

**MINUTES OF THE LASQUETI ISLAND LOCAL TRUST COMMITTEE MEETING
HELD AT 11:00 AM ON THURSDAY, MAY 3, 2012
AT THE ARTS CENTRE
LASQUETI ISLAND, BC**

PRESENT: David Graham Chair
 Peter Johnston Local Trustee
 Susan Morrison Local Trustee
 Linda Prowse Staff Planner
 Miles Drew Bylaw Enforcement Coordinator
 Melinda Auerbach Recorder

There was one (1) member of the public present.

1. CALL TO ORDER

The meeting was called to order at 11:00 am.

2. APPROVAL OF AGENDA

The agenda was approved by consensus with the following additions:

- 11.5 Last Resort Society – Gas Tax funding
- 10.3.1 Expenses posted March 31, 2012
- 10.3.2 Expenses for fiscal year 2011-2012

3. TOWN HALL SESSION

There were no submissions from the audience.

4. MINUTES

4.1 *Lasqueti Island Local Trust Committee Public Meeting Adopted Minutes dated March 15, 2012 – for information*

Planner Prowse advised that the minutes were adopted before this meeting by Resolution Without Meeting.

4.2 *Resolutions Without Meeting*

Received. It was noted that Resolutions Without Meeting take place between scheduled Local Trust Committee meetings to ensure that Local Trust Committee business is carried out in a timely manner and that Resolutions Without Meeting are reported on at Local Trust Committee business meetings.

5. BUSINESS ARISING FROM MINUTES

5.1 Follow up Action List dated April 24, 2012

Planner Prowse reviewed the Follow Up Action list with the Local Trust Committee.

6. DELEGATIONS

None.

7. CORRESPONDENCE

There was no correspondence for the Local Trust Committee's consideration.

8. APPLICATIONS AND PERMITS

8.1 LA-TUP-2012.1 Community Post Office

Planner Prowse presented a staff report on the subject application and advised that the Advisory Planning Commission was in favour of issuing the Temporary Use Permit.

LA-013-2012 It was **MOVED** and **SECONDED** that *LA-TUP-2012.1* (Tony Seaman) be issued.

CARRIED

9. LOCAL TRUST COMMITTEE PROJECTS

9.1 False Bay Parking Master Plan

The Advisory Planning Commission will consider this item at their next meeting.

9.2 Riparian Areas Regulation Compliance – Staff Report

Planner Prowse presented the Staff Report dated April 5, 2012 for discussion by the Local Trust Committee.

LA-014-2012 It was **MOVED** and **SECONDED** that staff be directed to proceed with establishing a northern working group made up of northern trustees and staff in order to develop community consultation options and education materials for Riparian Areas Regulation implementation.

CARRIED

LA-015-2012 It was **MOVED** and **SECONDED** that staff be directed to prepare draft watercourse setback provisions for Local Trust Committee review that would be in accordance with the provincial Riparian Areas Regulation.

CARRIED

9.3 *Workshops – Oil and Effluent Spills and Forage Fish Workshops - update*

Trustee Morrison provided an update on this item. She had contacted Ramona deGraaf to come to Lasqueti for another forage fish workshop.

LA-016-2012 It was **MOVED** and **SECONDED** that the Local Trustees make arrangements for a forage fish workshop to be led by Ramona DeGraaf in July, 2012

CARRIED

LA-017-2012 It was **MOVED** and **SECONDED** that an amount not to exceed \$300.00 be allocated from the Trustee Expense budget for this workshop and that staff ask the Bylaw Enforcement Coordinator if funds would be available for this workshop from the Bylaw Enforcement Training budget.

CARRIED

The Bylaw Enforcement Coordinator expressed interest in himself and other Bylaw Enforcement officers attending this workshop.

10. REPORTS

10.1 *Work Program Reports*

The Top Priorities Report and Projects Report dated April 24, 2012 was presented for review.

LA-018-2012 It was **MOVED** and **SECONDED** that staff add to the Project List a review of guest cabin regulations in the Lasqueti Island Land Use Bylaw.

CARRIED

10.2 *Applications Log dated April 24, 2012 – attached for review*

Planner Prowse presented the Applications Log for review.

