



Thetis Island Local Trust Committee

Regular Meeting Agenda

Date: February 4, 2025
Time: 9:30 am
Location: Electronic Meeting

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. **TERRITORIAL ACKNOWLEDGEMENT**
3. **APPROVAL OF AGENDA**
4. **REPORTS** 9:35 AM - 9:50 AM
 - 4.1 **Trustee Reports**
 - 4.2 **Chair's Report**
 - 4.3 **Electoral Area Director's Report**
5. **PUBLIC COMMENTS** 9:50 AM - 10:05 AM
6. **MINUTES** 10:05 AM - 10:10 AM
 - 6.1 **Local Trust Committee Minutes dated September 10, 2024 - for adoption** 4 - 10
 - 6.2 **Local Trust Committee Minutes dated November 12, 2024 - for adoption** 11 - 15
 - 6.3 **Section 26 Resolutions-Without-Meeting Report - none**
 - 6.4 **Advisory Planning Commission Minutes - none**
7. **BUSINESS ARISING FROM MINUTES** 10:10 AM - 10:20 AM
 - 7.1 **Follow-up Action List dated January 28, 2025** 16 - 18
8. **DELEGATIONS - none**
9. **APPLICATIONS AND REFERRALS** 10:20 AM - 10:25 AM
 - 9.1 **Salt Spring Island Local Trust Committee Bylaw No. 541 Referral Form** 19 - 22

10.	LOCAL TRUST COMMITTEE PROJECTS	10:25 AM - 10:45 AM	
10.1	Minor Project Prioritization and Selection - Staff Report		23 - 27
11.	CORRESPONDENCE		
	<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>		
11.1	Email dated October 31, 2024 from P. Duncan regarding Cap the Tax	10:45 AM - 10:50 AM	28 - 45
12.	NEW BUSINESS - none		
13.	STAFF REPORTS	10:50 AM - 11:05 AM	
13.1	Trust Conservancy Highlights of November 19, 2024 Board Meeting		46 - 48
13.2	Applications Report dated January 28, 2025		49 - 49
13.3	Trustee and Local Expense Report dated November, 2024		50 - 50
13.4	Adopted Policies and Standing Resolutions		51 - 54
13.5	Local Trust Committee Webpage		
14.	WORK PROGRAM	11:05 AM - 11:20 AM	
14.1	Active Projects Report dated January 28, 2025		55 - 55
14.2	Future Projects Report dated January 28, 2025		56 - 58
15.	UPCOMING MEETINGS		
15.1	Next Regular Meeting Scheduled for Tuesday, April 1, 2025 at 9:30 am to be held Electronically		
16.	CLOSED MEETING	11:20 AM - 11:30 AM	
16.1	Motion to Close the Meeting That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1) (a) for the purpose of considering: • (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and that the Recorder and Staff attend the meeting.		
16.2	Recall to Order		

17. ADJOURNMENT

11:30 AM - 11:30 AM



Thetis Island Local Trust Committee

Minutes of Regular Meeting

Date: September 10, 2024
Location: Forbes Hall Community Centre
 North Cove Road, Thetis Island, BC

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

Staff Present: Margot Thomaidis, Planner 2
 Lisa Millard, Meeting Administrator/Recorder

Others Present: There were no members of the public, and two representatives of Lyackson First Nation in attendance.

1. CALL TO ORDER

Chair Elliott called the meeting to order at 9:30 a.m. She acknowledged that the meeting was held on the territory of the Coast Salish First Nations and welcomed representatives of Lyackson First Nation.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

3. REPORTS

3.1 Trustee Reports

Trustee Hunter reported the following:

- Noted \$2906.21 from property taxes were paid to Islands Trust; and
- Hopes to find solution to problem on Pilkey Point Road.

Trustee Luckham reported the following:

- Bylaw Enforcement Officer attended the Pilkey Point Road property and contractors have visited site to provide estimates for clean up costs;
- Attended opening of Mount Arrowsmith Biosphere Reserve Educational Centre in Qualicum which was opened by a Qualicum Nation member speaking the Qualicum language previously determined to be extinct;
- Preparing for September Trust Council meeting;
- CAO Hiring Committee has entered final stages of interview process; and
- Acknowledged retirement of Lyackson First Nation Chief Thomas.

3.2 Chair's Report

Chair Elliott reported the following:

- Preparing for September Trust Council and upcoming Executive Committee meetings;
- Ongoing review of bylaw compliance and enforcement policies with suggested amendments being advanced for consideration by Trust Council;
- Preparing for Union of BC Municipalities Conference;
- Financial Planning Committee creating budget guideline recommendations for Trust Council consideration during upcoming budget discussions;
- Report from Regional Planning Committee regarding First Nations referral structure will be sent for consideration by Trust Council.

3.3 Electoral Area Director's Report - none

4. PUBLIC COMMENTS - none

5. MINUTES

5.1 Local Trust Committee Minutes dated July 2, 2024 - for adoption

The following amendments to the minutes were presented for consideration:

- Item 3.1 Trustee Report last sentence change “Local Trust Committee” to “Trust Council”

By general consent, the minutes were adopted as amended.

5.2 Section 26 Resolutions-Without-Meeting Report - none

5.3 Advisory Planning Commission Minutes - none

6. BUSINESS ARISING FROM MINUTES

6.1 Follow-up Action List dated September 4, 2024

The Planner provided the following updates:

- Bylaws No. 113 and 114 have been forwarded to the Ministry of Environment and staff will follow up with the Ministry to seek assurance that the permits have been withdrawn; and
- Update on expressions of interest received for appointment to the Advisory Planning Commission will be provided at a future meeting.

7. DELEGATIONS - none

8. APPLICATIONS AND REFERRALS

8.1 Rezoning Application PLRRZ-2024.0105 (Connected Coast Fibre Optic Installation) - Staff Report

The Planner summarized the staff report and highlighted the following:

- Rezoning application to permit establishment and use of fibre-optic cable in the Marine Conservation (W1) Zone adjacent to Valdes Island;
- Applicant proposes changes to the text portion of the Marine Conservation (W1) Zone to permit installation, operation, and maintenance of cables;

- Recommendation that the Local Trust Committee expedite the application due to funding deadlines;
- Public hearing not necessary as the Official Community Plan will not require amendments;
- Consultations Coordinator for Lyackson First Nation has indicated preference for a different referral approach; and
- Staff would like direction from the Local Trust Committee regarding approaches for referrals and consultation to ensure application is considered in a timely manner.

The applicant and representatives from Lyackson First Nations were in attendance.

Penelakut and Lyackson First Nation Consultations Coordinator Karyn Scott made the following comments:

- The area being discussed is part of Lyackson homeland;
- Lyackson community has stated desire to take back authority over their unceded land, territory, waters, and resources;
- The United Nations Declaration on the Rights of Indigenous Peoples affirms the Nations right to participate in decision-making matters with a seat at the table and not just a referral;
- Indigenous People have the right to determine and develop priorities and strategies for the development or use their lands and resources;
- Lyackson First Nation has been actively involved in the Connected Coast project for over three years;
- Connectivity infrastructure is of critical importance in this area and the project is for the benefit of the Lyackson community, on reserve land, where the Valdes Island Land Use Bylaw was not meant to apply; and
- Acknowledged the desire for the Local Trust Committee to expedite the bylaw amendment and noted the project funding expires in November.

Trustees asked why the application was before them as the communications cable lands on reserve land on Valdes Island and it was clarified that the fibre optic cable will cross the foreshore in the Marine Conservation Area over which Islands Trust has jurisdiction.

Applicant stated they have been working on consultation and engagement with First Nations, have conducted site visits to ensure the project meets the needs of Lyackson First Nation, and have met the goal to land the cable at the point identified by Lyackson staff.

Discussion ensued and the following points were noted:

- Trustees acknowledged the points made by the Consultations Coordinator Scott and apologized for lack of earlier communication and failure to work within the Protocol Agreement between Islands Trust and Lyackson First Nation;
- Applicant has been working on the project for a number of years and approached the Local Trust Committee with a rezoning application in July 2024; and
- It is important to advance the application quickly to meet funding deadlines.

