



Islands Trust

**Local Planning Committee
Meeting Agenda**

Date: May 18, 2011
Location: Boardroom - Victoria

Time: 10:00 am – 2:30 pm

DISTRIBUTION: Joyce Clegg, Gambier - FPC Rep. David Graham, Denman
Jen Gobby, Lasqueti Louise Decario, Galiano
Derek Masselink, North Pender - Vice Chair Fred Hunt, Hornby
Tony Law, Hornby Jan Hagedorn, Gambier
Gary Steeves, North Pender - EC Rep.
Sheila Malcolmson, Chair, Islands Trust Council

CHAIR: George Ehring, Salt Spring

FROM: David Marlor, Director Local Planning Services

GUEST(S):

COPIES TO: Linda Adams, CAO
Craig Elder, Director Administrative Services
Lisa Dunn, Director Trust Area Services
Chris Jackson, RPM Northern Region
Leah Hartley, RPM SSI Region
Robert Kojima, RPM Southern Region
Miles Drew, Bylaw Enforcement Coordinator
Mark van Bakel, GIS Coordinator

**COMMITTEE
SECRETARY:** Linda McClung

(*)= Attachments | (**)=Pending

TIME	SECTION	WHO	ACTION
1. AGENDA			
10:00	1.1 Adoption of Agenda	Chair	Approval
	1.2 Follow Up Action List (*)	DM	Approval
2. ADOPTION OF MEETING MINUTES			
10:05	2.1 Minutes of February 17, 2011 Meeting (*)	Chair	Decision
3. DISCUSSION ITEMS			
10:10	3.1 LPC Participation in Development Application Fee Analysis Project (*)	DM	Discussion
10:40	3.2 LPC Terms of Reference (*)	DM	Discussion

4. STRATEGIC OBJECTIVES

11:15	4.1 Community Housing Task Force Update (*)	DM	Information
11:25	4.2 Riparian Area Regulation Implementation Update (*)	DM	Information
11:35	4.3 Ministry of Transportation Letter of Agreement Update	DM	Information
11:45	4.4 Covenant and Development Permit Monitoring (*)	DM	Information
11:55	4.5 Bylaw Enforcement Update (*)	MD	Information
12:00	4.6 Food Security Follow-Up Work (*)	DM	Information
12:20	4.7 Time Tracking Report (**)	DM	Information
12:25	4.8 LPC Meeting Dates for 2011 (*)	LM	Decision

12:30 **LUNCH (12:30 – 1:00 pm)**

1:00	4.9 DLPS Update on On-going Items	DM	Information
	4.9.1 GHG and RAR Communications Update		
	4.9.2 Islands Trust Green Shores for Homes Project (**)		
	4.9.3 Integrated Watershed & Shoreline Approach Update (**)		
	4.9.4 Green Technology Structures		
	4.9.5 Natural Boundary of the Sea		
	4.9.6 GHG Emission Reduction Work		
	4.9.7 OCP/LUB Review Schedule (**)		

5. LOCAL PLANNING COMMITTEE WORK PROGRAM

1:45	5.1 Local Planning Committee Report (*)	DM	Decision
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2:30 **6. ADJOURNMENT** Chair

George Ehring
Chair
Local Planning Committee

LOCAL PLANNING COMMITTEE
FOLLOW UP ACTION LIST

Meeting Date: May 18, 2011
Updated: May 13, 2011

File: LPS/LPC

ACTIVITIES	FROM	TO	TARGET
<u>TOP PRIORITY ITEMS</u>			
1. RAR Implementation	TC	LPC	Strategic Plan
• Implement and report on status	LPC	MF	Ongoing
2. MoTI Protocol / Letter of Agreement	TC	LPC	Strategic Plan
• Re-confirm and monitor semi-annual meetings of MoTI staff and Islands Trust trustees and staff	LPC	MF	August LPC
• Implement and report on status	LPC	MF	Ongoing
3. Community Housing Task Force	TC	LPC	Strategic Plan
• Forward amended Request for Decision to March TC	LPC	MF	Done
• Continue work and report on status	LPC	MF	Ongoing
<u>ONGOING ITEMS</u>			
Food Security	TC	LPC	Strategic Plan
• Forward briefing to March TC	LPC	MF	Done
Conservation Covenant Monitoring	TC	LPC	Strategic Plan
• Forward Request for Decision to TC	LPC	BP	Done
OCP/LUB Review Program	TC	LPC	Ongoing
• Monitor and report on status	LPC	MF	Ongoing
Bylaw Dispute Adjudication System Implementation	TC	LPC	Strategic Plan
• Implement and report on status	LPC	MD	Ongoing
Islands Trust Green Shores for Homes Project	TC	LPC/EC	Strategic Plan
• Implement and report on status	LPC	MF	Ongoing
Green Technology Structures	TC	LPC	Ongoing
• Consider means to encourage green technology structures	LPC	TBD	TBD
Staff Time Allotted to Public Enquiries	LPC	LPC	LPC Initiative
• Staff to inform a Committee discussion	LPC	MF	May LPC
LTC Sponsorship/Initiated Development Applications	LPC	MF	LPC Initiative
• Forward the Request for Decision to March TC subject to Executive Committee approval			Done
LPC Participation in Development Application Fee Analysis Project	LPC	MF	
• Forward the amended Request for Decision to TC	LPC	MF	Done
LPC Meeting Dates for 2011	LPC	MF	LPC Initiative
• Change date of August Local Planning Committee Meeting to August 18, 2011	LPC	MF	Done
Local Planning Committee Work Program	LPC	MF	LPC Initiative
• Amend and forward the LPC Work Program to TC	LPC	MF	Done

**MINUTES OF THE LOCAL PLANNING COMMITTEE MEETING
HELD ON FEBRUARY 17, 2011 AT 10:00 AM
AT THE ISLANDS TRUST OFFICE, VICTORIA, BC**

<u>Present:</u>	George Ehring Joyce Clegg Tony Law Fred Hunt Louise Decario David Graham Derek Masselink Gary Steeves Jan Hagedorn Sheila Malcolmson	Chair Committee Member Committee Member via teleconference Committee Member via teleconference Committee Member Committee Member Committee Member Committee Member Committee Member via teleconference Ex-officio Member
<u>Staff:</u>	Mac Fraser Stephanie Somers	Director, Local Planning Services Committee Secretary
<u>Guest:</u>	Brodie Porter Miles Drew David Marlor	Island Planner Bylaw Enforcement Coordinator Regional Planning Manager
<u>Regrets:</u>	Jen Gobby	Committee Member

There were no members of the public in attendance.

