultation process to evaluate such applications.

The LTC also passed the following resolution:

TH-2018-042

It was MOVED and SECONDED,

That the Thetis Island Local Trust Committee request that staff prepare a draft bylaw to amend the fees bylaw to specify a fee for Liquor Control and Licensing Branch non-medical cannabis retail license applications, in the amount of \$2,000.

CARRIED

The Liquor Control and Licensing Branch has been renamed as the Liquor and Cannabis Regulation Branch (LCRB) to represent its new responsibilities for licensing and monitoring non-medical cannabis retail sales in British Columbia. The LCRB regulates British Columbia's liquor industries and private retail non-medical cannabis establishments, including: restaurants, bars and pubs serving liquor; liquor manufacturers; liquor retail stores; special events involving liquor; and private cannabis retail stores.

The retail sale of non-medical cannabis became legal on October 17, 2018. The LCRB licensing regime will involve mandatory referrals to local governments and First Nations, and places an obligation on local governments and First Nations to provide the LCRB with recommendations for or against issuance of licenses for non-medical cannabis retail sales.

ANALYSIS

Local Government Act

Section 462 of the *Local Government Act* authorizes the LTC to impose application fees provided each fee “*must not exceed the estimated average costs of processing, inspection, advertising and administration that are usually related to the type of application or other matter to which the fee relates.*”

Islands Trust Council Policy:

Policy 5.6.i (Application Processing Services)

Policy 5.6.i guides the establishment of application fees based on the average processing costs for various application types.

Trust Council endorsed a Model Application Fee Schedule in 2004. All fees in the Model Fee Schedule were increased by 10% in 2007.

Issues and Opportunities

Application Processing Costs & Taxpayer Subsidization

The actual costs of processing an application may be less than or greater than the established fee for that application. These costs are calculated as the product of staff labour costs multiplied by processing time, adding to this other direct costs such as mapping expenses, advertising costs, meeting and minute taker costs, and travel costs, and indirect costs such as general administration and overhead.

LTC fees generally follow the Trust Council Model Application Fee Schedule and, with the exception of Gabriola Island LTC Fees Bylaw No. 300 (adopted in 2018), LTC fee bylaws have not kept pace with inflation. For reference, inflation was 27.12% from 2004 to 2018 and 19.39% from 2007 to 2018 (Bank of Canada).

While fees have remained suppressed, application processing costs (i.e. staff, facilities, materials) have increased. Furthermore, regulatory requirements and processes have become more complex thereby increasing the time spent to process individual applications. Continued suppression of fees will inevitably result in a continued shift of application processing costs from applicants to taxpayers.

Comparison of Trust Council Model Fees and Thetis Fees

The following table provides model fees endorsed by Trust Council in 2004 and 2007, subsequent fee amounts adopted by the Thetis Island Local Trust Committee in 2007, fees proposed through Bylaw No. 106, and an estimation of Thetis fees based on the 2007 model fees and adjusted for inflation (for information only).

Table 1. Trust Council Model Fees and Thetis Island LTC Fee Bylaw Comparison

Application Type	2004	2007	2007	2018	2018
	Trust Council Model Fee	Trust Council Model Fee + 10%	TH LTC (Fees) Bylaw 83	TH LTC (Fees) Bylaw 106 (proposed)	Trust Council Model Fee + 10% + 19.39% (Inflation)
OCP Amendment	4000	4400	4400	4400	5253
Land Use Bylaw Amendment	4000	4400	4400	4400	5253
Land Use Contract Amendment	4000	4400			5253
OCP + Land Use Bylaw Amendment	4500	4950	5500	5500	5910
DP Form & Character	600	660	550	550	788
DP - Commercial Revitalization	600	660	550	550	788
DP - Protection Area	400	440	550	550	525
DP Amendment	150	165	165	165	197
DVP - Residential	650	715	715	715	854
DVP - Industrial/Commercial	850	935	935	935	1116
DP + DVP - Residential	700	770	770	770	919
DP + DVP - Industrial/Commercial	850	935	990	990	1116
TUP	1000	1100	1100	1100	1313
TUP Renewal	150	165	165	165	197
Subdivision Review - first parcel	1000	1100	1100	1100	1313
Subdivision Review - for each additional parcel	100	110	110	110	131
Subdivision Lot Line Change	300	330	330	330	394
Strata Conversion	1000	1100	1100	1100	1313
Board of Variance	900	990	990	990	1182
Liquor License	750	825	825	825	985
Liquor License - Cannabis Retail				2000	
Liquor License - Temporary Change				100	

Thetis LTC fees are generally consistent with the 2007 Trust Council Model Fees with the exception of fees for development permits. Since adoption of the current Thetis Fees Bylaw No. 83 in 2007, no new fees have been adopted and no fees have been adjusted for inflation.

Bylaw No. 106, if adopted, would add fees in the amount of \$2,000 for LCRB non-medical cannabis retail license applications, as requested by the Thetis LTC. The bylaw would also introduce a minor fee for temporary license change applications (which require staff review and response to the LCRB) in the amount of \$100.

Staff have recommended to LTCs that the fee for LCRB non-medical cannabis retail applications be set to \$2,000. This is based on a base application fee of \$1,000 (the \$825 model application fee adjusted for inflation and \$1,000 to partially offset the costs of holding a public meeting (i.e. costs for advertising, facility rental, staff time, minute taking, and trustee and staff travel). To date, four other northern local trust committees (Denman, Gabriola, Lasqueti and Hornby) have initiated fee bylaw amendments to include a fee of \$2,000 for the processing of LCRB non-medical cannabis retail license applications, while Salt Spring LTC has adopted a fee of \$4,000.

The LTC may wish to amend the draft bylaw prior to consideration of readings or, alternatively, request that staff conduct further review and provide recommendations regarding fee adjustments at a subsequent Local Trust Committee meeting.

Staff is of the opinion that LTC fee bylaws should be reviewed with fees increased as needed to reflect inflation and reduce taxpayer subsidization of applications. The recommendation on page 1 of the report includes a resolution to request that the Local Planning Committee review the Trust Council Model Fees Schedule in relation to Islands Trust Council Policy 5.6.i and current average application processing costs, and make recommendations to the Islands Trust Council to update Policy 5.6.i and the Model Fees Schedule.

Consultation

No public consultation is required or recommended for this draft amendment bylaw.