The Planner outlined the following steps that could be taken to work through the process quickly:

- Undertake a very targeted consultation process;
- Incorporate the applicant's consultation data into the consultation period;
- Direct staff to consult with Lyackson First Nation;
- Prepare draft bylaws with first, second, and third readings done at the same time;
- Refer the draft bylaws to Executive Committee in a timely manner; and
- Referral to the Ministry is not required as there are no amendments to the Official Community Plan.

TH-2024-020

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee request staff to prepare a draft bylaw to amend the Thetis Island Bylaw No. 42, Valdes Island Rural Land Use Bylaw, 1998, to proceed with application PLRRZ2024.0105 (Connected Coast) to permit fibre-optic cable telecommunication public service utility in the Marine Conservation (W1) zone.

CARRIED

TH-2024-021

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee is not required to hold a Public Hearing on Bylaw No. 115 cited as "Valdes Island Rural Land Use Bylaw, 1998, Amendment No. 1, 2024" as the Bylaw is consistent with the policies and objectives in Part One of the Valdes Island Rural Land Use Bylaw, 1998, and therefore requests staff to proceed with public notification as per Section 467 of the Local Government Act.

CARRIED

TH-2024-022

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee request staff to expedite application PLRRZ202R-0105 and schedule a Special Meeting for the Thetis Island Local Trust Committee as required in order to meet the deadline for the project.

CARRIED

TH-2024-023

It was MOVED and SECONDED

that Thetis LTC request staff to inquire with Lyackson First Nation as to their interest in holding Council to Council, and/or staff-to-staff meetings, as per the Protocol for Cooperation (2000) with Lyackson First Nation.

CARRIED

Penelakut and Lyackson Nation Consultations Coordinator Scott stated support for the expedition of the application and noted for the record the Nation does not require a formal referral or have need to comment further. Trustees noted that they will waive the referral process as the applicant has already done this work.

The meeting was recessed at 11:12 a.m. and reconvened at 11:30 a.m.

9. LOCAL TRUST COMMITTEE PROJECTS

9.1 Local Trust Committee Minor Project Prioritization - Soil Removal Bylaw - Staff Report

The Planner summarized the staff report and highlighted the following:

- The Local Trust Committee identified contaminated soil and the introduction, spread, and establishment of invasive species on Thetis Island as a priority issue;
- Staff requested that the Local Trust Committee identify what this bylaw could address; and
- Bylaw work can be accomplished through the minor project process.

Discussion ensued and the following comments were noted:

- Agricultural Land Reserve (ALR) regulates agricultural uses of soil and the bylaw would regulate use of soil and fill on non ALR land;
- Residents source compost materials off island;
- Residents can create compost and move it on their property but the movement of soil from one area of Thetis to another is currently not allowed;
- There is a need for compost to be available locally and a soil deposit and removal bylaw can provide protection against soil contaminated with invasive species;
- There is opportunity to look at options for the operation of a composting facility as a home occupation;
- Intention is to allow a small, low impact operation to facilitate small scale community based agriculture; and
- Local Trust Committee is not interested in creating a bylaw that requires permits or fees.

TH-2024-024

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee request staff to investigate options for facilitating manufacture and distribution of compost on non Agricultural Land Reserve land.

CARRIED

10. CORRESPONDENCE

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

10.1 Email dated July 2, 2024 from L. Smith regarding Ruxton Island Fire Water Cisterns

Received for information.

10.2 Thetis / Salt Spring LTC's Letter to Comox Valley Regional District regarding Protocol Agreement

Received for information.

11. NEW BUSINESS

11.1 Dark Sky Principles Adoption Advocacy – Briefing

The Chair summarized the briefing and highlighted the following:

- Trustee Morrison of North Pender Island requested Trust Council communicate to all Local Trust Committees to determine interest to collectively engage in conversations around Dark Sky Principles.

Discussion ensued and Trustees noted the following:

- Currently there are no street lights on Thetis Island but there is future risk;
- Issue raised by a resident of Gabriola experiencing residential light intrusion; and
- Local Trust Committee does not need to take specific action as the matter is an advocacy issue for Trust Council.

12. STAFF REPORTS

12.1 Trust Conservancy Report - none

12.2 Trust Conservancy The Heron - Summer Edition

Received for information.

12.3 Applications Report - none

12.4 Trustee and Local Expense Report dated July, 2024

Received for information.

12.5 Adopted Policies and Standing Resolutions

Received for information.

12.6 Local Trust Committee Webpage

Received for information.

13. WORK PROGRAM

13.1 Active Projects Report dated September 4, 2024

Received for information.

13.2 Future Projects Report dated September 4, 2024

Received for information.

14. UPCOMING MEETINGS

14.1 Next Regular Meeting scheduled for Tuesday, November 12, 2024 at 9:30 am and will be held electronically.

15. ADJOURNMENT

By general consent, the meeting was adjourned at 12:20 p.m.

Tobi Elliott, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder

DRAFT



Thetis Island Local Trust Committee

Minutes of Regular Meeting

Date: November 12, 2024

Location: Electronic Meeting

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

Staff Present: Margot Thomaidis, Planner 2
Jason Youmans, Senior Policy Advisor
Lisa Millard, Meeting Administrator/Recorder

Others Present: There was approximately one (1) member of the public in attendance.

1. CALL TO ORDER

Chair Elliott called the meeting to order at 9:30 a.m. She acknowledged that the meeting was held on the territory of the Coast Salish First Nations and read excerpts from the Lyackson First Nation and Penelakut Tribe websites describing their history and connection to the region.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

3. REPORTS

3.1 Trustee Reports

Trustee Hunter did not provide a report.

Trustee Luckham reported the following:

- Contract for clean up on Pilkey Point Road property has been finalized; and
- Acknowledged passing of Honourable Justice Murray Sinclair.

3.2 Chair's Report

Chair Elliott reported the following:

- Participated in Remembrance Day ceremonies on Gabriola Island and acknowledged the service of veterans;
- Attended Union of BC Municipalities convention and highlighted resolution requesting the Ministry of Health review to amend manual on composting toilets and grey water practices;
- Attended September Trust Council Meeting and noted request for Provincial review of *Islands Trust Act*; and
- Attended forum hosted by Galiano Conservancy to discuss marine conservation, forest restoration, and managing deer population.

3.3 Electoral Area Director's Report

Director Jessie McClinton was in attendance and noted the following:

- Cowichan Valley Regional District moving into budget process;
- Working to find replacement for alternate Director; and
- Held a meeting on Thetis in September and provided local update to attendees.

4. PUBLIC COMMENTS

Member of the public asked if the Local Trust Committee was prepared to cap tax increases as they move into budget talks at Trust Council and requested Trustees read two taxation reports posted on the Thetis Island website prior to going to the December Trust Council meeting.

- Chair noted an email dated October 31, 2024 had been received from the speaker and that while a cap on taxes might not be possible they would commit to reading the reports referred to and considering the request.
- A Trustee thanked the speaker for their work on the reports, noted appreciation for the opportunity to discuss the work prior to it being presented to the Cowichan Valley Regional District, indicated they understood the necessity for financial restraint, and noted they can not commit to a taxation cap but can work on keeping any increases as low as possible.

5. MINUTES

5.1 Local Trust Committee Minutes dated September 10, 2024 - for adoption

Adoption of the minutes were deferred to the next regular business meeting.

5.2 Section 26 Resolutions-Without-Meeting Report dated November 5, 2024

Received for information.

5.3 Advisory Planning Commission Minutes - none

6. BUSINESS ARISING FROM MINUTES

6.1 Follow-up Action List dated November 5, 2024

Discussion ensued regarding the potential for the Local Trust Committee to initiate a Soil Deposit and Removal Bylaw project and the following comments were noted:

- The Planner had sent an email to the Local Trust Committee answering questions regarding composting and the manufacturing of compost facilities;
- A Trustee noted the complexity of the issue and indicated they would like to engage community members in conversation to determine interest in the need for the bylaw; and
- The Planner indicated they would provide a summary, for further discussion, at the next meeting.

