



Thetis Island Local Trust Committee

Regular Meeting Agenda

Date: April 18, 2023
Time: 9:30 am
Location: Forbes Hall Community Centre
North Cove Road, Thetis Island, BC

	Pages
1. CALL TO ORDER	9:30 AM - 9:35 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	9:35 AM - 9:40 AM
3. REPORTS	
3.1 Trustee Reports	
3.2 Chair's Report	
3.3 Electoral Area Director's Report	
4. PUBLIC COMMENTS	9:40 AM - 9:50 AM
5. MINUTES	9:50 AM - 9:55 AM
5.1 Local Trust Committee Minutes dated February 28, 2023 - for Adoption	3 - 9
5.2 Section 26 Resolutions-Without-Meeting Report dated March 31, 2023	10 - 10
5.3 Advisory Planning Commission Minutes - none	
6. BUSINESS ARISING FROM MINUTES	9:55 AM - 10:00 AM
6.1 Follow-up Action List dated April 6, 2023	11 - 12
7. APPLICATIONS AND REFERRALS	
7.1 Thetis Island Local Trust Committee Official Plan Bylaw No. 108 (OCP) and Land Use Bylaw No. 109 (LUB) - Staff Report - for adoption	10:00 AM - 10:10 AM 13 - 26
8. LOCAL TRUST COMMITTEE PROJECTS	10:10 AM - 10:30 AM

8.1	Local Trust Committee Project Prioritization - Staff Report	27 - 31
9.	DELEGATIONS - none	
10.	CORRESPONDENCE	
	<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>	
11.	NEW BUSINESS	10:30 AM - 10:40 AM
11.1	Draft Freedom of Information and Protection of Privacy Bylaw - Request for Decision	32 - 37
12.	REPORTS	10:40 AM - 11:00 AM
12.1	Trust Conservancy Report - none	
12.2	Applications Report dated April 6, 2023	38 - 38
12.3	Trustee and Local Expense Report February 2023	39 - 39
12.4	Adopted Policies and Standing Resolutions	40 - 43
12.5	Local Trust Committee Webpage	
13.	WORK PROGRAM	11:00 AM - 11:20 AM
13.1	Active Projects Report dated April 6, 2023	44 - 44
13.2	Future Projects Report dated April 6, 2023	45 - 47
14.	UPCOMING MEETINGS	
14.1	Next Regular Meeting Scheduled for Tuesday, July 4, 2023 at 9:30 am and will be Electronic	
15.	ADJOURNMENT	11:20 AM - 11:20 AM



Thetis Island Local Trust Committee Minutes of Regular Meeting

Date: February 28, 2023
Location: Electronic Meeting

Members Present: Tobi Elliott, Chair
Peter Luckham, Local Trustee
Ken Hunter, Local Trustee

Staff Present: Marlis McCargar, Island Planner
Warren Dingman, Bylaw Compliance & Enforcement Manager
Vicky Bockman, Recorder

Others Present: Approximately six (6) members of the public

1. CALL TO ORDER

"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."

Chair Elliott called the meeting to order at 9:30 am. She acknowledged with gratitude that the meeting was being held in territory of the Coast Salish First Nations. She introduced Trustees, staff and recorder; and noted that this meeting is being live-streamed and recorded for viewing on the Islands Trust website.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. REPORTS

3.1 Trustee Reports

Trustee Hunter commented that he is pleased to be serving as a Local Trustee once again and is looking forward to working with everyone this term.

Trustee Luckham's report included the following:

- He acknowledged the work of previous Trustee Doug Fenton and thanked him for his four years of service on the Local Trust Committee (LTC). He welcomed Trustee Hunter and commented that he is looking forward to working with him, Chair Elliott and staff this term.
- He reported on activities since the last LTC meeting that include:
 - an ongoing bylaw enforcement file;

- BC Ferries and Penelakut Tribe conversation regarding the ferry terminal;
- Conversations with Cowichan Valley Regional District regarding the government dock, which is the emergency egress point for First Responder teams.
- He attended meetings of the Thetis Island Forum, a group with many local stakeholders sharing ideas and working together to consider matters of interest to Thetis Islanders.
- He noted that the LTC meetings include a standing agenda item for the newly elected Electoral Area Director McClinton to provide a report.
- A recently passed Cowichan-wide referendum for funding of a recreational planning project involved Thetis Island contributing to recreational centres throughout the Cowichan Valley. It is hoped that this can be revisited in some manner as many feel it is not equitable for Thetis Island as well as other smaller areas that do not generally have access to these recreational facilities.

3.2 Chair's Report

Chair Elliott reported that she is looking forward to attending future Thetis Island LTC meetings on the island. She mentioned that she also serves on the Islands Trust Conservancy and is a Local Trustee for Gabriola Island.

3.3 Electoral Area Director's Report - none

4. PUBLIC COMMENTS

A member of the public expressed concern with the increasing number and length of stay of ship anchorages; and asked what the Islands Trust be doing about this given that the Port of Vancouver is continuing to suggest that ships are not causing a major problem? Is there a way for Islands Trust to facilitate the different groups across the islands who are interested in ship anchorages as a way to share information and solicit actions?

Trustees and staff comments in response included the following:

- Serious engagement with the Federal Government on this issue will continue to be requested; promoting the consideration of a Trust-wide response might be encouraged to improve government response.
- The Islands Trust currently has no jurisdiction over anchorage sites and does not have authority to adopt a nuisance noise bylaw.
- Engagement with the community is a key strategy for advocacy.
- The Southern Gulf Islands Forum is a body where anchorages have been a topic of discussion. Encouragement of organized anchorage groups was supported and thought might be given to what Islands Trust resources can be applied to the issue.

A member of the public asked for a status report on Lot 88 and whether the Islands Trust has received approval for cleanup.

- Bylaw Compliance and Enforcement Manager Dingman provided an update, noting that the matter continues to be pursued in court with an injunction order that will give another 90 days to comply with clean up of the property, and he outlined possible action should that not occur.
- Trustee Luckham spoke to the significant risk to community health and safety associated with that property, as well as the diminished saleability of adjacent properties.

5. MINUTES

5.1 Local Trust Committee Minutes - none

5.2 Section 26 Resolutions-Without-Meeting Report dated February 21, 2023

Chair Elliott requested that the time for entry 2022-008 be changed from 10:30 am to 9:30 am to reflect the correct time that this meeting was scheduled to commence.

5.3 Advisory Planning Commission Minutes - none

6. BUSINESS ARISING FROM MINUTES

6.1 Follow-up Action List dated February 21, 2023

Planner McCargar provided an overview of the List.

Discussion included the following:

- Planner McCargar suggested that the Aug 03, 2021 activity: “staff to prepare a discussion paper for the Shoreline and Coastal Protection project” might be considered for discussion with the Active and Future Project Lists.
- Trustee Hunter advised that he is the Thetis Island representative on the Ferry Advisory Committee and that he will have more information after the March meeting.
- Trustee Luckham provided a summary of the October 3, 2022 meeting held with multiple bodies including representatives from the Penelakut Tribe and BC Ferries where issues discussed included ferry access, public safety, fencing, signage regarding the historic nature of that site, ways of providing public access to the waterfront there, planning for the rebuilding of the ferry dock and the possible combining of emergency egress for First Responders. LTC members supported Doug Fenton continuing to liaise with Penelakut Tribe members on this initiative.

7. APPLICATIONS, REFERRALS AND BYLAWS

7.1 Galiano Island Local Trust Committee Referral Request for Response regarding Bylaw Nos. 283 and 284 - for decision

TH-2023-001

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee does not consider that its interests are affected by Galiano Island Bylaw Nos. 283 and 284.