Statutory Requirements

No public hearing is required and, as an administrative bylaw, the LTC may give Bylaw No. 106 three readings and forward the bylaw to the Secretary of the Islands Trust for approval of the Executive Committee. The LTC would be able to consider adoption of the bylaw should the Executive Committee first approve the bylaw.

Rationale for Recommendation

Adjustment of the Thetis Island Fees Bylaw will allow for costs to be partially offset should an application be received for a non-medical cannabis retail license or temporary license change. Further review of LTC fees is warranted given that many LTC fees are less than the Trust Council model fee schedule and none have been adjusted for inflation since the adoption of Thetis Fees Bylaw No. 83 in 2007. The staff recommendation is included on Page 1 of the report.

Alternatives

The LTC may consider the following alternatives to the staff recommendation:

1. Amend Thetis Island Fees Bylaw to specify different fee amounts

The LTC may wish to amend the fees bylaw to specify different fees, particularly for application types which do not currently align with the Trust Council Model Fees Schedule. If so, draft Bylaw No. 106

would need to be amended prior to readings. The following resolution would precede the recommendations on page 1.

That Thetis Island Local Trust Committee Bylaw No. 106, cited as "Thetis Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018", be amended by changing the fee for [application type] to [\$amount].

Further, when Bylaw No. 106 is given first reading, the words "as amended" must be included at the end of the resolution. Further readings (second and third) do not need to include the words "as amended".

2. Request staff to draft a new Fees Bylaw incorporating an adjustment for inflation.

The LTC may request that staff draft a new fees bylaw, which incorporates an adjustment for inflation from 2007 to 2018. The resolution may be worded:

That the Thetis Island Local Trust Committee request staff to draft a new fees bylaw, with application fees to be based on the 2007 Model Trust Council Fee Schedule and adjusted for inflation.

3. Receive the report for information

The LTC may receive the report for information.

NEXT STEPS

Subject to LTC concurrence with the recommendations regarding draft Bylaw No. 106, the bylaw would be forwarded for Executive Committee consideration.

Subject to LTC concurrence with the fifth recommendation, Local Planning Committee would be advised of the LTC's request to consider reviewing the Islands Trust Model Fees Schedule.

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	November 28, 2018
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ATTACHMENTS

1. Draft Amendment Bylaw No. 106
2. Thetis Island Local Trust Committee Fees Bylaw No. 83

DRAFT

THETIS ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 106

A BYLAW TO AMEND THE THETIS ISLAND LOCAL TRUST COMMITTEE FEES BYLAW, 2007

The Thetis Island Local Trust Committee, being the Local 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 Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018”.

2. Thetis Island Local Trust Committee Bylaw No. 83, cited as “Thetis Island Local Trust Committee Fees Bylaw, 2007” is amended as shown on Schedule No. 1 attached to and forming part of this bylaw.

READ A FIRST TIME THIS DAY OF , 201X

READ A SECOND TIME THIS DAY OF , 201X

READ A THIRD TIME THIS DAY OF , 201X

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

DAY OF , 201X

ADOPTED THIS DAY OF , 201X

Chair

Secretary

THETIS ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 106
Schedule No. 1

1. **Part 3, Application Fees, Section 3.1, TABLE 4 – Other Applications**, is deleted in its entirety and replaced with the following:

TABLE 4 – Other Applications	
Column 1	Column 2
1. Board of Variance	\$990
2. Strata Conversion	\$1100
3. Liquor & Cannabis Regulation Branch – Liquor License	\$825
4. Liquor & Cannabis Regulation Branch – Non-Medical Cannabis Retail License	\$825
5. Liquor & Cannabis Regulation Branch – Temporary License Change	\$100

2. **Part 3, Application Fees, Sections 3.3, 3.4, 3.5, and 3.6 are deleted in their entirety and replaced with the following:**
- 3.2 An application administration fee in the amount of \$110.00 being a portion of the fee referred to in Table 1 is not refundable in any event.
- 3.3 An application administration fee in the amount of \$55.00 being a portion of the fee referred to in Table 2, Table 3 and Table 4 is not refundable in any event.
- 3.4 Subject to Section 3.3 and Section 3.4, if an application is not processed for any reason, the Islands Trust must refund to the applicant the application fee.
- 3.5 In the event a public hearing is not held in respect of an application referred to in Table 1, the applicant shall be entitled to a refund in the amount of \$1,650.

ADOPTED

THETIS ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 83

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

WHEREAS Section 931 of the *Local Government Act* provides that a local government may, by bylaw, impose fees related to applications and inspections;

NOW THEREFORE Thetis Island Local Trust Committee, being the trust committee having jurisdiction in respect of the Thetis Island local trust area in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

1. Citation

- 1.1 This bylaw may be cited as the "Thetis Island Local Trust Committee Fees Bylaw, 2007".

2. Interpretation

- 2.1 In this bylaw:

"Applicant" means the person authorized under the Thetis Island Local Trust Committee Development Procedure Bylaw No. 40, 1992 to make the application;

"Islands Trust" means the Director of Local Planning or his/her authorized representative;

"Application Fee" means the monetary amount payable to the "Islands Trust".

3. Application Fees

- 3.1 Prior to the processing of an application listed in Column 1 of Table 1, Table 2, Table 3 or Table 4, the applicant must deliver to the Islands Trust the corresponding application fee in the amount shown in Column 2 of Table 1, Table 2, Table 3 or Table 4.

TABLE 1 – Bylaw Amendments	
Column 1	Column 2
1. Official Community Plan amendment	\$4,400
2. Official Community Plan amendment in combination with a consistent application for amendment to a Land Use Bylaw or Zoning Bylaw	\$5,500
3. Land Use Bylaw or Zoning Bylaw amendment	\$4,400
4. Land Use Contract amendment	N/A

TABLE 2 – Permits	
Column 1	Column 2
1. Development Permit in respect of a protection area	\$550
2. Development Permit in respect of a commercial revitalization area	\$550
3. Development Permit in respect of form and character area	\$550
4. Development Permit amendment	\$165
5. Development Permit in combination with a companion application for a Development Variance Permit in respect of a residential development	\$770
6. Development Permit in combination with a companion application for a Development Variance Permit in respect of a commercial, industrial or institutional development	\$990
7. Development Variance Permit in respect of a residential development	\$715
8. Development Variance Permit in respect of a commercial, industrial or institutional development	\$935
9. Temporary Commercial and Industrial Use Permit	\$1,100
10. Temporary Commercial and Industrial Use Permit renewal	\$165

