



# Mayne Island Local Trust Committee Regular Meeting Agenda

**Date:** June 29, 2015  
**Time:** 1:00 pm  
**Location:** Mayne Island Agricultural Hall  
430 Fernhill Road, Mayne Island, BC

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	<b>Pages</b>
1. CALL TO ORDER	1:00 PM - 1:20 PM
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	
4. COMMUNITY INFORMATION MEETING	
none	
5. PUBLIC HEARING	
none	
6. MINUTES	1:20 PM - 1:30 PM
6.1 Local Trust Committee Minutes Dated May 25, 2015 (for Adoption)	3 - 8
6.2 Section 26 Resolutions-without-meeting Report	
none	
6.3 Advisory Planning Commission Minutes Dated xx for Receipt	
none	
7. BUSINESS ARISING FROM THE MINUTES	1:30 PM - 1:40 PM
7.1 Follow-up Action List Dated June 2015	9 - 10
8. DELEGATIONS	
none	
9. CORRESPONDENCE	
Correspondence received concerning current applications or projects is posted to the LTC webpage	

10. APPLICATIONS AND REFERRALS  
none
11. LOCAL TRUST COMMITTEE PROJECTS 1:40 PM - 2:20 PM  
11.1 Commercial Land Use Review - Staff Report & Draft Project Charter (Pending)
12. REPORTS 2:20 PM - 3:00 PM  
12.1 Work Program Reports (attached)  
12.1.1 Top Priorities Report Dated June 2015 11 - 11  
12.1.2 Projects List Report Dated June 2015 12 - 12  
12.2 Applications Report  
none  
12.3 Trustee and Local Expense Report Dated May 2015 (attached) 13 - 13  
12.4 Adopted Policies and Standing Resolutions (attached) 14 - 17  
12.5 Local Trust Committee Webpage  
12.6 Chair's Report  
12.7 Trustee Report  
12.8 Trust Fund Board Report - May 2015 (attached) 18 - 18
13. NEW BUSINESS 3:00 PM - 3:40 PM  
13.1 Questionnaire - Draft Questionnaire Regarding LTC Projects  
13.2 Riparian Area Regulations - Update  
13.3 Green Shores for Home - Thetis Pilot Reports - discussion 19 - 22
14. UPCOMING MEETINGS 3:40 PM - 3:45 PM  
14.1 Next Regular Meeting Scheduled for July 27, 2015, at the Mayne Island Agricultural Hall
15. TOWN HALL 3:45 PM - 4:00 PM
16. CLOSED MEETING (Distributed Under Separate Cover)  
none
17. ADJOURNMENT 4:00 PM - 4:00 PM



# DRAFT

## Local Trust Committee Minutes Subject to Approval By the Local Trust Committee

### Mayne Island Local Trust Committee Minutes of Regular Meeting

**Date:** May 25, 2015  
**Location:** Mayne Island Agricultural Hall  
430 Fernhill Road, Mayne Island, BC

**Members Present:** Jeanine Dodds, Local Trustee, Acting Chair  
Brian Crumblehulme, Local Trustee

**Staff Present:** Gary Richardson, Island Planner  
Pat Todd, Recorder

**Regrets:** George Grams, Chair

**Public and Media Present:** There were four (4) members of the public present

#### 1. CALL TO ORDER

**By general consent** Trustee Dodds was appointed Acting Chair.

Acting Chair Dodds called the meeting to order at 1:00 pm and acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

#### 2. APPROVAL OF AGENDA

It was noted that the agenda had the meeting beginning at 12:00 p.m. This needs to be changed for future meetings.

Additions to the agenda for consideration:

- 8.1 Rob Underhill, Biologist, Mayne Island Conservancy
- 13.2 Email from Village Point Water District

**By general consent** the agenda, with proposed additions, was Adopted.

#### 3. TOWN HALL AND QUESTIONS

There was some discussion as to this item preceding the approval of the agenda as the public may have some additions.

