



Thetis Island Local Trust Committee

Regular Meeting Revised Agenda

Date: July 5, 2022
Time: 9:30 am
Location: Thetis Island Community Centre (Forbes Hall)
North Cove Road, Thetis Island, BC

		Pages
1.	CALL TO ORDER	9:30 AM - 9:35 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	
3.	RISE AND REPORT	
4.	REPORTS	9:35 AM - 9:50 AM
4.1.	Trustee Reports	
4.2.	Chair's Report	
4.3.	<i>Electoral Area Director's Report</i>	3 - 3
5.	TOWN HALL	9:50 AM - 10:00 AM
6.	MINUTES	
6.1.	Local Trust Committee Minutes dated May 3, 2022 - for Adoption	10:00 AM - 10:05 AM 4 - 11
6.2.	Section 26 Resolutions-Without-Meeting - none	
6.3.	Advisory Planning Commission Minutes - none	
7.	BUSINESS ARISING FROM MINUTES	10:05 AM - 10:15 AM 12 - 15
7.1.	Follow-up Action List dated June 27, 2022	
8.	APPLICATIONS AND REFERRALS	10:15 AM - 10:25 AM
8.1.	TH-SUB-1998.1 (Trax Developments Ltd-Ralston)	16 - 24

9.	LOCAL TRUST COMMITTEE PROJECTS	10:25 AM - 10:40 AM	
9.1.	Projects List - Staff Report		25 - 33
10.	DELEGATIONS - none		
11.	CORRESPONDENCE		
	<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>		
12.	NEW BUSINESS		
12.1.	<i>Crown Lot on Valdez Island</i>		
13.	REPORTS	10:40 AM - 10:50 AM	
13.1.	Trust Conservancy Report dated May, 2022		34 - 36
13.2.	Applications Report dated June 27, 2022		37 - 37
13.3.	Trustee and Local Expense Report dated May, 2022		38 - 38
13.4.	Adopted Policies and Standing Resolutions		39 - 41
13.5.	Local Trust Committee Webpage		
14.	WORK PROGRAM	10:50 AM - 11:20 AM	
14.1.	Top Priorities Report dated June 27, 2022		42 - 42
14.2.	Projects List Report dated June 27, 2022		43 - 46
15.	UPCOMING MEETINGS		
15.1.	Next Regular Meeting Scheduled for Tuesday, August 30, 2022 at 9:30 am at Thetis Island Community Centre (Forbes Hall), North Cove Road, Thetis Island, BC		
16.	CLOSED MEETING - none		
17.	ADJOURNMENT	11:20 AM - 11:20 AM	

Thetis Island Local Trust Committee – 5 Jul 2022 – CVRD Area G Saltair/Gulf Islands Director Lynne Smith Report

CVRD Regional Recreation – 9 Regionally Significant Recreation Facilities

Prior to the 2022 usage data collection I advocated at the CVRD Board for the data collection involving Area G to be divided between Saltair and the Gulf Islands. This motion was approved.

The 2021/2022 data collection indicates that the Area G Gulf Islands residents use these facilities. The usage data showed minimal usage by Gulf Island residents. I put forward a motion to exempt the Gulf Islands from Regional Recreation and the motion was defeated.

Per CVRD Finance Dept. Staff “At the expected \$202,122, the residential tax rate per \$100,000 of assessed value would be \$15.33. This is calculated as follows: $\$131,814,972$ (converted assessed values for Area G) / 0.10 (10% conversion rate for residential properties) = $\$1,318,149,720$. $\$202,122$ (expected requisition) / $\$1,318,149,720$ = $\$0.00015333$ (tax rate per \$1) x $\$100,000$ = $\$15.33$ (residential tax rate per \$100,000 of assessed value).”

There will be a Referendum question included during the Local Government Election 15 Oct. 2022

The Referendum question has not been authorized by the CVRD Board as of the 5 Jul 2022.

Thetis & Hudson Islands Community Wharf

Due to the shortage of CVRD staff in the Parks & Trails Division this project has been delayed. CVRD staff are seeking updated costs.

With the reserve funds and CVRD Area G Community Works Funds (Gas Tax Grant) that I have allocated to the project a loan authorized by the Thetis and Hudson Island residents will still be required.

Thetis Island Connectivity

The grant application is still in process and there should be an update in 6 to 8 weeks.

The CVRD has identified Thetis and Penelakut Island as a top priority for Broadband connectivity.



Thetis Island Local Trust Committee Minutes of Regular Meeting

Date: May 3, 2022
Location: Thetis Island Community Centre (Forbes Hall)
 North Cove Road, Thetis Island, BC

Members Present: Laura Patrick, Chair
 Doug Fenton, Local Trustee
 Peter Luckham, Local Trustee

Staff Present: Heather Kauer, Regional Planning Manager
 Marlis McCargar, Island Planner
 Margot Thomaidis, Planner 2 (part)
 Sarah Shugar, Recorder

Others Present: 3 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 Patrick called the meeting to order at 9:31 a.m. and welcomed everyone to the new Thetis Island Community Centre. Chair Patrick acknowledged that the meeting was being held in territory of the Coast Salish First Nations

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 9.1 Community 2 Community (C2C) Boat Tour Follow up
- 12.2 Community Meeting Expenditures

By general consent the agenda was adopted as amended.

3. RISE AND REPORT - None

4. REPORTS

4.1 Trustee Reports

Trustee Fenton presented the following report:

- Expressed gratitude to live and work in Lyackson and Penelakut territory;
- Attended an Islands 2050 Community Engagement meeting on Thetis Island;
- Attended a Salish Sea Ecosystem Conference;
- Attended boat tours with Trustees and the Lyackson First Nation and Penelakut Tribe that was funded by Community 2 Community (C2C) grant funds.
- Attended a Southern Gulf Islands Forum regarding vessel anchorage issues;

- Attended a meeting regarding community recycling.
- Trustee Luckham presented the following report:
- Expressed gratitude to live and work in territory of the Coast Salish First Nations;
 - Trustee Luckham has been a resident of Thetis Island for 34 years;
 - Attended Trust Council held March 8 to 10, 2022;
 - Attended a Southern Gulf Island Forum;
 - Attended a meeting with the Vancouver Port Authority regarding port management and vessel anchorages;
 - Acknowledged community groups advocating regarding vessel anchorage issues;
 - Acknowledged Trustee Fenton and staff for organizing the boat tours for Trustees with the Lyackson First Nation and Penelakut Tribe that was funded by Community 2 Community (C2C) grant funds;
 - Attended an Association of Vancouver Island and Coastal Communities (AVICC) Conference;
 - Attended a Local Government Management Association (LGMA) of BC Conference;
 - Attended a Salish Sea Conference regarding Preserve and Protection of the Salish Sea;
 - Attended a Salt Spring Island Local Trust Committee meeting;
 - Attended several Islands 2050 Community Engagement events including a community meeting on Thetis Island.

4.2 Chair's Report

Chair Patrick presented the following report:

- Attended an Association of Vancouver Island and Coastal Communities (AVICC) Conference including a Ministry of Municipal Affairs and Housing workshop;
- The 2022-23 budget was approved and the Governance and Management Review was received at Trust Council held March 8 to 10, 2022;
- The next Trust Council will be held June 21-23, 2022 and will be held by electronic meeting;
- Encouraged members of the public to sign up for notifications on the Islands Trust Website to receive updates regarding events;
- Chair Patrick and Trustee Luckham have a meeting scheduled with the Minister of Transportation and Infrastructure, the Honourable Rob Fleming, regarding including transportation issues including the South Island Transportation Strategy;
- Attended boat tours with Trustees and the Lyackson First Nation and Penelakut Tribe that was funded by Community 2 Community (C2C) grant funds.

4.3 Electoral Area Director's Report - None

5. TOWN HALL

Chair Patrick opened the Town Hall at 10:01 a.m. and welcomed members of the public to submit comments and questions to northinfo@islandstrust.bc.ca.

A member of the public introduced himself as a resident of Ruxton Island.

6. MINUTES

6.1 Local Trust Committee Minutes dated February 22, 2022 - for Adoption

The following amendment to the minutes was presented for consideration:
Item 8.1 - Replace “Acknowledged the Lyackson First Nation for their interest in being consulted during the project definition phase” with “Acknowledged the Lyackson First Nation and Penelakut Tribe for their interests in being consulted during the project definition phase”.

By general consent the Local Trust Committee meeting minutes of February 22, 2022 were adopted as amended.

6.2 Local Trust Committee Special Meeting Minutes dated March 30, 2022 - for adoption

6.3 Section 26 Resolutions-Without-Meeting Report dated May 25, 2022

6.4 Advisory Planning Commission Minutes – none

TH-2022-014

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee forward the following items to the Thetis Island Advisory Planning Commission for information only:

- The Shoreline Protection Report received from the Regional Planning Committee;
- Application TH-DVP-2021.1 (McGuiness - Lot 59 Ruxton Island).

CARRIED

It was noted the Islands Trust First Nations Reconciliation Declaration would be added to the Thetis Island Advisory Planning Commission member orientation package.