TABLE 3 – Subdivision Referrals	
Column 1	Column 2
1. Application for Subdivision Review – first parcel	\$1,100
2. Application for Subdivision Review – every additional parcel that would be created by the proposed subdivision	\$110
3. Application for Subdivision Review – parcel line adjustments only, creating no additional parcels	\$330

TABLE 4 – Other Applications	
Column 1	Column 2
1. Board of Variance	\$990
2. Strata Conversion	\$1,100
3. Liquor Control and Licensing Branch	\$825

- 3.3 An application administration fee in the amount of \$110.00 being a portion of the fee referred to in Table 1 is not refundable in any event.
- 3.4 An application administration fee in the amount of \$55.00 being a portion of the fee referred to in Table 2, Table 3 and Table 4 is not refundable in any event.
- 3.5 Subject to Section 3.3 and Section 3.4, if an application is not processed for any reason, the Islands Trust must refund to the applicant the application fee.
- 3.6 In the event a public hearing is not held in respect of an application referred to in Table 1, the applicant shall be entitled to a refund in the amount of \$1,650.

4. Extraordinary Costs

- 4.1 In the event the costs of processing, inspection, advertising and administration in respect of an application are estimated by the Islands Trust to exceed 150% (percent) of the applicable fee, the Applicant shall pay to the Islands Trust prior to the processing of the application the estimated actual costs of processing, site inspection, advertising and administration.
- 4.2 To the extent the amount paid under Subsection 4.1 exceeds the actual costs of processing, inspection, advertising and administration related to the application, the Islands Trust shall refund the excess amount to the Applicant.
- 4.3 To the extent the amount paid under Subsection 4.1 is less than the actual costs of processing, inspection, advertising and administration, the Islands Trust shall invoice the Applicant for the excess amount which shall become a debt due and payable to the "Islands Trust".

5. Severability

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

6. Repeal

- 6.1 "Thetis Island Local Trust Committee Fees Bylaw 2000", is repealed upon adoption of this bylaw.

READ A FIRST TIME this 7th day of June , 2007

READ A SECOND TIME this 7th day of June , 2007

READ A THIRD TIME this 7th day of June , 2007

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST this 6th day of July , 2007

ADOPTED this 6th day of September , 2007

Chairperson

Secretary



DATE OF MEETING: December 11, 2018
TO: Thetis Island Local Trust Committee
FROM: Ann Kjerulf, Regional Planning Manager
Northern Team
SUBJECT: Advisory Planning Commission Appointments

RECOMMENDATION

1. That the Thetis Island Local Trust Committee request that staff advertise for expressions of interest for the Thetis Island Advisory Planning Commission.
2. That the Thetis Island Local Trust Committee request that staff draft an updated Advisory Planning Commission bylaw for Local Trust Committee consideration.

REPORT SUMMARY

The Thetis Island Local Trust Committee (LTC) is asked to consider recruitment for its Advisory Planning Commission (APC). The APC currently has three members with terms expiring January 27, 2020. The committee may have up to seven members. Formal citizen representation on advisory planning commissions adds value and transparency to planning processes.

ANALYSIS

Islands Trust Policy Statement:

A guiding principle of the Islands Trust Policy Statement is that “*open, consultative public participation is vital to effective decision making for the Trust Area.*” Moreover, Commitments of Trust Council include:

- 5.8.1 Trust Council holds that public participation should be part of the decision-making processes of all levels of government
- 5.8.2 It is the position of Trust Council that local trust committees and island municipalities should, in establishing their official community plans and regulatory bylaws, provide opportunities for public input.
- 5.8.3 Trust Council holds that island communities within the Trust Area are themselves best able to determine the most effective local government structure to support their local autonomy and specific community needs within the object of the Islands Trust.

LTCs have a responsibility to ensure that members of the public can participate in planning processes, yet they have the freedom to determine the framework best suited to a particular Local Trust Area.

Local Government Act and Bylaw 91

The authority to establish advisory planning commissions is granted to LTCs through the *Islands Trust Act* and section 461(2) of the *Local Government Act*.

461 (2) A board may, by bylaw, establish an advisory planning commission for one or more electoral areas or portions of an electoral area to advise the board, or a regional district director representing the electoral area, on all matters referred to the commission by the board or by that director respecting land use, the preparation and adoption of an official community plan or a proposed bylaw or permit that may be enacted or issued under this Part.

Advisory planning commissions are intended to advise LTCs specifically on land use matters including Official Community Plans, and proposed bylaws or permits that may be issued under Part 14 (e.g. zoning bylaw amendments or temporary use permits).

Pursuant to section 461, the Thetis Island LTC has adopted Bylaw No. 91 cited as “Thetis Island Local Trust Committee Advisory Planning Commission Bylaw, 2012”, which identifies member composition, terms and roles, and rules for arranging, advertising and conducting commission meetings (Attachment 1).

Staff advise that most other Northern LTC bylaws for APCs have been updated within the past two years, primarily to reflect the option for professional third-party minute taking at APC meetings. This provides an opportunity for the APC to focus on its referrals and discussion and also ensures consistency of Islands Trust meeting records. While the current Thetis APC bylaw was only amended last in 2016, the LTC may wish to see further refinements. A bylaw update would also contribute to greater consistency in the format of administrative bylaws across the Islands Trust.

Consultation

Openings for APC members could be advertised through the eSPOKES, LTC website, and trustee networks. The LTC could consider expressions of interest at their next business meeting.

NEXT STEPS

Should the LTC pass the recommended resolutions (page 1), staff will proceed with advertising and bring forward expressions of interest and a draft APC bylaw to the next LTC business meeting.

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	November 29, 2018
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ATTACHMENTS

1. Bylaw No. 91



THETIS ISLAND

ADVISORY PLANNING COMMISSION BYLAW

BYLAW NO. 91, 2012

AS AMENDED BY THE THETIS ISLAND LOCAL TRUST COMMITTEE
BYLAW: No. 95, 99

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

Consolidated: April, 2016

[Back of front cover]

CONSOLIDATED BYLAW TEXT AMENDMENTS

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

Table of Amendments		
Bylaw No.	Date of Adoption	Date of Bylaw Consolidation
95 Amendment No. 1, 2014	November 25, 2014	December 17, 2014
Amendment No. 1, 2016	March 29, 2016	April 6, 2016

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

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

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

1. Continuation and Establishment

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

2. Appointment of Members

- a) Advisory Planning Commission
 - BL 99, (04/16) i) The Advisory Planning Commission consists of a minimum of three and a maximum of seven members.
 - BL 95, (11/14) ii) The Local Trust Committee shall, by resolution, appoint members to serve up to a two-year term.
- b) Special Projects Advisory Planning Commissions
 - i) The Local Trust Committee may, from time to time, establish advisory planning commissions to provide advice to the Local Trust Committee on specific topics or for special projects.
 - ii) Special Projects Advisory Planning Commissions will be appointed based on a terms of reference endorsed by the Local Trust Committee which will outline the number of members, the terms of the appointment and the scope and role of that Special Projects Advisory Planning Commission.