#### 4. COMMUNITY INFORMATION MEETING

None

#### 5. PUBLIC HEARING

None

## 6. MINUTES

### 6.1. Local Trust Committee Minutes

#### 6.1.1. Mayne Local Trust Committee Meeting Minutes Dated April 27, 2015 (for Adoption)

**By general consent** the Local Trust Committee meeting minutes of April 27, 2015 as presented, were Adopted.

#### 6.1.2. Mayne Local Trust Committee Public Hearing Record Dated April 27, 2015 (for Receipt)

**By general consent** the Local Trust Committee Public Hearing record of April 27, 2015 as presented, was Adopted.

### 6.2. Section 26 Resolutions-without-meeting Report

None

### 6.3. Advisory Planning Commission Minutes

None

## 7. BUSINESS ARISING FROM THE MINUTES

### 7.1. Follow-up Action List Dated May 2015

Planner Richardson stated he will be organizing the Advisory Planning Commission over the next 2 weeks and then Bylaw Enforcement Manager Drew will arrange a presentation.

After speaking with staff, page numbers cannot be added to Escribe (agenda creation software): however, the numbers do show on the pdf document on the Islands Trust web site.

Bylaws No. 161 and No. 162 will be going to the Executive Committee in May.

The letter regarding tankers will be taken to the Executive Committee as it is felt this is a Southern Gulf Islands issue.

#### **MA-2015-42**

**It was Moved and Seconded** that the Mayne Island Local Trust Committee direct staff to add development of a management plan for fallow deer to the Strategic Plan.

**CARRIED**

There was discussion as to issues/concerns regarding the fallow deer population.

## 8. DELEGATIONS

### 8.1 Rob Underhill, Biologist, Mayne Island Conservancy

Rob presented information from a Wetlands Mapping Project. Information was based primarily on air photos however small wetlands were not readily visible. There was a ground inspection of 46 wetland features. Seasonally flooded areas (swamps/marshes) and man-made (ponds) were surveyed. A literature review identified potential threats for the 4 amphibian species known to be on the island. It is important to educate land owners as to how to construct a pond to encourage design as a wet land habitat. The full report is available on the Conservancy web site and has been provided to Islands Trust.

## 9. CORRESPONDENCE

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

None

## 10. APPLICATIONS AND REFERRALS

### 10.1. Galiano Island Local Trust Committee Bylaw No. 250 Referral

See MA-2105-43

### 10.2. Galiano Island Local Trust Committee Bylaws No. 251 and 252 Referral

See MA-2105-43

### 10.3. Galiano Island Local Trust Committee Bylaws No. 242 and 243 Referral

See MA-2105-43

### 10.4. Galiano Island Local Trust Committee Bylaws No. 254 and 255 Referral

**MA-2015-43**

**It was Moved and Seconded** that the Mayne Island Local Trust Committee interests were not affected by Galiano Island Local Trust Committee proposed Bylaws No. 250, 251, 252, 242, 243, 254, and 255.

**CARRIED**

## 11. LOCAL TRUST COMMITTEE PROJECTS

### 11.1. OCP/LUB Review - Amended Project Charter

Planner Richardson informed the local trust committee (LTC) that an amended project charter has been prepared to include the review of using cottages as short term vacation rentals.

**MA-2015-44**

**It was Moved and Seconded** that the Mayne Island Local Trust Committee project charter, OCP and LUB Amendments - Version 2 May 14, 2015 as drafted be Approved.

**CARRIED**

**11.2. Commercial Land Use Review - Task Force Reports**

Planner Richardson reported that staff will be reviewing the three reports from this review. The potential build-out will be identified.

**MA-2015-45**

**It was Moved and Seconded** that the Mayne Island Local Trust Committee direct staff to prepare a report and draft a project charter regarding the Commercial Land Use Review.

**CARRIED**

**12. REPORTS**

**12.1. Work Program Reports**

**12.1.1. Top Priorities Report Dated May 2015**

Items identified in the report are ongoing.

**12.1.2. Projects List Report Dated May 2015**

Ministry of Transportation and Infrastructure (MoTI) is studying the issues on Georgina Point Road. The local trust committee emphasized the need for a safety barrier.

Riparian Areas Regulations is not on the project list however will be added to June 29, 2015 meeting agenda for discussion.

**12.2. Applications Report**

None

**12.3. Trustee and Local Expense Report Dated March 2015**

Received for information

**12.4. Adopted Policies and Standing Resolutions**

Received for information

**12.5. Local Trust Committee Webpage**

The website will be updated as appropriate after the meeting. The Mayne Island webpage can be found at [www.islandstrust.bc.ca/mayne](http://www.islandstrust.bc.ca/mayne).