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated April 25, 2022

Received.

In discussion, the following comments and questions were noted:

- There was a question regarding the status of Item 1: “That the Thetis Island Local Trust Committee request staff to coordinate a meeting with BC Ferries, the Ministry of Transportation and Infrastructure, the Local Ferry Advisory Committee, the Thetis Island Residents' and Ratepayers' Association, and the Cowichan Valley Regional District to discuss outstanding issues regarding ferry access and parking, wharf entrance congestion and pedestrian and cycling safety on Thetis Island.” Regional Planning Manager Kauer advised staff would provide a status update at the next meeting. Chair Patrick reported BC Ferries is hosting a community meeting on Salt Spring Island;
- Trustee Luckham will follow up regarding Item 2: “That the Thetis Island Local Trust Committee request Trustee Luckham and Chair Patrick to write a letter of advocacy to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development regarding the clean up of an abandoned property on Valdes Island.”

8. APPLICATIONS, REFERRALS AND BYLAWS

8.1 Salt Spring Island Local Trust Committee Referral Request for Response regarding Bylaw No. 526 - for decision

A bylaw referral form dated March 3, 2022 regarding Salt Spring Island Local Trust

Committee Bylaw No. 526 was presented.

TH-2022-015

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee advise the Salt Spring Island Local Trust Committee that its interests are unaffected by Salt Spring Island Local Trust Committee Bylaw No. 526, however, the Thetis Island Local Trust Committee encourages all considerations for new and renovated buildings to address climate change when possible.

CARRIED

8.2 TH-DVP-2021.1 (McGuinness - Lot 59 Ruxton Island) - Staff Report

Planner Thomaidis presented a staff report dated April 15, 2022 regarding a Development Variance Permit application for the siting of existing buildings and structures including a dwelling, three decks, sleeping cabin, greenhouse, studio, two sheds and three water tanks within the required 5.0 metre lot line setback as well as the required 10.0 metre natural boundary to the sea setback.

Applicant Mike McGuinness spoke to the application.

In discussion the following questions and comments were noted:

- There was a question regarding the structures that have been removed. The applicant advised a dock, a trolley system, a second story deck on a sleeping cabin, garden trellises, an outdoor shower attached to the main cabin and a woodshed have been removed;
- There was a question regarding whether the structures on concrete blocks could be moved further away from the lot lines. The applicant reported the concrete blocks are fixed to rock and there are issues with moving the structures due to the age and condition of the buildings;
- There was a question regarding reducing the size of the greenhouse that is attached to the cabin. The applicant reported it would be difficult to reduce the size of the greenhouse due to the design and structure;
- There was a question regarding whether a professional ecosystem specialist has visited the site. The applicant reported an ecosystem specialist has identified the subject property as an important ecosystem on Thetis Island;
- Acknowledged the applicant for acquiring the neighbouring property (Lot 58) with the intention to consolidate the properties and maintain the green space;
- Encouraged the applicant to not encroach on the water side lot lines in the future;
- There was a question regarding whether water storage tanks are exempt from the setbacks. Planner Thomaidis reported water storage tanks are not exempt from the setback requirements;
- Spoke to the potential archaeological sites on Herring Bay and encouraged the applicant to consult the BC Archaeological branch for any excavation activities in the future. The applicant has consulted with BC Archaeological Branch and indicated no new activity within the potential archaeological areas.
- There was a question regarding whether the LTC can be specific in the development variance permit to ensure that new construction or renovations would only be

constructed within the setbacks. Staff confirmed that replacement of buildings would require a new permit.

TH-2022-016

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee approve issuance of Development Variance Permit TH-DVP- 2021.1 (McGuinness - Lot 59 Ruxton Island).

CARRIED

8.3 Thetis Island Local Trust Committee Bylaw No. 110 - for consideration of adoption

Thetis Island Local Trust Committee Draft Bylaw No. 110 was presented.

TH-2022-017

It was MOVED and SECONDED,

that Thetis Island Local Trust Committee Bylaw No. 110, cited as "Thetis Island Local Trust Committee Fees Bylaw, 2021", be adopted.

CARRIED

9. LOCAL TRUST COMMITTEE PROJECTS

9.1 Community 2 Community (C2C) Boat Tour Follow up

Trustee Luckham spoke to the boat tours for Trustees with the Lyackson First Nation and Penelakut Tribe that was funded by Community 2 Community (C2C) grant funds. It is important to have a record of photos and documents that can be shared with First Nations.

TH-2022-018

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee direct staff to provide guidance to create a records repository of photos and information respecting the shoreline protection work.

CARRIED

10. DELEGATIONS - none

11. CORRESPONDENCE

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

11.1 Emails dated March 22, 2022 from E. Hrad and response from Abrupt Shellfish regarding Geoduck Farming

The Thetis Island Local Trust Committee has not received an application for the Abrupt Shellfish farming activity. There was discussion regarding the Department of Fisheries and Oceans (DFO) referral process. Regional Planning Manager Kauer will look into the status of the DFO approval of the Abrupt Shellfish geoduck farming application. It was noted that all correspondence regarding the Abrupt Shellfish farming activity would be forwarded to the LTC when an application is considered.

The correspondence was received.

11.2 Email dated March 3, 2022 - Greetings from Electoral Boundaries Commission

Received.

12. NEW BUSINESS

12.1 Annual Report - Staff Report

Regional Planning Manager Kauer presented a staff report dated April 8, 2022 regarding the 2021-2022 Annual Report.

TH-2022-019

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee endorse the following text for inclusion in the 2021-2022 Annual Report for approval by the Islands Trust Council and submission to the Minister of Municipal Affairs & Housing, as amended:

“The Thetis Island Local Trust Committee (THILTC) held five regular business meetings in the 2021/22 fiscal year, one special Meeting, and one special in-camera meeting for a total of seven meetings.

From April 1, 2021 to March 31, 2022, the THILTC received and considered an application for one development variance permit. During the same time period staff also reviewed six building permit referrals, three crown lease referrals, and one subdivision referral for proposals within the Thetis Island Local Trust Area.

This year, the THILTC gave three readings and forwarded the Riparian Area Protection Regulation Official Community Plan amendment bylaw to the Ministry of Municipal Affairs. This submission brings this 11-year amendment process to near completion. The THILTC also gave concurrence to a Telus communications tower after receiving notification of support from Penelakut Tribe.

Relationship building with Penelakut Tribe continued when the THILTC initiated a Shoreline and Coastal Protection Strategy Project and successfully applied for a UBCM Community to Community Forum grant. The Trustees used the grant funds to organize two boat tours in the Local Trust Area that included members of both the Lyackson First Nation and Penelakut Tribe. The purpose of the exercise is to increase understanding the values and importance of the territory to the First Nations.”

CARRIED

12.2 Community Meeting Expenditures

Trustees Luckham and Fenton hosted two community information meetings regarding Islands Trust Federation level issues including the Islands Trust Policy Statement, the Governance and Management Review and the 2021-22 budget. Approximately 20 members of the public attended the community information meetings.

By general consent, the Thetis Island Local Trust Committee agreed to schedule a Thetis Island community meeting following the June 2022 Trust Council.

TH-2022-020

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee approve payment of room rental fees for community engagement meetings for an amount up to \$200 as a Local Trust Committee Communications Expense.

13. REPORTS**13.1 Trust Conservancy Report - none****13.2 Applications Report dated April 25, 2022**

Received.

There was a question regarding the status of application TH-SUB-1998.1 and whether the Ministry of Transportation and Infrastructure has approved a preliminary layout. Regional Planning Manager Kauer will report back on the status of application TH-SUB-1998.1.

13.3 Trustee and Local Expense Report dated February, 2022

Received.

13.4 Adopted Policies and Standing Resolutions

Received.

13.5 Local Trust Committee Webpage - none**14. WORK PROGRAM****14.1 Top Priorities Report dated April 25, 2022**

Received.

Regional Planning Manager Kauer reported the Ministry of Municipal Housing and Affairs requested the Riparian Areas Regulation draft bylaw to be re-referred as the list of First Nation referrals has been expanded. The Riparian Areas Regulation draft bylaw was re-referred to First Nations in April 2022.

14.2 Projects List Report dated April 25, 2022

Received.

Staff will report on the projects list and top priorities for consideration at the next meeting. There was discussion regarding identifying the projects within goals such as First Nations relationship building, watershed protection and climate change action and to include local, regional and federation level work to help inform the work of the next LTC.

15. UPCOMING MEETINGS**15.1 Next Regular Meeting Scheduled for Tuesday, July 5, 2022 at 9:30 am at Thetis Island Community Centre (Forbes Hall), North Cove Road, Thetis Island, BC**

The next Regular Meeting is scheduled for Tuesday, July 5, 2022 at 9:30 am at the Thetis Island Community Centre (Forbes Hall), North Cove Road, Thetis Island, BC. Please see the meeting calendar on the Islands Trust website at www.islandstrust.bc.ca for current meeting information and location.