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

3. Roles

- a) Secretary
 - i) The Secretary is to:
 1. assist the Chairperson, as required, in arranging meetings;
 2. ensure that proper notification of meetings is given in compliance with this bylaw;
 3. keep legible minutes of all meetings; and
 4. provide copies of all minutes and recommendations to the Secretary of the Islands Trust.
- b) Chairperson
 - i) The Chairperson is to:
 1. receive referrals from the Local Trust Committee and, in response, decide when and where meetings shall be held;
 2. ensure proper conduct of all meetings in accordance with the requirements of this Bylaw and the principles of procedural fairness; and
 3. sign the minutes certifying that they are true and correct after the members have approved them.

4. Referrals

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

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

5. Notice of Meeting

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

6. Conduct of Meeting

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

BL 99, (04/16)

7. Notice of Recommendation

- a) If the Local Trustees did not attend a meeting, they may require a verbal report from the Chairperson.
- b) The Secretary must ensure minutes of each meeting are recorded and approved by the members at a subsequent meeting.
- c) The Secretary must ensure that a copy of the draft minutes is submitted to the Secretary of the Islands Trust office within seven calendar days of the meeting.
- d) A recommendation may be in the form of recorded commentary, in the form of minutes or in the form of a resolution, provided that all dissenting opinions are also recorded.

8. Transition

- a) "Thetis Island Local Trust Committee Advisory Planning Commission Bylaw, 2000", is repealed.

9. Citation

- a) This Bylaw may be cited as the "Thetis Island Local Trust Committee Advisory Planning Commission Bylaw, 2012".

READ A FIRST TIME THIS 18th DAY OF April, 2012

READ A SECOND TIME THIS 18th DAY OF April, 2012

READ A THIRD TIME THIS 18th DAY OF April, 2012

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
8th DAY OF May, 2012

ADOPTED THIS 23rd DAY OF May, 2012

SECRETARY

CHAIRPERSON



BRIEFING

To: Local Trust Committees and Bowen Island Municipality **For the Meeting of:** August 7, 2018

From: Islands Trust Conservancy **Date Prepared:** July 17, 2018

SUBJECT: Incorporating the Regional Conservation Plan into Land Use Planning

PURPOSE: The Islands Trust Conservancy is providing all local trust committees and Bowen Island Municipality with a briefing to provide information on the ways the Islands Trust Conservancy's 2018-2027 Regional Conservation Plan and associated mapping and data can be incorporated into Official Community Plans, Land Use Bylaws and local planning initiatives and projects.

BACKGROUND:

In March, Trust Council endorsed the Islands Trust Fund's Regional Conservation Plan. At its April 2018 meeting, the Trust Fund Board (now Islands Trust Conservancy) passed the following resolution:

That the Trust Fund Board direct staff to provide a briefing to all local trust committees and Bowen Island Municipality requesting that consideration be given to incorporating elements of the 2018-2027 Regional Conservation Plan (including associated data and mapping) into Official Community Plans.

The Regional Conservation Plan contains significant information about regional conservation priorities that could be considered when making land use planning decisions. This information is informed by conservation area modelling, which uses multiple data sets regarding biodiversity priorities and threats to ecosystems. The information is available by local trust area/island municipality.

Why do we have a Regional Conservation Plan?

The rich diversity of life in the Islands Trust Area makes the region ecologically significant, not only locally, but globally. Most of the region is within the Coastal Douglas-fir zone, one of the rarest of British Columbia's 16 biogeoclimatic zones. The Douglas-fir ecosystems of this zone, including Garry oak and associated ecosystems, are globally rare – in the entire world they occur only on the east coast of southern Vancouver Island, the islands of the Georgia Basin, and a small area of the mainland. The Islands Trust Area is also home to several other sensitive and rare ecosystems and hundreds of rare terrestrial and marine plants and animals.

Despite its ecological significance, biodiversity in the Islands Trust Area is exposed to significant threats. With over 68% of the Islands Trust Area in private land ownership and over 3.3 million people living in the surrounding areas, the pressures to develop and change the natural landscape in the islands are substantial.

Because of the significance of the ecosystems found in the Islands Trust Area and the threats they are under, conservation planning is an important tool to ensure that the natural beauty that draws so many to the region is not lost. Since 2005, the work of the Islands Trust Conservancy has been guided by regional conservation plans. These plans have also, in some cases, supported the planning work of the Islands Trust.

What's in the Regional Conservation Plan?

The Regional Conservation Plan provides background on the ecosystems in the Islands Trust Area, evaluates their current status, identifies priorities and threats, and sets goals and objectives for the Islands Trust Conservancy for the next ten years. The goals identified in the 2018-2027 Regional Conservation Plan are:

1. Identify, investigate and communicate about important natural areas to generate action on conservation priorities
2. Strengthen relationships with First Nations to identify and collaborate on shared conservation goals
3. Continue to secure and manage Islands Trust Conservancy lands and conservation covenants to maximize ecological integrity
4. Continue to build internal and shared organizational strength and resilience to ensure long-term nature conservation in the Islands Trust Area

There are island profiles in Appendix II of the RCP with information specific to each local trust committee area and Bowen Island.

How can the Regional Conservation Plan support land use planning?

The Regional Conservation Plan can help trustees and planners identify opportunities and inform priorities for land use planning activities across the Islands Trust. During the 2018-2022 local government term, each Islands Trust LTC/IM will identify top priorities for land use planning activities and should ensure that existing Official Community Plans and Land Use Bylaws meet the goals of the Islands Trust Policy Statement and support the goals of the Regional Conservation Plan.