CARRIED

7.2 Thetis Island Local Trust Committee Official Community Plan Bylaw No. 108 (OCP) and Land Use Bylaw No. 109 (LUB) - Staff Report - for adoption

Trustee Luckham provided an explanation of the lengthy process involved with these amendments which have been a Top Priority since 2019.

Trustee Hunter asked that the matter of adoption of these amendments be deferred to a future meeting to allow for his review of the proposed bylaws which were considered prior to his incoming as a Trustee. He proposed that a meeting with staff to discuss his questions would be helpful.

TH-2023-002

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee Bylaw Nos. 108 and 109 be deferred to a subsequent meeting for adoption.

CARRIED

Trustee Luckham expressed his hope that this might be advanced at the next LTC meeting as discussion of Riparian Areas Protection has not progressed in the last four years.

7.3 TH-RZ-2022.1 (Abrupt Shellfish Inc. - Preedy Harbour near Crescent Point) - Preliminary Staff Report

Planner McCargar presented the Staff Report that outlines the background and a preliminary overview of the proposal to rezone approximately 14 ha of the marine area in Preedy Harbour to allow subtidal geoduck aquaculture. The rezoning would require amendments to the Thetis Island Official Community Plan (OCP) and the Land Use Bylaw (LUB).

She identified land use planning issues with this rezoning proposal and the applicant's consideration of some of the reasons for the denial of the previous application in 2020. She reported that a portion of the proposed mariculture operation lies within the unzoned Thetis Local Trust Area and a portion of the proposed operation extends into Thetis Associated Islands planning area which is zoned Marine General (W1).

Discussion ensued and included the following points:

- Concerns were expressed that the community's concerns and interests have not changed from those expressed in 2020.
- If this proposal advances, the rezoning of the piece in the Associated Islands area should also move forward.
- The OCP and LUB zoning should be changed to include the piece that is not in either the Associated Islands or Thetis Island jurisdiction areas.
- Concerns were expressed that the protected waterway between Dayman Island and Thetis Island is a recreational site for travellers and community; vessels anchor there; the area is used by swimmers throughout the summer months; and this is an area of interest to the Penelakut Tribe that has received little or no consultation; there is no local employment or food sustainability associated as the product will be exported to an international market.

- If this application moves forward, referrals should be made to the Advisory Planning Commission and Penelakut Tribe with another community information meeting held.

Chair Elliott invited Yvonne Tomlinson on behalf of the applicant to speak to the application with the following comments noted:

- The proposed operation does not pose a threat to any use of the waterway there, and will not interfere with recreational or other uses of the area.
- The netting will be on the ocean floor with only four buoys visible and will be easy to navigate around.
- Infrastructure will be installed in one small area of maximum 1.5 ha at a time, in place for approximately a year then completely removed before another area is planted and infrastructure deployed there.
- Time between seeding and harvest of the entire area would be approximately 12 years.

Trustees continued discussion of the proposal and next steps:

- Concern was expressed that the netting being moved over time will restrict boaters from anchoring in that area and it will pose significant safety hazards and potential risk to boaters as nets can get caught in boats.
- This is a complex application that would benefit from the applicant undertaking additional consultation with community and the Penelakut Tribe before consideration of next steps.

TH-2023-003

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee advise the applicant that they should engage in meaningful consultation with Penelakut Tribe and, after that event, hold a public community information session in person on Thetis Island and then return to the Thetis Island Local Trust Committee with this application.

CARRIED

8. LOCAL TRUST COMMITTEE PROJECTS

8.1 Local Trust Committee Active and Future Projects Summary - Staff Report

Planner McCargar advised that this report was created from discussion at the end of last term and that there are no active projects on the work program at this time. She reported that Trust Council policy allows for each LTC to have one minor project at a time in addition to a major project funded through a business case.

Trustees reviewed the list and suggested that a report of options and associated costs might help to inform a decision on potential projects. **TH-2023-004**

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee request staff to bring a report to the Local Trust Committee regarding three potential projects, those being:

1. Omissions in the water zoning
2. Soil Removal and Deposit Bylaw
3. Shoreline Protection

and that the report provide information regarding minor or major project status and options associated with advancing those this term.

CARRIED

9. DELEGATIONS - none

10. CORRESPONDENCE - none

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

By general consent the meeting recessed at 11:13 am and reconvened at 11:25 am.

11. NEW BUSINESS

11.1 2023 Regular Business Meeting Schedule for Adoption - Staff Report

Chair Elliott advised of a scheduling conflict for the proposed April 25 meeting and suggested that an alternate date might be considered.

TH-2023-005

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee schedule its regular business meetings on the following dates:

- July 4 – held electronically
- September 5 – held in person
- November 7 – held electronically

and that staff advise the Local Trust Committee of an alternate date for the April 25 meeting, to be held in person.

CARRIED

11.2 2022-09-02 Trust Programs Committee - Briefing regarding Letter from WSÁNEĆ Leadership Council Staff regarding Draft 2021 Islands Trust Policy Statement Amendments

Received.

12. REPORTS

12.1 Trust Conservancy Report dated October, 2022

Received.

12.2 Applications Report dated February 21, 2023

Received.

12.3 Trustee and Local Expense Report dated December, 2022

Received. **12.4 Adopted Policies and Standing Resolutions**

Received. **12.5 Local Trust Committee Webpage**

Received. **13. WORK PROGRAM**

13.1 Active Projects Report dated February 21, 2023

Received. **13.2 Future Projects Report dated February 21, 2023**

Received. **14. CLOSED MEETING**

14.1 Motion to Close Meeting

TH-2023-006

It was MOVED and SECONDED,

that the meeting be closed to the public in accordance with the *Community Charter*, Part 4, Division 3, s90(1)(f) for the purpose of considering Bylaw Enforcement and that the recorder and staff attend the meeting.

CARRIED

The meeting closed to the public at 11:33 am.

15. RISE AND REPORT - none

16. UPCOMING MEETINGS

16.1 Next Regular Meeting

The next regular meeting date to be determined.

16. ADJOURNMENT

By general consent the meeting was adjourned at 12:00 pm.

Tobi Elliott, Chair

Certified Correct:

Vicky Bockman, Recorder



Resolutions Without Meetings Log

Thetis Island

Resolution Number	Action	Date
<p>2023-002</p> <p>Change meeting from Apr 25 to Apr 18</p> <p>"That the Thetis Island Local Trust Committee hold a Regular Business Meeting on Tuesday, April 18, 2023."</p>	<p>Carried</p>	<p>03-Mar-2023</p>

Follow Up Action Report

Thetis Island

03-Aug-2021

Activity	Responsibility	Dates	Status
<p>1 Staff to prepare a discussion paper for the Shoreline and Coastal Protection project, inclusive of LTC feedback provided at Aug 3, 2021 business meeting.</p> <p><i>FUAL item moved over to projects list</i></p>			Completed

28-Feb-2023

Activity	Responsibility	Dates	Status
<p>1 That the Thetis Island Local Trust Committee Bylaw No. 108, cited as "Thetis Island Official Community Plan, 2011, Amendment No. 1, 2020", defer adoption to a subsequent LTC meeting.</p>	<p>Marlis McCargar Nadine Mourao</p>		Completed
<p>2 That the Thetis Island Local Trust Committee Bylaw No. 109, cited as "Thetis Island Land Use Bylaw, 2011, Amendment No. 1, 2020", defer adoption to a subsequent LTC meeting.</p>	<p>Marlis McCargar Nadine Mourao</p>		Completed