16. CLOSED MEETING

16.1 Motion to Close the Meeting

TH-2022-021

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) and (f) for the purpose of considering adoption of In-Camera Meeting Minutes dated July 21, 2021 and March 30, 2022 and appointment of Advisory Planning Commission Members and that the recorder and staff attend the meeting.

CARRIED

16.2 Recall to Order

The meeting was recalled to order at 12:10 p.m.

16.3 Rise and Report

The Thetis Island Local Trust Committee appointed Mary Forbes, Pat Mooney, Anne-Marie Koeppen, Lynda Poirier, Bill Dickie and Guy Champagne to the Thetis Island Advisory Planning Commission.

17. ADJOURNMENT

By general consent the meeting was adjourned at 12:10 p.m.

Laura Patrick, Chair

Certified Correct:

Sarah Shugar, Recorder

Follow Up Action Report

Thetis Island

09-Feb-2021

Activity	Responsibility	Dates	Status
1 that the Thetis Island Local Trust Committee request staff to coordinate a meeting with BC Ferries, the Ministry of Transportation and Infrastructure, the Local Ferry Advisory Committee, the Thetis Island Residents' and Ratepayers' Association, and the Cowichan Valley Regional District to discuss outstanding issues regarding ferry access and parking, wharf entrance congestion and pedestrian and cycling safety on Thetis Island.	Marlis McCargar Wil Cottingham		In Progress
2 that the Thetis Island Local Trust Committee request Trustee Luckham and Chair Patrick to write a letter of advocacy to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development regarding the clean up of an abandoned property on Valdes Island.	Mike Richards Wil Cottingham		In Progress

03-Aug-2021

Activity	Responsibility	Dates	Status
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.			In Progress

28-Sep-2021

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Thetis Island

28-Sep-2021

Activity	Responsibility	Dates	Status
1 Advise Regional Planning Committee that the TH LTC intends to undertake policy and regulatory amendments based on the Shoreline Protection Model Bylaw report.			In Progress
2 Request staff to review Standing Resolution item 6 with respect to current language uses.	Jaime Dubyna Lisa Wilcox		Completed

22-Feb-2022

Activity	Responsibility	Dates	Status
1 Fees amendment bylaw 110 given three readings and forwarded to EC for approval.	Becky McErlean Heather Kauer		Completed
2 the Thetis Island Local Trust Committee request staff to: <ul style="list-style-type: none"> a. Send letters to members of the Advisory Planning Commission whose terms expired on February 11, 2022, thanking them for their participation and inviting their expressions of interest for reappointment for another two year term; and b. Advertise for public expressions of interest for new members 	Becky McErlean Penny Hawley Wil Cottingham		Completed
3 The LTC determined that their interests are unaffected by SSI bylaw No. 225.	Becky McErlean		Completed

Follow Up Action Report

Thetis Island

22-Feb-2022

Activity	Responsibility	Dates	Status
4 Staff to report on the Projects List at the next meeting.	Heather Kauer		In Progress
5 Bylaw staff to provide an update regarding bylaw enforcement activities on Thetis Island.	Warren Dingman	Target: 03-May-2022	Completed

03-May-2022

Activity	Responsibility	Dates	Status
1 Staff to Forward Shoreline Protection Report and TH-DVP-2021.1 to APC for their information.	Marlis McCargar Penny Hawley		In Progress
2 The LTC indicated that their Interests unaffected by Salt Spring Bylaw No. 526 , however the LTC encourages all considerations of new and renovated homes to address climate change when possible.	Becky McErlean		Completed
3 the Thetis Island Local Trust Committee approve issuance of Development Variance Permit THDVP-2021.1 (McGuinness)	Becky McErlean Margot Thomaidis Penny Hawley		Completed
4 That Thetis Island Local Trust Committee Bylaw No. 110, cited as "Thetis Island Local Trust Committee Fees Bylaw, 2021", be adopted.	Becky McErlean		Completed
5 the LTC requests staff provide guidance to create a records repository of photos and information respecting the shoreline protection project	Heather Kauer		In Progress

Follow Up Action Report

Thetis Island

03-May-2022

Activity	Responsibility	Dates	Status
<p>6 Amend the annual report language thus: Relationship building with Penelakut First Nation Tribe and Lyackson First Nation continued when the THILTC initiated a Shoreline and Coastal Protection Strategy Project and successfully applied for a UBCM Community to Community Forum grant. The Trustees used the grant funds to organize two boat tours in the Local Trust Area that included members of both the Lyackson and Penelakut First Nations.</p>	Becky McErlean Heather Kauer		Completed
<p>7 Request that expenses related to two community meetings be approved by the LTC up to \$200 as an LTC communications expense. <i>Approved at meeting. Trustee Luckham to submit expense claim to Finance for first meeting held April 30, 2022.</i></p>	Marlis McCargar Wil Cottingham		Completed

File No.: TH-SUB-1998.1 (Trax Developments Ltd. / Ralston)

DATE OF MEETING: July 5, 2022

TO: Thetis Island Local Trust Committee

FROM: Teresa Mahikwa, Island Planner
Northern Team

COPY: Heather Kauer, Regional Planning Manager
Northern Team

SUBJECT: 10% Lot Frontage Waiver Request for Application TH-SUB-1998.1

RECOMMENDATIONS

1. That, as per *Local Government Act* Section 512(2), the Thetis Island Local Trust Committee exempt “Proposed Strata Lot 17” and “Proposed Strata Lot 18” in the Phase 4 subdivision layout plan for TH-SUB-1998.1 from meeting Thetis Island Land Use Bylaw regulation 2.6.7, the minimum 10% lot frontage requirement.

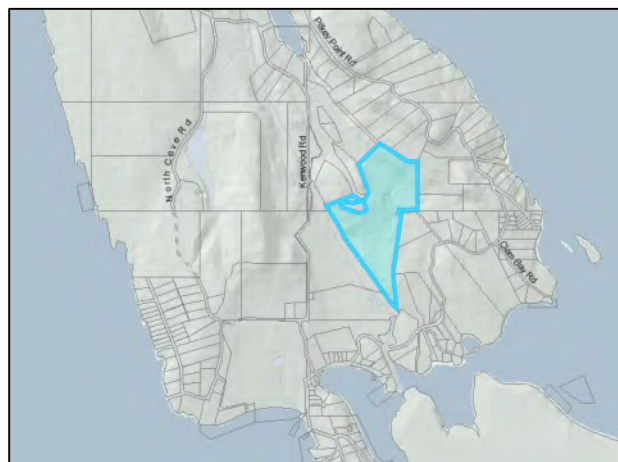
REPORT SUMMARY

The purpose of this staff report is for the Thetis Island Local Trust Committee (LTC) to consider exempting two of five proposed strata lots (“Proposed Strata Lot 17” and “Proposed Strata Lot 18”) in the fourth and final phase of a proposed subdivision layout plan for application TH-SUB-1998.1, from meeting Thetis Island Land Use Bylaw (LUB) regulation 2.6.7, in order to permit each lot to have a frontage that is less than 10% of the lot perimeter.

BACKGROUND

This subdivision application, as its file number suggests, opened in 1998 as a proposal to subdivide 20 lots over 4-phases (and a phased strata plan declaration was filed in 2002 to achieve this).

Figure 1: Subject Property Location



The first three phases have now been completed, and the current proposal is part of the fourth and final phase of the subdivision. The development in each of the phases is summarized as follows:

- Phase 1: Created Strata Lots 1 – 4, plus common property, and the “remainder lot” for future phases;
- Phase 2: Created Strata Lots 5 – 11, plus common property, and the “remainder lot” for future phases;
- Phase 3: Created Strata Lots 12 – 15, plus common property, and the “remainder lot” for final phase; and
- Phase 4: Is proposing the remaining 5 lots: Strata Lots 16 – 20 only. No common property or remainder lot is proposed in this phase. Essentially, Proposed Strata Lot 20 is the “remainder” in that it is 20.57 ha in size and therefore requires a S. 219 Covenant to prevent any further subdivision, as it is part of this phased strata subdivision which, once completed, will have yielded the maximum number of lots permitted by the LUB and proposed SL 20 has an area greater than twice the applicable average lot size (4.0 ha). Staff are currently working with the applicant to ensure that a S. 219 Covenant is registered on title for SL 20 to achieve this requirement.

ANALYSIS

Policy/Regulatory

A comprehensive site context analysis is provided in Attachment 2. The policies and regulations that pertain to this application are summarized below.