LTCs and BIM can use the following table to identify land use planning projects to initiate during the 2018-2022 term to advance the Islands Trust Policy Statement Goal: *to Foster preservation and protection of the Trust Area's ecosystems* and the directive policies:

Directive Policy	Available resources (Regional Conservation Plan, mapping, etc.):	What can LTCs/IM do with this information?
3.1 Ecosystems		
3.1.3 LTCs/IMs shall, in their OCPs and regulatory bylaws <i>address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.</i>	The Regional Conservation Plan highlights the following as biodiversity priorities for the region: <ul style="list-style-type: none">• Sensitive ecosystems• Healthy forests• Species and ecosystems at risk• Marine shorelines and nearshore areas• Islets and small islands• Size, corridors and connectivity to other protected areas Available information and data/mapping to support these directive policies: <ul style="list-style-type: none">• updated Sensitive	Development of maps; Official Community Plan (OCP) policy language and Land Use Bylaw (LUB) regulations that: <ul style="list-style-type: none">• Identify and protect environmentally sensitive areas• Identify and protect significant natural sites/features/landforms• Support the development of protected area networks (or "greenways")• Identify contiguous forest cover Designate Development Permit Areas (DPAs) to protect environmentally sensitive areas
3.1.4 LTCs/IMs shall, in their OCPs and regulatory bylaws <i>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.</i>		

	<p>Ecosystem Mapping</p> <ul style="list-style-type: none"> • Species at Risk/Critical Habitat Mapping • Ecosystem Disturbance Mapping • Priority Lands for Conservation (regional scale) 	<p>and significant natural features</p> <p>Prioritize bylaw investigation and enforcement on matters negatively impacting ecosystem health</p>
3.2 Forest Ecosystems		
<p>3.2.2</p> <p>LTCs/IMs shall, in their OCPs and regulatory bylaws: <i>address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development and land-use.</i></p>	<p>Available information and data/mapping to support this directive policy:</p> <ul style="list-style-type: none"> • Mapping of Forested Ecosystems, including forest type and age • Regional Conservation Plan: Biodiversity Priorities; Forest Ecosystem descriptions and statistics • RCP Island Profiles: Sensitive Ecosystems, Forest Ecosystems and Ecosystem Disturbance for each LTA/BIM 	<p>Designate DPAs to protect unfragmented forest ecosystems</p> <p>Reduce site coverage density in land use bylaws</p> <p>Negotiate covenants to protect contiguous forest as conditions of rezoning</p> <p>Integrate conservation subdivision principles into land use bylaw requirements for subdivision (lot clustering, density transfer, conservation planning)</p> <p>Prioritize bylaw investigation and enforcement on matters negatively impacting forest ecosystems</p> <p>Adopt Tree Protection Bylaws (for municipalities)</p>
3.3 Freshwater and Wetland Ecosystems and Riparian Zones		
<p>3.3.2</p> <p>LTCs/IMs shall, in their OCPs and regulatory bylaws: <i>address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.</i></p>	<p>Available information and data/mapping to support this directive policy:</p> <ul style="list-style-type: none"> • Mapping of Sensitive Ecosystems, including wetlands, freshwater and riparian • RCP: Island Profiles - Sensitive Ecosystems • Watershed mapping • Water courses mapping (TRIM) • Riparian Areas Regulation data/mapping in select areas 	<p>Designate DPA's to protect sensitive freshwater, wetland and riparian areas</p> <p>Implement the <i>Riparian Areas Regulation (RAR)</i> including protection of non RAR watercourses</p> <p>Develop LUB setbacks from water bodies</p> <p>Develop LUB landscape buffers along water bodies</p> <p>Implement freshwater planning tools and regulations available in the <i>Water Sustainability Act</i></p> <p>Develop aquifer mapping and water budgets</p>

		<p>Designate DPAs for water conservation for all new construction/development</p> <p>Prioritize bylaw investigation and enforcement on matters negatively impacting freshwater, wetland and riparian ecosystems</p>
3.4 Coastal and Marine Ecosystems		
<p>3.4.4</p> <p>LTCs/IMs shall, in their OCPs and regulatory bylaws: <i>address the protection of sensitive coastal areas.</i></p>	<p>Available information and data/mapping to support these directive policies:</p> <ul style="list-style-type: none"> • Eelgrass mapping • Forage fish habitat mapping (for some islands) • Species at Risk Critical Habitat Mapping – Southern Resident Orca • Shorezone mapping • New Sand Ecosystems Mapping • Dock mapping (point data) 	<p>Include mapping of marine ecosystems in OCPs and policies for regulation of development in sensitive coastal areas</p> <p>Designate DPAs to protect sensitive coastal areas and the intertidal zone</p> <p>Include DPA guidelines that address fragmentation of the coastline by subdivision</p> <p>Amend LUBs to create landscape buffers along the shoreline</p> <p>Increase LUB setbacks from the natural boundary of the sea based on the provincial 2100 sea level rise predictions</p> <p>Amend LUBs to limit development of private docks/structures in the marine zones</p> <p>Prioritize bylaw investigation and enforcement on matters negatively impacting coastal and marine ecosystems</p>
<p>3.4.5</p> <p>LTCs/IMs shall, in their OCPs and regulatory bylaws: <i>address the planning for and regulation of development in coastal regions to protect natural coastal processes.</i></p>		

ATTACHMENT(S):

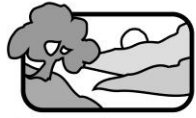
No attachments. For reference, the 2018-2027 Regional Conservation Plan is available online [here](#).

FOLLOW-UP:

- Consider this briefing when establishing work program priorities
- Request planning advice on how to integrate conservation data and mapping resources when considering applications, projects, etc.
- Local trust committees/island municipalities wishing to create specific maps using conservation modeling (land prioritization based on multiple data sets) or ecosystem mapping should request assistance from ITC and GIS staff.

Prepared By: Jennifer Eliason, Islands Trust Conservancy Manager

Reviewed By/Date: Regional Planning Managers and Director of Local Planning Services/July 3, 2018
Clare Frater, Director of Trust Area Services/July 9, 2018
Islands Trust Conservancy Board/July 17, 2018



DATE OF MEETING: December 11, 2018
 TO: Thetis Island Local Trust Committee
 FROM: Justine Starke, Island Planner
 COPY: Ann Kjerulf, Regional Planning Manager

RECOMMENDATION

THAT the Thetis Island Local Trust Committee consider implementation of the report *Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit (2018)* as a top priority work program item.

REPORT SUMMARY

This report presents, *Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit (2018)* for consideration of implementation by the Local Trust Committee. Local Planning Committee (LPC) has developed the attached tool kit for protection of the Coastal Douglas Fir zone and associated ecosystems. There are a number of recommendations for implementation of the tool kit throughout the Islands Trust Area. LPC has requested distribution of the Coastal Douglas Fir Tool Kit to local trust committees with a recommendation to add it as a top priority long range planning project.