7. DELEGATIONS - none

8. APPLICATIONS AND REFERRALS

8.1 Salt Spring Bylaw No's 538 and 539 - Referral Response

TH-2024-030

It was MOVED and SECONDED

That Thetis Island Local Trust Committee advise Salt Spring Island Local Trust Committee that Thetis Island Local Trust Committee's LTC interests are unaffected by the Salt Spring Island Local Trust Committee Draft Bylaw No. 538 and No. 539.

CARRIED

9. LOCAL TRUST COMMITTEE PROJECTS - none

10. CORRESPONDENCE - none

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

Chair requested letter of October 31, 2024 from Paul Duncan be added as correspondence on the next agenda.

11. NEW BUSINESS - none

12. STAFF REPORTS

12.1 Phase 4 Community Engagement Options - Policy Statement Amendment Project - Staff Report

The Senior Policy Advisor summarized the staff report, outlined options available to the Local Trust Committee regarding community engagement on the Islands Trust draft Policy Statement, and noted that members of the community will also have opportunity to provide feedback through a survey.

Discussion ensued.

TH-2024-031

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee select Engagement Option No. 2 with staff participation for Phase 4 Community Engagement about the new draft Islands Trust Policy Statement.

CARRIED

12.2 January 2025 - March 2026 Local Trust Committee Meeting Schedule - Request for Decision

Staff summarized the proposed meeting schedule. Discussion ensued regarding in-person meetings and their location.

TH-2024-032

It was MOVED and SECONDED

that Thetis Island Local Trust Committee approve their January, 2025 to March, 2026 Meeting Schedule as discussed with the June 10, 2025 and July 29, 2025 meetings to be held in-person at Forbes Hall Boardroom and remainder of meetings to be held electronically.

CARRIED

12.3 Trust Conservancy Highlights of October 1, 2024 Board Meeting

Received for information.

12.4 Trust Conservancy - The Heron - Fall Edition

Received for information.

12.5 Applications Report dated November 5, 2024

Received for information.

12.6 Trustee and Local Expense Report - September 2024

Received for information.

12.7 Adopted Policies and Standing Resolutions

Received for information.

12.8 Local Trust Committee Webpage

No updates required.

13. WORK PROGRAM

13.1 Active Projects Report dated November 5, 2024

Received for information.

13.2 Future Projects Report dated November 5, 2024

Discussion ensued and the following comments were noted:

- LTC asked staff to determine if Item 4 “Active Transportation” and Item 6 “Possible Official Community Plan and Land Use Bylaw amendments” are considered a major or minor project;
- Item 3 “Letter of Understanding between the Thetis Local Trust Committee and the Cowichan Valley Regional District” was sent, staff are waiting for a response, and if there is interest in updating the letter of understanding and/or protocol agreement. Staff to determine if this would be done administratively or become a minor project; and
- Staff will work on identifying potential projects as either major or minor and bring a report to the LTC. Then, the Local Trust Committee can consolidate, eliminate, and prioritize items.

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for Tuesday February 4, 2025 at 9:30 a.m. to be held electronically.

15. CLOSED MEETING

15.1 Motion to Close the Meeting

TH-2024-033

It was MOVED and SECONDED

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1) (a) for the purpose of considering:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

and that the Recorder and Staff attend the meeting.

CARRIED

The meeting was closed to the public at 10:50 a.m.

15.2 Recall to Order

The meeting was recalled to order at 10:56 a.m.

The Chair will rise and report at the next regular business meeting

16. ADJOURNMENT

By general consent, the meeting was adjourned at 10:57 a.m.

Tobi Elliott, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder

Follow Up Action Report

Thetis Island

05-Sep-2023

Progress	Activity	Responsibility	Dates	Status
0%	1 Trustee Luckham to invite Ken Thomas or another elder to open a future LTC meeting. <i>- August 26, 2024: Trustee Luckham to confirm if this is still desired.</i>	Joe Elliott Margot Thomaidis		In Progress

02-Jul-2024

Progress	Activity	Responsibility	Dates	Status
79%	1 Bylaw Nos. 113 and 114 adopted (Marine Areas Review Project). Staff to consolidate and update the OCP and LUB to reflect the policy and regulatory changes. <i>Complete</i> Thetis LTC to forward the recently adopted Bylaws No. 113 and 114 to the Ministry of Environment in reference to the rezoning application that has been recently rejected by the Thetis LTC, and include a cover letter written by the Chair. <i>In progress</i>	Margot Thomaidis Nadine Mourao	Target: 31-Jul-2024	In Progress

Follow Up Action Report

Thetis Island

10-Sep-2024

Progress	Activity	Responsibility	Dates	Status
100%	1 Staff to provide an exploratory report on options associated with a soil deposit and removal bylaw - introduced at Sept. 10 LTC meeting. Follow-up questions for staff to confirm (resulting from Sept. 10 LTC discussion): ·Is manufacturing of compost currently prohibited everywhere on Thetis Island? Is it a permitted 'Home Occupation' or a 'Home Industry'? ·Investigate options for facilitating the manufacturing and distribution of compost on non-ALR lands.	Margot Thomaidis Renee Jamurat	Target: 12-Nov-2024	Completed

04-Nov-2024

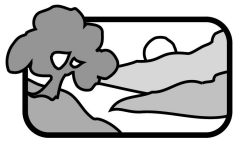
Progress	Activity	Responsibility	Dates	Status
100%	1 Bylaw No. 115 was adopted (regarding file PLRZ20240105), via resolution-without-meeting TH-LTC-RWM-2024.03. Staff to consolidate and update the Valdes Island Rural Land Use Bylaw to reflect regulatory changes.	Margot Thomaidis Nadine Mourao	Target: 29-Nov-2024	Completed

Follow Up Action Report

Thetis Island

12-Nov-2024

Progress	Activity	Responsibility	Dates	Status
0%	1 Minor Project Prioritization - 2025/2026 Fiscal: Staff to work with Trustees to provide a brief report gathering information about LTC Future Projects list items 4 and 6, concerning potential Minor Project initiation/prioritization for the 2025/2026 fiscal year. Report to also include a brief summary of information gathered to date regarding creating an administrative bylaw for Soil Deposit and Removal on Thetis Island, and reporting back on whether developing a Letter of Understanding and Protocol Agreement with the CVRD is considered a minor or major project.	Margot Thomaidis Renee Jamurat	Target: 04-Feb-2025	In Progress
100%	2 2025 Meetings: LTC approved 2025 Meeting Schedule. Staff to confirm in-person venue for June 10 and July 29, 2024, beginning at 9:30 AM. All other meetings to be held electronically over Zoom.	Lisa Millard Michelle Backe	Target: 29-Nov-2024	Completed
100%	3 Salt Spring Bylaw No's 538 and 539: Thetis Island Local Trust Committee advised SSI LTC that the Thetis Island LTC's interests are unaffected by the Salt Spring Island Local Trust Committee Draft Bylaw Nos. 538 and 539. Staff to forward referral response to SSI.	Margot Thomaidis Nadine Mourao	Target: 15-Nov-2024	Completed
100%	4 APC Appointments: The LTC appointed six APC members for a two-year term, ending November 12, 2026. Staff to notify members.	Chloe Straw Margot Thomaidis	Target: 22-Nov-2024	Completed



Islands Trust

BYLAW REFERRAL FORM

4-121 McPhillips Ave
Salt Spring Island, BC V8K 2T6
Ph: (250) 537-9144
ssiinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Salt Spring Island Trust Area Bylaw No.: 541 Date: January 16, 2025

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 60 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Jordan Litke

PURPOSE OF BYLAW:

To change the subject property zoning from Rural to Rural variant f to permit one (1) dwelling and one (1) full time rental cottage.