**12.6. Chair's Report**

Chair Grams was unable to attend due to other commitments.

**12.7. Trustee Report**

Acting Chair Dodds reported meeting with a Driftwood newspaper reporter regarding the fallow deer problem.

Trustee Crumblehulme stated that the CRD Economic Development Commission met last week regarding local transportation. The Marine Oil Spill Response was noted as not being under the review of the LTC however it is a significant island concern. Trustee Crumblehulme will be asking the Trust Planning Committee to explore how to support interisland travel.

It was reported that there were two nominees for Stewardship Awards from Mayne Island - Michael Dunn, and the Mayne Island Agricultural Society.

#### **12.8. Trust Fund Board Report**

None

### **13. NEW BUSINESS**

#### **13.1. Input Into Strategic Plan**

Discussed under item 7.1 Follow-up Action Report.

#### **13.2 Email from Village Point Water District**

There was discussion earlier as to the STVR issue. Staff will draft a letter to go to all Mayne Island water districts, which can be forwarded to residents. This item is under review by the LTC however at the present time STVRs are not a permitted use.

### **14. UPCOMING MEETINGS**

#### **14.1. Next Regular Meeting Scheduled for June 29, 2015, at 1:00 pm, at the Mayne Island Agricultural Hall.**

### **15. TOWN HALL**

**Ian Dow** spoke to discussions which occurred last fall that communities should have oil spill safety equipment and that Kinder Morgan could fund this.

**Paula Buchholz** expressed concerns regarding the proposed OCP/LUB rewording for "large remainder lots". There is a covenant on her property and at the original time of subdivision her decisions may have been different if proposed wording had been in place. The assumption was that remainder lot could be utilized at a later time. The subdivision would have been designed differently – now has 96 acres with 2 residences allowed.

A/Chair Dodds explained that the OCP/LUB has always been clear that lot averaging permits the same number of dwellings, that the Land Use Bylaw can change constantly and the local trust committee can change zoning.

Planner Richardson stated that the LUB is the senior document to a covenant and that it is important to clarify in the LUB number of houses and number of lots allowed.

A/Chair Dodds spoke to the proposed changes going to a Public Hearing and that comments/concerns will be considered at that time.

**16. CLOSED MEETING**

None

**17. ADJOURNMENT**

**By general consent** the meeting was adjourned at 2:30 pm.

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Jeanine Dodds, Acting Chair

Certified Correct:

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Pat Todd, Recorder





**Follow Up Action Report w/ Target Date**

**Mayne Island  
Mar-30-2015**

No.	Activity	Responsibility	Target Date	Status
1	<p>Arrange for BEO to present Ben Bylaw to APC on conference call.</p> <p>Planner will contact APC to determine 1st meeting of newly appointed APC.</p> <p>Benn Bylaw to be referred to APC.</p>	<p>Miles Drew Gary Richardson</p>		On Going

**Apr-27-2015**

No.	Activity	Responsibility	Target Date	Status
2	<p>Density Controls on Large Remainder Lots</p> <p>Staff to prepare a table showing lots that need zoning amendment to accurately reflect density. Also prepare wording for LUB for LTC to consider.</p>	<p>Gary Richardson</p>		On Going
3	<p>Strategic Plan</p> <p>Five Items agreed on, will revisit at the May LTC meeting and submit:</p> <ul style="list-style-type: none"> <li>- fresh water quality and quantity</li> <li>- coastal protection</li> <li>- socio economic issues</li> <li>- improve understanding of the Islands Trust</li> <li>- Resilience/economic stability of Islands Trust</li> </ul> <p>Forward list to CAO after May LTC meeting.</p>	<p>Gary Richardson</p>		Done
4	<p>Forward BEN Bylaw to Mayne APC for review and comment. And arrange for BEO to address APC via phone.</p>	<p>Miles Drew Gary Richardson</p>		Done