Chair Ehring opened the meeting at 10:04 am, with Trustee Law and Trustee Hunt attending via telephone. Trustee Masselink arrived at 10:18am.

1. **AGENDA**

1.1 **Adoption of Agenda**

Chair Ehring asked for any additions to the agenda and the following changes were made:

- 3.1 to be moved to take place before 3.9
- Climate Change and Follow Up to Randall Arendt's session at December Trust Council to be added as item 3.10.8
- 3.9 to be moved to take place after 3.4

Resolution LPC 01/2011

It was Moved and Seconded that the Local Planning Committee meeting agenda be approved as amended.

CARRIED

1.2 FUAL

It was noted that all items are on the meeting agenda except Staff Time Allotted to Public Enquiries

Resolution LPC 02/2011

It was Moved and Seconded that the Local Planning Committee approve the FUAL as presented.

CARRIED

2. ADOPTION OF MEETING MINUTES

2.1 Minutes of November 10, 2010 Meeting

Chair Ehring asked for any amendments to the minutes; there were 4 grammatical errors;

1. Section 3.2: "planed" should be "planned"
2. Section 3.3: add the word "the" between reviewed and briefing
3. Section 3.7: add the word "of" between be and value
4. Section 3.9.3: remove the word "the" after come

Resolution LPC 03/ 2011

It was Moved and Seconded that the Local Planning Committee meeting minutes of November 10, 2010, be adopted as amended.

CARRIED

3. STRATEGIC OBJECTIVES

3.2 Riparian Area Regulation Implementation Update

DLPS Fraser reviewed the briefing, noting that a letter from the Ministry of Environment is expected soon, and bylaws should be coming to Local Trust Committees shortly after this letter is received.

Discussion ensued.

Resolution LPC 04/ 2011

It was Moved and Seconded that the Local Planning Committee forward the Riparian Area Regulation Briefing to Trust Council.

CARRIED

3.3 Ministry of Transportation Letter of Agreement Update

DLPS Fraser introduced and reviewed the briefing and noted that it will be coming back to the August LPC with the Letter of Agreement.

Discussion ensued

3.4 Conservation Covenant Management

Planner Porter reviewed the Request for Decision, noting Conservation Covenants are much different than Development Permits.

Discussion ensued. DLPS Fraser was asked to ensure that all Local Trust Committees are made aware of their existing covenants of all types and that the proposed conservation covenant management approach be appropriately institutionalized.

Resolution LPC 05/ 2011

It was Moved and Seconded that the Local Planning Committee forward the Request for Decision to Trust Council.

CARRIED

3.8 Bylaw Enforcement Projects Update

Bylaw Enforcement Coordinator Drew reviewed the briefing.

Discussion ensued. DLPS Fraser noted that the possibility of a new bylaw enforcement officer position will be brought to the August Local Planning Committee.

DLPS Fraser presented the Bylaw Enforcement Process Flow Charts noting the bylaw process is complex.

3.5 Policy 4.1.viii – LTC Sponsored/Initiated Development Applications

DLPS Fraser reviewed the Request for Decision and reviewed the minutes of the September 2010 Trust Council meeting regarding the previous submission of this Request for Decision.

Discussion ensued.

Resolution LPC 06/ 2011

It was Moved and Seconded that the Local Planning Committee forward the Request for Decision to March Trust Council subject to Executive Committee approval.

CARRIED

3.6 LPC Participation in Development Application Fee Analysis Project

DLPS presented the Request for Decision noting that Trust Council needs to develop the taskforce, and that 4 members from the Financial Planning Committee volunteered yesterday, 3 of which are also members of Local Planning Committee. Taskforce volunteers include Trustees Clegg, Steeves, and Graham from both Financial Planning Committee and Local

Planning Committee and Trustee Luckham from Financial Planning Committee.

Discussion ensued. Amendments to the recommendations of the Request for Decision were discussed.

Resolution LPC 07/ 2011

It was Moved and Seconded that the Local Planning Committee forward the Request for Decision to Trust Council with the amended recommendations.

CARRIED

3.7 LPC Meeting Dates for 2011

Committee Secretary Somers reviewed the resolution from the November 2010 Local Planning Committee and suggested that the committee move the August 23 meeting to August 18.

Resolution LPC 08/ 2011

It was Moved and Seconded that the Local Planning Committee meeting of August 23, 2011 be changed to August 18, 2011.

CARRIED

The committee broke for lunch at 12:16pm and reconvened at 12:51pm. Trustee Jan Hagedorn joined at 1:05 pm

3.10 DLPS Update on On-Going Items

This item was moved to before 3.1 and 3.9 as RPM Marlor had not joined the meeting yet.

3.10.1 GHG and RAR Communications Update

DLPS Fraser gave an overview of Green House Gas Communications work and noted that:

- the Northern Region has various local activities by Local Trust Committees with a contribution from Hornby Local Trust Committee to the Salt Spring Island Climate Action Council;
- the Salt Spring Island Region is a partner in funding of the Salt Spring Island Climate Action Council; and
- the Southern Region has developed a Sustainability Checklist for the Southern Region with a small contribution to the Salt Spring Island Climate Action Council.

Trustee Ehring gave an overview of the Climate Action Council on Salt Spring Island for the information of the Committee members.

Discussion ensued.

DLPS Fraser gave an overview of Riparian Area Regulation Communications and noted that:

- the Northern Region is having presentations by Michele Jones, Qualified Environmental Professional (QEP) in the Local Trust Areas;
- the Salt Spring Island Region is also having a presentation by Michele Jones and continuing the work of planning contractor Kris Nichols with respect to the Official Community Plan and Development Permit Areas; and
- the Southern Region has North Pender Development Permit Areas Community Information Meetings and subsequent distribution of information the materials generated from those meetings.

Discussion ensued and DLPS Fraser noted that communications regarding Riparian Area Regulations will be sent out to all Trustees within the next couple weeks.