GENERAL LOCATION:

200 Collins Road, Salt Spring Island

LEGAL DESCRIPTION:

LOT 3 SECTION 3 RANGE 2 WEST NORTH SALT SPRING COWICHAN DISTRICT PLAN EPP100050

SIZE OF PROPERTY AFFECTED:

4.2 hectares (10.4 acres)

ALR STATUS:

Not in ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

Rural Neighbourhood (RN)

OTHER INFORMATION:

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: Oluwashogo Garuba

Title: Islands Trust Planner

This referral has been sent to the following agencies:

First Nations

Cowichan Tribes
Halalt First Nation
Lyackson First Nation
Pauquachin First Nation
Penelakut Tribe
Semiahmoo First Nation
Stz'uminus First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation
Ts'uubaa-Asatx (Lake Cowichan) First Nation

Salt Spring Island Coast Salish Society

Regional Agencies

Capital Regional District
CRD – SSI Building Inspection
Islands Trust – Islands Trust Conservancy

Provincial Agencies

BC Assessment Authority
Front Counter BC

Non-Agency Referrals

BC Ambulance Service
RCMP
SSI Fire-Rescue

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)

(Signature)

(Date)

541
(Bylaw Number)

(Title)

(Agency)

DRAFT

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 541

A BYLAW TO AMEND SALT SPRING ISLAND LAND USE BYLAW NO. 355, 1999

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

1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2024”.

2. Salt Spring Island Local Trust Committee Bylaw No. 355, cited as “Salt Spring Island Land Use Bylaw, 1999,” is amended as follows:

- 2.1 Schedule “A” – Zoning Map, is amended by changing the zoning classification for LOT 3 SECTION 3 RANGE 2 WEST NORTH SALT SPRING COWICHAN DISTRICT PLAN EPP100050 from Rural (R) to Rural variant f (R (f)), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “A” to Bylaw No. 355 as are required to effect this change.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the 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____

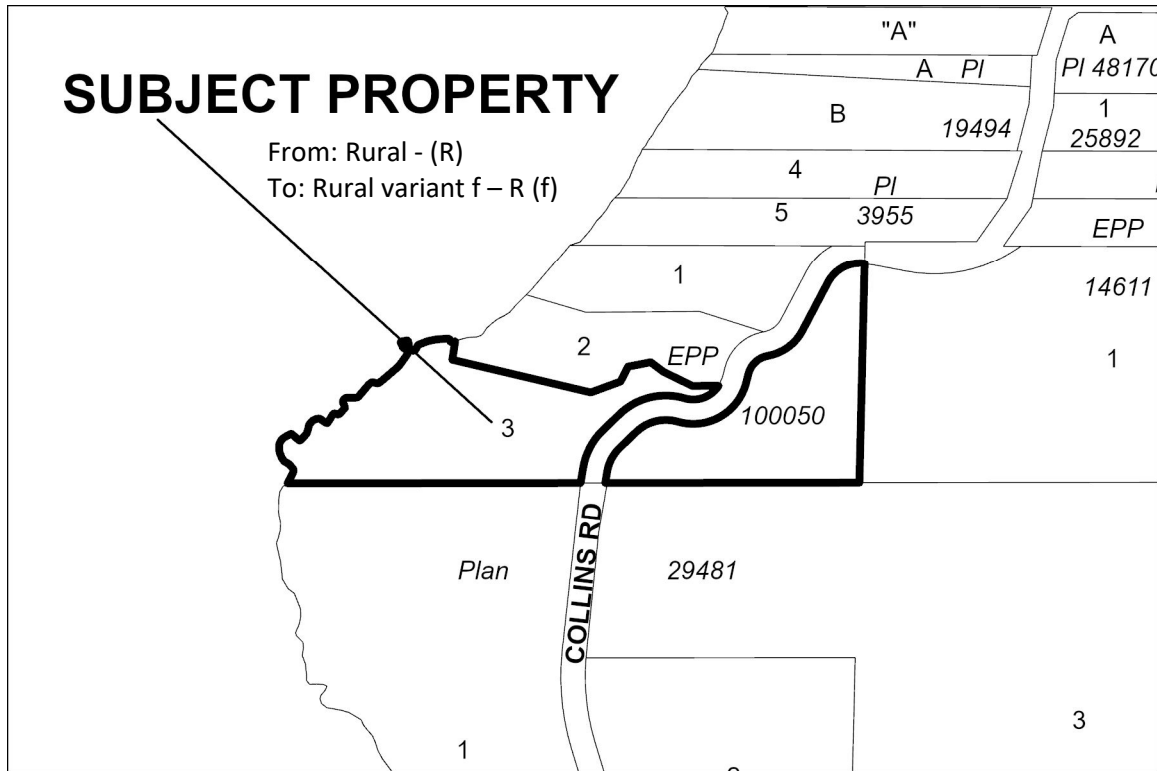
ADOPTED THIS _____ DAY OF _____ 20____

Chair

Secretary

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 541

Plan No. 1





File No.: 6500-02
(Project Planning)

DATE OF MEETING: February 4, 2025
TO: Thetis Island Local Trust Committee
FROM: Margot Thomaidis, Planner 2
Northern Team
SUBJECT: Local Trust Committee Minor Project Prioritization

RECOMMENDATION

1. That the Thetis Island Local Trust Committee request staff prepare a project charter for the 'Targeted LUB Amendment Updates – Rainwater, Fences, and Derelict Vehicles' minor project, with scope and objectives as defined by the Local Trust Committee.

REPORT SUMMARY

This report outlines the projects currently listed on the LTC's 'Future Projects' list as potential minor projects. The LTC can select any of these projects or another project to become a minor project, subject to funding, through LTC resolution.

Staff are suggesting to combine a number of proposed minor projects into one minor Land Use Bylaw (LUB) amendment project. This project presents an opportunity to ensure better integration and efficiency in achieving multiple LTC objectives in 2025/2026. Staff are also suggesting adding a new minor project to the Future Projects List.

The Local Trust Committee is being asked to review these potential projects, and confirm the next minor project priority while clarifying the scope and objectives of the selected project.

BACKGROUND

Staff note that the LTC completed their last minor project – Marine Areas Review Project in July 2024, and do not currently have other projects underway. There is an opportunity to advance a minor project from the 'Future Projects' list, or identify alternative project priorities.

At their November 12, 2024 regular business meeting the LTC asked staff to prepare a brief report gathering information about 'Future Projects' list items 4 and 6, and to provide a brief summary of information gathered to date regarding creating an administrative bylaw for soil deposit and removal. The LTC also asked staff to report back on whether developing a Letter of Understanding and Protocol Agreement with the CVRD is considered a minor or major project.

POTENTIAL MINOR PROJECTS

By Trust Council policy, an LTC can have one active minor project at a time, approved by LTC resolution, in addition to an active major project funded through a business case approved by Trust Council. Thetis currently has no active projects, major, or minor. Below is a list of potential minor projects from the 'Future Projects' list and their projected budgets and timelines, as well as staff's suggestion to pursue a new minor project that combines several minor amendments to the Thetis Island Land Use Bylaw.