Follow Up Action Report

Thetis Island

28-Feb-2023

Activity	Responsibility	Dates	Status
<p>3 the LTC requests that staff bring a staff report back to the next LTC meeting regarding three potential projects:</p> <ul style="list-style-type: none"> ·unzoned marine area between Associated Islands OCP and Thetis Island OCP (adjacent to Scott and Dayman Islands) ·Soil Removal and Deposit Bylaws ·Shoreline Protection Project <p>Discussing whether the projects are major or minor and options associated with advancing the projects this term. Update the projects list accordingly.</p>	Marlis McCargar		Completed
<p>4 Meeting Dates:</p> <ul style="list-style-type: none"> ·April 18 to be in-person (confirm booking with community hall) ·July 4th LTC Meeting to be electronic ·September 5 LTC Meeting to be in-person ·November 7 LTC Meeting to be electronic 	Wil Cottingham		Completed



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

DATE OF MEETING: April 18, 2023
TO: Thetis Island Local Trust Committee
FROM: Marlis McCargar, Island Planner
Northern Team
COPY: Renée Jamurat RPP MCIP, Regional Planning Manager
SUBJECT: Thetis Island Riparian Areas Protection Regulation Implementation

RECOMMENDATION

1. That the Thetis Island Local Trust Committee Bylaw No. 108, cited as “Thetis Island Official Community Plan, 2011, Amendment No. 1, 2020”, be adopted.
2. That the Thetis Island Local Trust Committee Bylaw No. 109, cited as “Thetis Island Land Use Bylaw, 2011, Amendment No. 1, 2020”, be adopted.

REPORT SUMMARY

This report provides background information on proposed bylaws Nos. 108 and 109 and recommends that the bylaws be given final adoption. All LTC conditions have been met for these proposed bylaws.

All relevant background information and staff reports pertaining to this application are posted to the Islands Trust current [projects webpage](#).

BACKGROUND

Thetis Island Riparian Areas Protection Regulation Implementation has been a top priority project of the Thetis LTC since 2010. The LTC has directed staff to develop draft bylaws to create a Development Permit Area for the purposes of implementing the RAPR. In particular, a Development Permit Area (DPA) to require special consideration and protection measures when development is proposed near Ralston Creek, which is a RAPR-designated stream.

The purpose of the provincial Riparian Areas Protection Regulation (RAPR) (formerly known as Riparian Areas Regulation ‘RAR’) is to provide protection for riparian areas from development that would damage fish habitat. Riparian areas broadly refer to streams, lakes, and wetlands, but, the main focus of this initiative is on watercourses that support fish habitat. Enacted in 2004, the RAPR requires local governments in the province to adopt bylaws to control development within 30 metres of streams that support fish habitat. The Thetis Island Local Trust Committee and the Islands Trust are working to protect fish habitat through compliance with the British Columbia Riparian Areas Protection Regulation (RAPR).

Proposed Bylaws Nos. 108 and 109 have been through Public Hearing, passed third reading, passed Executive Committee approval and recently obtained approval from the Minister of Municipal Affairs. The next step is for the LTC to grant final adoption.

The following resolutions were passed at the April 13, 2021 LTC meeting:

TH-2021-010

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee Bylaw No. 108, cited as “Thetis Island Official Community Plan, 2011, Amendment Bylaw No. 1, 2020” be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

TH-2021-011

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee forward Bylaw No. 108, cited as “Thetis Island Official Community Plan, 2011, Amendment Bylaw No. 1, 2020” to the Ministry of Municipal Affairs.

CARRIED

TH-2021-015

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee Bylaw No. 109, cited as “Thetis Island Land Use Bylaw, 2011, Amendment Bylaw No. 1, 2020” be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

At the February 28, 2023 meeting Proposed Bylaws Nos. 108 and 109 were brought forward for adoption. The LTC decided to defer adoption of these bylaws to a future meeting to allow for newly elected Trustees to conduct an in-depth review of the proposed bylaws.

The following resolution was passed at the February 28, 2023 LTC meeting:

TH-2023-002

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee Bylaw Nos. 108 and 109 be deferred to a subsequent meeting for adoption.

CARRIED

Summary of Proposed Bylaws

Proposed Bylaw No. 108 (Official Community Plan) – Attachment 1, if adopted, would set out amendments to Thetis Island’s Official Community Plan, which provides a context and rationale for protection and delineates the location of the DPA – Ralston Creek.

Proposed Bylaw No. 109 (Land Use Bylaw) – Attachment 2, if adopted, would set out amendments to Thetis Island’s Land Use Bylaw, listing the applicable development activities, exempted activities and prescribes the guidelines that must be met before the Development Permit can be approved.

ALTERNATIVES:

1. Request more information.

The LTC can defer consideration of final reading/adoption until such a time that staff has submitted additional information. If this option is considered it may significantly delay final adoption as new information may be subject to legislative requirements for an additional public hearing.

NEXT STEPS

If the LTC concurs with the staff recommendations, staff will consolidate and update the OCP and LUB to reflect the policy and regulatory changes.

Submitted By:	Marlis McCargar, Island Planner	March 30, 2023
Concurrence:	Renée Jamurat, RPP MCIP, RPM – North Office	April 5, 2023

ATTACHMENTS

- 1. Proposed Bylaw No. 108 (OCP)
- 2. Proposed Bylaw No. 109 (LUB)

THETIS ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 108
Schedule "1"

1. Page i of Thetis Island Official Community Plan Bylaw, 2011 is amended as follows:
 - 1.1 Section "3" is amended by inserting "I" after "H".
 - 1.2 Section "4" is amended by adding "Schedule "I" – Development Permit Area" after "Schedule "H" – Shoreline Classification".
2. **SCHEDULE A – POLICY DOCUMENT** is amended as follows:
 - 2.1 **SECTION 4 – NATURAL AND HERITAGE RESOURCES**, subsection 4.1 NATURAL RESOURCES, NATURAL RESOURCES POLICIES, Surface Water Resources Policies, 8 is amended by replacing "Schedule I which are applicable to the Riparian Areas Regulation of the Fish Protection Act." with "Schedule G, including those applicable to the provincial *Riparian Areas Protection Regulation* of the *Riparian Areas Protection Act*."
 - 2.2 **SECTION 6 – DEVELOPMENT PERMIT AREAS AND TEMPORARY USE PERMITS**, subsection 6.1 DEVELOPMENT PERMIT AREAS, Background is amended by replacing "Section 919.1" with "Section 488".
 - 2.3 **SECTION 6 – DEVELOPMENT PERMIT AREAS AND TEMPORARY USE PERMITS**, subsection 6.1 DEVELOPMENT PERMIT AREAS is amended by adding the following after "Development Permit Area Policy 1...":

"Development Permit Designations

1. *Development Permit Area No. 1: Riparian Areas*

Development Permit Area No. 1 is established pursuant to Section 488 of the *Local Government Act*, for the protection of the natural environment, its ecosystems and biological diversity.

Terms used in this section that are defined in the provincial *Riparian Areas Protection Regulation (RAPR)*, *Riparian Areas Protection Act* are intended to be interpreted in accordance with the definition given in the Regulation, as it may be amended from time to time.

Location

The Riparian Areas Development Permit Area includes all land designated on Schedule I of this plan, which includes any of the following that provides potential fish habitat, as defined as a stream in accordance with *RAPR*:

- a) a watercourse or body of water, whether or not usually containing water; and
- b) any of the following that is connected by surface flow to a watercourse or body of water referred to in (a):
 - (i) a ditch, whether or not usually containing water;
 - (ii) a spring, whether or not usually containing water;
 - (iii) wetland.

For a stream that is not located in a ravine, the development permit area is a 30 metre strip on each side of the stream, measured from the stream boundary.