3.10.2 Islands Trust Green Shores for Homes Project

DLPS Fraser gave an overview and noted that our American partners are just getting organized and that the Steering Committee will meet in San Juan County for the first time on February 28, 2011.

3.10.3 Green Technology Structures

DLPS Fraser gave an overview and noted that Planner Eggen will now be the lead staff member on this subject and responsible to bring reports to LPC.

3.10.4 Natural Boundary of the Sea

DLPS Fraser gave an overview and noted that Trust Council and planners have been briefed and that adjustments to legislative definitions will be made as bylaws are amended.

3.10.5 Integrated Watershed & Shoreline Approach Update

DLPS Fraser gave an overview and noted that five proposals have been received and their evaluations are underway with work to happen between March and July. The work will carry over into fiscal year 2011/2012 and that the project is entirely externally funded.

3.10.6 GHG Emission Reduction Work

DLPS Fraser gave an overview and noted that one minor Official Community Plan remains to be amended to meet legislative requirements.

3.10.7 OCP/LUB Review Schedule

DLPS Fraser gave an overview and noted that the review schedule will be included in the Trust Council agenda package and has changed very little from previous reports. DLPS Fraser also mentioned that the Local Trust

Committees need to be giving 3rd reading to Official Community Plans within the next 3 months in order to secure Ministerial approval before the end of the current political term.

Discussion ensued

3.10.8 Update and Follow-Up to Randall Arendt's presentation to TC

DLPS Fraser asked the committee to consider any desired follow up to the presentation by Randal Arendt to the December 2010 Trust Council meeting.

Trustee Malcolmson requested if any LPC members had suggestions that they pass them onto to she or Trustee Steeves on behalf of the Executive Committee. Trustee Malcolmson advised that an invitation to the June 2011 Trust Council meeting on Denman Island is being extended to elected officials of Cortes Island to discuss innovative development on their island..

3.1 Community Housing Task Force Update

RPM Marlor joined the meeting via teleconference.

RPM Marlor reviewed the draft Request for Decision and asked if anyone had anything to add or concerns to express.

Minor changes to the Request for Decision were discussed.

Resolution LPC 09/ 2011

It was Moved and Seconded that the Local Planning Committee forward the amended Request for Decision to March Trust Council.

CARRIED

3.9 Food Security Guidebook and Follow-Up Work

RPM Marlor reviewed the briefing and noted that the time lines are not set at this time.

Discussion ensued. Trustee Masselink suggested releasing the report with a press release as he thinks it will bring attention to some of the good work done and interest other jurisdictions.

Resolution LPC 09/ 2011

It was Moved and Seconded that the Local Planning Committee forward the briefing to March Trust Council.

CARRIED

4. LOCAL PLANNING COMMITTEE WORK PROGRAM

4.1 Local Planning Committee Report

DLPS Fraser reviewed the report.

Discussion ensued and the Committee amended the Work Program as follows:

1. Move Community Housing to On-Going Items
2. Move Protocol With Ministry of Transportation to On-Going Items
3. Remove Natural Boundary of the Sea from Work Program
4. Move Riparian Area Regulation Implementation to number one on Work Program
5. Move Bylaw Enforcement to number two on Work Program
6. Add Development Application Fee Analysis Taskforce to Work Program as number three on Work Program

Resolution LPC 10/ 2011

It was moved and seconded that the Local Planning Committee approve the LPC work program as amended and forward it to the Trust Council.

CARRIED

Chair Ehring noted that it is DLPS Fraser's final LPC meeting as he is leaving the Trust. The committee thanked him for his work over the last four years and wished him well in his future endeavours.

DLPS Fraser noted that this is Committee Secretary Somers's last committee meeting for a year as she will be leaving on maternity leave. The Committee thanked her for her hard work.

5. ADJOURNMENT

The meeting was adjourned at 2:05 p.m., by consensus.

RECORDER

CHAIR

APPLICATION FEE REVIEW TASK FORCE

TERMS OF REFERENCE

Amended Draft – May 5, 2011

1. Introduction

Trust Council passed the following resolution at the June 2009 Trust Council Meeting:

That the Islands Trust Council establish a joint Task Force of the Financial Planning Committee and Local Planning Committee to conduct a review of development application fees and report to Trust Council about an appropriate rate of fees at the September 2011 Trust Council meeting; and delegate the development of the terms of reference for the Task Force to the Executive Committee.”

2. Purpose:

This recommendation would result in the establishment of a Task Force to review development application fees. Should the Task Force recommend changes to application fees, each Local Trust Committee would need to consider whether it wished to amend its Fees Bylaw before fees would actually change.

3. Term:

3.1 The term of the Application Fee Review Task Force is from May 2011 to September 2011 unless otherwise amended by Trust Council.

4. Membership:

4.1 The Application Fee Review Task Force is made up of members of the Local Planning Committee and Financial Planning Committee appointed by the respective Committee Chairs.

4.2 Names of appointed members are included in Appendix A.

4.3 Trustee membership appointments may be amended from time-to-time at the discretion of the Chair of the respective committee.

4.4 The Director of Local Planning Services and the Director of Administrative Services will appoint Staff to provide technical and administrative support to

the Application review Task Force

5. Roles:

- 5.1 At its first meeting, the members of the Application Fee Review Task Force will select a committee Chair and, if desired, a Vice-Chair.
- 5.2 The role of member trustees is to represent Trust Council and local trust committees, including those local trust committees that do not have a representative trustee on the Application Fee Review Task Force.
- 5.3 The role of Staff is to provide advice to the trustees on the planning and financial implications of various options.

6. Meeting Schedule:

- 6.1 At the first meeting of the Application Fee Review Task Force, the Chair of the Application Fee Review Task Force will establish a tentative meeting schedule for the duration of the term.
- 6.2 Meetings may be cancelled or added at the discretion of the Chair of the Application Fee Review Task Force. Notice of meeting changes shall be circulated 72 hours in advance of the meeting date being changed.

7. Resources and Consultation:

- 7.1 Research is limited by the timeframe and limited staff resources. Available Resources include:
 - Islands Trust Policies on Application Processing
 - Local Trust Committee Fee Schedules
 - Local Trust Committee Development Application Bylaws
 - Application information in TAPIS (staff assistance required)
 - “un-adopted” Model Fee Bylaw

Note: Time tracking information for planning staff is available but is not specific to application types.