Minor Project	Summary	Budget	Timeline
Official Community Plan (OCP) and Land Use Bylaw (LUB) Amendment	Rainwater Storage LUB Amendment Amendment to the rainwater storage requirements in LUB for minimum 2000-gallon non-potable water storage for new construction for garden, fire, property, and vehicle and equipment maintenance.	Potential Budget Items: - Legal Review of draft bylaw (\$1500) - Consultation (\$1000) - Implementation (\$500) Approx. \$3000	Estimated time for project completion is 6-12 months from adoption of project charter. - Development of draft bylaw (1-2 months) - Draft bylaw presented to LTC (1 month) - Legislative process for proposed bylaw (4-6 months) - Adoption of proposed bylaw (1 month)
Official Community Plan (OCP) and Land Use Bylaw (LUB) Amendment	Fence Height and Derelict Vehicles LUB Amendment Amendment to the fence siting regulations to prohibit them in the 7.6m setback to the natural boundary of the sea. Amend the definition of 'derelict vehicle' to only allow unlicensed vehicles for a short period of time.	Potential Budget Items: - Legal Review of draft bylaw (\$1500) - Consultation (\$1000) - Implementation (\$500) Approx. \$3000	Estimated time for project completion is 6-12 months from adoption of project charter. - Development of draft bylaw (1-2 months) - Draft bylaw presented to LTC (1 month) - Legislative process for proposed bylaw (4-6 months) - Adoption of proposed bylaw (1 month)
Official Community Plan (OCP) and Land Use Bylaw (LUB) Amendment	Housekeeping/Technical OCP and LUB Amendments Review Identify and resolve typographical errors, and outdated citations and language within the OCP and LUB.	Potential Budget Items: - Legal Review of draft bylaws (\$3000) - CIM/Public Hearing (\$1000) - Implementation (\$500) Approx. \$4500	Estimated time for project completion is 12 months from adoption of project charter. - Development of draft bylaws (1-2 months) - Draft bylaws presented to LTC (1 month) - Legislative and Ministerial approval process for proposed bylaws (6-8 months) - Adoption of proposed bylaws (1 month)
Advocacy and Communications	Letter of Understanding and Protocol Agreement between the Thetis LTC and the Cowichan Valley Regional District (CVRD)	Potential Budget Items: Legal Review of draft LOU and Protocol Agreement (\$4000)	Estimated time for project completion is 14 months from resolution, pending timeframes and resource implications for TAS and CVRD.

	A Trust Area Services-led project, supported by the Island Planner and Regional Planning Manager. Requires agreement from the CVRD. Must follow the process outlined in Trust Council Policy 2.1.4 – Coordination Agreements Process.	• Consultation and referrals (\$1000) Approx. \$5000	1. Development of draft protocol agreement and LOU (min. 2 months) 2. Referral/circulation of drafts to all parties (est. 6-8 months) 3. Legislative referrals, Ministerial Approval (3 months) 4. Signing of agreement (1 month)
Administrative Bylaw	Soil Deposit and Removal Bylaw Draft a bylaw to regulate the removal and 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.	Potential Budget Items: • Legal Review of draft bylaws (\$3000) • Consultation (\$1000) • Implementation (\$1000) Approx. \$5000	Estimated time for project completion is 12 months from adoption of project charter. 1. Development of draft bylaw (2 months) 2. Draft bylaw presented to LTC (1 month) 3. Legislative and referral process for proposed bylaw (6 months) 4. Adoption and implementation of proposed bylaw (3 months)

Staff Suggestion – Proposed Minor Project 2025/2026 Fiscal

Minor Project	Summary	Budget	Timeline
Official Community Plan (OCP) and Land Use Bylaw (LUB) Amendment	Rainwater Storage, Fences, and Derelict Vehicles LUB Amendment: Combining the above minor LUB amendments into one project for efficiency and effectiveness.	Potential Budget Items: • Legal Review of draft bylaw (\$2000) • Consultation (\$1000) • Implementation (\$500) Approx. \$3500	Amendment will follow the same 6–12-month timeline as the LUB amendments listed above, including readings and referrals, and will be grouped within the same bylaw amendment.

Staff Rationale for a Targeted LUB Amendment Minor Project

This project proposes to combine Rainwater, Fences, and Derelict Vehicles in a targeted LUB update in a manner that can be accomplished within the next year, creating a more future-focused LUB that

addresses the community's evolving needs while aligning more closely with OCP policies. It represents a simple opportunity to address a number of issues and concerns within one amendment.

On-Island Compost Facilities

The LTC has previously directed staff to report back on the options associated with a soil deposit and removal bylaw (TH-2024-015), in part to allow an on-island compost facility while reducing the spread of invasive species. The LTC requested staff to investigate other options for facilitating the manufacture and distribution of compost on non-Agricultural Land Reserve (ALR) land (TH-2024-024), aside from a soil deposit and removal bylaw.

Compost manufacturing facilities are known to have issues with odour and pests and are not generally seen as an economically feasible commercial operation on smaller islands. The manufacturing and distribution of compost for use on another lot is not permitted anywhere on Thetis Island according to the Thetis LUB.¹ The LTC would need to allow for the use, first and foremost, through its LUB regulations, before adopting a separate administrative soil deposit and removal bylaw to further regulate the operations.

Staff recommend that anyone interested in operating such a facility must apply for a site-specific rezoning with the LTC.² At that time, it could be assessed whether a soil deposit and removal bylaw would be recommended as well. Staff advise against the LTC allowing for compost manufacturing facilities outright in all Residential or Agriculture zones, for the same reasons outlined above.

PROJECT CHARTERS FOR MINOR PROJECTS

By [Trust Council policy 5.9.1](#), an LTC can have one active minor project at a time. Minor projects are any LTC projects that can be completed within one year and 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.

Rationale for Recommendation

The Work Program identifies active and future LTC projects. At the close of a project, the LTC should consider whether to proceed with a new project and should also identify future priorities and projects.

ALTERNATIVES

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

1. Request further information

¹ Composting for personal use on the same lot is permitted in residential zones. On lots in the Agricultural Land Reserve, compost operations (mainly for same-lot agricultural uses) are permitted only in accordance with the ALR Use Regulation and the Agricultural Land Commission Act.

² Proposed operations would need to meet the provincial OMRR – Organic Matter Recycling Regulation, as well as the Cowichan Valley Regional District waste management bylaw.

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 project

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

NEXT STEPS

If the LTC passes the resolution as recommended and provides the scope and objectives for a priority minor project, staff will draft a Project Charter for consideration at the next LTC meeting.

Submitted By:	Margot Thomaidis, Planner 2	January 24, 2025
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	January 28, 2025

From: [REDACTED]

Subject: Congratulats: Back to the Black

Date: October 31, 2024 at 11:09:45 PM PDT

To "Peter Luckham" <pluckham@islandstrust.bc.ca>, "Ken Hunter" <kehunter@islandstrust.bc.ca>, "Tobi Elliott" <telliott@islandstrust.bc.ca>, <thetis@island.net>, "Jesse McClinton" <Jesse.McClinton@cverd.bc.ca>

Hi All:

I am now responding to all of my emails & the Mid-Fall Thetis Island Public Meeting Oct. 26th. I have been away and am just catching up. Please accept my apologies and pass this email along to whoever.

The attached Power Point is what I presented to the CVRD Board yesterday. I was permitted to speak for 10 minutes but there was enough engagement from the CVRD Directors that I was permitted to speak for 30 minutes.

My feedback from the CVRD Directors: They inherited a previous Councils' goal to stabilize taxes rather than reserve for the future, so their tax increase look high because of all that. My Response: Yes, but most Governments blame tax increases on prior Government's. **I believe each Government is accountable for their own tax increases.** Please See Slide 8 for my **CVRD 65 % tax** increase over the past 2 years. **I truly believe that CVRD Directors did NOT know how high the tax increases have been.**

Here are my comments on Yesterday's meeting: .

On Slide 2, I mentioned that Forbes Hall is **our recreation facility** built by local contractors and paid by Thetis Islanders. Despite, us paying huge CVRD Rec. Funding increases for services that we don't use., I mentioned that we have paid down the Local Lender Loans to \$50,000! What an amazing show of community generosity!

But I didn't leave it there. I left the CVRD Councilors with 2 themes to think about:

1. Thetis Island has their own infrastructure that we have to pay for **after** we pay CVRD taxes. (and Island Trusts for services that don't support their mandate in practice: 'Preserve and Protect'}). There is a **BETTER WAY THE BETTER WAY FOR CVRD IS TO MAKE THETIS ISLAND, A SUBREGION OF ELECTORAL G WITH OUR OWN SERVICES & TAXES.**

2. **CAP THE TAX.** JESSE McClinton ASKED ME WHAT WAS THE NUMBER 1 PRIORITY IN MY TAX REPORT: **CAP THE TAX , BECAUSE THIS WILL CAUSE CVRD & ISLANDS TRUST TO PAY ATTENTION. A BETTER WAY FOR BOTH, IS TO CAP OUR TAXES AT 3%.**

HERE IS MY PLEDGE: TO PRESERVE AND PROTECT OUR PLANET AND MAKE OUR TAX DOLLARS EFFECTIVE. I PLEDGE TO WORK WITH YOU BECAUSE WE ARE ONLY AS STRONG AS OUR VALUES AND COOPERATION.