10.3 *Trustee and Local Expenses – March 29, 2012*

Received.

10.3.1 *Expenses posted to March 31, 2012*

Received.

10.3.2 Expenses for fiscal year 2011-2012

Received.

11. NEW BUSINESS

11.1 Detailed Local Trust Committee budget for 2012-2013 - Memorandum

Planner Prowse presented a memorandum on this matter and presented it to the Local Trust Committee for consideration. It was noted that “Item 65000 Trustee Expense -\$1500” is the amount that Local Trustees can spend to attend Local Trust Committee meetings. It was further noted that “Item’s 65200 through 65240 - \$3000” is the amount that the Lasqueti Island Local Trust Committee can spend to further the business of the Local Trust Committee. Specifically, the Local Trust Committee Expense account is used as follows:

- Advisory Planning Commission expenses (meeting and secretarial costs)
- LTC meeting costs including hall rental, external facilitation costs, and secretarial costs
- Local mail-outs and/or trustee newsletters
- Open house costs
- Funding to outside organizations or individuals for goods or services that support the land use planning mandate of the LTC

LA-019-2012

It was **MOVED** and **SECONDED** that the Lasqueti Island Local Trust Committee allocate its \$3,000.00 fiscal year budget as presented in the following table:

Budget Information for Fiscal 2012/13		Budget
640 Lasqueti	65000 Trustee Expense	1,500.00
640 Lasqueti	65200 LTC Meetings	1,000.00
	65210 APC Meetings	200.00
	65220 Communications	200.00
	65230 Special Projects	1,000.00
	65240 Miscellaneous	600.00
	TOTAL LTC Local Expense	3,000.00
640 Lasqueti	72300 OCP/LUB Expense	0.00

CARRIED

11.2 Draft Letter of Support for the Lasqueti Fishery/Forestry Renewal Society - attached

LA-020-2012

It was **MOVED** and **SECONDED** that the letter of support dated May 3, 2012 for the Lasqueti Fishery/Forestry Renewal Society be sent.

CARRIED

11.3 Local Trust Committee Holding Electronic Meetings – for discussion

Trustee Johnston explained the background for this item.

Planner Prowse provided a staff report dated April 25, 2012 on this item for information.

It was noted that if the Chairperson cannot physically attend a Local Trust Committee meeting, that the meeting could be moved to the Internet Centre so that the Chair can be present at the meeting by telephone.

11.4 Current Local Trust Committee Application Fees – Lasqueti Island Fees Bylaw No. 85 - attached

Planner Prowse presented the subject bylaw for information on the current fees that apply in the Lasqueti Island Local Trust Area.

11.5 Request for Letter of Support for Last Resort Society – Gas Tax Funding

Trustee Morrison provided background for this item. The proponent will speak with Planner Prowse after the conclusion of this meeting.

12. BYLAWS

12.1 By law Enforcement Notification System –Staff Report dated March 15, 2012.

Miles Drew, Bylaw Enforcement Coordinator, presented this report to the Local Trust Committee.

12.2 Bylaw Enforcement Notice and Dispute Adjudication System Brochure – attached

The Bylaw Enforcement Coordinator presented the Bylaw Enforcement Notice and Dispute Adjudication System Report dated March 15, 2012 for discussion.

12.3 Bylaw Violation Notice Sample – attached

The Bylaw Enforcement Coordinator presented the Bylaw Violation Notice Sample for discussion.

12.4 Draft Bylaw No. 87 cited as “Lasqueti Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 87, 2011 – for consideration of first, second and third readings and submission to the Executive Committee for approval.

The Bylaw Enforcement Coordinator presented Draft Bylaw No. 87 for

consideration by the Local Trust Committee.

The Local Trust Committee requested by consensus that the following changes be made to the draft bylaw:

Under 5.1(2), change the point to read: “request dispute adjudication by filling in the appropriate portion of the bylaw violation notice and delivering it, either in person during regular office hours, or by mail, to the Islands Trust as directed on the bylaw violation notice.”

LA-021-2012

It was **MOVED** and **SECONDED** that Draft Bylaw No. 87, cited as “Lasqueti Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 87, 2011 be given first reading as amended.