- 6.2 Consultation methods and procedures will be established by the Application Fee Review Task Force, and such meetings will follow Islands Trust acceptable practices for holding community meetings.
- 6.3 Advertising and community liaison communication will be via the Islands Trust communications staff.

8. Reporting:

8.1 Expected product is a recommendation to trust Council on application fees for implementation by local trust committees or through other means.

8.2 The Chair of the Application Fee Review Task Force should ensure, to the best of the Chair's knowledge and ability that any options or recommendations are consistent with:

- a. The Object of the Islands Trust;
- b. The policies of the Islands Trust Policy Statement; and
- c. The statutory authority of local trust committees.

8.3 Final recommendations will be provided in writing to the August 2011 Local Planning Committee meeting and Financial Planning Committee meeting.

9. Budget and Resources:

9.1 No specific budget has been provided for this Task Force. All trustee expenses and costs associated with meetings will be charged equally to the Financial Planning Committee and Local Planning Committee budgets. All staff expenses for attending meetings will be charged to the general staff travel budget.

10. Miscellaneous:

10.1 Work requests of staff that require research or work beyond the work detailed in these terms of reference, or require attendance at public meetings are subject to assignment and approval by the relevant manager.

Application Fee Task Force Terms of Reference - Appendix A

Membership

Trustee Membership

Joyce Clegg, Gambier Island Local Trust Committee

David Graham, Denman Island Local Trust Committee

Gary Steeves, North Pender Island Local Trust Committee

Peter Luckham, Thetis Island Local Trust Committee

Executive Committee

Gary Steeves

Peter Luckham

2.3.ii. Policy

LOCAL PLANNING COMMITTEE TERMS OF REFERENCE

Trust Council: June 11, 1994

Amended: March 6, 1998; June 16, 2000; June 13, 2003

A: PURPOSE:

1. To outline the Local Planning Committees' specific areas of focus in providing policy and planning advice to Trust Council as one of Council's *three (3)* standing committees (See 2.3.i. Attachment 1).

B: REFERENCES:

1. Policy Manual: Council Committee System (2.3.i.)

C: POLICY:

1. The responsibilities stated apply to the following area:

Development Management processing of land use bylaws, permits etc. in an efficient and effective manner.

Community Planning promoting meaningful public processes to establish long term community planning perspectives.

Sustainable Community promoting liveable communities with viable local economies, diversity of housing types, and sensitivity to the carrying capacity of the island environment.

Local Trust Committee Functions responding to local trust committee planning needs applicable throughout the Trust Area.

Local Planning Services advising on the provision and allocation of resources to deliver local planning services to island communities.

Public Awareness/Education promoting opportunities for the enhanced public awareness of land use planning and the Islands Trust's local planning services.

Tracking the functions described in i) through v) above to ensure efficient and effective implementation.

2. The Local Planning Committee provides advice to the Islands Trust Council and management by:

Identifying and reporting to Council on emerging issues related to the Committee's areas of responsibility for Trust Council direction.

Maintaining a committee work program to manage committee initiatives and Council referrals for quarterly review by Trust Council.

Developing guidelines, policies and models for use by staff and local trust committees and/or Trust Council as requested by Trust Council.

Providing recommendations for legislation reform initiatives and feedback on proposed legislative amendments and legislation.

Maintaining a liaison with the Trust Fund Board.

**ISLANDS TRUST
BRIEFING****DATE:** March 18, 2010

TOPIC: COMMUNITY HOUSING TASK FORCE – STATUS REPORT**DIRECTED TO:** Trust Council via Local Planning Committee**CONFIDENTIAL:** No

DESCRIPTION OF ISSUE: Trust Council extended the Community Housing Task Force to the end of the 2008-2011 term of office for the purpose of sharing information on community housing.**BACKGROUND:**

In 2009/10 fiscal year, the Community Housing Task Force (CHTF) produced two documents: “Islands Trust Community Housing Tool Kit” and the “Seniors Housing Strategy”. Both documents provided options for implementing affordable housing and seniors housing in the Trust Area.

In 2010/11 fiscal year, the CHTF focused on providing further information to assist local trust committees in implementing some of the tools and options in the reports. To this end, the CHTF met with the Agricultural Land Commission and Ministry of Agriculture and Lands to learn more about housing for farm workers in the ALR; completed research on the use of Temporary Use Permits for provision of affordable housing; completed research on limitations and opportunities for the Islands Trust to hold housing agreements; and expects to complete a guide to the development application process for affordable and special needs housing by the end of the fiscal year.

The CHTF is made up of trustees appointed from the Local Planning Committee and staff appointed by the Director of Local Planning Services. Experience indicates that a mix of trustees and professional staff is effective for sharing ideas and advancing affordable housing concerns for the trust area.

The Community Housing Task Force met on May 4, 2011 and will meet on August 10, 2011 and November 10, 2011.

The Community Housing Task Force is currently completing work from last fiscal year involving the development of an Affordable Housing brochure. This is expected to be forwarded to the Local Planning Committee in August and to Trust Council in September 2011.

ATTACHMENT(S): No

AVAILABLE OPTIONS:n/a

FOLLOW-UP:n/a

PREPARED BY: David Marlor, DLPS

REVIEWED BY EXECUTIVE COMMITTEE:

SUBMITTED BY: David Marlor, DLPS

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REVIEWED BY: _____
(Chief Administrative Officer)

OTHER REVIEW:

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ISLANDS TRUST BRIEFING

DATE: March 18, 2011

TOPIC: RIPARIAN AREA REGULATION UPDATE

DIRECTED TO: Trust Council (thru Local Planning Committee)

CONFIDENTIAL: NO

DESCRIPTION OF ISSUE: To update the Trust Council, through the Local Planning Committee, on the status of implementation of the Riparian Area Regulation in the Islands Trust Area.

BACKGROUND: The Islands Trust has been working collaboratively with the BC Ministry of Environment (MoE) to implement the Riparian Area Regulation (RAR) in the Islands Trust Area. This work has consisted of interpretative mapping of over 700 watersheds by UBC and the subsequent categorization by the Ministry of Environment of which watersheds fall under the requirements of the RAR.