Please join with me and "CAP THE TAX".

Sign on at [REDACTED]

Paul Duncan, Thetis Island resident

IT AFFECTS THEM.

I am asking for you to get involved in the **“CAP THE TAX ”** Campaign. We are a minority. **If we don't support “CAP THE TAX ” together we will fail! Please help! Please respond** to [REDACTED]

I am sorry if I have missed anyone as I am working off an old Contact list. Please let Vicki Walker know as she does not have email.

My dream is to mobilize CVRD and the Gulf Islands so we can really “Preserve & Protect” our beautiful home and we can educate the rest of the world for what we are about to lose.

Whatever I can do, **MY PLEDGE: TO PRESERVE AND PROTECT OUR PLANET AND MAKE OUR TAX DOLLARS EFFECTIVE. WE ARE ONLY AS STRONG AS OUR VALUES AND WORKING TOGETHER.**

JOIN THE CAMPAIGN: “CAP THE TAX”,

Blessings to all.

Paul Duncan, [REDACTED]

Who is Paul Duncan?

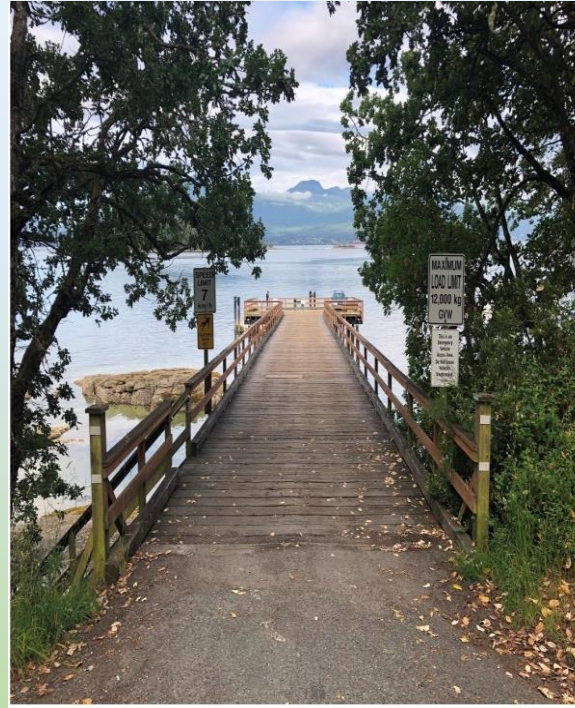
- 8-year permanent resident of Thetis Island
- Work Experience: Economist, Accountant, Banker
- Retired Hobby: volunteer as Financial Analyst (like Global News guest Michael Campbell)
- Thetis Island Volunteer projects: Forbes Hall financing, TI Recycling assessment, Phase 1 & 2 Tax Reports
- Transparent: Phase 1 & 2 Tax Reports public at [Thetis Blog - Front Page \(thetisposts.ca\)](http://thetisposts.ca)
- Concerned with higher taxes for services we don't use while paying for TI services we do use, with volunteers and donations.
- Focus on the future. There has to be a better way.

Thetis Island Community Association Forbes Hall Community Centre



Thetis Island Wharf and Boat Launch

CVRD Parcel Taxes



Thetis Island Improvement District (TIID) Fire Hall



Thetis Island: 18% Area G population
Gulf Islands: 31% Area G assessment
Fair & Equitable Taxes for Minorities



Thetis Island has 3 Governments

- CVRD, Islands Trust, Thetis Island Improvement District (TIID)
- Oct. 16/24: “Islands Trust Requests Provincial Review of Islands Trust Act”. Islands Trust is seeking major changes. See Phase 2 Taxation Report
- All 3 governments want higher taxes
- **This is not sustainable for a small economy like the Gulf Islands**



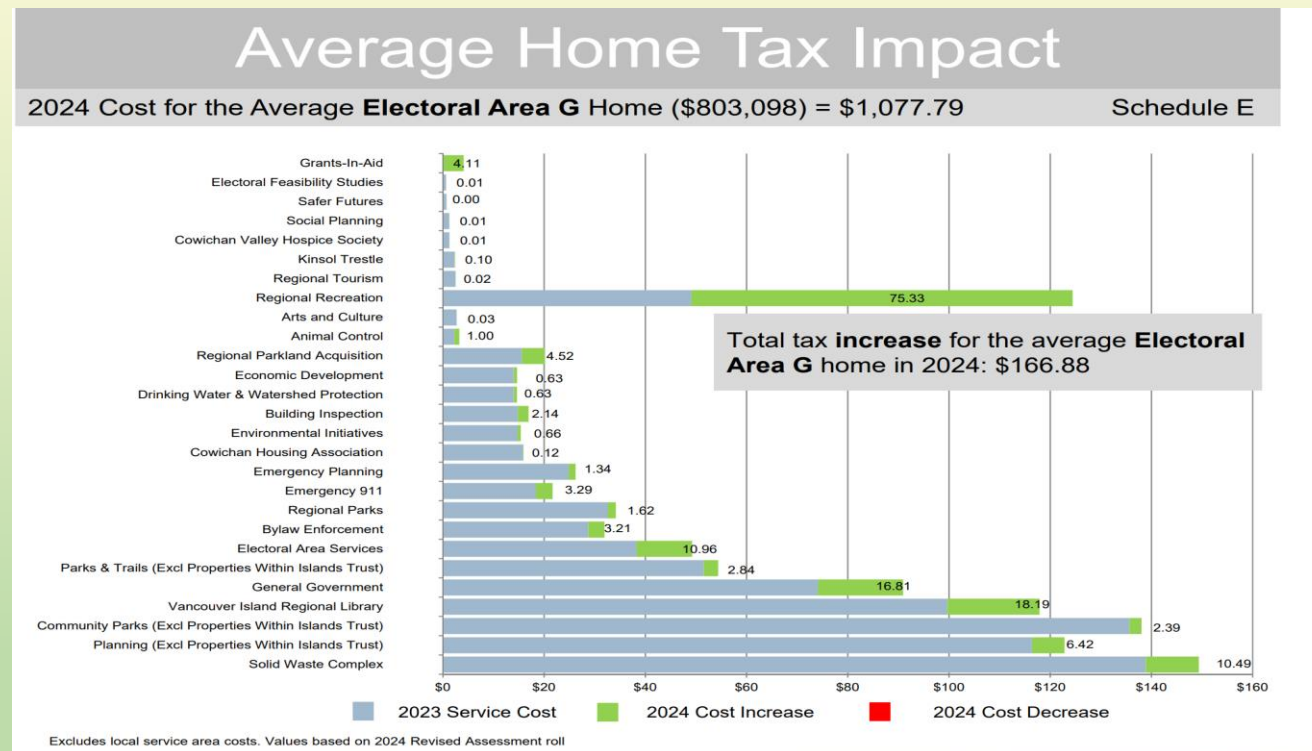
148 Pilkey Point Road Tax Increases

	1 Year	2 Years
Total Property Taxes	\$4,100/12%	\$2,755.91/49%
CVRD Taxes	\$1,015.15/26%	\$615.24/65%
Assessed Value	\$1,015,000/.3%	\$786,000/29%
CPI, Sept. 2024	1.9%	4.8%

- **Property Taxes are way up. Inflation & assessed value increases do not begin to explain the increase.**

2024: “The Average Area G Home valued at \$807,360 would pay \$1,080.89 in Regional District Taxes.” 2023: “The Average Area G home valued at \$805,437 would pay \$909.30 in Regional District Taxes.” 2024 increase 18.9%

<https://www.cvrld.ca/DocumentCenter/View/9540/Sched-E?bidId=>



Recreation Funding Means Tax Increases in 2025

- Phase-in Operations, Maintenance, and Capital Costs for each of the 9 Regional Recreation Facilities. 1/3 in 2023, 2/3 in 2024, 3/3 in 2025. 2024 should have been double 2023.
- 2024 Area G Rec. Funding \$15.46/\$100,000 assessed value, up from \$6.10. Should have been \$12.20. Extra \$3.7 M Supplemental Budget for roof replacements and towards a new field house. Probably more increases in 2025 due to lack of reserve funds.
- Area G 2025 Projected: \$6.10, \$15.46, $\$15.46 + \$6.10 = \$21.56$ / \$100,000 assessed value, **4.6% total increase just for Rec. funding increase & no increase for any other CVRD service.**
- **Gulf Islands do not use Rec. Facilities & should be exempted.**

Is 2024 Tax increase 16.35%, 18.9%, or 26%?

