



Thetis Island Local Trust Committee

Regular Meeting Agenda

Date: May 22, 2018
Time: 9:45 am
Location: Thetis Island Community Centre (Forbes Hall)
North Cove Road, Thetis Island, BC

	Pages
1. CALL TO ORDER	9:45 AM - 9:45 AM
"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."	
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	9:50 AM - 10:05 AM
4. COMMUNITY INFORMATION MEETING - None	
5. PUBLIC HEARING - None	
6. MINUTES	10:05 AM - 10:15 AM
6.1 Local Trust Committee Minutes dated April 17, 2018 for Adoption	3 - 8
6.2 Section 26 Resolutions-Without-Meeting Report - None	
6.3 Advisory Planning Commission Minutes - None	
7. BUSINESS ARISING FROM MINUTES	10:15 AM - 10:20 AM
7.1 Follow-up Action List dated May 11, 2018	9 - 11
8. DELEGATIONS - None	
9. CORRESPONDENCE - None	
<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>	

10. APPLICATIONS AND REFERRALS 10:20 AM - 10:50 AM
- 10.1 TH-DVP-2015.2 (Trincomali Holdings Ltd.) - Verbal Update
--BREAK - 10:50 - 11:05--
11. LOCAL TRUST COMMITTEE PROJECTS 11:05 AM - 11:50 AM
- 11.1 Riparian Areas Regulation Implementation - Verbal Update
- 11.2 Ruxton Island Private Moorage Structures Project - Staff Report - To be Distributed
12. REPORTS 11:50 AM - 12:20 PM
- 12.1 Work Program Reports
- 12.1.1 Top Priorities Report dated May 11, 2018 12 - 12
- 12.1.2 Projects List Report dated May 11, 2018 13 - 14
- 12.2 Applications Report dated May, 2018 15 - 17
- 12.3 Trustee and Local Expense Report dated March, 2018 18 - 18
- 12.4 Adopted Policies and Standing Resolutions - None
- 12.5 Local Trust Committee Webpage
- 12.6 Chair's Report
- 12.7 Trustee Reports
- 12.8 Electoral Area Director's Report
- 12.9 Trust Fund Board Report
13. NEW BUSINESS 12:20 PM - 12:35 PM
- 13.1 Thetis Island Local Trust Committee Annual Report Submission - Request for Decision
- To be Distributed
14. UPCOMING MEETINGS
- 14.1 Next Regular Meeting Scheduled for Tuesday, July 19, 2018 at 9:45 am at the Thetis
Island Community Centre (Forbes Hall), North Cove Road, Thetis Island, BC
15. TOWN HALL 12:35 PM - 12:50 PM
16. CLOSED MEETING - None
17. ADJOURNMENT 12:50 PM - 12:50 PM



Thetis Island Local Trust Committee Minutes of Regular Meeting

Date: April 17, 2018
Location: Thetis Island Community Centre (Hunter Room)
 North Cove Road, Thetis Island, BC

Members Present: Susan Morrison, Chair
 Peter Luckham, Local Trustee
 Ken Hunter, Local Trustee

Staff Present: Marnie Eggen, Island Planner
 David Marlor, Director of Local Planning Services (via telephone)
 Teresa Ritemann, Planner 2 (via telephone)
 Janice Young, Recorder

Others Present: Mel Dorey, Area G Director, Cowichan Valley Regional District
 Brian Carruthers, Chief Administrative Officer (CAO), Cowichan Valley Regional District,
 Kate Miller, Environmental Service Manager, Cowichan Valley Regional District
 Patrick Mooney, Chair, Thetis Island Advisory Planning Commission (APC)
 Approx 3 (three) members of the public

1. CALL TO ORDER

"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."

Chair Morrison called the meeting to order at 9:45am. She acknowledged that the meeting was being held in territory of the Coast Salish First Nations; she then introduced the Staff and Trustees and welcomed all present.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. TOWN HALL AND QUESTIONS – None

4. COMMUNITY INFORMATION MEETING – None

5. PUBLIC HEARING – None

6. MINUTES

6.1 Local Trust Committee Minutes dated February 27, 2018 for Adoption

By general consent the Local Trust Committee (LTC) meeting minutes of February 27, 2018 were adopted.