On three islands (Lasqueti, Hornby and Mayne) MoE has introduced a temporary category of “unverified” for a few specific watersheds until such time as they are able to confirm whether these watersheds fall under the RAR. Subsequent work is also required with MoE to complete this work for the Gambier Local Trust Area.

Pending resolution of minor mapping issues, a letter from MoE Vancouver Island Region confirming the designation of which watersheds fall under the RAR in their region and within the Islands Trust Area is expected in the near future. The letter will also outline the ongoing process to update and sustain this database for years to come.

On February 10, 2011, the planners of the Islands Trust met to review a model staff report for Local Trust Committees on RAR implementation. This model will now be used by Island Planners to request Local Trust Committee consideration of bylaw amendments to facilitate appropriate development permit area designations as soon as possible.

On May 12, 2011, planners met and discussed further the applicability of RAR to foster a common understanding of the Regulation and requirements under the Fish Protection Act.

Local Trust Committees are assessing the options available to them to reach compliance with Section 12 of the *Fish Protection Act* (commonly referred to as being

compliant with RAR). In a briefing dated February 25, 2010 (presented at the March Trust Council Meeting), Staff provided a report that outlined four options for complying with the RAR at March 2010 Trust Council Meeting.

ATTACHMENT: No

FOLLOW-UP: DLPS will;

1. Continue to monitor and report upon the completion of legislative action to implement the RAR in the Local Trust Areas;
 2. in collaboration with the Vancouver Island Region of MoE, expedite the final categorization of all "unverified" watersheds in the Islands Trust Area; and
 3. in collaboration with the Lower Mainland Region of MoE, expedite the designation of watersheds falling under the RAR in the Gambier Local Trust Area.
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PREPARED BY: David Marlor, DLPS

REVIEWED BY EXECUTIVE COMMITTEE:

SUBMITTED BY: David Marlor, DLPS

REVIEWED BY: _____
(Chief Administrative Officer)

OTHER REVIEW:

ISLANDS TRUST BRIEFING

DATE: May 18, 2010

TOPIC: COVENANT AND DEVELOPMENT PERMIT MONITORING

DIRECTED TO: Trust Council

CONFIDENTIAL: No

DESCRIPTION OF ISSUE: Development permits are issued and registered against title. Many development permits carry conditions or, under certain circumstances, may lapse. At present, Islands Trust does not have a system in place to ensure the ongoing monitoring of development permit areas.

BACKGROUND:

Trust Council passed the following resolution at its March 2011 meeting:

Resolution TC 100/11

It was Moved by Trustee Nerys Poole and Seconded:

*That the Islands Trust Council endorse the program of using a rent charge to recover costs of monitoring conservation covenants for use by local trust committees where a conservation covenant is developed as part of an agreement related to a development approval; provide local trust committees with the covenant monitoring program briefing and advise them of the implications of committing to any monitoring requirements; **and develop options for the monitoring of development permits as a separate analysis.***

The options for monitoring development permit areas and covering the cost of such monitoring is different from monitoring and covering the costs of monitoring conservations covenants.

Local Planning Committee should add “options for the monitoring of development permit areas” to its work program list and prioritizes it in relation to other Local Planning Committee Work Program items. Staff recommends that work should not begin on this topic until the next term (after the November 2011 election).

ATTACHMENT(S): No

AVAILABLE OPTIONS: Not develop options for monitoring development permit areas.

FOLLOW-UP: Update LPC work program

PREPARED BY: David Marlor, DLPS

REVIEWED BY EXECUTIVE COMMITTEE:

SUBMITTED BY: David Marlor, DLPS

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REVIEWED BY: _____
(Chief Administrative Officer)

OTHER REVIEW:

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**ISLANDS TRUST
BRIEFING**

Date: May 10, 2011

TOPIC: BYLAW ENFORCEMENT INVESTIGATIONS REPORT

DIRECTED TO: Islands Trust Council

CONFIDENTIAL: No

DESCRIPTION OF ISSUE: A report to summarize 2011 bylaw enforcement investigations activity up to May 9, 2011.

BACKGROUND: This briefing is prepared for Trust Council to highlight the current status of the bylaw enforcement program. A summary of litigation will be presented at the in camera session.

Resources: Bylaw enforcement staff consists of the Bylaw Enforcement Coordinator, one full time bylaw enforcement officer, one temporary part time bylaw enforcement officer and one part time clerical assistant serving the Islands Trust Area as a whole. Peter Philips concentrates on the Northern Region, and Geoff Kinnear deals with the Southern Region and Salt Spring Island. Miles Drew is the Bylaw Enforcement Coordinator. The temporary bylaw enforcement officer will be on staff until September of 2011.

Reporting: Since the last report the number of active files has remained high. Follow up work on short term vacation rentals is not complete but is now underway.

Table of New and Closed Files by Officer and Trust Area

Assigned To	Region	New Files 2011	Closed Files 2011
Miles Drew* Includes Geoff Kinnear's files	South	9	6
	Salt Spring	8	6
	North	1	
Peter Phillips	North	11	10
	Salt Spring		
Total New and Closed		29	22

Table of Active Files by Quarter by Office

Assigned To	Region	May 20 2010	Sept 9 2010	Nov 17 2010	Feb, 15 2011	May 9, 2011
Miles Drew* include Geoff Kinnear's files	South	59	70	97	97	93
Peter Phillips			3			1
Sub Total	South	59	73	97	97	94
Miles Drew* includes Geoff Kinnear's files	Salt Spring	50	82	98	93	97
Peter Phillips		1	3	1	1	1
Sub Total	Salt Spring	51	85	99	94	98
Miles Drew	North	2	8	8	8	10
Peter Phillips	North	42	61	56	65	52
Sub Total	North	44	69	64	73	62
Total		154	226	260	264	244

ATTACHMENT: No

Projects:

Bylaw Adjudication

Slow but steady progress is being made towards completing this project. North Pender Island LTC and Salt Spring Island have given three readings to a Bylaw. Denman LTC's bylaw has been drafted. The Province has forwarded to the bylaw enforcement staff the last 6 Orders in Council. Before any final adoption is recommended and brought to Local Trust Committees a brochure on the Bylaw Adjudication process will be developed. The goal is to complete bylaws by the end of August 2011.