## May-25-2015

No.	Activity	Responsibility	Target Date	Status
5	LTC Meeting minutes of April 27, 2015 approved as drafted.	Lori Foster		Done
6	Chair to request clarification on process that is in place in the event there is an oil spill in plumper sound.	Gary Richardson		On Going
7	Management Plan for Fallow Deer to be added to list of items to be considered for strategic plan.	Gary Richardson		Done
8	Galiano LTC Bylaws 242, 243, 250, 251, 252, 254 and 255 - interested unaffected	Sharon Lloyd-deRosario		Done
9	Forward example of surveys done by other islands to LTC for reference. Saturna and South Pender.	Gary Richardson		On Going
10	Approved Project Charter for OCP/LUB amendments as amended.	Gary Richardson		On Going
11	<p>Prepare commercial land use project charter for June LTC mtg.</p> <p>Include in the charter:</p> <ul style="list-style-type: none"> <li>- inventories of existing commercially zoned land</li> <li>- comprehensive policies in place to direct future land use decisions</li> <li>- build in APC referrals</li> <li>- long term project</li> <li>- show what build out would look like</li> </ul>	Gary Richardson		On Going
12	Add RAR to agenda. Review Salt Spring RAR Bylaw.	Gary Richardson		On Going
13	Prepare letter from the LTC to water districts regarding STVRs. Use previous example.	Gary Richardson		On Going
14	Bring Draft Project Questionnaire to next LTC meeting for LTCs consideration.	Gary Richardson		On Going



## Top Priorities

### Mayne Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Commercial Land Use Review	Prepare previous Commercial Land Use Review task force reports for LTC review at May 25, 2015 LTC meeting	Apr-27-2015	Gary Richardson	May-25-2015	On Going
2	OCP/LUB Amendment Density Provisions on Large Lots, TUP Policies, and Short Term Vacation Rental review.	Prepare amended project charter for May 25, 2015 LTC Meeting  Prepare list of large remainder lots subject to zoning revision for July LTC Meeting	Feb-23-2015	Gary Richardson	May-25-2015	On Going
3	Fallow Deer Eradication	Letter prepared for Director Howe requesting Fallow Deer Management Plan (done)  Waiting for response from Director Howe	Jan-26-2015	Gary Richardson	Mar-30-2015	On Going



## Projects

### Mayne Island

No.	Description	Activity	Received/Initiated	Status
1	Climate Change Adaptation	Consider regulatory changes and implementation of new DPA authority	Mar-02-2009	On Going
2	Riparian Area Regulations	Project moved from Top Priorities pending ombudsperson report response and Ministry decision on SSI bylaw. Staff to prepare a report and recommendations on how to proceed once SSI bylaw decision made and Ministry response to ombudsperson complete	Jan-26-2015	On Going
3	Road issues		Jun-27-2012	On Going

**Islands Trust**  
 LTC EXP SUMMARY REPORT F2016  
 Invoices posted to Month ending May 2015

645 Mayne	Invoices posted to Month ending May 2015	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-645	LTC "Trustee Expenses"	750.00	0.00	750.00
LTC Local				
65200-645	LTC - Local Exp - LTC Meeting Expenses	1,500.00	110.82	1,389.18
65210-645	LTC - Local Exp - APC Meeting Expenses	750.00	0.00	750.00
65220-645	LTC - Local Exp - Communications	300.00	140.00	160.00
65230-645	LTC - Local Exp - Special Projects	750.00	0.00	750.00
TOTAL LTC Local Expense		<u>3,300.00</u>	<u>250.82</u>	<u>3,049.18</u>
Projects				
73001-645-3005	Mayne RAR	2,500.00	0.00	2,500.00
73001-645-4053	Mayne Density & STVR Review	2,000.00	0.00	2,000.00
73001-645-4059	Mayne Commercial Land Use Review	2,000.00	1,807.70	192.30
TOTAL Project Expenses		<u>6,500.00</u>	<u>1,807.70</u>	<u>4,692.30</u>