Only your Property Tax Notice is accurate

Log on to eTax BC at <https://www.etax.gov.bc.ca/btp/eservices>

 **eTaxBC - Province of British Columbia**

 [Home](#)

 **Log On**

Username

Password

[Forgot Password?](#)

[Forgot Username?](#)

 **Enrol - Create an eTaxBC Username**

[Enrol Now](#)

 **Continue a Saved Application**

[Continue a Saved Application](#)

 **Register - Apply for a new account**

[Provincial Sales Tax](#)

[IFTA \(International Fuel Tax Agreement\)](#)

[Tobacco Retail Authorization](#)

[Employer Health Tax](#)

[Logging Tax](#)

[Unlicensed Insurance](#)

[Fuel Tax Refund for Persons with Disabilities](#)

[Property Tax Bulk Administration](#)

 **Submit Requested Documents**

[Submit Requested Documents](#)

A Better Way

- Check tax estimates to Property Tax Notices to refine assumptions and reduce forecasting error.
- Sample survey your tax payers in the Fall on potential Budget/tax increases for the following Spring Budget
- Cap the Tax by capping the Budget at 3%, (upper range of Bank of Canada's inflation target) to stop the continuation of large tax increases from the past 2 years.

Service Benefits are not generally measured

- Service benefits should be based on usage. “Play Fair, Pay Fair”
- Usage of CVRD services by Electoral District is generally not measured.
Exception: 9 CVRD Regional Recreation Facilities usage data collection in 2017 and 2021/2022 winter.
- Electoral Area G: Gulf Islands usage is not separated from Saltair.
- The Gulf Islands have less opportunity to use CVRD services compared to Saltair.
- **Unlikely Gulf Island service benefits are keeping pace with Gulf Island tax increases**

|

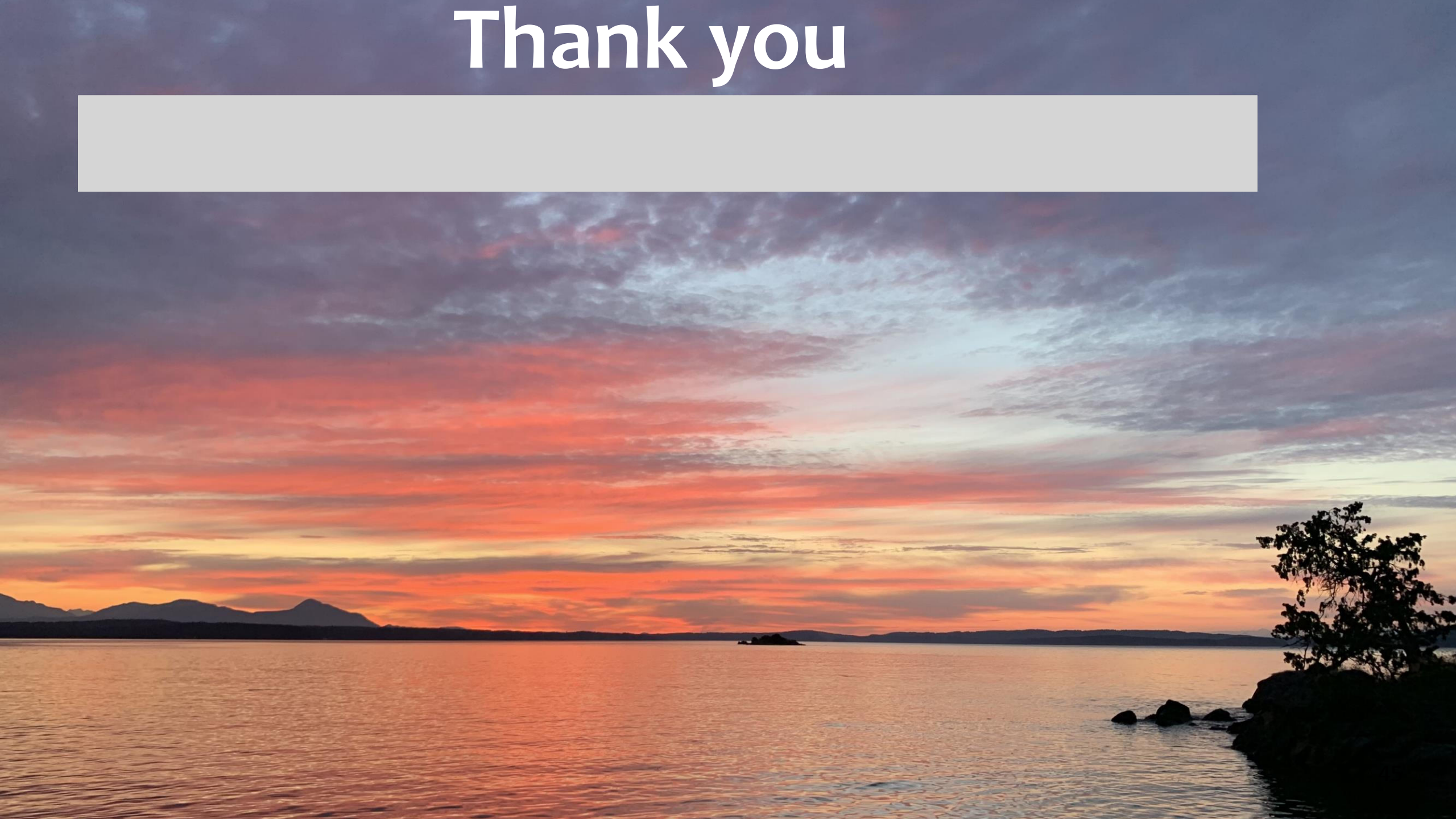
A Better Way

- Reduce CVRD services for Gulf Islands & therefore reduce Gulf Island taxes.
- Establish a priority of CVRD Services – mandated services we all pay for (regional hospital), flow through services CVRD not responsible for (regional libraries), remaining services based on usage.
- Gulf Islands becomes a subregion of Area G with different services than Saltair. Gulf Islands already exempt from Community Parks, Planning, Parks & Trails.
- Subregional districts already operate. Comox Valley Regional District, Hornby Island; Qathet Regional District, Lasqueti Island; Strathcona Regional District, Cortes Island

Conclusions

- Thetis Island needs tax room for its own infrastructure.
- There is a Better Way if CVRD recognizes the needs of minorities like the Gulf Islands to only pay for services used.
- There is a Better Way if CVRD pauses further tax increases by capping the 2025 Budget at 3%. For Area G, Rec. funding (4.5%) will mean not meeting the 3% cap without service cuts.
- There is a Better Way if CVRD treats the Gulf Islands as a subregion of Area G with fewer services.
- **On track for 75% tax increase from 2022 to 2026, 19%/year even if taxes capped at 3% for the next 2 years.**

Thank you





ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY NOVEMBER 19TH, 2024 BOARD MEETING

NOTE: For more detail on Islands Trust Conservancy meetings, including meeting minutes, please visit <https://islandstrust.bc.ca/whats-happening/meetings-and-events/>

1. ORGANIZATION UPDATES/TEAM

- Chair Smith provided a reminder that there will be an election for Chair and Vice Chair in January 2025, and advised she will be stepping down as Chair.
- The ITC Board and ITC staff reported on the highlights of attending the Salish Sea Conservation Forum on Galiano Island on October 18th, 2024.