LTC	OIC Resolution By LTC	OIC Issued by Province	Bylaw Drafted by BEC	Bylaw Adopted by LTC
Denman	Complete	Complete	Drafted	
Gabriola	Complete	Complete		
Galiano	Complete	Complete		
Gambier	Complete	Complete		
Hornby	Complete	Complete		
Lasqueti	Complete	Complete		
Mayne	Complete	Complete		
North Pender	Complete	Complete		3 rd Reading
Salt Spring	Complete	Complete		3 rd Reading
Saturna	Complete	Complete		
South Pender	Complete	Complete		
Thetis	Complete	Complete		

OIC – Order in Council

BEC – Bylaw Enforcement Coordinator

Short Term Vacation Rental

Enforcement letters have been sent on Mayne to all STVRs as authorized by the Mayne LTC enforcement policy. Follow up work has started on Salt Spring Island, North Pender Island and Salt Spring Island and reports will be made to each LTC on necessary next steps.

PREPARED BY: Miles Drew, Bylaw
Enforcement Coordinator

**REVIEWED BY
EXECUTIVE COMMITTEE:**

SUBMITTED BY: _____

OTHER REVIEW:

REVIEWED BY: _____
(Chief Administrative Officer)

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ISLANDS TRUST BRIEFING

DATE: May 18, 2011

TOPIC: FOOD SECURITY GUIDE AND IMPLEMENTATION

DIRECTED TO: Trust Council

CONFIDENTIAL: No

DESCRIPTION OF ISSUE:

The purpose of this briefing is to provide Trust Council with a status report on Food Security Implementation.

BACKGROUND:

In December 2011, Trust Council received the report “Exploring Food Security in the Trust Area” and passed five resolutions on advancing food security. The following provides the resolution and resulting work undertaken or planned to be undertaken.

Trust Council Resolution (Action)	Status
That Islands Trust Council continue to include food security in the strategic plan and that “success” be measured by: <ul style="list-style-type: none"> a. how many protocols are revised or developed to include food security; and b. how many local trust committee OCPs/ LUBs are amended to address food security. 	Planning Staff has forwarded the resolution to relevant staff.
That Islands Trust Council forward the report “Exploring Food Security in the Islands Trust Area” to the Islands Trust Fund Board, local trust committees and Bowen Island Municipality for consideration of the recommendations.	Staff has forwarded the report with a cover letter from the Islands Trust Council Chair by email to the Islands Trust Fund, local trust committees and Bowen Island Municipality. UPDATE MAY 2011 Salt Spring Island LTC received letter and report from Trust Council (May 5, 2011) Salt Spring Island LTC gave First Reading to Land Use Bylaw amending bylaw that in part, is to permit food processing in light industrial zones (March 2011)
That Islands Trust Council make the report “Exploring Food Security in the Islands Trust Area” available to the Provincial agencies, regional districts, First Nations, interest groups and the general public by posting to the Islands Trust website and through a news release.	Staff has released a News release and has posted the report on the Islands Trust website.

<p>That Islands Trust Council suggest that Trust Fund Board explore the feasibility of establishing a farm land trust.</p>	<p>A copy of the resolution has been forwarded to the Islands Trust Fund Board staff.</p> <p>UPDATE MAY 2011 The report has been provided to the Trust Fund Board. ITF staff will be providing a report on this topic to the Trust Fund Board at a future meeting.</p>
<p>That the Islands Trust Council instruct Staff to:</p>	
<p>a. report back on recommended further work required in gathering background and context information, including timelines, budgets requirements and First Nations interests</p>	<p>Planning Staff has not completed any work on this resolution. Staff will provide a report and recommended further work at a future LPC Meeting.</p>
<p>b. develop internal organisational policies and procedures regarding procurement that supports local food security</p>	<p>Planning Staff has forwarded the resolution to relevant staff.</p>
<p>c. include provisions for food security and reflect the inter-disciplinary nature of food in our communities in the topic review inventory of the Islands Trust Policy Statement</p>	<p>Planning Staff has forwarded the resolution to relevant staff.</p>
<p>d. report back on appropriate topic areas for the development of model bylaws to address food security issues</p>	<p>Planning Staff has not completed any work on this resolution. Staff will provide a report and recommended further work at a future LPC Meeting.</p>
<p>e. include food security in any reviews of existing protocols and explore opportunities to develop new protocols around food security.</p>	<p>Planning Staff has forwarded the resolution to Trust Area Services staff.</p>

ATTACHMENT(S):

Yes – Saving the Planet, One Meal at a Time, Climate Action Salt Spring

AVAILABLE OPTIONS:

n/a

FOLLOW-UP:

n/a

PREPARED BY: David Marlor, MCIP

REVIEWED BY EXECUTIVE COMMITTEE:

SUBMITTED BY: Local Planning Committee

REVIEWED BY: _____
 (Chief Administrative Officer)

OTHER REVIEW:

SAVING THE PLANET — ONE MEAL AT A TIME

Did you know that it takes more fossil fuel to produce a year's worth of food for one person than it takes to run a car for a year? Large amounts of energy are used to manufacture fertilizers, to operate farm machinery, and to transport, process and store food. Processed food and intensive livestock operations have especially high carbon footprints.

The good news: we can reduce the environmental impact of our diet, reducing our greenhouse gas emissions from food by as much as 75%, by changing our grocery purchases.

Use these ideas every time you shop, for a healthier diet for you and your family, as well as the planet:

1. Avoid junk food and highly processed and over-packaged food.

Items like candy, soft drinks, snack food, frozen dinners and desserts, even fruit juices, take huge amounts of fossil-fuel energy to produce.

2. Eat lower on the food chain—buy from the organic bulk food aisles.

The less food has been processed, the less energy is consumed. Buying in bulk minimizes energy-intensive packaging. Choose organic items because organic farms use a third less energy per unit of production than conventional chemical farming, and store more carbon in the soil. Organic flour, rice, nuts, and beans are good staples.

3. Buy local and regional organic food.

Much of our imported food travels several thousand kilometres. The closer to home our food is grown, the less fossil fuel is used for transportation. Organic food takes less energy to produce, so the very best choice is fresh, local organic. If you can't tell where the food was grown, ask your grocer.

4. Avoid factory-farmed meat and animal products.

Livestock, especially beef cattle, raised in conventional confinement and feedlots produce more greenhouse gases globally than the world's transportation sector. Better choices are local organic or grass-fed meat, poultry and dairy products.