For a stream located within a ravine less than 60 metres wide, the development permit area is a 30 metre strip on each side of the stream, measured from the stream boundary to a point that is 30 metres beyond the top of the ravine bank.

For a stream located within a ravine that is 60 or more metres wide, the development permit area is a 10 metre strip on each side of the stream, measured from the stream boundary to a point that is 10 metres beyond the top of the ravine bank.

The designation and delineation of Development Permit Area 1 consists of a digital record stored and maintained in a Geographic Information System (GIS) at the offices of the Islands Trust. The actual location of the streams and water bodies and the actual extent of the Development Permit Area may need to be determined on a site-specific basis by a qualified environmental professional or surveyor.

Justification

This development permit area contains streams, lakes/ponds and wetlands and their associated riparian areas, which have been identified as potential fish habitat. Riparian areas are necessary for stream and watershed health.

Riparian ecosystems perform a number of valuable services to humans, plants and animals alike. They support a diversity of plants and animals, provide important refuges and migration routes for birds and wildlife, and support fish life processes. Vegetation in riparian areas moderates the volume and rate of water flowing through the watershed and stabilizes stream banks by holding soil in place. Plant root systems enhance the soil's ability to absorb water by making it more porous. This allows water to be stored and released slowly into the watercourse, reducing erosion and flooding. Soils also filter impurities and sediment from runoff water, improving water quality in the stream channel.

Riparian vegetation provides food and shelter for fish. Shade from trees within the riparian area regulates water temperatures within the stream, which is critical for salmon, trout and other fish species that need cool water to survive. Logs and other woody debris fall into streams from the riparian area influencing stream channel morphology, dissipating the stream's natural erosive energy and providing habitat for a diverse range of species. Land use practices including land clearing, road building, construction of buildings and structures, and location of septic systems in or near riparian areas can jeopardize these habitats and water quality. Protection of riparian vegetation and watercourses is therefore necessary to protect the natural environment, ecosystems and biological diversity of Thetis Island.

It is a policy of the Islands Trust Council that local trust committees shall in their Official Community Plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or water courses, wetlands or riparian zones and to protect aquatic wildlife.

Furthermore, the *Riparian Areas Protection Act*, requires that local governments establish regulations to protect riparian areas. This designation is intended to protect riparian areas

from development so that the areas can provide natural features, functions and conditions that support fish life processes.

The objectives of this designation are:

1. To protect the biological diversity and habitat values of riparian and aquatic ecosystems;
2. To protect the natural environment necessary to provide productive fish habitat, including streams and the adjacent land and vegetation; and
3. To direct their restoration and enhancement so that they can provide natural features, functions and conditions that support fish life processes.”

2.4 **SECTION 6 – DEVELOPMENT PERMIT AREAS AND TEMPORARY USE PERMITS**, subsection 6.3 DEVELOPMENT APPROVAL INFORMATION, 6.3.1 Circumstances is amended by inserting “a) development permit areas;” after “Applicants for:” and renumbering subsequent listings to affect the change.

2.5 **SECTION 6 – DEVELOPMENT PERMIT AREAS AND TEMPORARY USE PERMITS**, subsection 6.3 DEVELOPMENT APPROVAL INFORMATION, 6.3.1 Circumstances is amended by replacing “pursuant to a development approval information bylaw adopted under section 920.01 of the *Local Government Act*” with “pursuant to section 487 of the *Local Government Act*”.

2.6 **SECTION 6 – DEVELOPMENT PERMIT AREAS AND TEMPORARY USE PERMITS**, subsection 6.3 DEVELOPMENT APPROVAL INFORMATION, 6.3.2 Special Conditions is amended by inserting the following before “1. Temporary use permits...” and renumbering subsequent listings to affect the change:

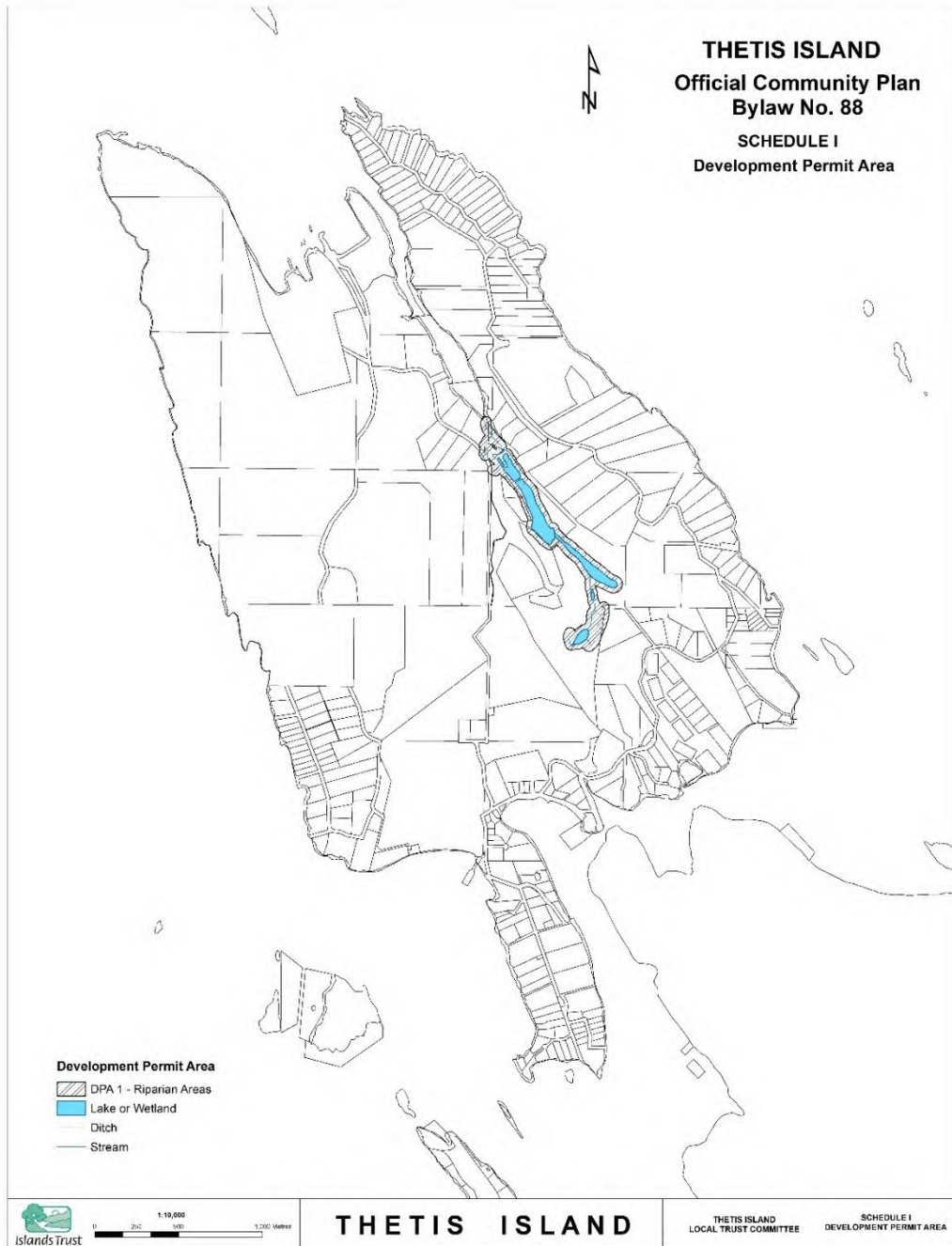
“1. Development Permit Area 1 is designated as an area for which development approval information may be required as authorized by Section 485 of the *Local Government Act*. Development approval information in the form of a report submitted by a Qualified Environmental Professional (QEP) may be required for applicable development activities. Development Permit Area 1 protects the natural environment, specifically streams, lakes/ponds and wetlands and their associated riparian areas, which have been identified as potential fish habitat. Development approval information is required to determine under what circumstances and conditions development permits may be issued to manage development that potentially has a significant impact on aquatic and adjacent riparian ecosystems.”