Land Use Bylaw (LUB) and the Local Government Act (LGA)

Subdivision on Thetis Island is subject to the provisions of the Thetis Island Land Use Bylaw No. 89, 2011. In particular, this property is subject to the Rural (R-2) zoning regulations, including those for subdivision. Upon review of the proposed Phase 4 subdivision layout plan (Attachment 1), Planning staff identified that proposed Strata Lots 17 and 18 do not comply with LUB regulation 2.6.7:

“the frontage of any lot in a proposed subdivision must be at least 10% of its perimeter”;

Nor do proposed Strata Lots 17 or 18 comply with Section 512 of the *Local Government Act*:

“(1) If a parcel being created by a subdivision fronts on a highway, the minimum frontage on the highway must be the greater of

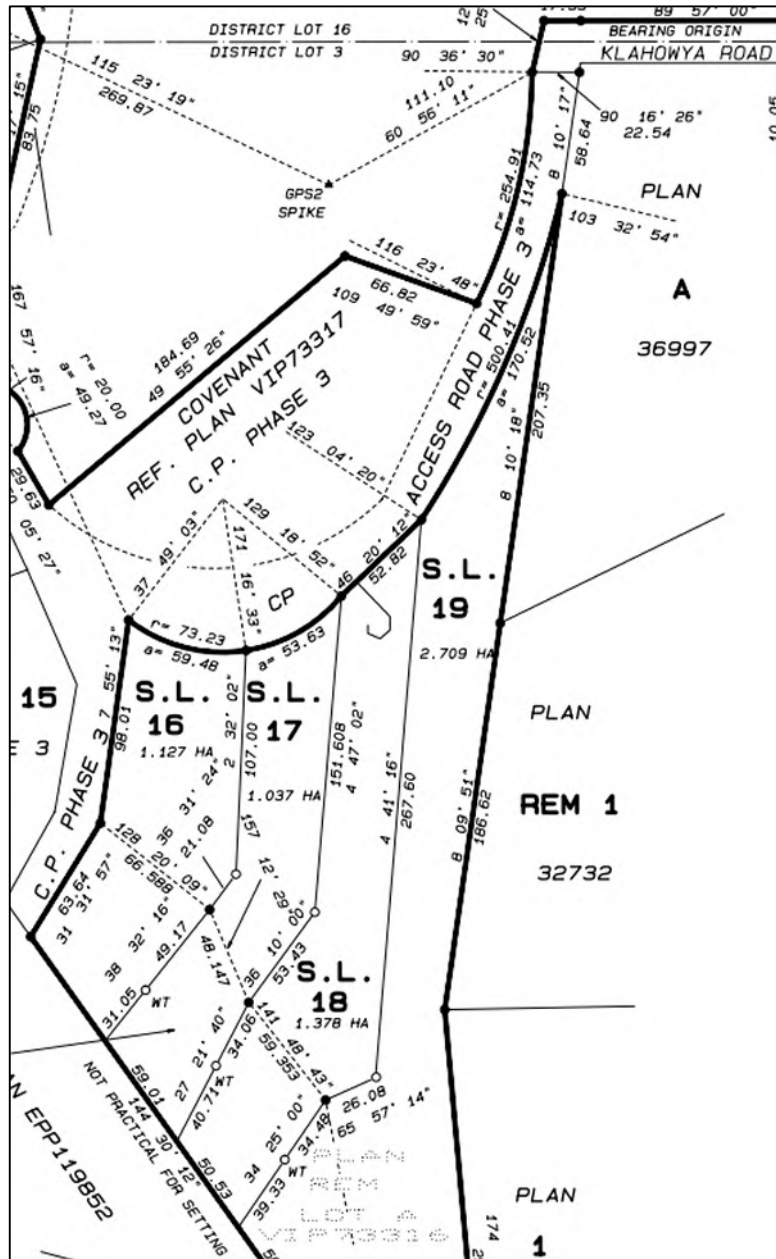
(a) 10% of the perimeter of the lot that fronts on the highway, and

(b) the minimum frontage that the local government may, by bylaw, provide.

(2) A local government may exempt a parcel from the statutory or bylaw minimum frontage provided for in subsection (1).”

Figure 2 below shows an excerpt of the proposed subdivision layout plan, zoomed in to show the proposed frontages for proposed Strata Lot 17 & 18.

Figure 2: Excerpt from Proposed Subdivision Layout Plan



- **Proposed Strata Lot 17:** Perimeter = 600.748m. 10% = 60.07m. **Proposed frontage = 53.63m (approx. 8.92%, so LTC exemption from 2.6.7 is required).** Access via Common Property Access Road (existing and completed in Phase 3).
- **Proposed Strata Lot 18:** Perimeter = 750.648. 10% = 75.06m. **Proposed frontage = 52.82m (approx. 7.03%, so LTC exemption from 2.6.7 is required).** Access via Common Property Access Road (existing and completed in Phase 3).

Thus, the LTC is being asked to consider exempting Proposed Strata Lots 17 and 18 from meeting the 10% frontage requirement of the LUB and LGA, and the rationale for staff’s recommendation is below.

Rationale for Recommendation

The applicant has noted that, although it is possible for the Surveyor to amend the proposed lot lines and frontage widths, they have been proposed this way as they make the most sense to the topography and natural features on-the-ground for the new lots. Further, the Thetis Island LUB does not have a minimum lot frontage requirement for lot access (aside from panhandle lots, which must have a frontage of at least 10.0m), and the proposed frontages for Proposed Strata Lots 17 and 18 are also well above the minimum 20.0m requirements that we often see in the subdivision regulations of other islands. Therefore, staff feel that exempting Proposed Strata Lots 17 & 18 from meeting the LUB regulation 2.6.7 and LGA Section 512, is reasonable and without anticipated negative impacts. Staff recommend, as on page 1 of this report, that Proposed Strata Lots 17 & 18 be exempted from meeting the minimum 10% lot frontage requirement.

Alternatives

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

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 the following information [list] for TH-SUB-1998.1.

2. Deny the exemption request

The LTC may deny the exemption request. Recommended wording for the resolution is as follows:

That the Thetis Island Local Trust Committee deny the request to exempt “Proposed Strata Lots 17 & 18” in the proposed subdivision layout plan for TH-SUB-1998.1 from meeting the Thetis Island Land Use Bylaw regulation 2.6.7, so that the proposed frontages of those lots must be at least 10% of the lot perimeter.

NEXT STEPS

Subject to concurrence with the staff recommendation on page 1 of this report, staff will proceed with reviewing the subdivision proposal and respond to MOTI with an updated “Subdivision Referral Report” for Phase 4 of this proposed subdivision and requested conditions of the subdivision.

Prepared and Submitted By:	Teresa Mahikwa, RPP, MCIP Island Planner	June 7, 2022
Concurred in By:	Heather Kauer, MPA, RPP, MCIP, AICP Regional Planning Manager	June 7, 2022

ATTACHMENTS

- 1. Phase 4 Proposed Subdivision Layout Plan
- 2. Site Context

PHASED BARE LAND STRATA PLAN OF LOT A, D.L. 3, 26, 22, AND 23,

THETIS ISLAND, COWICHAN DISTRICT, PLAN VIP73316, EXCEPT PART IN STRATA PLAN VIS5168, PHASE 1, PHASE 2 AND PHASE 3

STRATA PLAN VIS5168

SHEET 1 OF 1 SHEETS

PHASE 4 OF 4 PHASES

BCGS 92G002 AND 92C092

ALL DISTANCES ARE IN METRES



SCALE OF: 1:2000

THE INTENDED PLOT SIZE OF THIS PLAN IS 560mm IN WIDTH BY 864mm IN HEIGHT (D SIZE) WHEN PLOTTED AT SCALE INDICATED ABOVE.

LEGEND

BEARINGS ARE ASTRONOMIC AND ARE DERIVED FROM PLAN VIP73316 TO OBTAIN GRID BEARINGS REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 10 N, ADD 0° 24' 55".

S.L. DENOTES STRATA LOT

C.P. DENOTES COMMON PROPERTY

● DENOTES STANDARD IRON POST FOUND

○ DENOTES STANDARD IRON POST SET

HA DENOTES HECTARES

▲ DENOTES 0.20 GALVANIZED SPIRAL SPIKE

THIS STRATA PLAN IS PHASE 4 OF A 4 PHASE STRATA PLAN UNDER SECTION 224 OF THE STRATA PROPERTY ACT LYING

WITHIN THE JURISDICTION OF

THE APPROVING OFFICER FOR THE

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

FILE NUMBER 2014-02631

LOCAL GOVERNMENT
ISLANDS TRUST
THETIS ISLAND

UTM COORDINATE TABLE	
DATUM: NAD83 (CSRS) (1997)	
UTM (NORTH) ZONE 10	
POINT: GSP1	
N 5427136.157 E 450772.786	
POINT COMBINED FACTOR 0.99962404	
ESTIMATED ABSOLUTE ACCURACY 0.03 m	
POINT: GSP2	
N 5427018.724 E 451015.667	
POINT COMBINED FACTOR 0.99962771	
ESTIMATED ABSOLUTE ACCURACY 0.03 m	