5. Plan vegetarian meals.

Animal products have a higher carbon footprint than other foods (except highly processed food), so substitute vegetarian dishes for some meat and dairy meals. There are lots of great vegetarian cookbooks and online recipes.



**EAT LOCAL / EAT ORGANIC
Fresh from the Farm**

Every Tuesday and Saturday throughout the growing season Salt Spring farmers sell their homegrown, and mostly organic, food directly to the public. Shopping at the market is a great way to support local farmers. Ask a farmer for a copy of Salt Spring Island's Local Organic Food Guide—the brochure includes a map with island farm stands, another good way to purchase direct from local farmers.

Grow Your Own

As we all start eating more local food, we'll need to start growing more food here, too. There's never been a better time to start — or expand — your garden.

Need help? Transition Salt Spring www.transitionsaltspring.ning.com is coordinating a number of projects to help islanders grow more food. Join Linda Gilkeson's email list — info@lindagilkeson.ca — and receive timely tips specifically for Salt Spring gardens. The Incredible Edibles group of the Salt Spring Garden Club and Island Natural Growers both welcome backyard growers. For contact info, see the Lions Club telephone directory.

Reducing greenhouse gas emissions from food is a priority for the Salt Spring Climate Action Council. For more ideas, and information about Salt Spring's Climate Action Plan, see:

www.climateactionsaltspring.ca

Proposed 2011 Local Planning Committee Meeting Dates

February 17, 2011

May 18, 2011

August 18, 2011

None in November due to election

Changes in bold red text

**ISLANDS TRUST
BRIEFING**

DATE: March 18, 2011

TOPIC: OCP / LUB STATUS REPORT

DIRECTED TO: Trust Council

CONFIDENTIAL: NO

DESCRIPTION OF ISSUE: To provide a status report regarding the scheduled review of Official Community Plans (OCPs) and Land Use Bylaws (LUBs) by Local Trust Committees.

BACKGROUND: A quarterly status report on OCP and LUB projects covering current and future budget years is provided to the Trust Council for information. The Trust Council influences the schedule of review through associated funding decisions within the annual Islands Trust budget. Local Trust Committees influence the review schedule through decisions at the local level on the conduct of an OCP / LUB review process.

ATTACHMENT: YES

FOLLOW-UP: The Director of Local Planning Services will continue to provide quarterly OCP / LUB review schedule status reports to Trust Council meetings.

PREPARED BY: _____

REVIEWED BY EXECUTIVE COMMITTEE:

SUBMITTED BY: _____

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REVIEWED BY: _____
(Chief Administrative Officer)

OTHER REVIEW:

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OCP/LUB REVIEW SCHEDULE*

Effective: February 2011

*subject to budget approval

LOCAL TRUST AREA	APR 2008 TO MAR 2009	APR 2009 TO MAR 2010	APR 2010 TO MAR 2011	APR 2011 TO MAR 2012 (term ends Nov 2011)
NORTHERN REGION				
Denman	OCP/LUB Assessment and Mapping Identify Issues: Done	OCP and LUB Targeted Review Project initiated and on track.	OCP and LUB Targeted Review Project continues; draft bylaws in development; anticipate public hearing in Spring 2011	OCP and LUB Review OCP and LUB anticipated to be completed this term.
Gabriola	Gabriola OCP and LUB Review Project Identified as LTC priority	Gabriola OCP and LUB Review Project initiated and on track.	OCP and LUB Review Project continues; Project scope completed; draft bylaws in development; anticipate public hearing in Spring 2011.	OCP and LUB Review OCP and LUB, Phase 1, anticipated to be completed this term.
Gambier	Gambier DP and Comprehensive Planning Project identified. Gambier LUB Follow-up Project Identified Associated Islands OCP Project Continues Associated Islands LUB Project Identified	Gambier DP and Comprehensive Planning Not started at this time. Not anticipated to start during this term. Gambier LUB Follow-up Not started at this time. Not anticipated to start during this term. Associated Islands OCP Project continues Associated Islands LUBs Preliminary work on 2 LUBs should commence in this fiscal year.	Associated Islands OCP and LUB OCP approved by Province; Preliminary work started on Bowyer Island LUB and Passage Island LUB; SCR D LUB on hold for next term.	OCP and LUBs Review Passage and Bowyer bylaws anticipated to be completed this term. Preliminary work on SCR D late summer 2011.
Hornby	Hornby OCP and LUB Review Project Identified as LTC priority	Hornby OCP and LUB. Project third after the Climate Wise Island Project and STVR work; some preliminary work started.	Hornby OCP and LUB Review – OCP and LUB process started; project scoping is complete and review is underway. STVR matters and OCP/LUB work need to be resolved prior to work program being finalized.	Hornby OCP and LUB Review On going STVR anticipated completion this term.
Lasqueti	Density and Build Out Review Project Identified as LTC priority; Project Done	<i>August 26, Note: The LTC have identified "Lasqueti Climate Change Mitigation Project" as Top Priority #1. This project may lead to possible OCP amendments.</i>		
Thetis	Thetis OCP and LUB Review Project Initiated	Thetis OCP and LUB Review Project continues and is <i>on track</i> .	Thetis OCP and LUB Review - Project continues; draft bylaws in development; anticipate public hearing in Spring 2011	Thetis OCP and LUB Review OCP and LUB anticipated to be complete this term.