THETIS ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 108
Schedule "2"

1. Thetis Island Local Trust Committee Bylaw No. 88, cited as "Thetis Island Official Community Plan Bylaw, 2011," is amended by adding "Schedule "I" – Development Permit Area" as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule "A" of Bylaw No. 88 as are required to effect this change.

**THETIS ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 108**

Plan No. 1



THETIS ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 109
Schedule “1”

1. Schedule “A” of Thetis Island Land Use Bylaw No. 89, 2011 is amended as follows:

1.1 **PART 1. ADMINISTRATION**, 1.1 DEFINITIONS, is amended by adding the following definition in alphabetical order:

“*watercourse* means a creek, pond, lake, river, stream, or brook, whether usually containing water or not and any spring or wetland that is integral to a watercourse.”

1.2 Add a new **PART 11. DEVELOPMENT PERMIT AREA GUIDELINES** immediately following “**PART 10. WATER ZONES**” as follows and renumber subsequent parts chronologically:

“PART 11. DEVELOPMENT PERMIT AREA GUIDELINES

11.1 Development Permit Area No. 1 – Riparian Areas

11.1.1 Definitions

Unless otherwise defined in this bylaw, Terms used in Section 11.1 that are defined in the *Riparian Areas Protection Regulation (RAPR)* of the *Riparian Areas Protection Act* have the same meaning as the definition given in the Regulation (e.g. stream, stream boundary, area of human disturbance), as it may be amended from time to time. Italicized terms (other than legislation) are defined in this bylaw.

11.1.2 Applicability

The following activities shall require a development permit whenever they occur within the Development Permit Area (DPA), unless specifically exempted under Subsection 11.1.3:

- (a) The addition, removal or alteration of soil, vegetation or *building* or other *structure*;
- (b) Creation of non-structural, impervious or semi-impervious surfaces;
- (c) Without limiting paragraph (a), the addition, removal or alteration of works and services described in section 506 (1) [*subdivision servicing requirements*] of the *Local Government Act*;
- (d) Subdivision as defined in section 455 of the *Local Government Act*;
- (e) Application of artificial fertilizer, pesticides or herbicides;
- (f) Any other development, as that term is defined under the *Riparian Areas Protection Regulation*.

11.1.3 Exempted Activities

The following activities are exempt from any requirement for a development permit in Development Permit Area No. 1:

- (a) for certainty, all uses that are not residential, commercial or industrial or accessory to such a use;
- (b) work authorized by Fisheries and Oceans Canada under section 35 of the *Fisheries Act*;
- (c) repairs or other non-structural alterations or additions to a pre-existing *building* or other *structure* to the extent that it remains on its existing foundation and does not alter, extend or otherwise increase the footprint, and that it is not damaged or destroyed to the extent described in section 532 of the *Local Government Act*;
- (d) the maintenance of an area of human disturbance, other than a *building* or other *structure*, if the area is not extended and the type of disturbance is not changed and does not involve the application of artificial fertilizer, pesticides or herbicides;
- (e) repair or replacement of a septic field within the same area of land as the existing septic field;
- (f) the removal of trees that have been examined by an International Society of Arboriculture Certified Arborist and certified in writing to pose a threat to life or property;
- (g) manual removal of invasive species and manual planting of native vegetation in accordance with best management practices;
- (h) pruning of not more than two trees in one growing season which does not involve the lift pruning of lower limbs to the extent that the live crown ratio is less than 50%, the removal of more than 25% of the crown in one growing season, topping, or the pruning or removal of a structural root within the critical root zone;
- (i) emergency procedures to prevent, control or reduce immediate threats to life or property including:
 - (i) emergency actions for flood-protection and erosion protection;
 - (ii) clearing of an obstruction from a bridge or culvert or an obstruction to drainage flow;
 - (iii) repairs to bridges and safety fences carried out in accordance with the *Water Act*; and
 - (iv) creation of a fire break in accordance with the *Wildfire Act*;
- (j) The construction of a trail if all of the following apply:
 - (i) The trail is 1 metre wide or less;
 - (ii) No trees are removed;
 - (iii) The surface of the trail is pervious;
 - (iv) The trail is designed and constructed to prevent soil erosion where slopes occur; and

- (v) Where the trail parallels the stream, the trail is more than 5 metres away from the stream boundary.

INFORMATION NOTE: For best management practices on manual removal of invasive species and planting of native vegetation, property owners should contact organizations such as the Invasive Species Council of British Columbia and the Coastal Invasive Species Committee.

11.1.4 Guidelines

Prior to undertaking any non-exempt development activities within the Development Permit Area No. 1, an owner of property shall apply to the Local Trust Committee for a development permit, and the following guidelines apply:

- (a) Applications for development permits must include an assessment report prepared by a Qualified Environmental Professional (QEP) in accordance with the assessment methods described in the *Riparian Areas Protection Regulation (RAPR)* and submitted to the responsible BC ministry. The report must include the QEP's recommendations regarding development approval conditions including the monitoring of development activities and subsequent reporting by the QEP to the applicant and the Local Trust Committee.
- (b) Applications for development permits received after site works are complete should include a condition and impact assessment report prepared by a QEP in accordance with *Professional Practice Guidelines – Legislated Riparian Assessments in BC* and the *Riparian Areas Regulation Assessment Methods*, as they may be amended from time to time.
- (c) In general, all development in this Development Permit Area should be undertaken in a manner that restores or maintains the proper function and condition of the riparian area, water bodies and ecosystems. Where a QEP has, as part of the assessment report or condition and impact assessment report, made recommendations for mitigation measures, enhancement or restoration in order to lessen impacts on the riparian area and ecosystems, or monitoring and reporting, the Local Trust Committee may impose permit conditions, including a requirement for security in the form of an irrevocable letter of credit, to ensure the restoration and/or protection of riparian areas and ecosystems is consistent with the measures and recommendations described in the QEP's report.
- (d) The development permit should not allow any development activities to take place within any Streamside Protection and Enhancement Area (SPEA) identified in the QEP's report and the owner should be required to follow any measures identified by the QEP for protecting the SPEA over the long term, which measures should be included as conditions of the development permit.

- (e) Where a QEP report describes an area within the DPA as suitable for development, the development permit should only allow the development to occur in that area.
- (f) If the nature of the proposed project within the DPA changes after the assessment report has been prepared such that it is reasonable to assume that the professional's assessment of the impact of the development may be affected, the Local Trust Committee may require the applicant to have the professional update the assessment at the applicant's expense and development permit conditions may be amended accordingly.
- (g) The Local Trust Committee may consider variances to the subdivision, siting or size regulations of this Bylaw where the variance may result in enhanced protection of a SPEA, riparian buffer or riparian ecosystem in accordance with the recommendations in the QEP's report.
- (h) Land should not be subdivided so as to create new parcel boundaries intersecting or within 30 m of the stream boundary, unless the parcel boundary is being created for an ecological reserve under the *Ecological Reserve Act* for dedication to the Crown, or the subdivision complies with the recommendations of a QEP.
- (i) A development permit may designate areas of land within a subdivision that must remain free of development in accordance with the recommendations of a QEP.
- (j) No subdivision plan should indicate the dedication or construction of a highway, driveway, access route or utility corridor of any kind within 30 metres of a stream, except in accordance with the recommendations of a QEP.
- (k) No subdivision plan should be designed in such a way that activities described in 11.1.2 would be likely to occur within 30 metres of the stream boundary, unless the development will comply with the recommendations of the QEP who assessed the impact of the subdivision on the riparian area. In such situations, the development permit may stipulate the extent of the area in which development may occur, in accordance with the QEP's report.