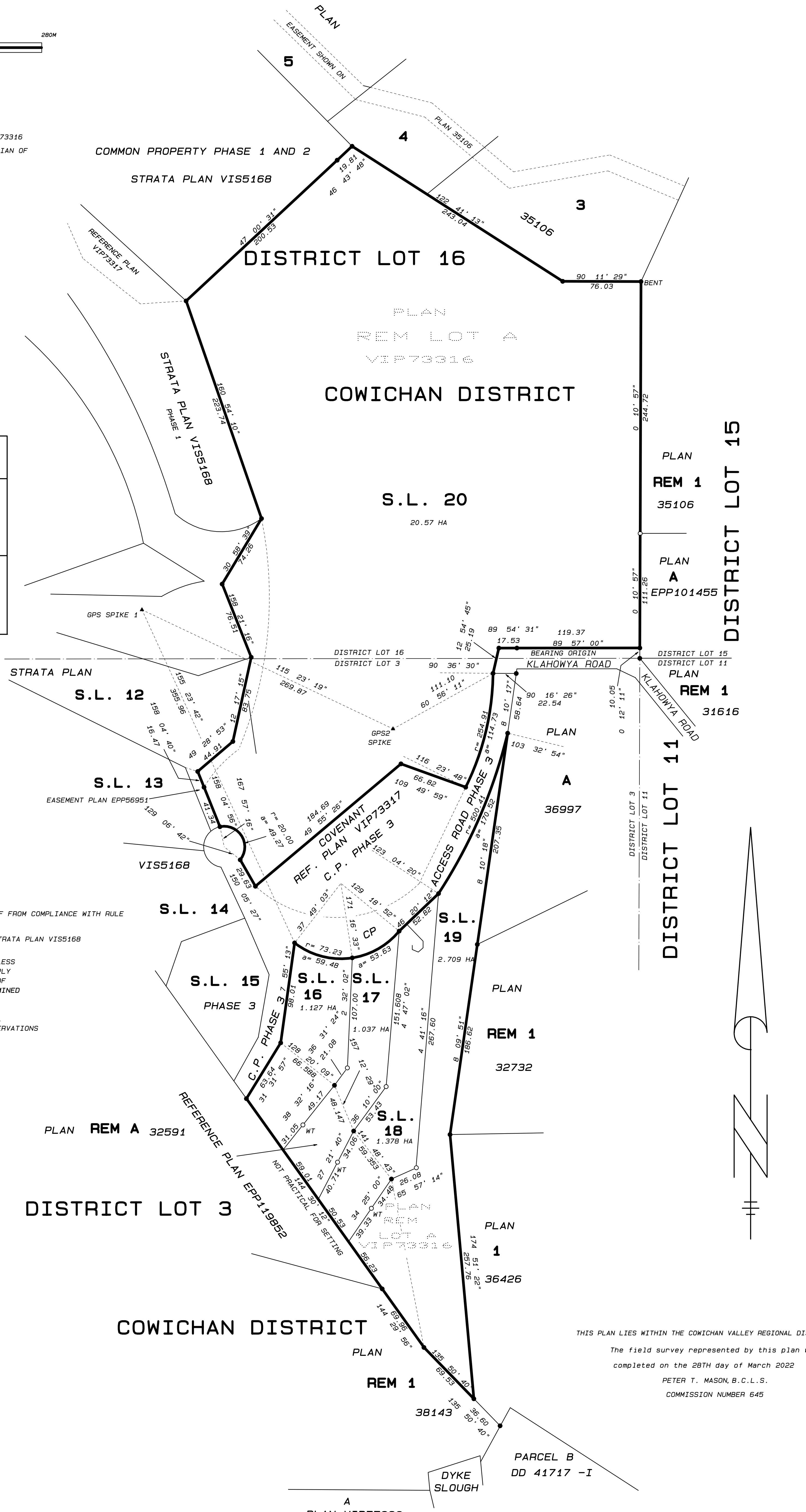
WT DENOTES WITNESS

THIS PLAN SHOWS ONE OR MORE WITNESS POSTS WHICH ARE NOT SET ON THE TRUE CORNER(S)

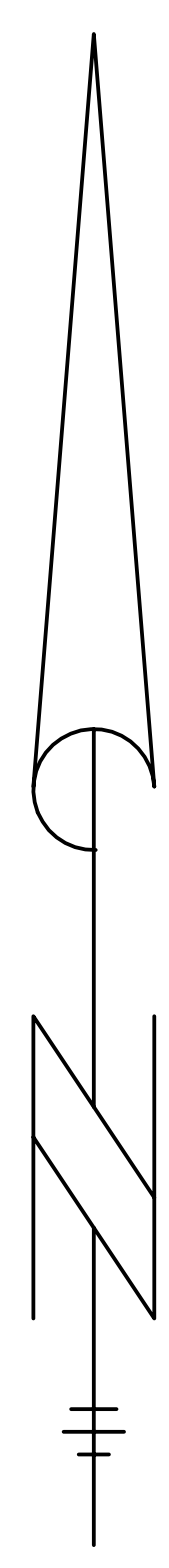
THE ASSOCIATION OF BC LAND SURVEYORS HAS GRANTED RELIEF FROM COMPLIANCE WITH RULE 2-7(1) FOR THIS PLAN IN ORDER TO MAINTAIN BEARING CONSISTENCY WITH EARLIER PHASES OF STRATA PLAN VIS5168

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES, UNLESS OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES, MULTIPLY GROUND-LEVEL DISTANCE BY THE AVERAGE COMBINED FACTOR OF 0.99962587 THE AVERAGE COMBINED FACTOR HAS BEEN DETERMINED BASED ON AN ELLIPSOIDAL ELEVATION OF 23.906 METRES

THE UTM COORDINATES AND ESTIMATED HORIZONTAL POSITIONAL ACCURACY ACHIEVED ARE DERIVED FROM DUAL FREQUENCY OBSERVATIONS AND CSRS-PPP (V 1.05 34613) CALCULATION



DISTRICT LOT 15
 PLAN REM 1 35106
 PLAN A EPP101455
 DISTRICT LOT 11
 PLAN REM 1 31616
 DISTRICT LOT 11
 PLAN A 36997
 DISTRICT LOT 3
 DISTRICT LOT 11



THIS PLAN LIES WITHIN THE COWICHAN VALLEY REGIONAL DISTRICT
 The field survey represented by this plan was completed on the 28TH day of March 2022
 PETER T. MASON, B.C.L.S.
 COMMISSION NUMBER 645

PETER T. MASON
 BRITISH COLUMBIA LAND SURVEYOR
 P.O. BOX 185
 BOWSER, B.C.
 V0R 1G0
 TEL: (250) 757-8788
 EMAIL: SURVEYOR-ARK@UNISERVE.COM
 FILE: 22-4310.DRWG: \dwrwg\VIS5168P4.dat

LOCATION

Legal Description	LOT A, DISTRICT LOTS 3, 16, 22, AND 23, THETIS ISLAND, COWICHAN DISTRICT, PLAN VIP73316, EXCEPT PHASES 1 TO 3, STRATA PLAN VIS5168
PID	025-294-253
Civic Address	412 Kla-How-Ya Road, Thetis Island
Lot Size	Current (Phase 4) area is approx. 26.821 hectares (66.276 acres)


LAND USE

Current Land Use	Residential and Vacant (lots to be subdivided)
Surrounding Land Use	Residential and Agricultural

HISTORICAL ACTIVITY

File No.	Purpose
TH-BP-2008.1	Closed. No file details noted in TAPIS.
TH-BP-2008.8	Closed. No file details noted in TAPIS.
TH-BP-2014.6	Closed. 1 new accessory building (workshop/storage)
TH-COV-2005.1	Closed. Meadow Valley Covenant (Registered)