6.2 Section 26 Resolutions-Without-Meeting Report - None

6.3 Advisory Planning Commission Minutes dated March 1, 2018 for Receipt

Note regarding Advisory Planning Commission (APC) Minutes, that Trustees Luckham and Hunter had not planned to attend the meeting.

Trustees extended thanks to the APC for their efforts.

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated April 10, 2018

Planner Eggen provided an update.

7.2 CVRD Proposed New Regional Tax - Water Service Function - for Discussion

David Marlor, Islands Trust Director of Local Planning Services joined the conversation via speakerphone.

Power Point Presentation by Environmental Service Manager Kate Miller and CAO Brian Carruthers outlining the new regional tax proposal to implement water and watershed protection strategy developed by the Cowichan Valley Regional District (CVRD).

Key Points included:

- Outline of the work to date;
- Focus and benefit of a regional approach to watershed protection;
- Strategic Plan for Watershed Protection in the community in light of the *Watershed Availability Act*;
- Most important issue facing the CVRD today; and
- Review of options.

Mel Dorey, Area G Director, CVRD spoke to attempting to organize a public meeting on Thetis for public presentation and discussion of this issue, however, scheduling conflicts did not permit this to occur.

Discussion ensued. Need for public information and discussion on Thetis Island is of paramount importance. The need for a protocol agreement between the CVRD and the LTC was addressed as this is not a new issue and needs to be put in place.

TH-2018-010

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee ask the Cowichan Valley Regional District to host a Public Information Session on Thetis Island regarding the CVRD Proposed New Regional Tax - Water Service Function.

CARRIED

APC Chair, Patrick Mooney mentioned that an in-depth water sample analysis was done on Thetis about 5 years ago and that this survey might be useful.

David Marlor left the conversation at the end of discussion on this item.

By general consent the meeting was recessed at 10:55 am and reconvened at 11:15 am.

8. DELEGATIONS – None

9. CORRESPONDENCE - None

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

10. APPLICATIONS AND REFERRALS

10.1 TH-RZ-2017.1 (Velez) - Staff Report

Teresa Rittemann, Planner 2, joined the conversion via speakerphone and presented her Staff Report. Discussion followed.

TH-2018-011

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee proceed no further with rezoning application TH-RZ-2017.1 (Velez) to rezone Strata Lot B, District Lot 1, Thetis Island (PID 028-987-691) for the proposed use as temporary rental housing.

CARRIED

TH-2018-012

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee add to the Projects List, a review of the Temporary Use Permit section of the Thetis Island Official Community Plan, with respect to a potential amendment to permit Temporary Use Permits to be issued for temporary non-tourist accommodation use and that it be advanced to the Top Priorities List at the earliest convenience.

CARRIED

TH-2018-013

It was MOVED and SECONDED

that the Bylaw Enforcement Officer provide a standing resolution to support the long-standing, short-term use of three rental units located at 49 Harbour Road, Strata Lot B, District Lot 1, Thetis Island, Cowichan District, Strata Plan EPS644; together with an interest in the Common Property shown in proportion to the unit entitlement to the Strata Lot show on Form V. PID 028-987-691, in a way that shows certainty holding until such time as a Temporary Use Permit is available.

CARRIED

Planner Rittemann left the meeting.

10.2 TH-RZ-2016.1 (WVYC) - Verbal Update

Planner Eggen provided update; waiting to hear back on meeting with Lyackson First Nation.

By general consent the meeting was recessed at 11:50 am – 12:00pm.

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Riparian Areas Regulation Implementation - Verbal Update

Planner Eggen reported that a third party assessment will be done right away and that the report may be available for the next LTC meeting. Staff will then be coming to the LTC for steps to move forward.

Request from Trustees that the report be made available as soon as possible.

11.2 Building Relationships with Local First Nations - Staff Report

Planner Eggen presented the report, following up directives from the last LTC meeting, with recommendations prepared for the LTC to consider. Discussion followed with agreement in principle and note to ensure that we remember to broaden the scope of First Nations' involvement.

TH-2018-014

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee endorse the revised draft Project Charter for "Relationship Building with Local First Nations" dated April 17, 2018.

CARRIED

TH-2018-015

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee request the release of \$1,800 from the Local Trust Committees' Projects Reserve Fund to support "Relationship Building with Local First Nations".