DATE OF MEETING: April 18, 2023
 TO: Thetis Island Local Trust Committee
 FROM: Marlis McCargar, Island Planner
 Northern Team
 COPY: Sonja Zupanec, Acting Regional Planning Manager
 SUBJECT: Local Trust Committee Project Prioritization

RECOMMENDATION

1. That the Thetis Island Local Trust Committee request staff to prepare a draft Project Charter for the 2023/2024 fiscal year minor project titled “Unzoned Marine Area Review Project”.
2. That the Thetis Island Local Trust Committee request staff to prepare a draft business case for a 2024/2025 fiscal year major project titled “Thetis Island Shoreline and Coastal Protection Review Project”.

REPORT SUMMARY

This report outlines the projects the LTC have identified as the top three priorities for this term. The Local Trust Committee is being asked to review these potential projects and confirm the one minor project priority for the 2023/2024 fiscal year and one major project priority for a request for funding to Trust Council in the 2024/2025 fiscal year.

BACKGROUND

During the February 28, 2023 regular business meeting the LTC reviewed its ‘Work Program’ and was asked to provide direction for any changes to the Active and Future Projects. During the discussion, the LTC determined the top three projects and requested more information before making any further decisions regarding major/minor project status and project prioritization.

The LTC passed the following resolution at their meeting on February 28, 2023:

TH-2023-004

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee request staff to bring a report to the Local Trust Committee regarding three potential projects, those being:

1. Omissions in the water zoning
2. Soil Removal and Deposit Bylaw
3. Shoreline Protection

and that the report provide information regarding minor or major project status and options associated with advancing those this term.

CARRIED

Potential Projects

By Trust Council policy, an LTC can have one active Minor Project at a time, in addition to any Major Projects funded through a business case approved by Trust Council.

Project	Summary	Major/Minor Status	Budget	Timeline
Official Community Plan (OCP) and Land Use Bylaw (LUB) Amendment	<p>Un-zoned Marine areas.</p> <p>Explore zoning the un-zoned area of water between the Thetis Associated Islands Planning Area and the Thetis Islands Planning Area (adjacent to Scott & Dayman Islands).</p>	Minor	<p>Potential Budget Items: Consultation, Legal Review, Implementation Approx. \$2000-3000</p>	<p>Estimated time for project completion is 6-12 months from adoption of project charter.</p> <p>Example timeline: LTC Consideration of draft project charter – Summer 2023</p> <p>Mapping Amendment, Bylaw Drafting and Legal Review complete – Fall 2023</p> <p>Consultation – Fall 2023</p> <p>Report to LTC on results of consultation, potential readings, referral to EC – late 2023</p> <p>Adoption/ Implementation – early 2024</p>
Soil Deposit and Removal Bylaw	<p>The LTC has the authority to adopt a Soil Deposit and Removal bylaw (s. 327 of the Local Government Act).</p> <p>The project would develop a Soil Deposit and Removal Bylaw for Thetis Island. The bylaw would regulate the removal of soil from and the deposit of soil on lots by possibly requiring a</p>	Minor	<p>Potential Budget Items: Consultation, Legal Review, Implementation Approx. \$4000-5000</p>	<p>Estimated time for project completion is one year from adoption of project charter.</p> <p>Example timeline: LTC Consideration of draft project charter – Summer 2023</p> <p>Staff Report on issues and options – Fall 2023</p>

Project	Summary	Major/Minor Status	Budget	Timeline
	<p>permit under certain conditions.</p>			<p>Bylaw Drafting and legal review complete – Fall 2023</p> <p>Consultation – early 2024</p> <p>Report to LTC on results of consultation, potential readings, referral to EC – Spring 2024</p> <p>Adoption/ Implementation – Summer 2024</p>
<p>Official Community Plan (OCP) and Land Use Bylaw (LUB) Amendment</p>	<p>Thetis Island Shoreline and Coastal Protection Review Project</p> <p>Explore establishing a Shoreline Development Permit Area (DPA) for the purposes of protecting the natural environment, its ecosystems and biological diversity, and protecting development from hazardous conditions.</p>	<p>Major</p>	<p>Potential Budget Items: Comprehensive Consultation, Legal Review, Implementation Approx. \$10,000-15,000</p>	<p>Project would likely be completed in three phases over approximately two years.</p> <p>Phase 1: Project Initiation</p> <ul style="list-style-type: none"> - Develop Engagement Plan - Planning Research (including Shoreline Discussion Paper) - Community and First Nations consultation <p>Phase 2: Consultation and Bylaw Development</p> <ul style="list-style-type: none"> - APC or Working Group Meetings - Develop Draft Bylaws - Community and First Nation Consultation <p>Phase 3: Legislative Process and Implementation</p> <ul style="list-style-type: none"> - Bylaw readings, public hearing, approvals, adoption

Project	Summary	Major/Minor Status	Budget	Timeline
				- Bylaw consolidation, post bylaw adoption communications

Project Charters for Minor Projects

By Trust Council policy, an LTC can have one active Minor Project at a time. Minor projects are any LTC projects that are anticipated to require a budget under \$5,000 in any given fiscal year. To initiate a Minor Project, the LTC must endorse a Project Charter and request access to the funds, as outlined in the Project Charter budget. Staff recommends that the Unzoned Marine Area Project and the development of a Soil Deposit and Removal Bylaw could both be the first minor projects of the 2023/2024 fiscal. Staff recommends starting with the Unzoned Marine Area Project as it is timely due to an active rezoning application. If it is completed quickly, the LTC can move on to the Soil Deposit and Removal Bylaw before the end of the fiscal (pending minor project funding availability).

Business Cases for Major Projects

Major projects are any LTC projects that are anticipated to require a budget over \$5,000 in any given fiscal year. These projects would be supported by a planner from the Regional Planning Team and are required to have a business case approved by Trust Council. As detailed above, it is anticipated that the Shoreline and Coastal Protection Review Project would be a Major Project.

Staff recommends the LTC undertakes the Shoreline and Coastal Protection Strategy as a Major Project in the next fiscal (2024/2025). A business case is required to be prepared outlining the necessary financial and staff resources to undertake the review. The LTC can consider the draft business case early summer 2023, in order to have it reviewed by Regional Planning Committee and by the Financial Planning Committee in October and November 2023 meetings. The Financial Planning Committee’s recommendations on the business case would then be considered at the December 2023 Trust Council for inclusion in the budget for the following fiscal year.

Rationale for Recommendation

The Work Program identifies active and future LTC projects. At the start of the term, the LTC should consider whether to proceed with the existing active projects and should also identify future priorities. Deliberation on the setting of strategic priorities for the term may best be undertaken by scheduling a special meeting.

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. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

That the Thetis Island Local Trust Committee request that staff provide [specify requested information].

2. Select an alternative minor or major project

The LTC may identify alternate project priorities for the current and upcoming fiscal years.

Submitted By:	Marlis McCargar, Island Planner	March 29, 2023
Concurrence:	Sonja Zupanec, RPP, MCIP, Acting Regional Planning Manager	March 30, 2023



REQUEST FOR DECISION

To: Local Trust Committees **For the Meeting of:** Various
From: David Marlor, Director, Legislative Services **Date Prepared:** March 6, 2023
SUBJECT: Freedom of Information and Protection of Privacy Bylaw

RECOMMENDATION:

1. That Thetis Island Local Trust Committee Bylaw No. 112, cited as “Thetis Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 112, 2023” be given first, second and third reading.
2. That Thetis Island Local Trust Committee Bylaw No. 112, cited as “Thetis Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 112, 2023” be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

DIRECTOR OF PLANNING SERVICES COMMENTS: The draft Freedom of Information and Protection of Privacy bylaw is in line with current legislation and Schedule of Fees.