# Mayne Island Local Trust Committee

## POLICIES AND STANDING RESOLUTIONS

Updated: July 25, 2012

No	Meeting Date	Resolution No.	Issue	Policy and Description
1.	October 1, 2007	MA-LTC-70-07	Guidelines for Use When Considering Funding for Reports	The MILTC has adopted a policy establishing the set of guidelines the LTC should employ when purchasing a report for LTC and public use.
2.	February 7, 2011	MA-LTC-13-11 This resolution repeals MA-LTC-90-09	STVRS Bylaw Enforcement	<p>1. Given finite resources available for enforcement activities and in order to ensure the most effective results for enforcement activities STVRs that have one or more of the following characteristics will be subject to enforcement:</p> <ol style="list-style-type: none"> <li>1. They are advertised on the internet, newspapers or other media;</li> <li>2. They are not managed by the property owner;</li> <li>3. More than one dwelling on the lot is simultaneously made available for STVR;</li> <li>4. While the property is rented persons are permitted to stay in tents or trailers;</li> <li>5. There are issues related to health and safety;</li> <li>6. There is a written complaint by owners or residents of two properties about bona fide serious nuisance issues such as noise or parking congestion related to the STVR;</li> <li>7. The owner of the property uses more than one property on Mayne Island as a STVR.</li> </ol> <p>2. No enforcement actions under section 1.1 will be taken against any STVR operation that takes place in a lawful cottage or dwelling while the operator lives in a lawful dwelling or cottage on the same property.</p> <p>3. Nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Mayne Island Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time.</p> <p>This means that persons who have two lawful dwelling places on one lot and who live in one dwelling while the other is used as an STVR will be exempt from enforcement if they advertise. Staff recommends that the other factors continue to apply because STVR operations that have third party management, have more than one location on Mayne Island, or use more than one dwelling or cottage or permit camping are essentially operating as a resort or motel. The safety and nuisance triggers for enforcement protect the renters, the operators, and the neighbourhoods. It also reduces the Islands Trusts' liability.</p>

No	Meeting Date	Resolution No.	Issue	Policy and Description
3.	May 2, 2011	MA-LTC-44-11	Options for adopting In Camera Minutes	It was Moved and Seconded that Mayne Island Local Trust Committee direct staff to only include in-camera minutes on agendas where there are other reasons to close the meeting to the public .
4.	February 1, 2012		Special Occasion Liquor License referrals	That where a Liquor Control and Licensing Branch Special Occasion License referral relates to a property where Mayne Island Land Use Bylaw 146, 2008 permits public assembly uses, such as halls, recreation facilities or restaurants, and where it can be determined that the organization or applicant have had no issues related to parking or past complaints for the preceding three years, staff may approve the Special Occasion License without referral to the Local Trust Committee. All other Special Occasion License referrals are to be referred to the Local Trust Committee for consideration.
5.	July 25, 2012	MA-LTC-34-12 x-ref #2 above	STVR Bylaw enforcement policy	That Mayne Island Local Trust Committee resolves to extend the current Short Term Vacation Rental bylaw enforcement policy, as written in Staff Report dated June 26, 2012 until the project to review use of second dwellings for Short Term Vacation Rentals is complete.

## **GUIDELINES FOR MAYNE ISLAND LTC TO USE WHEN CONSIDERING FUNDING FOR REPORTS**

**Adopted by Resolution MA-LTC-70-07 at the regular meeting of  
October 1, 2007.**

**ISSUE:** What guidelines should an LTC employ when purchasing a report for LTC and public use?

### **BACKGROUND:**

Islands Trust financial policy provides that an LTC cannot sponsor an event, even a community non-profit venture. LTC's can, however, purchase goods and services which are of benefit to the LTC and, by extension, the community it serves. Therefore, LTC's have supported worthwhile conferences, workshops and the like by purchasing a report on conference issues, proceedings, findings and recommendations.

In order that LTC's receive value for their purchases, the Mayne Island LTC has raised the issue outlined above. It has asked that guidelines be considered for use in evaluating future opportunities to purchase reports on a wide variety of subjects related to LTC mandates.

### **CONSIDERATIONS:**

There are a number of factors or considerations an LTC might need to entertain. These considerations are cited below in an order which range from "fundamental" to "consequential".

1. Does the LTC have the budgetary capacity to consider the opportunity to purchase a conference report or proceeding?
2. Is the subject matter germane to the work and/or mandate of the LTC?
3. If the answers to 1 and 2 above are in the affirmative, the LTC may wish to consider requirements for the report they agree to purchase.



## **GUIDELINES**

If the LTC decides to purchase a conference report or proceedings, it may require that reporting guidelines below be met as a condition of purchase.