CARRIED

12. REPORTS

12.1 Work Program Reports

12.1.1 Top Priorities Report dated April 10, 2018

Received.

12.1.2 Projects List Report dated April 10, 2018

Received.

12.2 Applications Report dated April 10, 2018

Staff still waiting to hear back from Penelakut with respect to TH-DVP-2015.2.

12.3 Trustee and Local Expense Report dated February, 2018

Received.

12.4 Adopted Policies and Standing Resolutions - None

12.5 Local Trust Committee Webpage - None

12.6 Chair's Report

The Chair reported on:

- Trust Council meeting

- Association of Vancouver Island Coastal Communities (AVICC) meeting

12.7 Trustee Reports

Trustee Hunter did not have a report at this time.

Trustee Luckham reported on:

- Trip to Ottawa included discussions:
 - With Transport Canada and Port Authority about vessel anchorages;
 - Regarding Ocean Protection Program oil spill response, vessel traffic and derelict vessels.
- Salish Sea Conference in Seattle included topics:
 - Protection of the marine environment;
 - Respect for First Nations; and
 - Cooperation.
- Commended Suzanne Sarioglu for her work.

12.8 Electoral Area Director's Report

Mel Dorey spoke earlier in the meeting regarding CVRD Water Protection Strategies.

12.9 Trust Fund Board Report

Chair Morrison presented and updated the report.

13. NEW BUSINESS

13.1 New Nature Reserve on Thetis Island - Fairyslipper Forest – Memorandum

Memorandum presented by Chair Morrison.

13.2 Land-Use Planning Implications of Fisheries and Oceans Canada Integrated Geoduck Management Framework 2017 – Briefing

Received and discussed.

TH-2018-016

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee request staff to provide a memorandum in respect to the Aquaculture Lease on Foster Pont, including the species type and renewal options.

CARRIED

13.3 Approval Process for Water Supply Systems on Salt Spring Island – Memorandum

Received and discussed.

TH-2018-017

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee ask staff to forward this memorandum to Kate Miller at the Cowichan Valley Regional District.

CARRIED

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for Tuesday, May 22, 2018 at 9:45 am at the Thetis Island Community Centre (Forbes Hall), North Cove Road, Thetis Island, BC
Trustee Luckham will be away on July 10 and requested that rescheduling the meeting be considered.

TH-2018-018

It was MOVED and SECONDED

that the Thetis Island Local Trust Committee ask staff to reschedule the July 10 meeting.

CARRIED

15. TOWN HALL

Ruxton Island Property Owner Association representative asked when some information will be available on the new bylaw.

Planner Eggen responded that this information will be available in due course.

16. CLOSED MEETING – None

17. ADJOURNMENT

By general consent the meeting was adjourned at 12:45pm.

Susan Morrison, Chair

Certified Correct:

Janice Young, Recorder



Follow Up Action Report

Thetis Island

11-Oct-2016

Activity	Responsibility	Target Date	Status
Staff to contact MFLNRO and provide a Staff Memo regarding options for the LTC with regard to issues that arise in changes in mariculture/aquaculture operations under licences of occupation, including changes in species.	Marnie Eggen	18-Nov-2016	On Going

29-Aug-2017

Activity	Responsibility	Target Date	Status
Staff to work with Ministry to facilitate and gain clarification from Aquaparian Consultants Ltd. with regard to the classification of Ralston Creek as a stream as per the provincial Riparian Areas Regulation or hire a different QEP to undertake the same.	Marnie Eggen	29-Sep-2017	On Going

17-Oct-2017

Activity	Responsibility	Target Date	Status
Chair to write to ACT, thanking them for letter and their advocacy.	Marnie Eggen	27-Oct-2017	On Going
Staff to write to Susan Randall, MOTI, requesting an update on Road Safety Report as previously requested, status of ferry terminal improvements, and bring to her attention the pedestrian safety concerns regarding Harbour Rd. at the corner of Foster Pt. cc: Andy Newall	Marnie Eggen	27-Oct-2017	On Going

12-Dec-2017

Activity	Responsibility	Target Date	Status
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Follow Up Action Report

Staff to prepare draft bylaw to amend the Thetis Associated Islands LUB to remove ambiguities regarding the regulation of private moorage structures & to create a new project charter for community private docks.