1 PURPOSE:

To adopt the new Freedom of Information and Protection of Privacy bylaw and model bylaw to bring them in line with updated legislation.

2 BACKGROUND:

On November 25, 2021, the Government of British Columbia enacted Bill 22 bringing into force significant amendments to the *Freedom of Information and Protection of Privacy Act*. The *Act* governs how public bodies collect, use and disclose the personal information of individuals.

The current local trust committee freedom of information and protection of privacy bylaws have been unchanged since they were adopted in 1994. Since that time, amendments have been made to the *Act*, as well as fees updated.

At its regular business meeting June 21 to 23, 2022, Trust Council adopted a model Freedom of Information and Protection of Privacy Bylaw, and passed the following resolution:

That Trust Council request all local trust committees to consider adoption of a new Freedom of Information and Protection of Privacy bylaw based on the model bylaw.

Staff has drafted a new Freedom of information and Protection of Privacy Bylaw for each Island Local Trust Committee based on the adopted model bylaw.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Minimal staff time to update material on the website.

FINANCIAL:

Fees incurred can be charged current amounts for actual costs and reflect charges for various media formats, including digital records.

POLICY: N/A

IMPLEMENTATION/COMMUNICATIONS:

Staff would update the Islands Trust website with the new bylaws.

FIRST NATIONS:

There is no impact on First Nations on the adoption of the new Freedom of Information and Protection of Privacy bylaw and model bylaw.

OTHER:

There are no other implications of the recommendation.

4 RELEVANT POLICY(S): N/A

5 ATTACHMENT(S):

1. Thetis Island Local Trust Committee – Freedom of Information and Protection of Privacy Bylaw No. 112

Alternative:

1. That draft Bylaw No. 112 be amended, and be read a first, second and third time. In this case, any amendments not consistent with the model would be reviewed by the Executive Committee to ensure they do not cause a financial burden to the organization.

2. That this report be referred back to staff for additional information.

Submitted By:	David Marlor, Director, Legislative Services	March 6, 2023
Concurrence:	Renée Jamurat, Regional Planning Manager	March 7, 2023

**THETIS ISLAND LOCAL TRUST COMMITTEE
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
BYLAW NO. 112**

A Bylaw to designate the head of the Thetis Island Local Trust Committee for the purposes of, and to set fees under, the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended.

GIVEN THAT:

- A. Section 77(a) of the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended (the "Act"), gives the Thetis Island Local Trust Committee the authority to designate a person as the head of the Thetis Island Local Trust Committee for the purposes of the Act, and
- B. Section 77(c) of the Act gives the Thetis Island Local Trust Committee the authority to set any fees the Thetis Island Local Trust Committee requires to be paid under section 75 of the Act,

THE THETIS ISLAND LOCAL TRUST COMMITTEE ENACTS AS FOLLOWS:

Citation

- 1. This bylaw may be cited as "Thetis Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 112, 2023".

Definitions and Interpretation

- 2. In this Bylaw:

"Act"	means the <i>Freedom of Information and Protection of Privacy Act</i> , RSBC 1996, Chapter 165, as amended.
"Commercial Applicant"	means a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit.
"Head"	means the person designated under Section 3 of this Bylaw as the head of the of the Thetis Island Trust Committee for the purposes of the Act.
"Request"	means a request for information under Section 5 of the Act.
"Records"	includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

Designation of Head

- 3. The person from time to time appointed to the position of Secretary of the Islands Trust is designated as the Head of the Thetis Island Local Trust Committee for the purposes of the Act.
- 4. The person from time to time appointed to the position of Deputy Secretary of the Islands Trust and the person from time to time appointed to the position of Deputy Treasurer of the Islands Trust, each are authorized to perform any duty or exercise any function of the Head who is designated under Section 3.

Policies and Procedures

- 5. The Heads authorized to perform the duties of the Head shall operate in accordance with the Act and the Freedom of Information and Protection of Privacy policies, guidelines, and procedures, as set by the Islands Trust Council from time to time.

Fees

- 6. The fees that are payable by applicants under the Act are those set out in Schedule A to this bylaw.

Interpretation

- 7. Any word or expression used in this bylaw that is not defined in this bylaw has the meaning given to it in the Act on the date of final adoption of this bylaw.

Repeal

- 8. "Thetis Island Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 49, 1994", is hereby repealed and replaced by this bylaw.

READ A FIRST TIME this _____ DAY OF _____ ,20__

READ A SECOND TIME this _____ DAY OF _____ ,20__

READ A THIRD TIME this _____ DAY OF _____ ,20__

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____ ,20__

ADOPTED THIS _____ DAY OF _____ ,20__

Chairperson

Secretary

**Thetis Island Local Trust Committee
Freedom of Information and Protection of Privacy
Bylaw No. 112 - Schedule 'A'**

Schedule of Maximum Fees

Item	Description of Services		Fees
1	(a)	Application Fee	\$10.00 (non-refundable)
	(b)	An applicant's request for his/her own personal information is not subject to any fees.	
2	For applicants other than commercial applicants:		
	(a)	for locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours
	(b)	for producing a record manually	\$7.50 per ¼ hour
	(c)	for producing a record from a machine readable record from a server or computer	\$7.50 per ¼ hour for developing a computer program to produce the record
	(d)	for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour
	(e)	for shipping copies	actual costs of shipping method chosen by applicant
	(f)	for copying records	
	(i)	floppy disks	\$2 per disk
	(ii)	CDs and DVDs, recordable or rewritable	\$4 per disk
	(iii)	computer tapes	\$40 per tape, up to 2 400 feet
	(iv)	microfiche	\$3 per fiche
	(v)	microfilm duplication	\$25 per roll for 16mm microfilm \$40 per roll for 35mm microfilm
	(vi)	microfiche or microfilm to paper duplication	\$0.50 per page (8.5" x 11")
	(vii)	photographs, colour or black and white	\$5 to produce a negative \$12 each for 16" x 20" photograph \$9 each for 11" x 14" photograph \$4 each for 8" x 10" photograph \$3 each for 5" x 7" photograph
	(viii)	photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")
	(ix)	dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(x)	dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(xi)	scanned electronic copy of a paper record	\$0.10 per page
	(xii)	photomechanical reproduction of 105 mm cartographic record/plan	\$3 each
	(xiii)	slide duplication	\$0.95 each
	(xiv)	audio cassette tape (90 minutes or fewer)	\$5 per cassette plus \$7 per ¼ hour of

			duplication	recording
		(xv)	video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per ¼ hour of recording
3	For commercial applicants for each service listed in Item 2			the actual cost to the public body of providing that service

Rezoning

File Number	Applicant Name	Date Received	Purpose
TH-RZ-2022.1	Abrupt Shellfish Inc.	21-Jul-2022	No PID. W5 Mariculture of geoducks, seeding wild bed, sub-tidal - Preedy Harbour, Thetis Island, BC.

Planner: Marlis McCargar

Planning Status

Status Date: 28-Feb-2023

LTC requested applicant hold an on-island CIM and engage with First Nations and report back with findings.

Status Date: 26-Jan-2023

Planner completed review. Preliminary Staff Report on Feb 28 2023 agenda.

Status Date: 25-Oct-2022

File reassigned.