CARRIED

LA-022-2012

It was **MOVED** and **SECONDED** that staff co-ordinate a public information notice to the Lasqueti community to provide notification of the Bylaw Enforcement Notification Bylaw.

CARRIED

It was noted that staff would forward copies of the Bylaw Enforcement Notification information in the agenda package to Trustee Johnston who would post the information on island.

- 12.5 *Draft Bylaw No. 88, cited as “Lasqueti Island Local Trust Committee Advisory Planning Commission Bylaw, 2012 – for consideration of first, second and third readings and submission to the Executive Committee for approval.*

Planner Prowse presented Draft Bylaw No. 88 for consideration by the Local Trust Committee.

The Local Trust Committee requested by consensus that the following changes be made to the draft bylaw:

Section 1(a). Add to the end the following sentence: “Provisions 2 – 7 apply to the Advisory Planning Commission”

Section 2(g). Change to read: “In the event that the Chairperson resigns or the Chairperson position is otherwise terminated, the Advisory Planning Commission shall elect a new Chairperson.

Section 4(c). Change to read: “The Advisory Planning Commission shall select a regular monthly meeting day to consider referrals at its first meeting.

Section 5(a). Change to read: The Secretary must give notice of meeting including a description of all referrals to be discussed to each member at least five calendar days prior to the meeting.

LA-023-2012 It was **MOVED** and **SECONDED** that Bylaw No. 88, cited as “Lasqueti Island Local Trust Committee Advisory Planning Commission Bylaw, 2012 be given first reading as amended.

CARRIED

LA-024-2012 It was **MOVED** and **SECONDED** that proposed Bylaw No. 88, cited as “Lasqueti Island Local Trust Committee Advisory Planning Commission Bylaw, 2012 be given second reading.

CARRIED

LA-025-2012 It was **MOVED** and **SECONDED** that proposed Bylaw No. 88, cited as “Lasqueti Island Local Trust Committee Advisory Planning Commission Bylaw, 2012 be given third reading.

CARRIED

LA-26-2012 It was **MOVED** and **SECONDED** that Bylaw No. 88, cited as “Lasqueti Island Local Trust Committee Advisory Planning Commission Bylaw, 2012 be referred to Executive Committee.

CARRIED

13. ISLANDS TRUST WEBSITE – LASQUETI PAGE

It was noted that a copy of the Thetis Page of the Islands Trust website was in the agenda package, and staff provided the Local Trust Committee with a copy of the Lasqueti Page of the Islands Trust Website. The Local Trust Committee did not wish to make any changes to the Lasqueti page at this time.

14. TOWN HALL SESSION

Kristin Charleton: The Last Resort Society wants to apply for monies from the gas tax fund for renewable energy appliances and a wood heater for its building project. The Last Resort Society is eligible only for the difference between conventional costs and the cost for renewable systems. Also, the application needs to come from an entity that has a relationship with Vancouver Island Health Authority. She requested a letter of support from the Local Trust Committee for this application.

15. IN-CAMERA MEETING

LA-027-2012 It was **MOVED** and **SECONDED** that the Lasqueti Island Local Trust Committee close the next part of the May 3, 2012 business meeting to discuss matters pursuant to 90(1)(f) of the Community Charter to discuss Bylaw Enforcement matters and that staff be invited to attend this meeting.

CARRIED

The meeting was closed to the public at 2:10 pm to hold the In-Camera meeting.

The Local Trust Committee In-camera meeting adjourned at 2:20 pm.

16. RECALL TO ORDER AND REPORT OF CLOSED MEETING

Chair Graham reported on the results of the closed meeting.

LA-028-2012

It was **MOVED** and **SECONDED** that the Bylaw Enforcement Coordinator' prepare a report for the Local Trust Committee on guest cabin enforcement issues.

CARRIED

17. NEXT BUSINESS MEETING

It was noted that the next Lasqueti Island Local Trust Committee business meeting will be held at the Arts Centre on Thursday, July 12, 2012 at 11:00 am.

16. ADJOURNMENT

Chair Graham adjourned the meeting at 3:10 pm.

Recorder

Chair