2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Board adopted the proposed board meeting schedule from January 2025 to March 31st, 2026. Staff were directed to schedule the following ITC board meeting dates: January 21st, May 27th, October 7th, November 18th, 2025 and January 20th, 2026 as electronic meetings, and list the Victoria office board room as the public meeting location. Three in-person meetings will be held on March 18th and July 22nd, 2025, and March 17th, 2026.
- The ITC Board approved an increase of \$7,582 to its proposed 2025-26 Salaries and Benefits budget (Islands Trust Contribution) due to an error in its earlier submission relative to the amount available from the Environment and Climate Change Canada Contribution Agreement for Salaries and Benefits in 2025-26. In light of the increasing budget line request, the Board approved reducing the Board's training budget line by \$3,000 (originally increased to support education on Indigenous Conserved and Protected Areas). The board directed staff to provide these changes to the Financial Planning Committee and Trust Council.
- The ITC Board will indicate to Financial Planning Committee and Trust Council its supports for the Trust Area Services business case for an Auxiliary Policy Advisor for 2025-26 as this position is critical for ongoing intergovernmental and policy work. The ITC Board requests that a portion of an Auxiliary Policy Advisor position be dedicated to support the Conservancy's engagement with First Nations on the development of its next Five Year Plan.
- Trustee Elliott provided an update to the ITC Board from Executive Committee. Items reported include identifying an upcoming Executive Committee meeting on November 20th in preparation for Trust Council's December meeting, welcoming the new Islands Trust Chief Administration Officer, Reuben Bronee, and that the Policy Statement amendment project is proceeding through Committee of the Whole discussions and will go to communities and ITC before it is finalized.



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

- Trustee Yates reported that no changes to the proposed ITC budget were requested by Financial Planning Committee.
- Trustee Gauvreau provided an update to the ITC Board from Governance Committee including that the Committee is reviewing the Trustee remuneration policy to ensure that Islands Trust is following best practices and is submitting two business cases to Financial Planning Committee for inclusion in the 2025-26 budget; for a full-time Corporate Secretary and for policy assistance. The committee also set its 2025-26 meeting schedule and supported a suggestion to create a governance manual to help organize policies.
- The ITC Board received a Salt Spring Island LTC Planning Referral Notice and discussed how best to review and comment referrals in a timely manner.

3. COVENANT AND PROPERTY ACQUISITIONS

- The ITC Board approved the conservation proposal submitted by Tara Martin to place a NAPTEP covenant on approximately 1 ha of Salt Spring Island, subject to review of First Nations responses and to Ministerial approval, to protect woodlands and herbaceous habitats, maturing dry Douglas-fir forest, and connectivity with adjacent protected areas.

4. COVENANT AND PROPERTY MANAGEMENT

- The ITC Board granted the request of Sallas Forest Strata, Sidney Island, to use an excavator to extract invasive *Crataegus monogyna* (hawthorn) trees from covenants ES065747 (Dragonfly Pond), ES65743 (Woodpecker Pond), and ES065749 (Kingfisher Pond) and to dispose of the biomass on site by burning. A temporary waiver of certain sections of the covenant was granted, subject to specific terms to allow this work.
- The ITC Board accepted the ITC Natural Area Protection Tax Exemption Program (NAPTEP) Covenant Monitoring Report 2024 and directed staff to address compliance and ecological concerns as identified in the report.
- The ITC Board accepted the ITC Nature Reserve Monitoring Report 2024 and directed staff to address the recommendations as identified in the report.
- The ITC Board approved soil moisture research at Link Island Nature Reserve by the Swift family, subject to First Nations consultation and the covenant holder's approval.
- The ITC Property Management Specialist presented a briefing on Gambier Island Local Trust Committee requesting the use of Squamish language on ITC Nature Reserve signage on Gambier Island.



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

5. COMMUNICATIONS AND OUTREACH

- The ITC Board directed staff to prepare and submit a letter from the ITC Board to the Minister of Municipal Affairs that reiterates the ITC's desire to undertake meaningful First Nations engagement, explains the ITC's staff capacity challenges, provides the Board's proposed ITC Plan engagement outline, and seeks the Minister's support for the updated timeframe for development and submission of the next ITC Plan.
- The ITC Board requested that Director Frater consider if a portion of the new Trust Area Services Policy Advisor position, supposed by Trust Council in September 2024, can be targeted to assist ITC staff with the Five Year Plan/First Nations Engagement project or if ITC can seek similar funding for an ITC Policy Advisor position for this and other policy requirements.
- The ITC Board requested Chair Smith write a letter on behalf of ITC to Trust Council regarding having not been consulted by Trust Council before the request for a Provincial review was made.
- The ITC Communications Specialist presented a briefing with a Communications and Engagement Strategy for ITC's 35th Anniversary.
- The ITC Strategic Fund Development Specialist advised that the annual holiday appeal will launch this year on Giving Tuesday on Tuesday December 3rd.

Learn more about Islands Trust Conservancy: <https://islandstrust.bc.ca/conservancy/>

Subscribe for Islands Trust Conservancy updates: <https://islandstrust.bc.ca/subscribe/>

Type	Application Number	Applicant	Address	Description	Planner	Date Received	Status
Subdivision							
	PLSUB20250032	Mitch Laseur (Underhill Geomatics)	375 FRASER POINT RD; 377 FRASER POINT RD,	Proposed 3 lot subdivision.	Margot Thomaidis	01/20/2025	Waiting for Fee Payment
Number of Open Applications	1						

Islands Trust
 LTC EXP SUMMARY REPORT F2025
 Invoices posted to Month ending November 2024

670 Thetis	Invoices posted to Month ending November 2024	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
65200-670	LTC - Local Exp - LTC Meeting Expenses	1,550.00	354.37	1,195.63
TOTAL LTC Local Expense		<u>1,550.00</u>	<u>354.37</u>	<u>1,195.63</u>
Projects				
73001-670-4128	Thetis Unzoned Marine Area LUB Amendment	1,000.00	0.00	1,000.00
TOTAL Project Expenses		<u>1,000.00</u>	<u>0.00</u>	<u>1,000.00</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	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.
2.	August 28, 2018	TH-2018-036	Suspension of enforcement action regarding unlawful non-tourist accommodation at 49 Harbour Road	It was MOVED and SECONDED that the Thetis Island Local Trust Committee adopt the following standing resolution: 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. 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.
3.	August 28, 2018	TH-2018-041	Non-medical cannabis retail applications	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: • 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
				- 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: - 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	It was MOVED and SECONDED 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.
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	It was MOVED and SECONDED that the Thetis Island Local Trust Committee adopt the following standing resolution: 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: 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

No.	Meeting Date	Resolution No.	Issue	Policy
				upcoming year, as well as, provide an update of current projects and advocacy activities; b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory; 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; 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; 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.
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	**See TH-2021-033 pertaining to Item 6 above That the Thetis Island LTC request staff to review standing resolution no. TH-2019-026 with respect to current language.
9.	September 28, 2021	TH-2021-034	Electoral Area Director Reports	It was MOVED and SECONDED, 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: - 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	It was MOVED and SECONDED 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: 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;

No.	Meeting Date	Resolution No.	Issue	Policy
				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; 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>; 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 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

	Responsible	Dates
--	-------------	-------

Activity:

Future Projects Report

Thetis Island

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

Future Projects Report

Thetis Island

6. OCP & LUB

Responsible

Date Received

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;

dwelling;

- short-term vacation rentals of principle dwellings in the R-2 zone;
- strategies for alternative dwelling units;
- ferry workers workforce housing;
- the potential to rezone areas that are suitable for increased density.

Fence height and Derelict vehicles regulations

Future Projects Report

Thetis Island

Housekeeping / Technical Amendments to include:

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

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.
-