These guidelines are:

1. The full proceedings of the conference or workshop are preferred.
2. If full proceedings are not produced or available the report to the LTC should include:
  - (a) The agenda of the conference or workshop
  - (b) A list of presenters and the topics they represented
  - (c) A summary of each topic discussed
  - (d) A copy of all papers presented at the conference
  - (e) A list of all recommendations made by the conference (if not cited in the papers or summary of each topic)
  - (f) A summary of any follow-up actions identified by the conference
  - (g) A copy of any contact list or referral resources generated by the conference,.
3. If only a narrative report is produced, the narrative should include or address the information sought in (a) to (g) above.

It is hoped that the guidelines above will ensure that the LTC will receive all relevant information generated by the conference or workshop.

## **Trust Fund Board Report to Local Trust Committees and Bowen Island Municipality May 2015**

### **ITF Name Change – Meeting with Assistant Deputy Minister**

Trust Fund Board Chair Tony Law joined the Executive Committee for a meeting with Jay Schlosar, an Assistant Deputy Minister with the Ministry of Community, Sport and Cultural Development. The main topic was the long-standing request for a legislative amendment to the *Islands Trust Act* to re-name the Islands Trust Fund to Islands Trust Conservancy. Mr. Schlosar agreed that the existing name presents a barrier to fundraising and marketing and that a new name that reflects what we do could make a significant difference for us. Although the proposed change is minor, Mr. Schlosar cautioned those attending that there are always many competing priorities for the legislative agenda. The ADM indicated his willingness to move our request forward and will keep us informed about timelines and process. The Trust Fund Board appreciates the support of Trust Council and the Executive Committee in advancing the name change request, something that has been on the Board's agenda for several terms.

### **Lasqueti Crown Land Acquisition**

Representatives of TFB and staff will be meeting with the Chief and Councillors of Qualicum First Nation to begin discussing a possible Sponsored Crown Grant application on Lasqueti Island. The parcel in question is north of Mount Trematon, an existing Islands Trust Fund nature reserve encompassing the highest point on Lasqueti. The acquisition would contribute to a significant network of protected areas for the island.

### **Islands Trust Fund Annual Report – A good read!**

TFB has approved our annual report for 2014-15 to be included as a section in the Islands Trust Council's annual report to the Minister. While this report meets a statutory requirement, it also offers a good read that provides interesting information about our work. We encourage trustees who want to be more familiar with our activities to read our section when the draft comes to Trust Council's meeting for approval in June 2015.

### **Conservation Covenants on Salt Spring Island**

In February we registered a conservation covenant on 0.3 hectares of a private Salt Spring Island property, providing legal protection to a First Nations burial site, as well as forest ecosystem values. A covenant has also been registered on our Cyril Cunningham Nature Reserve by the Habitat Acquisition Trust and the Salt Spring Island Conservancy, adding a new layer of protection.

### **Howe Sound Science and Knowledge Workshop**

Kate Emmings, Ecosystem Protection Specialist, attended a workshop co-hosted by the Squamish Nation, Vancouver Aquarium, and David Suzuki Foundation to "bring knowledge holders together to identify and share observations, information, experiences, and future knowledge priorities related to the aquatic biophysical features of Howe Sound." Kate shared eelgrass and forage fish data for the area and identified potential resources for the Gambier Island Local Trust Committee.

### **Strategic Plan**

Trust Fund Board has submitted its input for the Islands Trust Strategic Plan. All our suggestions relate to the Policy Statement goal of Ecosystem Preservation and Protection and to achieving objectives of the Regional Conservation Plan. Our input supports activities to protect coastal and marine areas, including utilizing land use planning tools for shoreline protection.

### **More information?**

Please contact any of the three trustees who are members of the Board – Tony Law, Susan Morrison and Kate-Louise Stamford – who will be glad to help answer any questions you may have.



The advisory committee has hired a team from Modus Planning and Lees + Associates to conduct community consultation for the first phase of the project. Engagement workshops will be held in the other three communities over the next two months, and the consultants also hope to hold professional workshops closely afterwards – based much in part on the Scenarios Workshop on Thetis Island. Following these workshops, the consultants will follow up with all participant communities, including Thetis Island, to develop a framework for piloting the Green Shores for Homes credit rating system in 2015/2016. A report on the incentives and barriers noted for all the communities is expected in early 2015.

## **LESSONS LEARNED FROM THE WORKSHOP:**

Other Local Trust Committees, as well as other municipalities, have enquired about hosting such an event. The following are lessons that stood out to planning staff when organizing this workshop.