BACKGROUND

[Local Planning Committee](#) is a subcommittee of Islands Trust Council with the responsibility for addressing planning needs applicable throughout the Islands Trust Area.

On November 9, 2017, Local Planning Committee moved Coastal Douglas-fir and associated ecosystems as a top priority in accordance with the Trust Council Strategic Plan (2015-18):

- L.1.6.1 Amend land use bylaws to improve protection of high biodiversity areas (LTCs)
- T.1.7.1 Develop a planning tool kit to illustrate how to protect Coastal Douglas-fir and associated ecosystems (LPC).
- L.1.7.1 Use land use planning tools to protect Coastal Douglas-fir and associated ecosystems through land use planning (LTCs).

Staff developed the tool kit and the final report was received by Local Planning Committee on October 11, 2018 when the following resolutions were passed:

LPC-2018-015 It was MOVED and SECONDED, that Local Planning Committee accepts the final Coastal Douglas-fir Toolkit and directs staff to bring the report to Trust Council for consideration of implementation by the 2019-2023 Islands Trust Council. **CARRIED**

LPC-2018-016 It was MOVED and SECONDED, that Local Planning Committee requests the Islands Trust Council elected for the 2019-2023 term implement the Coastal Douglas-fir Toolkit by undertaking the following:
 a) distribute the Coastal Douglas-fir Toolkit to local trust committees with a recommendation to add it as a top priority long-range planning project;

b) prioritize protection of the Coastal Douglas-fir and Associated Ecosystems and implementation of the Islands Trust Conservancy Regional Conservation Plan in the Islands Trust Council strategic plan for 2019-2023. **CARRIED**

LPC-2018-017 It was MOVED and SECONDED, that Local Planning Committee requests the Islands Trust Council elected for the 2019-2023 term implement the Coastal Douglas-fir Toolkit by undertaking the following:

c) direct Local Planning Committee to commission mapping of contiguous tracks of the Coastal Douglas-fir zone and associated ecosystems across the Islands Trust Area. **CARRIED**

LPC-2018-018 It was MOVED and SECONDED, that Local Planning Committee requests the Islands Trust Council elected for the 2019-2023 term implement the Coastal Douglas-fir Toolkit by undertaking the following:

d) request staff to create a strong communications program that will support Islands Trust Conservancy conservation initiatives for Coastal Douglas-fir protection as well as support the land use planning process, with a special focus on communicating the role of Development Permit Areas as a tool for Coastal Douglas-fir protection that permits development.

LPC-2018-019 It was MOVED and SECONDED, that Local Planning Committee requests the Islands Trust Council elected for the 2019-2023 term implement the Coastal Douglas-fir Toolkit by undertaking the following:

e) request staff to bring recommendations as to how the Natural Areas Property Tax Exemption Program (NAPTEP) can be strengthened to prioritise contiguous tracks of the Coastal Douglas-fir zone and options for increasing communications about NAPTEP. **CARRIED**

LPC-2018-020 It was MOVED and SECONDED, that Local Planning Committee requests the Islands Trust Council elected for the 2019-2023 term implement the Coastal Douglas-fir Toolkit by undertaking the following:

f) request Trust Area Services staff to continue participating in the Coastal Douglas-fir Conservation Partnership. **CARRIED**

LPC-2018-021 It was MOVED and SECONDED, that Local Planning Committee requests the Islands Trust Council elected for the 2019-2023 term implement the Coastal Douglas-fir Toolkit by undertaking the following:

g) advocate to the Province for additional land use orders protecting Coastal Douglas-fir in the Islands Trust Areas. **CARRIED**

LPC-2018-022 It was MOVED and SECONDED, that Local Planning Committee requests staff undertake mapping of the Coastal Douglas-fir zone and associated ecosystems within the existing budget this term. **CARRIED**

ANALYSIS

The tools available to the Islands Trust can advance protection of the Coastal Douglas-fir zone and associated ecosystems across the Trust Area. Islands Trust and the Islands Trust Conservancy together have the authority to regulate land use, act as a land conservancy, and coordinate with other levels of government. Islands Trust can also work collaboratively with community groups, conservation groups, and individuals to advance a broader set of tools for protection of the CDF Zone. The land use planning powers of local trust committees can be much more effectively used to protect this vulnerable ecosystem.

Objectives for CDF Protection

The policy, regulatory, and legal powers of Islands Trust are nested and can be designed to achieve the following recommended objectives:

- Maintain Contiguous Forest Cover
- Protect and Restore Functioning Ecosystems
- Protect Watershed Ecology
- Honour the Cultural Heritage of Coast Salish Stewardship

The biggest threat to the CDF zone in the Islands Trust is the incremental fragmentation of the forest through rural and residential development. The report suggests a path for Trust Council, the Islands Trust Conservancy, and local trust committees to protect the CDF zone (see the “Ten Essential Steps for Islands Trust to Protect the CDF Zone.” These recommendations are suggested from the position that the best tools are the ones that are easiest to use and are most squarely within the jurisdiction of Islands Trust.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

- 1. Add implementation of the report, Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit (2018), to the LTC project list.**

NEXT STEPS

Request staff to bring forward a project charter that proposes scope, timelines, and budget for this work.

Submitted By:	Justine Starke, RPP, MCIP Island Planner	November 27, 2018
Concurrence:	David Marlor, RPP, MCIP Director, Local Planning Services	November 29, 2018

ATTACHMENTS

1. Coastal Douglas Fir Zone Tool Kit: <http://www.islandstrust.bc.ca/media/346674/cdf-toolkit-final-web.pdf>



Islands Trust Conservancy Report to Local Trust Committees and Bowen Island Municipality September 2018

Islands Trust Conservancy Staff Changes

Kate Emmings stepped into the role of acting Manager for the Islands Trust Conservancy, filling in for Jennifer Eliason, who is on a temporary assignment with BC Parks until the end of March 2019. Nuala Murphy stepped into the role of acting Ecosystem Protection Specialist, backfilling for Kate Emmings until the end of February 2019. The role of Property Management Specialist is currently vacant and will hopefully be filled by the end of the year. ITC administrative assistant Corlynn Strachan took a temporary assignment with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development; filling in for her until April 2019 is Alexandra Trifonidis.