Marnie Eggen

On Going

27-Feb-2018

Activity	Responsibility	Target Date	Status
Staff to expand the scope of Lyackson First Nation project to include all local First Nations and bring back a revised project charter. To include exploration of the possibility of gaining further info about the Hulquminum Treaty negotiations.	Marnie Eggen Fiona MacRaid		Done
Staff to apply to the UBCM for funding to hold a Community to Community Forum in 2018-19.	Marnie Eggen Fiona MacRaid		Done
Staff to communicate with CVRD regarding water protection services and tax levy where there appears that there is a duplication of service to residents of Thetis LTA.	Marnie Eggen		Done
Staff to advise EC to reconsider regular meeting agenda policy format to allow for delegations, town hall, chair and director reports and TFB reports to be presented earlier in all agendas.	Marnie Eggen		Done

17-Apr-2018

Activity	Responsibility	Target Date	Status
Staff to close application TH-RZ-2017.1 (Velez) and provide appropriate refund.	Penny Hawley Teresa Rittemann		Done
Bylaw enforcement to provide a draft standing resolution to support the ongoing short term use on the TH-RZ-2017.1 subject property.	Miles Drew		On Going
Staff to release \$1800 from LTC Projects Reserve Fund for the First Nation project.	Marnie Eggen		On Going



Follow Up Action Report

Staff to provide a memo with respect to the licence at Foster Point including the species type and the renewal options.	Marnie Eggen	On Going
Staff to reschedule the July 10th LTC meeting.	Wil Cottingham	On Going
Staff to forward LTC request to CVRD to host a public information session on Thetis Island regarding the proposed drinking water and watershed protection service.	Marnie Eggen	Done



Thetis Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Riparian Areas Regulation Implementation	Ensure protection of freshwater ecosystems in the Ralston Creek watershed through review of current regulation and covenants, and possible bylaw amendment.	07-Sep-2011	Marnie Eggen	15-Nov-2014
2	Ruxton Island Private Moorage Review	Review regulation regarding private moorage related structures and community docks.	11-Jan-2017	Marnie Eggen	
3	Relationship Building with Local First Nations	Potential topics to explore: Bylaw referrals; Land & marine use on & around Lyackson Island; Shared Narrative of Place; Co-governance/co-management; follow up from Associated OCP/LUB review:land use considerations for clam gardens; explore private docks as a permitted use; potential impacts of ocean geothermal loops; switchback fencing in setback to the sea	27-Feb-2018	Marnie Eggen Fiona MacRaid	



Projects

Thetis Island

Description	Activity	R/Initiated
LUB Amendments	- short-term vacation rentals of principle dwellings in the R-2 zone - rainwater storage requirements	07-Sep-2011
Island-wide watershed protection	TBD	21-Nov-2012
Pilkey Point / Marina Drive Slough Support for Habitat Restoration		20-Nov-2013
Sensitive ecosystems education and engagement	Environmental education and engagement efforts, in particular with owners on the Associated Islands, to explore ways to protect sensitive ecosystems in the Area.	19-Mar-2014
Associated Islands OCP and LUB	Develop new OCP and LUB to replace Ruxton Island Zoning Bylaw, 1982, CVRD Bylaw 110, and to include other islands with no zoning. Scope does not include Valdes Island, but includes establishing a Memo of Understanding with the Stzuminus Nation for a stakeholder process regarding Bute and Dunsmuir Islands.	07-Sep-2011
Letter of Understanding between the Thetis LTC and the Cowichan Valley Regional District.	Planning staff to begin drafting once project progresses to Priorities.	24-Nov-2015



Projects

Thetis Island

Description	Activity	R/Initiated
Amendments to Thetis Island OCP and LUB; staff to provide staff report when time permits.	<p>Moved back to Projects List:</p> <ul style="list-style-type: none"> - (housekeeping)4.3(d) amend to say: In addition to s. 4.3(a), (b), and (c)... - (housekeeping) objectives and policies re sea level rise (was resolution to include in draft but did not make it in to adopted OCP). - OCP/LUB amendments to consider ocean loop geothermal exchange systems. - explore measures to address impacts of wharf related structures. 	12-Jan-2017
Review of Development Permit Areas and development of a Development Approval Information Bylaw on Thetis Island		21-Feb-2017
Consolidating lots for community benefit of Ruxton Island.		17-Oct-2017
Review Thetis Island TUPs to include non-tourist accommodation.	To be advanced to top priorities at earliest convenience.	17-Apr-2018



Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
TH-DVP-2015.2	Trincomali Holdings Ltd. Planner: Ann Kjerulf	03-Sep-2015	204 PILKEY POINT RD \request for variance to authorize a previously constructed seawall

Planning Status

Status Date: 29-Aug-2017

Staff requested to refer the new survey to the Crown, First Nations and the Arch Branch with respect to the location of the natural boundary of the sea, asking if interests are unaffected.