### *1. Balancing the “Why?” with the “How?”*

The Scenarios Workshop was organized following three information sessions presenting to property owners the benefits of soft shorelines. This “why try soft shorelines” information that prefaced the scenarios workshop was crucial to build a level of buy-in for the Green Shores approach. Combining a hands-on “how?” approach with a value-based “why?” approach could be done in one session as long as both messages are effectively conveyed.

### *2. Collaboration with no foregone conclusion*

During the landowner information sessions, the LTC recognized that the on-the-ground contractors and builders were a key audience that was not being effectively targeted through guest speaker nights aimed at homeowners. They also recognized that engaging contractors and builders should respect the knowledge of the audience. The focus on a collaborative approach appealed to this group and in return, they were able to dive down into details that might not be as easy with a homeowner audience.

In addition to the collaborative style, the contractors responded to the scenario set-up; the idea of a charrette-style workshop with multiple possible solutions encouraged both critique of and building upon ideas.

### *3. Developing Interest and Recruiting Participants*

Perhaps the most crucial part of this project’s success was the leadership shown by two contractors who served as champions for this event. These two gentlemen followed up with others personally and helped set the event apart from the usual Islands Trust event. Site hosts were also identified as champions in their neighbourhood, and they helped Trustees and staff contact neighbours to see if there was interest in also attending.

### *4. Selection of Site Leads*

To foster a “no foregone conclusion” feeling, getting a diversity of site leads was worth the effort. As well as trying to find a mix of biology and marine and engineering expertise, finding professionals that fell outside the Green Shores “usual suspects” enriched the process.

## 5. *Prep Time Needed*

A significant amount of preparatory work is required to pull together the necessary site information for hypothetical scenarios. Compilation mapping of shoreline data, current and historic photographs, site plans, as well as anecdotal history and a summary of potential plans were necessary to provide the consultants with good knowledge of the site in advance. In particular, the hours required from the mapping department should not be underestimated. Gathering expert information from those in related fields such as archaeology, geology, and boating was also unforeseen but worth the time.

## 6. *Fostering Continuity across Site Scenario Output*

Because each site group reviewed their site alone, a standard worksheet was very helpful in making sure the information and solutions kept some sense of continuity when summarized. It also helped the staff facilitators to keep the groups on track when they were on site.

## 7. *Group Size*

On the actual day, participants were allowed to select their own groups. The two smaller groups (7-8 people) had a sense of dialogue and collaboration, while the larger group (14 people) did not reach the same level of engagement. If organizing a similar session, groups should probably be capped at 10 people to foster dialogue.

## **FINANCIAL CONSIDERATIONS FOR A SCENARIOS WORKSHOP:**

The Scenarios Workshop benefitted from a generous amount of funding from the Real Estate Foundation of BC, enabling a workshop with three separate sites and allowing for professionals to travel from Washington State, a luxury that would not normally be possible. The expenses for the workshop came to \$7,000; however, a workshop could be done for significantly less.

The largest expenditure is for the technical experts – the average rate for an experienced technical professional is approximately \$1,500 for the day. Because there were three site leads, this expenditure was very high (although all site leads agreed to a lower than standard rate). Filming of the event was helpful for a community with so many part-time residents, but it is not necessary if the workshop is well documented in other ways. A reasonable amount of funding for a basic but robust scenarios workshop would be \$3,000 for the day.

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## **FOLLOW-UP:**

That the LPC consider supplying continued planning support to revise and refine the draft 'Landowners Guide to Protecting Shoreline Ecosystems'.

That the LPC consider offering financial support of \$1,000 for the graphic design and Trust-wide distribution of the 'Landowners Guide to Protecting Shoreline Ecosystems'.

## **ATTACHMENTS:**

Attachment 1 – [Scenarios Workshop Summary Report](#)

Attachment 2 – [Scenarios Workshop Site Profiles and Possible Solutions](#)

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**Prepared By:**

*Aleksandra Brzozowski*

\_\_\_\_\_  
Aleksandra Brzozowski,  
Island Planner

\_\_\_\_\_  
October 28, 2014  
Date

**Reviewed  
By/Date:**

\_\_\_\_\_  
David Marlor  
NAME

\_\_\_\_\_  
October 29, 2014  
Date