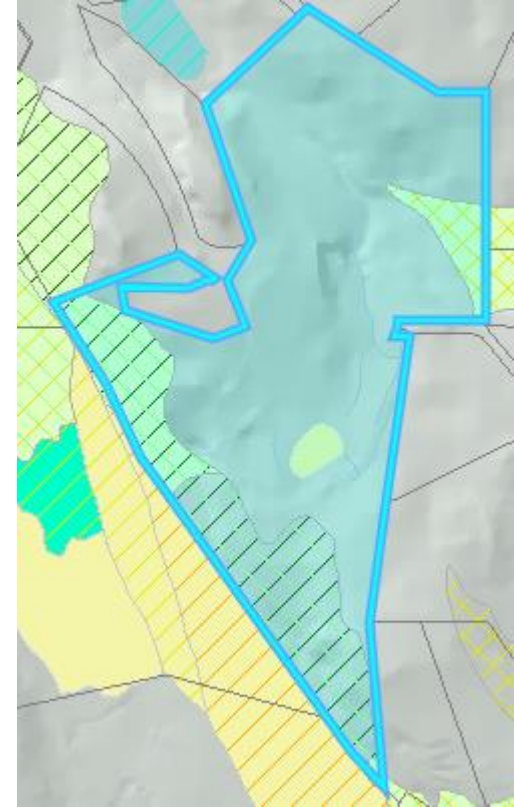
POLICY/REGULATORY

Thetis Island Official Community Plan (OCP) No. 88 (2011)		Land Use Designation: R-2 – Rural OCP Schedule F (Sensitive Ecosystem Mapping): Portions of the subject property have sensitive riparian and woodland ecosystems present. Thetis Island currently has no Development Permit Areas, so the subject property is not within a DPA.
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Thetis Island Land Use Bylaw (LUB) No. 93 (2014)	<p>Zone: R-2 (Rural)</p> <p>The current proposed subdivision layout plan is such that two of the five proposed lots (“Proposed Strata Lot 17” and “Proposed Strata Lot 18”) require an exemption from the Thetis LTC under LUB regulation 2.6.7, which stipulates that, “the frontage of any lot in a proposed subdivision must be at least 10% of its perimeter.”</p>
Other Regulations	<p>Section 512(2) of the <i>Local Government Act (LGA)</i> gives local government (such as the Thetis LTC) the ability to exempt a parcel from the bylaw minimum frontage requirement:</p> <p>“(1) If a parcel being created by a subdivision fronts on a highway, the minimum frontage on the highway must be the greater of</p> <p>(a) 10% of the perimeter of the lot that fronts on the highway, and</p> <p>(b) the minimum frontage that the local government may, by bylaw, provide.</p> <p>(2) A local government may exempt a parcel from the statutory or bylaw minimum frontage provided for in subsection (1).”</p>
Covenants	<p>None of the covenants or other existing legal notations on title appear to conflict with proposed Phase IV of this subdivision.</p> <p>In respect of Phase IV, as per Section 2.6.9. of the LUB, and under the Land Title Act, a S. 219 covenant in respect of Strata Lot 20 is required prohibiting further subdivision of the lot and prohibiting the construction, erection, or occupancy on the lot of more than the applicable zone’s permitted number of single family dwelling units and accessory buildings because the proposed phased strata subdivision yields the maximum number of lots permitted by the minimum and average lot sizes specified in the LUB, and proposed S.L. 20 has an area greater than twice the applicable average lot size.</p> <p>Staff will continue to work with the applicant on meeting the requirement for a S.219 Covenant to be registered on title.</p>
Bylaw Enforcement	None on file.

SITE INFLUENCES

Islands Trust Conservancy (ITC)	n/a – This application does not directly affect an ITC-owned property or ITC conservation covenant; nor does it directly affect a property adjacent to an ITC-owned property or conservation covenant. It also does not pertain to terrestrial or intertidal Crown Land located within 100m of an ITC-owned property or conservation covenant. Therefore referral to ITC for comment is not required.
ITC Regional Conservation Plan (2018-2027)	The Regional Conservation Plan 2018-2027 estimated importance of habitat composition in the area of the subject property is MEDIUM - HIGH. This application does not appear to be inconsistent or contrary to the goals and objectives set out in the ITC Regional Conservation Plan.

<p>Species at Risk</p>	 <p>There is a public SAR occurrence mapped for the Ecological Community of Douglas Fir/dull Oregon-grape, covering much of the subject property.</p>
<p>Sensitive Ecosystems</p>	 <p>Portions of the subject property have sensitive forest, wetland/swamp, and woodland ecosystems mapped, though as mentioned above, Thetis Island does not have any Development Permit Areas to provide guidelines around potential future development of the proposed lots.</p>
<p>Hazard Areas</p>	<p>None mapped.</p>
<p>Archaeological Sites</p>	<p>Remote Access to Archaeological Data (RAAD) mapping does not indicate a known archaeological site on or near to the subject property, though RAAD mapping does</p>

	<p>indicate the subject property does contain potential for archaeological sites to be present.</p> <p>Therefore, notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i>. If such material is encountered during development, all work should cease and the BC Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.</p>
Riparian Areas	<p>A <i>Riparian Areas Protection Regulation (RAPR)</i> Assessment Report (dated May 6, 2022, attached) was conducted by Aquaparian Environmental Consulting Ltd. The QEP noted that this report is specifically for Phase 4 (Strata Lots 16-20) of the subdivision, though the SPEA from the previous assessment report for Phase 3 has not changed.</p> <p>Staff’s understanding is that although there is a RAR-applicable watercourse (Ralston Creek), all potential building sites for future development of the proposed strata lots are outside the 30m RAA, so no additional RAPR assessments or environmental monitoring would be required at the construction stage, and no negative impacts to the watercourse are anticipated as a result of this development.</p>



STAFF REPORT

File No.: 6500-02

DATE OF MEETING: July 5, 2022
TO: Thetis Island Local Trust Committee
FROM: Heather Kauer, Regional Planning Manager
Northern Team
SUBJECT: Project Recommendations for Incoming LTC

RECOMMENDATION

1. That the Thetis Island Local Trust Committee endorse the 'Top Priorities List' and 'Projects List' as presented on July 5, 2022 for further consideration by the incoming Local Trust Committee.
2. That the Thetis Island Local Trust Committee adopt the Islands Trust Model Strategy for Antenna Systems.

REPORT SUMMARY

The LTC is being asked to consider its 'Top Priorities' and 'Projects' list and provide any direction for amendments, prior to the end of the current term. Staff are also recommending that the LTC adopt the Model Strategy for Antenna Systems.

Organization of the Top Priorities and Projects List

Staff recommend that each of the projects on the Projects List be categorized. Most projects that get added to LTC Projects List fall into one of six categories:

- OCP Amendments
- LUB Amendments
- OCP and LUB Amendments
- Administrative (Bylaws, Processes, and Procedures)
- Advocacy and Communications
- Bylaw Enforcement

Assigning the list of projects to one of these categories would aid in prioritization of work. The recommended lists reflect these proposed changes.

The following table details staff's recommendations for the items currently listed on the Top Priority List:

Date	Project	Keep or Remove?	Rationale for removal or change
------	---------	-----------------	---------------------------------

2011	Riparian Areas Regulation Implementation: Ensure protection of freshwater ecosystems in the Ralston Creek watershed through implementation of a development permit area.	Remove when bylaws are adopted	Projects involving bylaws can be removed after adoption.
2019	Shoreline and Coastal Protection Strategy: LTC to review the Coastal Douglas Fir and Associated Islands Toolkit and CVRD's Bylaw 2500, Section 20.3 Ocean Shoreline Protection Development Permit Area.	Keep and categorize according to identified deliverables	Option: Include as an element of a Comprehensive OCP / LUB project.
2018	Relationship Building with First Nations: Potential topics to explore: Bylaw referrals; Land & marine use on & around Lyackson Island; Shared Narrative of Place; Co-governance/co-management; follow up from Associated OCP/LUB review: land use considerations for clam gardens; explore private docks as a permitted use; potential impacts of ocean geothermal loops; switchback fencing in setback to the sea.	Remove	As discussed at their last LTC meeting, "Relationship Building" would not be defined as a project. Projects are distinct sets of tasks that have a defined deliverable. Deliverables are: - things (like documents), - processes, or - events

The following table details staff's recommendations for the items currently listed on the Projects List:

Date	Project	Recom. Category	Keep or Remove?	Rationale for removal or change
2011	Amendments to the Thetis Island OCP and LUB <ul style="list-style-type: none"> research short-term vacation rentals of principle dwellings in the R-2 zone 	OCP and LUB - TH	Keep	

Date	Project	Recom. Category	Keep or Remove?	Rationale for removal or change
	<ul style="list-style-type: none"> • rainwater storage requirements • support the construction of a storage building prior to construction of a principal dwelling <p>Update 29-Sept-2020: Added from Projects List items 7 and 9:</p> <ul style="list-style-type: none"> • consider ocean loop geothermal exchange systems • explore measures to address impacts of wharf related structures • (housekeeping) 4.3(d) amend to say: In addition to s.4.3(a), (b), and (c)... • (housekeeping) objectives and policies re: sea level rise (was resolution to include in draft but did not make it into adopted OCP) • Review TUPs to include non-tourist accommodation (to be advanced at earliest convenience) <p>Updated Sept. 28/21:</p> <ul style="list-style-type: none"> • 'Fence Height' and 'Derelict Vehicles' regulations 			
2011	<p>Associated Islands OCP and LUB:</p> <p>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.</p>	OCP and LUB – Assoc. Islands	Remove (?)	Complete in 2014?
2012	Island-wide watershed protection	OCP and LUB	Keep but Add to OCP and LUB category	All changes to OCP and LUB should be listed under that category

Date	Project	Recom. Category	Keep or Remove?	Rationale for removal or change
2013	Pilkey Point/Marina Drive Slough Support for Habitat Restoration: Include research potential for riparian area inclusion.	OCP and LUB	Keep but Add to OCP and LUB category	
2014	Sensitive Ecosystems Education and Engagement: Environmental education and engagement efforts, in particular with owners on the Associated Islands, to explore ways to protect sensitive ecosystems in the Area.	Advocacy / Comms	Remove or Categorize	This may be better suited to a Trust-Wide effort rather than being just an LTC Project
2015	Letter of Understanding between the Thetis LTC and the Cowichan Valley Regional District	Advocacy / Comms	Keep but Categorize	
2018	Thetis Associated Islands Land Use Bylaw Amendment, Ruxton Island Community Dock Review Project	LUB	Keep but categorize	
2018	Incorporation of the Regional Conservation Plan into Thetis LTA OCPs and LUBs: Investigate and provide recommendations on how to incorporate the plan elements into Thetis, Valdes, and Associated Islands OCPs and LUBs.	OCP and LUB – TH OCP and LUB – Assoc.	Keep but categorize	
2018	Cannabis Production and Retail Sales	LUB	Keep but categorize	
2018	Affordable Housing Strategy: Housing for young families, workers and seniors; community engagement	OCP and LUB Or Advocacy / Comms	Keep but categorize	Is this a bylaw amendment project or an Advocacy / Communication project?
2020	Model Consultation Process for Antenna Systems: To amend the Model Consultation Process for Antenna Systems (from the 'Model Strategy for Antenna Systems') to include APC recommendations from January 23, 2020 APC meeting and LTC resolutions from February 11, 2020 LTC meeting.	Admin.	Keep but categorize	Staff recommend that the LTC consider adopting the model strategy prior to term end to have something in place