Status Date: 26-May-2017

Letter sent to applicant requesting valid survey be submitted by July 15, 2017

Status Date: 29-Nov-2016

LTC considered application; will reconsider pending completion of mitigation measures, confirmation that First Nations concerns have been addressed, and provision of a valid survey

Rezoning

File Number	Applicant Name	Date Received	Purpose
TH-RZ-2016.1	WEST VANCOUVER YACHT CLUB Planner: Marnie Eggen	02-Feb-2016	Proposed reconstruction and/or maintenance of breakwater on crown land north of Kendrick Island, south is Valdes Island.

Planning Status

Status Date: 03-Nov-2017

No change

Status Date: 29-Aug-2017

LTC passed resolution to hold in abeyance to allow for 30 first nation review period of Arch Report and receipt of comments from Lyackson FN, and request applicant to meet with Lyackson FN.

Status Date: 29-Aug-2017



Applications

LTC passed resolution to hold in abeyance to allow for 30 first nation review period of Arch Report and receipt of comments from Lyackson FN, and request applicant to meet with Lyackson FN.

Subdivision

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

Planning Status

Status Date: 19-Jul-2016

MOTI issued 1 yr. extension.

Status Date: 18-Dec-2015

Staff comments provided to MOTI.

Status Date: 14-Sep-2015

Applicant seeking comments on Phase III. Planner reviewing file.

File Number	Applicant Name	Date Received	Purpose
TH-SUB-2014.1	J.E. Anderson & Associates Planner: Teresa Rittemann	23-Jun-2014	Ruxton Island to create 2 parcels from 3 existing lots

Planning Status

Status Date: 08-May-2018

No change in status.

Status Date: 02-Oct-2017

Require final subdivision plans before IT can issue final letter.

Status Date: 13-Jun-2017

MOTI letter stating they are willing to accept a 10 metre setback, as in the LUB, instead of 15 metres as in the original PLA.

File Number	Applicant Name	Date Received	Purpose
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Islands Trust

Applications

TH-SUB-2015.1

Polaris Land Surveying Inc. 19-Aug-2015

PID:007-818-459 The proposed subdivision will create 2 parcels (including remainders) and the intended use of the land and/or buildings and structure is residential.

Planner: Marnie Eggen

Planning Status

Status Date: 19-Sep-2017

Final letter of approval sent to MOTI

Status Date: 25-May-2017

Covenant approved by RWM

Status Date: 25-May-2017

Awaiting final plan of subdivision before giving final approval.

Islands Trust
 LTC EXP SUMMARY REPORT F2018
 Invoices posted to Month ending March 2018

670 Thetis	Invoices posted to Month ending March 2018	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-670	LTC "Trustee Expenses"	750.00	564.82	185.18
LTC Local				
65200-670	LTC - Local Exp - LTC Meeting Expenses	1,000.00	1,730.37	-730.37
65210-670	LTC - Local Exp - APC Meeting Expenses	500.00	130.00	370.00
65220-670	LTC - Local Exp - Communications	1,000.00	35.00	965.00
65230-670	LTC - Local Exp - Special Projects	500.00	0.00	500.00
TOTAL LTC Local Expense		<u>3,000.00</u>	<u>1,895.37</u>	<u>1,104.63</u>
Projects				
73001-670-2009	Thetis OCP/LUB	1,500.00	0.00	1,500.00
73001-670-3008	Thetis RAR	1,500.00	1,409.67	90.33
73001-670-4072	Thetis First Nations Relations	500.00	17.70	482.30
73001-670-4090	Thetis Ruxton Island Private Moorage	3,500.00	401.62	3,098.38
TOTAL Project Expenses		<u>7,000.00</u>	<u>1,828.99</u>	<u>5,171.01</u>