Islands Trust
 LTC EXP SUMMARY REPORT F2023
 Invoices posted to Month ending February 2023

670 Thetis	Invoices posted to Month ending February 2023	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-670	LTC "Trustee Expenses"	103.00	0.00	103.00
LTC Local				
65200-670	LTC - Local Exp - LTC Meeting Expenses	781.00	1,380.55	-599.55
65210-670	LTC - Local Exp - APC Meeting Expenses	333.00	0.00	333.00
65220-670	LTC - Local Exp - Communications	250.00	80.00	170.00
65230-670	LTC - Local Exp - Special Projects	270.00	180.00	90.00
TOTAL LTC Local Expense		<u>1,634.00</u>	<u>1,640.55</u>	<u>-6.55</u>
Projects				
TOTAL Project Expenses		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Thetis Island Local Trust Committee Policies & Standing Resolutions

No.	Meeting Date	Resolution No.	Issue	Policy
1.	July 3, 2012	TH-2012-003	Professional Minute taker for APC meetings	<p>It was MOVED and SECONDED 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.</p>
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> <ol style="list-style-type: none"> 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. 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>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.

No.	Meeting Date	Resolution No.	Issue	Policy
				<ul style="list-style-type: none"> • 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 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: <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.
4.	December 12, 2018	TH-2018-053	Cannabis License Applications	<p>It was MOVED and SECONDED that the Thetis Island Local Trust Committee adopt the following standing resolution:</p> <ul style="list-style-type: none"> • 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.
5.	February 22, 2019	TH-2019-020	Electoral Area Director	See Item 9 below.
6.	April 23, 2019 Updated September 28, 2021	TH-2019-026 TH-2021-033	LTC to engage in Reconciliation with local First Nations, governments and the island community	<p>It was MOVED and SECONDED that the Thetis Island Local Trust Committee adopt the following standing resolution:</p> <p>Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples, Draft Principles that Guide the Province of British Columbia’s Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to:</p> <p>a) Annually, write a letter to First Nations, (re)introducing trustees and staff and provide a schedule of known Local Trust Committee meetings for the</p>

No.	Meeting Date	Resolution No.	Issue	Policy
				<p>upcoming year, as well as, provide an update of current projects and advocacy activities;</p> <p>b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory;</p> <p>c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations' cultural heritage and history;</p> <p>d) Work with First Nation governments on engagement principles for inclusive land use, marine use, and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols;</p> <p>e) Establish and maintain government to government dialogue with First Nations, now and into the future, in recognition of First Nations rights and title, treaty, and territorial lands and waters within the Islands Trust Area.</p>
7.	February 11, 2020	TH-2020-001	Electoral Area Director Reports	See Item 9 below.
8.	September 28, 2021	TH-2021-033	Review TH-2019-026 and update wording	<p>**See TH-2021-033 pertaining to Item 6 above</p> <p>That the Thetis Island LTC request staff to review standing resolution no. TH-2019-026 with respect to current language.</p>
9.	September 28, 2021	TH-2021-034	Electoral Area Director Reports	<p>It was MOVED and SECONDED,</p> <p>that the Thetis Island Local Trust Committee request staff to consolidate Standing Resolution Nos. 5 and 7 (TH-2019-020 and TH-2020-001) as follows:</p> <ul style="list-style-type: none"> • that the Thetis Island Local trust Committee request staff to circulate future meeting agendas to the Electoral Area G Saltair/Gulf Islands Director and provide an invitation to attend the Local Trust Committee meetings or provide written reports to the Local Trust Committee; and • that the written reports will be posted to the website.
10.	July 5, 2022	TH-2022-024	First Nations Consultation re: Strategy for Antenna Systems	<p>It was MOVED and SECONDED</p> <p>that the Thetis Island Local Trust Committee adopt the following standing resolution with respect to First Nations consultation in accordance with the "Strategy for Antenna Systems" in the Local Trust Area:</p> <p>a. The proponent will consult with the Local Trust Area representative during the pre-consultation phase to determine proximity of the proposed antenna system to known archaeological sites and/or areas of archaeological potential and obtain a list of First Nations rights and title holders;</p>

No.	Meeting Date	Resolution No.	Issue	Policy
				<ul style="list-style-type: none"> <li data-bbox="1035 183 1992 318">b. The proponent is recommended to undertake consultation during the pre-consultation phase with the Islands Trust and a First Nations cultural knowledge holder for the siting of the proposed antenna system as it relates to cultural and sacred sites; <li data-bbox="1035 345 1992 516">c. The proponent will obtain and provide a BC Archaeological Information request response from the BC Archaeology Branch to confirm proximity of the proposed antenna system to known archaeological sites and/or areas of archaeological potential including permit requirements under the <i>Heritage Conservation Act</i>; <li data-bbox="1035 544 1992 683">d. The proponent will obtain and provide an Archeological Impact Assessment for antenna systems proposed to be sited on or within 100 metres of a known archaeological site or cultural/sacred site identified by a First Nations cultural knowledge holder; and <li data-bbox="1035 711 1992 841">e. The proponent will provide written notice—including, if applicable, the Archeological Impact Assessment—sent by regular mail or hand delivered to all First Nations rights and titleholders identified during the pre-consultation phase.

Active Projects Report

Thetis Island

1. *Un-zoned Marine Areas*

Responsible

Dates

Explore zoning the un-zoned area of water between the Thetis Associated Islands Planning Area and the Thetis Islands Planning Area (adjacent to Scott & Dayman Islands).

Rec'd: 31-Aug-2021
Target: 30-Nov-2024

2. *Shoreline and Coastal Protection Review Project*

Responsible

Dates

Explore establishing a Shoreline Development Permit Area (DPA) for the purposes of protecting the natural environment, its ecosystems and biological diversity, and protecting development from hazardous conditions.

Rec'd: 15-Jun-2021

3. *Soil Removal Bylaw*

Responsible

Dates

The project would develop a Soil Deposit and Removal Bylaw for Thetis Island. The bylaw would regulate the removal of soil from and the deposit of soil on lots by possibly requiring a permit under certain conditions. Include consideration of Salt Spring and North Pender islands Soil Removal and Deposit Bylaws; on-island composting facilities; reduction of invasive species from off-island soil.

Rec'd: 30-Aug-2022

Future Projects Report

Thetis Island

1. LUB	Responsible	Date Received
N/A		30-Aug-2022
2. Administrative	Responsible	Date Received
N/A		30-Aug-2022
3. Advocacy and Communications	Responsible	Date Received
LOU: Letter of Understanding between the Thetis LTC and the Cowichan Valley Regional District		30-Aug-2022
4. OCP	Responsible	Date Received
Active Transportation		30-Aug-2022
5. Bylaw Enforcement	Responsible	Date Received
N/A		30-Aug-2022
6. OCP & LUB	Responsible	Date Received

Thetis Island

30-Aug-2022

Possible Thetis OCP & LUB Amendments

Rainwater:

- rainwater storage requirements

Watershed Protection:

- Island-wide watershed protection

First Nations:

- Early and meaningful engagement
- Acknowledgement language
- De-colonizing document language
- Incorporating FN recommended language

Housing:

- Affordable Housing Strategy: Housing for young families, workers and seniors;

community engagement;

- TUPs to include non-tourist accommodation;
- Support the construction of a storage building prior to construction of a principal dwelling;
- short-term vacation rentals of principle dwellings in the R-2 zone;

Fence height and Derelict vehicles regulations

Housekeeping / Technical Amendments to include:

- 4.3(d) amend to say: In addition to s.4.3(a), (b), and (c)...

Thetis Island

Shoreline:

- Sea Level Rise
- Wharves

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.

Associated Islands OCP & LUB Review:

- Develop new OCP and LUB to replace 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.
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