Date	Project	Recom. Category	Keep or Remove?	Rationale for removal or change
2020	Plan to Improve Community Engagement Policy and Practice and to include First Nations: Reference: 'Proposal for a Thetis Island Official Community Plan Engagement Strategy' discussed at February 11, 2020 LTC meeting.	Advocacy and Comms? OR OCP?	Remove and forward OR Categorize as an OCP project	First Nations engagement is a Trust-Wide issue that needs a Trust-Wide solution; FN engagement specific to a project is discussed within the context of that project charter / business case
2020	Explore zoning the unzoned area of water between the Associated Islands Official Community Plan and the Thetis Island Official Community Plan adjacent to Scott Island and Dayman Island	LUB	Keep but categorize	
2021	Development of Soil Removal and Deposit Bylaw: 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.	Admin.	Keep but categorize	

Model Strategy for Antenna Systems

The LTC currently has a project listed on their Projects List that is aimed at examining the Islands Trust Model Strategy for Antenna Systems. Currently the public consultation process for any new cell towers or antenna systems over 15 metres in height is the standard, federally mandated process. The Model strategy requires the federal process as well as an enhanced level of public engagement unique to Islands Trust. Staff recommend that the LTC consider adopting the model to ensure that enhanced public engagement is in place and to keep an amendment project on their projects list to recommend to the incoming LTC that they consider a project to amend the model.

Business Cases for Fiscal 2023/24

Any LTC projects that are anticipated to require a budget over \$5,000 in any given fiscal year are recommended to have a business case considered by the Financial Planning Committee at their October / November meeting as part of the annual budget review, regardless of whether a business case has been presented in the past.

Staff recommend that if the LTC has any projects in mind that would need budget in excess of \$5,000 in 2023/24 that they identify that project, add it to the Top Priorities List, and request that staff draft a business case for endorsement at their next regular meeting.

Rationale for Recommendation

The ‘Top Priorities List’ and ‘Project List’ identify several potential projects for the incoming LTC to consider and prioritize through its strategic planning. Including a project on the Top Priorities list titled “Comprehensive OCP/LUB Review” would flag for the Regional Planning Team that the LTC is interested in having that project prioritized by the Team.

ALTERNATIVES

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

1. Amend the ‘Top Priorities List’ and/or the ‘Projects List’

The LTC may amend either list prior to the end of the term. The resolution may be worded as:

That the Thetis Island Local Trust Committee amend the [Top Priorities List/Projects List] as follows: [indicate amendments].

2. Identify a project for 2023/24 and request a draft business case

The LTC could identify a project that would need a business case for fiscal year 2023/24. If that project is not already on the Top Priorities list, the resolution could be:

That the Thetis Island Local Trust Committee add [PROJECT] to the Top Priorities list and request that staff draft a business case for endorsement at the next regular meeting for consideration of endorsement.

Submitted By:	Heather Kauer, RPP, MCIP, AICP Regional Planning Manager	June 20, 2022
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ATTACHMENTS

- 1. Recommended Top Priorities List
- 2. Recommended Projects List
- 3. Islands Trust Model Strategy for Antenna Systems

Attachment 1

Recommended Top Priorities Project List

Priority No.	Title	Activity	Initiation Date
1	Riparian Areas Regulation Implementation	OCP / LUB amendments to ensure protection of freshwater ecosystems in the Ralston Creek watershed through implementation of a development permit area. <i>[Keep until bylaws are adopted]</i>	2011
2	Shoreline and Coastal Protection Strategy		2019
3	Comprehensive OCP/LUB Amendment		2022

Attachment 2

Recommended LTC Project List

No.	Category	Title	Activity	Initiation Date
1	OCP & LUB Amendments	STVRs	research short-term vacation rentals of principle dwellings in the R-2 zone	2011
		Rainwater	rainwater storage requirements	
		Accessory and Principal uses	support the construction of a storage building prior to construction of a principal dwelling	
		Watershed Protection	Island-wide watershed protection	2012
		Pilkey Point	Pilkey Point/Marina Drive Slough Support for Habitat Restoration: Include research potential for riparian area inclusion	2013
		Regional Conservation Plan	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.	2018
		Affordable Housing	Affordable Housing Strategy: Housing for young families, workers and seniors; community engagement	2018
		Geothermal	consider ocean loop geothermal exchange systems	2020
		Wharves	explore measures to address impacts of wharf related structures	
		Housekeeping	(housekeeping) 4.3(d) amend to say: In addition to s.4.3(a), (b), and (c)...	
		Housekeeping	(housekeeping) objectives and policies re: sea level rise (was resolution to include in draft but did not make it into adopted OCP)	
		TUPs	Review TUPs to include non-tourist accommodation (to be advanced at earliest convenience)	
Fence Height and Derelict Vehicles	'Fence Height' and 'Derelict Vehicles' regulations	2021		

No.	Category	Title	Activity	Initiation Date
2	OCP			
3	LUB	Community Dock	Thetis Associated Islands Land Use Bylaw Amendment, Ruxton Island Community Dock Review Project	2015
		Cannabis	Cannabis Production and Retail Sales	2018
		Un-zoned Marine Areas	Explore zoning the un-zoned area of water between the Associated Islands Official Community Plan and the Thetis Island Official Community Plan adjacent to Scott Island and Dayman Island	2020
3	Administrative (Administrative Bylaws, Processes, and Procedures)	Antennas	Model Consultation Process for Antenna Systems: To amend the Model Consultation Process for Antenna Systems (from the 'Model Strategy for Antenna Systems') to include APC recommendations from January 23, 2020 APC meeting and LTC resolutions from February 11, 2020 LTC meeting.	2020
		Soil Removal	Development of Soil Removal and Deposit Bylaw: 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.	2021
4	Advocacy and Communications	LOU	Letter of Understanding between the Thetis LTC and the Cowichan Valley Regional District	2015
5	Bylaw Enforcement			



**HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY MAY 24, 2022 BOARD MEETING
(OPEN PORTION)**

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

1. ORGANIZATION UPDATES/TEAM

- The Islands Trust Conservancy (ITC) continues to have a vacancy for one Ministerial appointment to the ITC Board. The [Crown Agencies and Board Resourcing Office](#) is responsible for posting the position.
- ITC Board welcomed Aislyn King as the summer Co-op Student to the ITC team. She will be working as the GIS & Conservation Technician over the summer.
- ITC Board received verbal updates from the ITC Chair and Vice Chair about the Islands Trust Governance Review, the final 2022/23 Islands Trust Budget and the Policy Statement Review Process.
- ITC Board approved audited financial statements for 2021/22.

2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Manager presented the request for decision regarding the ITC Plan Review to Board members, advising the plan will have a shorter timeline than previous plans (three years instead of five years), and noted the timelines for internal and First Nations referrals processes. The intent is to move towards a more robust engagement of First Nations over the next two to three years in preparation for the next ITC Plan. ITC Board approved the draft ITC Three-Year Plan and directed staff to refer it to local trust committees, the Bowen Island Municipality, Trust Council and First Nations and to bring a final draft to the Board for approval at its November 2022 meeting.
- ITC Board directed staff to prepare a Project Charter for the next ITC Five-Year Plan (2026-2030) with an emphasis on First Nations engagement.
- ITC Board provided input for the draft, July 13, 2022, ITC/Executive Committee liaison meeting. The liaison meeting provides an opportunity for ITC to liaise with Executive Committee regarding overlapping Trust Council and ITC work priorities.
- ITC Board reviewed correspondence received since the last meeting.

3. COVENANT AND PROPERTY ACQUISITIONS

- The ITC Manager presented the Sandy Beach Nature Reserve Management Plan to Board members. Board members discussed adding climate solutions to future management plans including planting of niche species adaptive to climate change. Staff noted that the current



Climate Change Project is examining mitigation and adaptation actions for ITC managed lands. ITC Board approved the plan as amended.

4. COVENANT AND PROPERTY MANAGEMENT

- ITC Board discussed the referral of Proposed Bylaw 526 - Farm Housing Project (Salt Spring). ITC Board recommended approval of Salt Spring Island Local Trust Committee Bylaw 526, subject to the following conditions:
 - Increase of setbacks for any new uses from all lot lines adjacent to the McFadden Creek Nature Sanctuary of 200m, due to potential heron nesting areas (a blue listed species at risk); and
 - Increase of setbacks for any new uses from all lot lines adjacent to other ITC conservation areas to 30 m.