LOCAL TRUST AREA	APR 2008 TO MAR 2009	APR 2009 TO MAR 2010	APR 2010 TO MAR 2011	APR 2011 TO MAR 2012 (Council term ends Nov 2011)
SOUTHERN REGION				
Executive			OCP/LUB – in progress 2010 - development of policies and regulations –	OCP/LUB – continuation subject to funding, completion by fall 2011
Galiano	OCP - Env, Hazard & RAR Maps & DP & Technical Review - PD	OCP Review public consultation – March Start policy drafting phase LUB – targeted bylaw amendments to start when draft OCP available (combined with OCP Review) LUB – routine updates to the LUB	OCP Bylaw drafting and bylaw consideration LUB – targeted bylaw amendments to start when draft OCP available (combined with OCP Review)	OCP - completion LUB – further amendments as identified
Mayne	OCP Env, Hazard & RAR Maps & DP – start LUB – technical review – Complete	OCP GHG reduction targets, SEM implementation, RAR implementation, LUB amendments (follow-up amendments), climate change (potentially)	OCP GHG Emission reduction – completed Non-regulatory use of SEM mapping - completed SEM – implementation (DPAs, amendments to OCP policies and map schedules – LTC resolution proceed no further RAR – DPAs – on hold pending MOE decision	OCP – continued. One or more of the following: Shoreline review, affordable housing, commercial land use, riparian area regulations geological hazards mapping, raptor nest mapping and protection, climate change adaption DAI Bylaw
North Pender	OCP Env, Hazard & RAR Maps & DP – start OCP implementation – start LUB targeted review & other initiatives. PD for 09/10	GHG reduction targets, OCP implementation: geological hazards, RAR LUB Amendments	OCP GHG emission reduction – completed OCP implementation including: Geological hazard mapping and RAR LUB OCP implementation and technical LUB amendments	Associated Islands OCP/LUB amendments (Sidney Island) – Summer/Fall 2011 OCP implementation – (continued) – Geological hazard protection, Affordable housing, shoreline development review, climate change mitigation and adaption, tourism plan, agricultural projects, other OCP implementation initiatives, LUB amendments

LOCAL TRUST AREA	APR 2008 TO MAR 2009	APR 2009 TO MAR 2010	APR 2010 TO MAR 2011	APR 2011 TO MAR 2012 (Council term ends Nov 2011)
Saturna	<i>Hazard & RAR Maps & DP - PD</i>	<i>Eastpoint Water conservation,</i> <i>Accessory building review</i> <i>GHG reduction targets</i> <i>OCP</i> <i>Affordable housing, RAR,</i> <i>Quarry trail dedication,</i> <i>Climate change</i>	LUB East Point Water Conservation – – public process to ID issues and solutions OCP and LUB national park zoning - done GHG reduction/climate change policy work - completion	East Point Water Conservation – continuation of process, water catchment requirement for storage buildings Park zoning – Land use designations and zoning for community parks and GINPR OCP continued – geological hazard mapping, raptor nest mapping, SEM implementation, RAR implementation
South Pender		GHG reduction targets OCP RAR OCP and LUB – national park zoning	OCP and LUB Targeted review of the OCP underway Zoning and Density Review Raptor Nest Protection Fact Sheets	OCP – continuation of targeted review process – completion Fall 2011 LUB – amend RR zone regulations Development Permit Areas: SEM. Geological hazards, Raptor nests Shoreline Protection DAI Bylaw

LOCAL TRUST AREA	APR 2008 TO MAR 2009	APR 2009 TO MAR 2010	APR 2010 TO MAR 2011	APR 2011 TO MAR 2012 (Council term ends Nov 2011)
SALT SPRING REGION				
Salt Spring	OCP review Phase 1 - Complete	OCP project Phase 2 - SEM, Hazard Land & RAR Maps– Complete Bill 27 (GHG emission reductions) - Complete, DAI review and LUB housekeeping – Complete Ganges Harbour Risk Assessment - Incomplete Industrial Task Force- Complete, Housing Needs Assessment phase 2- Complete	OCP Phase 2 – Environmental DPAs review to implement RAR, incorporate hazard lands mapping, Watershed Planning, overlap with Climate Change mitigation. Incomplete LUB Review incl. affordable housing, housing for farm workers, Industrial Task Force recommendations: mapping and format updates. Incomplete	Complete OCP Review Phase 2 Complete LUB Review Implement Community Affordable Housing Strategy Undertake Piers Island Bill 27 OCP Update Project Design: Village Area Planning and heritage initiatives. Start Shoreline DP Area review upon completion of Green Shores Start SEM DP Area analysis Start: Implement Climate Action Plan recommendations into OCP and LUB Project Design: Partner in Ganges Harbour Management and Storm Drainage Plans

CODES

PD = Project Design;– Assessment, project design, timeline, scope, budget estimate, mapping requirements, strategic plan consideration and budget request

Start – Projected start up of project(s)

Complete – Projected completion of project(s)

Islands Trust
Local Planning Committee Report

To: Islands Trust Council

Date: March 18, 2011

WORK PROGRAM

1. RIPARIAN AREA REGULATION (RAR) IMPLEMENTATION

Current – The Vancouver Island regional office of the Ministry of Environment has formally designated watersheds that fall under the RAR within their area of responsibility. Specific watersheds on Hornby, Lasqueti and Mayne Islands are unverified and the Ministry requires further information before completing their designation. Planning staff have received a model staff report to facilitate Local Trust Committee implementation of the RAR through local legislative action.

Planned – Gambier Island Land Trust Area is the only outstanding area and completion of this work is underway with the Lower Mainland regional office of the Ministry of Environment. Director Local Planning Services will ensure that all Local Trust Committees (LTC) receive staff reports for amending LTC bylaws to become compliant with the Riparian Area Regulation as soon as possible.

2. BYLAW DISPUTE ADJUDICATION SYSTEM

Current – Working on bylaw adjudication bylaws for North Pender, Salt Spring and Denman islands

Planned – Development of adjudication bylaws for all remaining local trust areas

3. DEVELOPMENT APPLICATION FEE ANALYSIS TASKFORCE

Current – Terms of Reference approved by Executive Committee and four members appointed

Planned – Task Force to report back to LPC and FPC in August 2011

ON-GOING ITEMS

COMMUNITY HOUSING – Monitoring ongoing work
PROTOCOL WITH THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE
 – Monitoring ongoing work

GREENHOUSE GAS EMISSION REDUCTION – Monitoring ongoing work of the LTCs

FOOD SECURITY – Report to March 2011 Trust Council meeting

CONSERVATION COVENANT MANAGEMENT – Report to March 2011 Trust Council meeting

ENCOURAGING GREEN TECHNOLOGY STRUCTURES – The LPC is considering means to encourage green technology structures

OCP/LUB PROGRAM STATUS - Monitoring progress and funding availability

INTEGRATED WATERSHED & SHORELINE PROTECTION APPROACH - Monitoring implementation

IT GREEN SHORES FOR HOMES PROJECT – Monitoring implementation

David Marlor
 Designate Staff

George Ehring
 Chair