New Islands Trust Conservancy Board Member

The Islands Trust Conservancy (ITC) board is thrilled to welcome Linda Adams, former Islands Trust Chief Administrative Officer, as a newly appointed board member. Appointed members are selected by the Crown Agency and Board Resourcing Office.

2018-2019 Budget Request

The ITC board considered a business case for ITC staffing and recommended to the Islands Trust Council that the 2019-2020 budget include funding for one new auxiliary Covenant Monitoring and Outreach Specialist position and that financial planning for the 2020-2021 budget include a vision for a new fundraising position.

Approval of Lasqueti Islands Nature Conservancy (LINC) Opportunity Fund Grant

The ITC board awarded a \$4,500 Opportunity Fund grant to LINC for a matching fundraising campaign for the purchase of Salish View on Lasqueti Island. The campaign is set to close in December and approximately \$90,000 is required to complete the protection of 11.61 ha of Coastal Douglas-fir forest.

Regional Conservation Plan Reporting

The ITC board discussed ways to communicate the Regional Conservation Plan to local trust committees, Executive Committee and the Trust Council after the October 2018 election.

New Name: Islands Trust Conservancy

ITC staff provided a verbal update about the Islands Trust Conservancy name change. The new website is active at www.islandstrustconservancy.ca and staff are updating print publications.

Summary of Current Island-by-Island Activities

The ITC board reviewed information and approved the annual covenant and nature reserve monitoring reports.

Denman

Staff finalized the revised management plan for Morrison Marsh Nature Reserve. Invasive species removal and trail clearing, sign installation, and tree caging for forest restoration continue at three ITC nature reserves on Denman.

Lasqueti

The Salish View campaign continues, in partnership with the Lasqueti Island Nature Conservancy (LINC). The ITC board granted LINC a \$4,500 Opportunity Fund grant for a matching fundraising campaign.

Link Island (Gabriola Island Local Trust Area)

The ITC board authorized the Chair to sign a NAPTEP covenant with the landowner and the Nanaimo & Area Land Trust Society for the creation of a new NAPTEP covenant. The 19.3 ha covenant has significant ecological value and is a good model of land conservation under the NAPTEP program.

North Pender Island

The ITC board approved a request from the landholder of the Wallace Point NAPTEP Covenant to widen the driveway to allow for the safe passage of large vehicles.

South Pender Island

The ITC board approved a request from Pender Islands Parks and Recreation Commission to grant a covenant waiver to create new trail sections and close other trail sections to reduce overall trail length. The waiver also permits maintenance of a waterfall viewing platform.

Thetis

Staff are negotiating a conservation covenant for Fairyslipper Forest Nature Reserve with the Thetis Island Nature Conservancy and the Cowichan Community Land Trust. Ecological information is in the process of being collected to inform the covenant baseline report and the management plan for the protected area and a public open house will be held on Thetis Island October 13, 2018.

Please feel free to contact members of the Islands Trust Conservancy or Islands Trust Conservancy staff for more details.

Tony Law, Chair tlaw@islandstrust.bc.ca
Islands Trust Conservancy itcmail@islandstrust.bc.ca



Islands Trust

Print Date: December 3, 2018

Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
TH-ALR-2018.1	James / Sara Woodman Planner: Jaime Dubyna	05-Sep-2018	PID: 000-049-905 Civic Address: Lot 39 Ruxton Island Inclusion application - Provide local produce to Ruxton residents
Planning Status			
Status Date: 15-Nov-2018 Planner reviewing application.			
Status Date: 08-Nov-2018 File transferred to Planner Dubyna.			

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
TH-DVP-2015.2	Trincomali Holdings Ltd. Planner: Ann Kjerulf	03-Sep-2015	204 PILKEY POINT RD \request for variance to authorize a previously constructed seawall
Planning Status			
Status Date: 29-Aug-2017 Staff requested to refer the new survey to the Crown, First Nations and the Arch Branch with respect to the location of the natural boundary of the sea, asking if interests are unaffected.			
Status Date: 26-May-2017 Letter sent to applicant requesting valid survey be submitted by July 15, 2017			
Status Date: 29-Nov-2016 LTC considered application; will reconsider pending completion of mitigation measures, confirmation that First Nations concerns have been addressed, and provision of a valid survey			

Rezoning

File Number	Applicant Name	Date Received	Purpose
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**Applications**

TH-RZ-2016.1 WEST VANCOUVER 02-Feb-2016 Proposed reconstruction and/or maintenance of breakwater on crown land north of Kendrick Island, south is Valdes Island.

Planner: Marnie Eggen

Planning Status

Status Date: 02-Jul-2018

No change

Status Date: 03-Nov-2017

No change

Status Date: 29-Aug-2017

LTC passed resolution to hold in abeyance to allow for 30 days first nation review period of Arch Report and receipt of comments from Lyackson FN, and request applicant to meet with Lyackson FN.

Subdivision

File Number	Applicant Name	Date Received	Purpose
TH-SUB-1998.1	TRAX DEVELOPMENT LTD C/O WRIGHT FOCUS ENGINEERING LTD Planner: Marnie Eggen	25-Sep-1998	Phased Strata Subdivision 'Meadow Valley Properties' phased strata to create 21 strata lots from 4 parent parcels
Planning Status			
Status Date: 19-Jul-2016			
MOTI issued 1 yr. extension.			
Status Date: 18-Dec-2015			
Staff comments provided to MOTI.			
Status Date: 14-Sep-2015			
Applicant seeking comments on Phase III. Planner reviewing file.			
File Number	Applicant Name	Date Received	Purpose
TH-SUB-2014.1	J.E. Anderson & Associates	23-Jun-2014	Ruxton Island to create 2 parcels from 3 existing lots

Applications

Planner:

Planning Status

Status Date: 24-Oct-2018

Update email sent to MOTI and copied to applicant to notify that Planner TR is leaving IT and to correspond through general email until another Planner is assigned.

Status Date: 02-Oct-2017

Require final subdivision plans before IT can issue final letter.

Status Date: 13-Jun-2017

MOTI letter stating they are willing to accept a 10 metre setback, as in the LUB, instead of 15 metres as in the original PLA.

File Number	Applicant Name	Date Received	Purpose
TH-SUB-2015.1	Polaris Land Surveying Inc.	19-Aug-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

Status Date: 19-Sep-2017

Final letter of approval sent to MOTI

Status Date: 25-May-2017

Covenant approved by RWM

Status Date: 25-May-2017

Awaiting final plan of subdivision before giving final approval.