ITC Board also requested the Salt Spring Island Local Trust Committee consider the development of other protections for conservation areas on Salt Spring Island, such as:

- Restrictions on timing of construction to September 15 – January 15 for lots adjacent to ITC and other conservation areas;
 - Implementation of erosion controls and soil compaction controls during construction for lots adjacent to ITC and other conservation areas; and
 - Increase of setbacks for all lots adjacent to and/or near sensitive ecosystems.
- ITC Board approved placement of a Memorial Bench in the McRae NAPTEP Covenant (Gabriola) noting the bench is in memory of the late Stanley and Maxine McRae..
 - ITC Board received a Fallow Deer briefing for Mayne Island and passed a resolution encouraging Trust Council to strongly advocate to the Province for the implementation of sustained, evidence based solutions to invasive Fallow Deer populations on Mayne Island, as requested by the Mayne Island Conservancy Society, to prevent Fallow Deer invasions to other islands.

5. COMMUNICATIONS AND OUTREACH

- ITC Board were presented with the draft 2021/22 Annual Report for approval. Minor edits were noted and the text was approved (as amended) for approval by Trust Council. Communications Specialist noted that this Annual Report was designed to compliment the ITC [Impact Report](#) that is now available on the website.
- The Species at Risk Coordinator briefed Board members on the results of the Gathering for Species at Risk workshop (held March 17, 2022) and [highlighted outcomes of workshop](#).
- The ITC Ecosystem Protection Specialist briefed Board members on the recent Bull Kelp polygon mapping. The [mapping has been uploaded into Map IT and TAPIS mapping](#).

6. FUNDRAISING AND CONSERVANCY SUPPORT

- ITC Board approved the following Opportunity Fund Grants:



ISLANDS TRUST CONSERVANCY

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

- \$6,000 to Gabriola Land and Trails Trust in support of their Nature Stewards program;
- \$4,950 to the Galiano Conservancy Association for items noted in their application;
- \$5,000 to help Raincoast Conservation Foundation and the Pender Islands Conservancy Association protect 18 hectares (44.5 acres) of land known as KELÁ_EKE Kingfisher Forest on North Pender Island. Thanks to the generosity of an anonymous donor and the Sitka Foundation this donation will be matched, making it a \$10,000 contribution towards the protection of this forest. See our [News Release for further details](#).
- ITC Board received a Species at Risk Program update, including information about extension of funding from Environment and Climate Change Canada. ITC Board directed staff to draft and sign an amended contribution agreement with Environment and Climate Change Canada (ECCC), extending the existing Species at Risk Program funding until March 31, 2026, including a budget increase for the 2022/23 fiscal year of \$25,000 and the addition of \$220,000/year in funding for the next three fiscal years (2023/24 through 2025/26).

To find out more about Islands Trust Conservancy and our current goals, to donate to our Opportunity Fund, or to subscribe to email updates, visit our website: <https://islandstrust.bc.ca/conservancy/>

Shortcuts of interest:

- **Goals:** <https://islandstrust.bc.ca/conservancy/conservation-planning/>
- **Opportunity Fund:** (context) <https://islandstrust.bc.ca/conservancy/supporting-local-conservancies/opportunity-fund-grants/> ; (to donate online) <https://islandstrust.bc.ca/donate-to-conservancy/>
- **Request key updates via email:** <https://islandstrust.bc.ca/subscribe/> (NB: by scrolling down, you may also add your home address for a free hardcopy of the Heron newsletter, published three times per year)



Subdivision

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

Status Date: 07-Jun-2022

Planner noted that a 10% frontage waiver is required from the LTC. Staff report to appear on the July 5 2022 agenda for LTC consideration.

Status Date: 19-Jan-2022

No change in status.

Status Date: 25-Oct-2021

File transferred from Planner Cox to Planner Eggen.

Islands Trust
 LTC EXP SUMMARY REPORT F2023
 Invoices posted to Month ending May 2022

670 Thetis	Invoices posted to Month ending May 2022	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-670	LTC "Trustee Expenses"	103.00	0.00	103.00
LTC Local				
65050-670	LTC "Executive Expense on LTC's"	274.00	0.00	274.00
65200-670	LTC - Local Exp - LTC Meeting Expenses	781.00	158.05	622.95
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	0.00	270.00
TOTAL LTC Local Expense		<u>1,908.00</u>	<u>238.05</u>	<u>1,669.95</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>

No.	Meeting Date	Resolution No.	Issue	Policy
				<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 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.

Top Priorities Report

Thetis Island

1. Riparian Areas Regulation Implementation

Ensure protection of freshwater ecosystems in the Ralston Creek watershed through implementation of a development permit area.

Responsible

Marnie Eggen

Dates

Rec'd: 07-Sep-2011
Target: 15-Nov-2014

2. Shoreline and Coastal Protection Strategy

LTC to review the Coastal Douglas Fir and Associated Islands Toolkit and CVRD's Bylaw 2500, Section 20.3 Ocean Shoreline Protection Development Permit Area.

Responsible

Jaime Dubyna

Dates

Rec'd: 19-Nov-2019

3. Relationship Building with First Nations

Potential topics to explore:
Bylaw referrals; Land & marine use on & around Lyackson Island; Shared Narrative of Place; Co-governance/co-management; follow up from Associated OCP/LUB review: land use considerations for clam gardens; explore private docks as a permitted use; potential impacts of ocean geothermal loops; switchback fencing in setback to the sea.

Responsible

Dates

Rec'd: 27-Feb-2018

Thetis Island

1. <i>Amendments to the Thetis Island OCP and LUB</i>	Responsible	Date Received
<ul style="list-style-type: none"> ·research short-term vacation rentals of principle dwellings in the R-2 zone ·rainwater storage requirements ·support the construction of a storage building prior to construction of a principal dwelling <p>Update 29-Sept-2020: Added from Projects List items 7 and 9:</p> <ul style="list-style-type: none"> ·consider ocean loop geothermal exchange systems ·explore measures to address impacts of wharf related structures ·(housekeeping) 4.3(d) amend to say: In addition to s.4.3(a), (b), and (c)... ·(housekeeping) objectives and policies re: sea level rise (was resolution to include in draft but did not make it into adopted OCP) ·Review TUPs to include non-tourist accommodation (to be advanced at earliest convenience) <p>Updated Sept. 28/21:</p> <ul style="list-style-type: none"> ·"Fence Height" and "Derelict Vehicles" regulations 		07-Sep-2011
2. <i>Island-wide watershed protection</i>	Responsible	Date Received
TBD		21-Nov-2012
3. <i>Pilkey Point/Marina Drive Slough Support for Habitat Restoration</i>	Responsible	Date Received
Include research potential for riparian area inclusion.		20-Nov-2013

Thetis Island

<p>4. Sensitive Ecosystems Education and Engagement</p>	<p>Responsible</p>	<p>Date Received</p>
<p>Environmental education and engagement efforts, in particular with owners on the Associated Islands, to explore ways to protect sensitive ecosystems in the Area.</p>		<p>19-Mar-2014</p>
<p>5. Associated Islands OCP and LUB</p>	<p>Responsible</p>	<p>Date Received</p>
<p>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.</p>		<p>07-Sep-2011</p>
<p>6. Letter of Understanding between the Thetis LTC and the Cowichan Valley Regional District</p>	<p>Responsible</p>	<p>Date Received</p>
<p>Planning staff to begin drafting once project progresses to Priorities.</p>		<p>24-Nov-2015</p>
<p>7. Thetis Associated Islands Land Use Bylaw Amendment, Ruxton Island Community Dock Review Project</p>	<p>Responsible</p>	<p>Date Received</p>
<p>Reference Ruxton Island Private Moorage Structures project for preliminary consultation.</p>		<p>22-May-2018</p>
<p>8. Incorporation of the Regional Conservation Plan into Thetis LTA OCPs and LUBs</p>	<p>Responsible</p>	<p>Date Received</p>
<p>Investigate and provide recommendations on how to incorporate the plan elements into Thetis, Valdes, and Associated Islands OCPs and LUBs.</p>		<p>28-Aug-2018</p>

Projects Report

Thetis Island

9. Cannabis Production and Retail Sales	Responsible	Date Received
Consideration of regulations to guide cannabis production and retail sales activities.		11-Dec-2018
10. Affordable Housing Strategy	Responsible	Date Received
Housing for young families, workers and seniors; community engagement		11-Dec-2018
11. Model Consultation Process for Antenna Systems	Responsible	Date Received
To amend the Model Consultation Process for Antenna Systems (from the "Model Strategy for Antenna Systems") to include APC recommendations from January 23, 2020 APC meeting and LTC resolutions from February 11, 2020 LTC meeting.		11-Feb-2020
12. Plan to Improve Community Engagement Policy and Practice and to include First Nations	Responsible	Date Received
Reference: "Proposal for a Thetis Island Official Community Plan Engagement Strategy" discussed at February 11, 2020 LTC meeting.		11-Feb-2020
13. Explore zoning the unzoned area of water between the Associated Islands Official Community Plan and the Thetis Island Official Community Plan adjacent to Scott Island and Dayman Island	Responsible	Date Received
		21-Jul-2020
14. Development of Soil Removal and Deposit Bylaw	Responsible	Date Received



Projects Report

Thetis Island

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.

03-Aug-2021