Thetis Island Local Trust Committee Policies & Standing Resolutions

No.	Meeting Date	Resolution No.	Issue	Policy
1.	July 3, 2012	TH-03-2012	Professional Minute taker for APC meetings	That the Thetis Island Local Trust Committee authorizes the payment of funds from its local expense account to pay for a minute taker for Advisory Planning Commission meetings.
2.	August 28, 2018	TH-2018-036	Suspension of enforcement action regarding unlawful non-tourist accommodation at 49 Harbour Road	<p>It was MOVED and SECONDED that the Thetis Island Local Trust Committee adopt the following standing resolution:</p> <p>1. That whereas the Thetis Island Local Trust Committee intends to facilitate a community process to consider allowing Temporary Use Permits (TUP) to permit temporary non-tourist accommodation use, staff are directed to take no enforcement action against properties where temporary accommodations used for non-tourist accommodation exist. In particular, staff are directed to suspend enforcement action regarding unlawful non-tourist accommodation at 49 Harbour Road, Strata Lot B, District Lot 1, Thetis Island, Cowichan District, Strata Plan EPS644; together with an interest in the Common Property shown in proportion to the unit entitlement to the Strata Lot show on Form V. PID 028-987-691.</p> <p>2. That nothing in this enforcement policy should be interpreted as giving permission to any party to violate Thetis Island Land Use Bylaw No. 89 and the Thetis Island Local Trust Committee may change this policy at any time and may give direction to commence enforcement activities with respect to the identified properties at any time without notice.</p> <p>That unless the Thetis Island Local Trust Committee extends the effective period, this enforcement policy expires on July 30, 2019, or when the temporary use permit review project is complete, whichever is the sooner.</p>
3.	August 28, 2018	TH-2018-041	Non-medical cannabis retail applications	<p>It was MOVED and SECONDED that the Thetis Island Local Trust Committee adopt the following standing resolution with respect to the processing of non-medical cannabis retail license applications:</p> <ul style="list-style-type: none"> • Proposed or amended licenses for non-medical cannabis retail establishments require an application to the Local Trust Committee. • The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. • The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal. • However, as a minimum, the local trust committee will mail or otherwise

				<p>deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information:</p> <ul style="list-style-type: none"> ○ Name of the applicant and a description of the proposal in general terms ○ The location of the proposed establishment and the subject site ○ The place where, date and time when, both a public meeting will be held and a resolution of the Local Trust Committee considered. ○ The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application ○ How public comments may be submitted to the Local Trust Committee.
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Islands Trust
LTC EXP SUMMARY REPORT F2019
Invoices posted to Month ending September 2018

670 Thetis	Invoices posted to Month ending September 2018	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-670	LTC "Trustee Expenses"	750.00	0.00	750.00
LTC Local				
65200-670	LTC - Local Exp - LTC Meeting Expenses	1,000.00	681.59	318.41
65210-670	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-670	LTC - Local Exp - Communications	250.00	0.00	250.00
65230-670	LTC - Local Exp - Special Projects	500.00	0.00	500.00
TOTAL LTC Local Expense		<u>2,250.00</u>	<u>681.59</u>	<u>1,568.41</u>
Projects				
73001-670-3008	Thetis RAR	11,235.00	0.00	11,235.00
73001-670-4072	Thetis First Nations Relations	1,800.00	0.00	1,800.00
73001-670-4090	Thetis Ruxton Island Private Moorage	3,100.00	0.00	3,100.00
TOTAL Project Expenses		<u>16,135.00</u>	<u>0.00</u>	<u>16,135.00</u>



Top Priorities

Thetis Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	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.	07-Sep-2011	Marnie Eggen	15-Nov-2014
2	Ruxton Island Private Moorage Review	Review regulation regarding private moorage related structures and community docks.	11-Jan-2017	Marnie Eggen	
3	Relationship Building with Local First Nations	Potential topics to explore: Bylaw referrals; Land & marine use on & around Lyackson Island; Shared Narrative of Place; Co-governance/co-management; follow up from Associated OCP/LUB review:land use considerations for clam gardens; explore private docks as a permitted use; potential impacts of ocean geothermal loops; switchback fencing in setback to the sea	27-Feb-2018	Marnie Eggen	

**Projects****Thetis Island**

Description	Activity	R/Initiated
LUB Amendments	<ul style="list-style-type: none"> - short-term vacation rentals of principle dwellings in the R-2 zone - rainwater storage requirements - construction of a storage building prior to construction of a principal dwelling. 	07-Sep-2011
Island-wide watershed protection	TBD	21-Nov-2012
Pilkey Point / Marina Drive Slough Support for Habitat Restoration		20-Nov-2013
Sensitive ecosystems education and engagement	Environmental education and engagement efforts, in particular with owners on the Associated Islands, to explore ways to protect sensitive ecosystems in the Area.	19-Mar-2014
Associated Islands OCP and LUB	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 Stzuminus Nation for a stakeholder process regarding Bute and Dunsmuir Islands.	07-Sep-2011
Letter of Understanding between the Thetis LTC and the Cowichan Valley Regional District.	Planning staff to begin drafting once project progresses to Priorities.	24-Nov-2015

**Projects****Thetis Island**

Description	Activity	R/Initiated
Amendments to Thetis Island OCP and LUB; staff to provide staff report when time permits.	<p>Moved back to Projects List:</p> <ul style="list-style-type: none"> - (housekeeping)4.3(d) amend to say: In addition to s. 4.3(a), (b), and (c)... - (housekeeping) objectives and policies re sea level rise (was resolution to include in draft but did not make it in to adopted OCP). - OCP/LUB amendments to consider ocean loop geothermal exchange systems. - explore measures to address impacts of wharf related structures. 	12-Jan-2017
Review of Development Permit Areas and development of a Development Approval Information Bylaw on Thetis Island		21-Feb-2017
Consolidating lots for community benefit of Ruxton Island.		17-Oct-2017
Review Thetis Island TUPs to include non-tourist accommodation.	To be advanced to top priorities at earliest convenience.	17-Apr-2018
Thetis Associated Islands Land Use Bylaw Amendment, Ruxton Island Community Dock Review Project	Reference Ruxton Island Private Moorage Structures project for prelim consultation.	22-May-2018
Incorporation of the Regional Conservation Plan into Thetis LTA OCPs and LUBs	Investigate and provide recommendations on how to incorporate the plan elements into Thetis, Valdes, and Associated Islands OCPs and LUBs.	28-Aug-2018



Projects

Thetis Island

Description	Activity	R/Initiated
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